



Doddiscombsleigh Parish Council
Minutes of the Extraordinary Meeting held on Friday 15 May 2020 at 2pm
online

Zoom Meeting ID: 818 3394 0849

Password: 083797

Present:

Cllr Turney (Chairman), Cllr S Burdge, Cllr H Hanson, Cllr M Moorhouse (from agenda item 4.2).
Clerk: A Miller

Open Forum:

As no member of the public was present, no questions were raised.

1 Apologies for Absence

None.

2 Declarations of Interest / Requests for Dispensations

None.

3 Ratification of Minutes of Previous Meeting

Extraordinary Council meeting of 21 April 2020 – Accepted as a true record.

Proposed Cllr Hanson **Seconded** Cllr Burdge All agreed

4 Planning Matters

4.1 To Note Planning Decisions

The following planning decisions were received since the last Parish Council meeting.

19/02036/FUL Lower Lowley	Refusal
19/02549/VAR Penhill	Approval
20/00493/NPA Eastern Hill Farm	Approval
20/00622/AGR Shute Woods	Prior approval is not required

4.2 To Discuss a Building Work on the Lane from the Nobody Inn to Ashton

Cllr Moorhouse joined the meeting during the discussion. A member of the public brought the Parish Council's attention to a building work which is taking place after Shute Cottage. The Parish Council was not aware of any planning application and decided to refer the case to the planning authority to clarify the position relating to planning requirements.

Proposed Cllr Turney **Seconded** Cllr Hanson All agreed

4.3 To Discuss the Request of CPRE the Countryside Charity to Back a Democratic Planning System

The Parish Council discussed the request and, although agreed with the issues brought up by CPRE, felt that lobbying with the local MP would look like taking a political position and

being involved politically. The Parish Council decided not to be involved in the political campaign.

Proposed Cllr Turney **Seconded** Cllr Hanson

5 Approval of Annual Governance and Accountability Return 2019/20

5.1 Internal Auditor's Report

The Clerk reported that the internal auditor had carried out the audit and signed the Annual Internal Audit Report for 2019/20 without comments.

This year the audit documents were sent electronically to the internal auditor, due to the coronavirus pandemic. She confirmed the audit process. The auditor printed out the bank statements, cash book and reconciliations and checked the bank statements against the spreadsheets and against the online receipts/invoices to ensure supporting documentation for all transactions. She checked the VAT amounts separately. She also received the online copies of the risk assessment, budget, asset register and exemption certificate. The exercise of public rights was documented in the minutes (25/04/19).

5.2 Approval of Governance Statement

Completed and agreed. **Proposed** Cllr Turney **Seconded** Cllr Hanson All agreed

5.3 Approval of Statement of Accounts

Completed and agreed. **Proposed** Cllr Hanson **Seconded** Cllr Moorhouse All agreed

5.4 Decision about Certifying the Parish Council as Exempt from External Audit

The Clerk stated that from the 2017/18 financial year it has been possible for small authorities to certify themselves as exempt from external audit if the financial accounts were prepared at a good standard previously and the receipts and payments are under a specific level. The external audit would cost £200, but Doddiscombsleigh meets the criteria.

The Parish Council decided to certify the Council as exempt from external audit in 2019/20.

Proposed Cllr Turney **Seconded** Cllr Hanson All agreed

5.5 Agree dates for Exercise of Public Rights

The public will have a right to inspect the Annual Statements and the related documents between 15 June and 24 July 2020.

Proposed Cllr Turney **Seconded** Cllr Hanson All agreed

6 Finance

6.1 Report

The bank balance at 11 May 2020 was £6,553.19. After deducting the amount of unpresented cheques, the net bank balance was £6,389.59. Earmarked funds: CIL £1,402.84, Parish Path Partnership Grant £291.44, Community Plan £1,000 and Climate Emergency support £200. Since the last meeting the first part of the precept, £2,155 and the Parish Path Partnership grant, £150 was credited to the account.

6.2 Internet Banking Update

The clerk reported that the online banking payment limit has been increased, as it was decided at the last meeting. She tested the online payment function, setting up an approved payment for 22nd May 2020, and found that – in spite of the reassurance from HSBC in April – the system did not allow the online authorization function for councillors. Talking to their Customer Service again, it became clear that the internet banking system, that the Parish Council is using and is free, is not capable to separate the setup of the payment and the online authorization steps. The user, who sets up the payment has to authorize it as well.

HSBC has another internet banking system, called HSBC Net, which according to their Customer Service is capable to separate the setting up and the online authorization steps, but it is not free. Or there is the Unity Trust Bank, specialized for the local council sector, which would be able to provide the required services, but it costs £6 per month.

Currently the clerk can send payments electronically up to the daily limit and the councillors will receive their security devices soon, which will allow them to access and check the bank balance and the transactions at any time.

The Council's opinion was that the risk of a fraudulent activity is low and the Parish Council's bank balance is relatively low as well. Changing bank, especially during the pandemic, needs more preparations.

The Council decided that the clerk can make the online payments which are authorized offline according to the Financial Regulations. The councillors can check the bank account online and the clerk will present the bank statements at the meetings. This practise and the Council's Financial Regulations will be reviewed at the next meeting.

Proposed Cllr Turney **Seconded** Cllr Burdge All agreed

6.3 Approval of Expenditure

Previously paid: ICO fee: £40.00

Payments:

- Zoom Pro monthly fee: £14.39
- Antivirus program: £24.99

Proposed Cllr Turney **Seconded** Cllr Hanson All agreed

The request to pay the insurance fee arrived after the agenda was published. The amount is the same as last year, £267.43 and will be on the payment schedule for the next meeting.

7 Coronavirus Update

One of the co-ordinators of the Community Help Group, Mr Fairs emailed the Council about the Teign Valley Larder. There is a food station at Christow Church where people can access food when finances are tight. Unfortunately, under the COVID-19 restrictions more people are in need of help. The Larder is also a way to reduce food waste. Collection points are set up in several villages and volunteers will transport the collection boxes to Christow. Mr Fairs asked the Parish Council's help find a location for the collection box in Doddiscombsleigh. Cllr Burdge offered the pub car park as a suitable place, where people who would like to donate food can stop safely.

8 Councillor Vacancy and co-option

No applications were received.

9 Clerk's Correspondence – None

10 Date of Next Meeting – 9 July 2020

11 Chairman's Remarks

The Chairman thanked everyone for their participation.

The Chairman closed the meeting at 3.20 pm.

Signed.....

Chairman

Date