

SUTCOMBE PARISH COUNCIL

Minutes of Sutcombe Parish Council Meeting held Remotely Using the ZOOM Platform, on Monday 20th April 2020 which commenced at 7.30p.m

Members of the Council Present: Councillors C. Quance (Chairperson) B.Galbraith Marten -(Vice Chairperson), C. Furse, M. Wonnacott, E.Horn and J. Daniel.
Also present were Mrs Lorraine Buttery (Clerk), District Councillors, Richard Boughton and Stephen Harding.

1. **Chairman's announcements**
Councillor Chris Quance welcomed all to the meeting
2. **Declarations of Interest**
 - a) Register of Interest: Councillors are reminded of the need to update their register of interests.
There were none declared
 - b) To declare any personal interests in items on the agenda and their nature. *There were none declared*
 - c) To declare any disclosable pecuniary interests in items on the agenda and their nature. *There were none declared.*
3. **Apologies and reasons for absence**
Parish Councillor John Shepherd
4. **Public Comment Session**
There were no members of the public attending.
5. **Reports from Devon County Councillor and District Councillors:**
Chairperson Councillor Chris Quance thanked Councillors Richard Boughton and Stephen Harding for joining this 'virtual' meeting.
Richard commented that this was his first Virtual meeting and congratulated the Councillors, but was pretty sure more would be forthcoming. He went on to say that Torridge was doing well, and that staff levels were at present good, 84% of grant applications had been approved and paid, refuse and recycling were going ahead as planned, Richard asked Stephen if he would like to add anything, he replied that not a lot was happening
Councillor Quance asked Richard if there was any news regarding the money that he thought was being held under the '106' for recreational purposes? Richard replied that he had been slightly confused with which application it was, there is nothing outstanding from the 'St Andrews' development, and the new planning application in the field next to the St. Andrews estate has yet to be approved. Councillor Quance thanked Steven for the clarification
6. All members of the Council had received a copy of the minutes of the Parish Council meeting held on the 2nd March 2020 by email, with the unanimous decision of the Councillors that the contents were deemed true and correct and will be signed at the next 'face-to-face' meeting.
7. **Matters Arising**
 - 1) Sutcombe Community Play field, Councillors Claire Furse and Barry Galbraith -Marten had met with Pam Johns from Coodes Solicitors and discussed several issues relating to the 'Heads of Terms' document supplied by Devon County Council. There are several points that need to be clarified the following are not exhaustive: -
 - i) The Boundary wall
 - ii) shared access
 - iii) 60years call- back conditions
 - iv) fees, but in the first instance the Parish Council needs to write to Pam Johns to officially ask her to act on the Parish Councils behalf, although Clarification of the Solicitors fees had been received at he meeting, we await an idea of the fees for Local searches From Local Authorities and Land Registry, also cost of 'no search indemnity insurance', the Clerk was requested to write a letter to Pam Johns at Coodes.
 - 2) The notice Board has been re-attached to the wall; the locks are not functioning properly but will be looked at again at a later date.
 - 3) There had been no response to the advertisement for tenders.
Councillors Claire Furse and Chris Quance had arranged for Chris Abbot who cuts the play field every three weeks to cut the grass around St. Andrews Close, arrangements to be made regarding keeping the 'War Memorial' area tidy, it was the unanimous decision of the Councillors to split the agreed the budget amount between the two contractors.
8. **Planning Applications:**
1/0140/2020/FUL: Proposal: Two Storey front and side extensions and internal alterations
Location: West Paddon Sutcombe, Holsworthy, Devon
The Above application had been sent to Councillors by email and as the deadline was before this meeting comments Were sent via email, there were no objections and the unanimous decision of the Parish Councillors was to support the application. The Clerk had passed the decision on to Torridge planning via the Planning Portal.

8 Planning Decisions:

There were none

Planning Appeals:

There were none

9. Finance

- a) Financial report to date, the spreadsheet was sent to the Councillors prior to the meeting by email, no issues were raised. The Balance of the bank account is £8,753.32, this consists of ringfenced funds, i) elections £350.00, ii) project fund £3,002.00, iii) DCC £3,150, the balance of £2,251.32 being Parish Council General funds.
- b) Loan for Playfield, the Clerk reported that she had sent the paperwork to DALC but to date had had no up-date from them, she will chase it up
- c) The Councillors acknowledged the receipt of Precept £3000, plus grant from Torridge £335.96
- d) The following cheques had been sent in the post to the Chairman for signature, the unanimous decision of the Councillors was to approve the payments, the cheques had been signed by two Councillors and will be put in the post for the Clerk to send to the recipients, Councillor Quance will pass the cheque on to Fay Fry.
 - i) Xdoc to be paid to Fay Fry £67.97
 - ii) L. Buttery quarterly salary £319.68
 - iii) DALC/NALC annual fees £73.42
 - iv) Vision ICT accessibility statement addition to website £54.00
 - v) £150.00 Vision ITC for annual IT support (not on the agenda signed in between meetings)
 - vi) At the end of the financial year there was £2,251.32 general Parish Council funds, the accounts are in good order. The Clerk will arrange for the internal Audit in preparation for the Annual return.

10. Correspondence as below and as available at the time of the meeting

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| i) Rural Police Update | ii) Holsworthy Rural Update DCC Councillor Barry Parsons | |
| iii) DALC Newsletters x 7 | iv) Rural Network Bulletins x 5 | v) R.S.N Rural Funding digest |
| vi) John-Richardson Daws Local Bus Services | vii) Update Torrington District Council. | |
| viii) Martin Rich | ix) DCC – Stay at Home | x) DALC Renew membership |
| xi) Tom Vanstone-Community Grant. | xii) Connect me | xiii) Councillor E.Horn – re grant |
| xiv) F.Fry- Newsletter | xv) Play Inspection Company | xvi) Harry Roper |
| xvii) Martin Rich- Sport England grants | | |

The above were all received by email and forwarded to all Councillors issues raised:

- 1) x- The Clerk asked permission from the Councillors to continue the membership with DALC, this was unanimously approved.
- 2) xiv- Newsletter, some were not delivered, and it is not clear whether it will be a printed edition long term, Councillor Quance will discuss this with Fay Fry.

10. Matters for discussion or to be noted, and matters brought to the attention of the Chair.

- 1) The Parish Council made the decision to set up an ‘emergency committee’ to help with the current Emergencies due to the Corona virus, and in particular to help with the distribution of funds given by Torridge district Council, the committee will consist of Councillors Michael Wonnacott, Emma Horn and Barry Galbraith Marten, Emma suggested that some of the funds could be used for the purchase of hand gel and gloves needed for the ‘pop up shop’, one other suggestion was that the fund could also cover the cost of the hall hire for the shop. This will be decided by the committee at a later date. The Chairperson Councillor Chris Quance said he would design a poster to inform the residents of the Emergency committee.

The Next meeting was arranged for the 22nd June 2020, depending on restrictions the place of the meeting will be decided at a later date.

There being no further business the meeting closed at 8.30 pm.