

**Minutes of East Down Parish Council Meeting
at 7.55 p.m. on Monday 13th May 2019 at East Down Village Hall**

Attendance: Cllrs Mr M. Wright (Chair), Mr R. Crossman, Mrs E. Kempf, Mr K. Phillips, Mr R. Tarr, District Cllr Mr J. Tucker, County Cllr Ms A. Davis and Mrs M. Done (Clerk).

Cllr M. Wright, Chair, welcomed everyone and opened the meeting.

1. **Apologies:** none
2. **Declarations of Interest/Dispensations:** none.
3. **Public Participation:** Mr M. King.

Part 'A'

4. **Co-option of Mark King.** Completed co-option papers received and approved by Council. Cllr King then signed the declaration of acceptance of office and was welcomed back on to the Council.

5. **County/District Councillors' Reports.**

District Councillor Mr J. Tucker's report covered:

- Appointment of District's new chief executive, title to be Head of Paid Services;
- Enforcement case at Ashelford has been resolved – must revert to approved planning application which was for a garage
- Following District Election, a new leadership announced at the District Council with a new constitution.
- Joe expressed his pleasure at being re-elected and thanked members for their support.

County Councillor Ms A. Davis's reported covered:

- Update on the Link Road: compulsory purchase orders had been signed.
- Flooding at Brockham – funding applied for.
- SA3123 Long Lane is to be resurfaced.

6. **Minutes of meeting Monday 15th April 2019.** Resolved to accept.

7. **Matters arising:**

- High Visibility clothing. The clothing had been purchased but one of the jackets provided was the wrong size which would be exchanged for the correct size. Resolved to approve the purchase of the following high visibility clothing: 1 pair trousers for the Snow Warden and one pair of gauntlets for Chris Wallis.
- Certificate of Exemption for the financial year 1st April 2018 to 31st March 2019. Acknowledgement of receipt received from PKF Littlejohn.

8. **Annual Governance and Accountability Return 2018-19.** This had been studied at the meeting on 15th April. The Annual Internal Audit Report 2018/2019 was signed off on 29th April 2019 by the Internal Auditor. A resolution to approve the Annual Governance and Accountability Return was proposed, seconded and approved unanimously. This was then signed and dated by the Chair and the Clerk.

9. **Planning Applications.** None

Decision by Planning Inspectorate: (for information only)

Reference 66258: Single storey extensions to storeroom and kitchen together with addition of garden room at Little Hawthorns, Muddiford, Barnstaple. Permission granted by Planning Department 16th April 2019

Reference 66476. Lawful development certificate for a proposed timber framed garage at Little Hawthorns, Muddiford EX31 4HR. Permission granted by Planning Department 24th April 2019

10. **Financial Statement of accounts for the year to date and payments.**

Bank balances on 7th May 2019

Parish Council Account: £6685.63 (includes 50% each of precept £1108.00, parish grant £192 grant assistance £5.10).

Cheques presented:

000354 £165.48 Community First Insurance

000355 £60.33 DALC Membership

000356 £14.99 Frame for poster on Defibrillator

Ring-fenced money: £600 for computer equipment, £323.32 for high visibility clothing and £240.22 for defibrillator.

Cheques authorised and signed: 000357 to M. Done (£56.40) for purchase of High Visibility Clothing; 000358 to M. Done (£60) reimbursement of Audit fee.

Parish Paths Account: £1156.83.

11. Annual Produce Show – Request for Grant. Letter received from Alison Green, Organiser of the Annual Produce Show requesting a grant towards the Show. Following discussion, it was agreed to award £200. Cheque 000359 authorised and signed to East Down Old School (£200) grant towards Annual Produce Show

12. Audit Form (Accounting Statements) 1st April 2018 to 31st March 2019

A resolution was then proposed, seconded and agreed unanimously to approve the Accounting Statements. This was then signed and dated by the Chair and Clerk.

The Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return for accounts for the year ended 31st March 2019 was approved and would be displayed on the noticeboard and website. Cllr Crossman agreed to hold the accounts and supporting papers during the period stated.

13. Chairman's items

Drains/Flooding: none reported.

Emergency Parish Plan - Cllr Crossman would check with locals who assisted in clearing roads last year if they are willing to be included and named on the Plan.

14. Correspondence. (All email)

PKF Littlejohn – acknowledgment of receipt of Certificate of Exemption

DCC Training Courses

Police monthly newsletter

NDC weekly information sheets, planning applications lodged, determined and enforcement cases closed

Grants information

DALC Devon Communities together

Public Sector Executive

Rural Opportunities bulletin

Rural Vulnerability Service

Rural Services Network weekly

Magazines: Clerks & Councils Direct

15. Rural Alliance – reminder to all to complete and return the Housing Needs Survey.

16. Confirm date for next meeting on Monday 15th July 2019 at 7.30 p.m. Should a planning application be received then an extraordinary meeting would be arranged. Cllr Tarr would advertise the meeting following request from the Chairman.

Part 'B' (Confidential Restricted Information): none.

The meeting closed at 8.45 p.m.