

**Minutes of East Down Parish Council Remote Meeting
at 7.30 p.m. on Monday 22nd June 2020**

Attendance: Cllrs Mr M. Wright (Chair), Mr R. Crossman, Mr M. King, Mr K. Phillips, District Cllr Mr J. Tucker and Mrs M. Done (Clerk).

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

1. **Apologies:** Cllrs Mrs E. Kempf, Mr R. Tarr and County Cllr. Ms A. Davis
2. **Declarations of Interest/Dispensations:** none.
3. **Public Participation:** none.

Part 'A'

4. **Minutes of meeting Monday 15th March 2020.** Resolved to accept.
Notes from Parish Council Emergency Plan Meeting 15th March. Resolved to accept.
Notes on Parish Council's essential matters during the months of April and May 2020. Resolved to accept.

5. **Matters arising:**

Thanks were recorded to Mike and Sally Corfield for preparing and posting out the Coronavirus information sheets and to Ray and Carol Thomas for printing them. The Clerk would send thank-you cards.

6. **Planning Applications** none
Decisions by Planning Inspectorate: (for information only): none.

7. **Audit 2019-2020**

- (i) **Annual Internal Audit Report 2019/20.** The Annual Internal Audit Report 2019/2020 was signed off on 2nd June 2020 by the Internal Auditor.
- (ii) **Year end accounts in the Annual Governance and Accountability Return (AGAR) 2019/20. Resolved to approve unanimously. This was then signed and dated by the Chair.**
- (iii) **Annual Governance Statement and Accounting Statements.** Resolved to approve and signed by the Chair.

8. **Certificate of Exemption.**

The Certificate was signed by the Chair and would be emailed to the external auditors PKF Littlejohn.

9. **Financial Statement of accounts for the year 1st April 2019 to 31st March 2020.**

Parish Council bank balance on 31st March 2019 £6166.05. This included the following ring-fenced monies:

Defibrillator	£242.72
Computer grant	£600.00
High Visibility	£257.59
Parish Emergency Plan	£241.02 (Scheme 1)
P3 Account bank balance	£1156.83 (no activity during the year)

Bank balances on 31st May 2020

P3 Account £1156.83

Parish Council Account £7508.06

The following cheques were authorised

Cheque number 000375 to C. Thomas for £82.62 (April and May coronavirus information sheet printing). This would be paid for by the **Covid-19 grant** from DCC.

Cheque Number 000376 to R. Tarr for £93.82 (website hosting etc)

Cheque number 000377 to M. Done for £60.00 (reimbursement of Stevens and Willey audit fee).

Cheque number 000378 to M. Done for £300.00 (1st quarter salary April – June 2020).

Receipts, payment voucher and cheques to be forwarded to Chairman and Cllr Crossman for signing and posting

Ring fenced money	
Defibrillator balance	£242.72
Computer grant	£600.00
High Visibility grant	£257.59
Parish Emergency Plan	£241.02 (Scheme 1)

Covid-19 grant £313.24 (one cheque cleared)
Emergency Plan grant £1250.00 (Scheme 2)

10. Parish Emergency Plan.

The £1250 grant has been received from Devon Communities Together. Councillors approved placing the order for the road signs and cones. The Clerk would write to the Trustees for permission for them to be stored safely at the Village Hall.

11. Chairman's items

Drains/gullies needing work. Prioritisation of work on drains and gullies to be completed by 31st March 2021 and funded by Resilience Grant (Emergency Plan). The funding has to be spent by 31st March 2021 and approval has been received for 50 hours of work on gullies and drains. Photographs need to be taken before and after the work which are to be submitted with the contractor's invoices. The Clerk would write to Chris Wallis explaining the conditions set out in the grant award. The grant also covers purchase of road signs and traffic cones. Cllr Crossman volunteered to contact Chris Wallis.

Footpaths. The Clerk reported that one footpath had been strimmed and asked if anyone knew who was responsible. Councillors reported that the Brockham Bridge footpath had also been done as had the verges up by Ashelford. The Clerk would contact DCC Ros Davies to see if P3 had sent out contractors.

District Cllr Tucker reported that the Finance Department had worked extremely hard to process all the paperwork and payment of grants to businesses. Some businesses had not yet applied and District Councillors have lists for their wards. Cllr Tucker said he would visit those in his ward.

12. Correspondence

Police newsletters
Covid-19 bulletin
Car Parks and Toilets – Selaine Saxby
Covid-19 scams
Impacts and Use of Devon's Bus Network
Former Yelland Power Station - planning application – 60823
Air quality improvement document given go-ahead by North Devon
Connect-me
Climate and Environment grants scheme
NDC weekly information sheets, planning applications lodged, determined and enforcement cases closed
Grants information
DALC Vacancies and newsletters
DALC Devon Communities together
Rural Services Network
Public Sector Executive
Rural Opportunities bulletin
Rural Vulnerability Service
Rural Services Network weekly email

13. No meetings arranged.

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

The meeting closed at 8.05 p.m.