

DRAFT

KILMINGTON PARISH COUNCIL MINUTES OF THE MEETING HELD AT 7.30pm ON TUESDAY 3rd SEPTEMBER 2019 IN THE CRICKET PAVILION

Present: Cllrs B. Trott (Chair), M. Collier (Vice Chair) M. Jones,
P. Ball, J. Mear. A. Dare

In Attendance: A Jenkins (Clerk/RFO)

Members of Public: Two (S. Hodges and C. Bolton)

OPEN SESSION

No matters were raised.

COUNCIL BUSINESS

1. Apologies

Cllr. S. Seward, Cllr. S. Huscroft and Cllr. E. Styles

2. Declarations of Interest

None

3. Minutes of Meeting 23rd July 2019

The minutes were declared a true record of the proceedings, proposed by Cllr. Collier, seconded by Cllr. Mear, all in favour. The Chair signed the minutes.

4. Matters Arising from the Minutes

The Clerk advised that there had been no response from Ms Kirkcaldie to the solicitors letter which had been hand delivered to her by the Vice Chair. The Vice Chair said that she had mentioned finding a key but had not passed it over.

Councillors then discussed what further action, if any to take and after taking into account the legal costs involved and the likelihood of success of any further legal action, it was proposed by Cllr. Dare to take no further legal action, seconded by Cllr. Jones, all in favour. The Clerk to write to the solicitors to request that they close their file and submit their final account.

The Clerk advised that Thomas Westcott had required confirmation of the salary cheque payments that the Council had made since 2017 to the previous Clerk and to HMRC in respect of the PAYE. He had been able to establish the various payments made and had

provided Thomas Westcott with a detailed list of all the payments made and when they were banked or not banked. Thomas Wescott were now investigating the PAYE situation with HMRC and would advise the final position once the investigations were complete.

The Chair advised that the Duke of Edinburgh Charity Car Wash event had been a success and had raised a good sum of money.

The Clerk advised that he was still awaiting responses from the other parishes regarding the formation of an A35 Parishes Liason Forum.

5. Finance

- a) Councillors and ex Councillors of the previous Council confirmation that all payments made by Council for the period 1st April 2017 to 31st March 2018 and the 1st April 2018 to 31st March 2019 were in order and had been approved by them at the various Council meetings held during those two years.**

The Clerk advised that due to the missing documents, cheque book stubs and minutes, it was necessary to check with Councillors that the payments made in these two years were correct and to the best of their memories had been approved at the various Council meetings held in those two years. This confirmation would be vitally important for the purpose of the internal and external audit processes.

Ex Councillors S. Hodges and C. Bolton had been invited to the meeting and they together with Councillors of the previous Council studied the list of payments which had been compiled by the Clerk for the years 17/18 and 18/19. They confirmed that all the payments were correct and had been authorised, and then initialled and signed the two lists. Cllrs.Seward and Huscroft were not present, so the Chair undertook to meet with them and ask them to also check that the payments were correct and authorised and sign the confirmation.

- b) Current Financial Position**

The Clerk advised that the signatories had now been changed on both the NS&I and Santander accounts and that he had received up to date bank statements. The present bank balances were as follows:-

Lloyds Bank Account 00092185

Bank Statement dated 03-09-2019 balance as at 02-09-2019 £ 11,124.98
(This balance includes the precept payment of £8,750 from EDDC on 02/09/2019)

Santander Bank Account 04146212

Bank Statement dated 27-08-2019 balance as at 27-08-2019 £ 1,091.27

NS&I Account 138414235

Bank Statement dated 27-08-2019 balance as at 27-08-2019 £ 64,293.51

The Clerk passed around the bank statements of the three accounts for their perusal.

- c) Requests for Financial Support**

None received.

d) Intervening Expenditure to approve

Chq. No.	Payee	Amount
2013	Beviss & Beckingsale Solicitors (Solicitors fees)	£250.00
2014	Axminster Printing (Stationery)	£ 21.61

Cllr. Trott proposed, seconded by Cllr. Collier that these payments be approved. All in favour.

e) Expenditure to be approved for which bills have been received

Cllr. Dare proposed, Cllr. Jones seconded, all in favour that the following payments be approved.

Chq. No.	Payee	Amount
2015	A. Dimond & Co. Ltd (Printer Toner Cartridge)	£ 75.99
2016	Kilmington PFC (Room Hire 23/07 & 24/07)	£ 21.00
2017	Maxine Lawson (Web Maint, email & website hosting)	£272.20
2018	A. Jenkins Clerk (Reimburse for stamps purchase)	£ 8.40
2019	A. Jenkins Cash (to create a Petty Cash Float)	£ 40.00
2020	A. Jenkins Clerk (Home Office Allowance April, May, June. July and August)	£ 70.00
2021	A. Jenkins Clerk (Salary from 27/07/19 to 31/08/19 And 27 excess hours worked)	£667.32
2022	C S Garden Services (Grounds Maintenance)	£330.00

These payments will reduce the Lloyds Bank account balance to £9,640.07

f) Forthcoming expenditure to approve

Payment of £6.98 to Axminster Printing (Stationery) from the Petty Cash Float
Cllr. Jones proposed, seconded by Cllr. Collier, all in favour.

The work on the replacement windows for the Village Hall is due to be completed in the near future. The Parish Council resolved in November 2018 to pay for this work based on the provided estimate of £7,572 (£6,310 plus VAT).

Councillor Ball proposed that the Council withdraw this sum from the NS&I account and transfer it to the Lloyds Bank Account in readiness for completion of the work and receipt of the invoice. Seconded by Cllr. Mear, all in favour. The withdrawal form was completed and signed.

g) Annual Accounts

The Clerk said he had obtained copy bank statements from Lloyds Bank for the missing year 2017/18 and been able to complete a reconciliation of all payments made from this account for that year.

The balance showing on the bank statement dated 29th March 2018 was £6,181.13. There were 21 uncleared cheques as at the 31st March 2018 totalling £2,889.07 and the net closing balance at the 31st March 2018 was £3,292.06.

As the minutes for this particular year are mainly missing together with cheque book stubs and all invoices and receipts, the Councillors of that Council needed to confirm that these payments as per the attached were correct and approved to the best of their memory at the various meetings held during the year 1st April 2017 to 31st March 2018.

The Clerk has the Lloyds Bank statements for the year 2018/19, the cheque book stub from 26th June 2018 onwards and the majority of the invoices/receipts. He has been able to prepare a list of all cheque payments and deposit/credit amounts. As the minutes for this year are also mainly missing for year 2018/19, the Councillors of that Council needed to confirm that the payments as per the attached were correct and approved to the best of their memory at the various meetings held during the year 1st April 2018 to 31st March 2019.

The statement received from Santander 27th August 2019 showed that as at 27th August 2018 the balance was £1,084.85. The last completed AGAR was for year 2016/17 and this showed that as at 31st March 2017 the balance on the Santander Account was £1066.87. It is understood that no transactions have since been made on this account to the present date.

With regard the NS&I account, the last completed AGAR for the year 2016/17 showed that as at 31st March 2017 the balance on the NS&I account was £65,529.46. A withdrawal of £2,000 was made on the 14th March 2017 and the monies transferred directly to the Lloyds Account. The withdrawal and transfer form had been signed by Councillors Bolton and Collier. The balance at the 31st March 2018 was £63,830.61 and the balance as at the 31st March 2019 was £64,293.51

Once Councillors have signed to confirm that the above are correct and that the payments etc were approved, the Clerk will be able to complete the reconciliations for the year 2018/19 and submit the various files etc to the Internal Auditor. The Clerk plans to submit everything by the 10th September to the Internal Auditor who it is hoped will be able to complete the audit by the 17th September. The Clerk expects to hold a special meeting of Council on the 18th September to approve Governance and the AGAR. This will enable the Clerk to submit the AGAR forms to the external auditors before the agreed revised submission date of the 23rd September.

Once the AGAR has been completed and submitted, the Clerk advised for the Chair and the Clerk to arrange to meet with EDDC Monitoring Officer and the District Councillor to acquaint them of the facts and how the Council has proceeded. Following this meeting the Council should then hold a public interest report meeting in the Village.

6. Reports

a) County & District Councillor

None

b) Police

The Clerk had received no report.

c) Any Other Reports

None

7. Planning Applications

19/1928/FUL – 4 Whitehayes Close, Kilmington EX13 7RR

Cllrs. perused the application documents and plans and resolved to have no objection to the application. Proposed by Cllr. Mear, seconded by Cllr. Ball, all in favour.

8. Any Other Planning Matters

19/1066/FUL – Nower Dairy, Kilmington EX13 7HD

The Clerk advised that this application was still awaiting a decision.

19/0795 – Gapemouth Corner, felling Multiple Trees

The Clerk advised that this application was still awaiting a decision.

19/1195/FUL – Kilmington Quarry, Whitford Road, Kilmington

The Clerk advised that this application had been approved with conditions

19/1340/VAR – Hills Farm Cottage

The Clerk advised that this application had been approved with conditions

9. Correspondence

The Clerk advised that he had forwarded onto Councillors all email correspondence received. The only items of any note were

- a) East Devon CIL Draft Charging Schedule consultation process which is open for comments until the 2nd October 2019. **Noted**
- b) EDDC Neighbourhood Planning Seminar on 10th October. **Cllr. Ball had booked for 2 delegates from Kilmington to attend.**
- c) EDDC invitation to their annual “Working Together for the Future of East Devon” 2019 event, which is taking place on Thursday 24 October from 9.30am to 2.30 pm at West Hill Village Hall near Ottery St Mary. The event aims to bring local agencies together to improve communications between the voluntary and statutory sectors.
Noted

10. Skip Hire

The Clerk advised that he had received an email from Axe Skip Hire stating that they were unable to continue supplying skips at the vastly reduced cost with effect from the 1st September. He had replied to them asking them to advise what the revised cost would be from that date but had not received any response or to his subsequent telephone reminders. Cllr. Collier had also called to their offices and spoken to the staff who said that they would ask the director to contact us but they had not contacted us.

The Clerk advised that as things stood there would be no further skip provision. Cllrs noted this and said that they would advise the allotment holders accordingly.

11. Training

The Clerk advised that the Being a Good Councillor course had been arranged with DALC and that the course would be held in the Cudmore Room of the Village Hall on Monday 30th

September at 6.30pm. It was for all the Kilmington Councillors and there would also be one Councillor from Offwell PC. The course should last for approx. 2.5 hours.

The Clerk said that the Council would need to provide a Flip Chart. Cllr. Styles said she could provide one.

12. Allotment Shed

Cllr. Collier advised that Simon Buse had inspected the shed and supplied a written quotation of £690 for the repairs which were now urgently required to prevent further damage. The quotation was for removing and disposing of the current felt, removal and replacement of any water damaged roof boards, laying of heavy duty “10 year” roofing felt, replacing the rear edging boards and side rails, and removal of debris from the site. Council resolved to proceed with the repairs on the basis of the quote. Proposed by Cllr. Collier, seconded by Cllr. Jones, all in favour. Cllr. Collier undertook to instruct Simon Buse.

13. Matters of Urgency

None

14. Agenda items for next Meeting

None

15. Date & Time of Next Meeting

The time and date of the next Ordinary Meeting of Council is 7.30pm on 8th October 2019

The provisional time and date for the Meeting to consider and approve the 2018/19 AGAR is 7.30pm on the 18th September

The meeting closed at 9.35pm.

