

KILMINGTON PARISH COUNCIL

MINUTES OF THE MEETING HELD AT 7.30pm ON TUESDAY 8th OCTOBER 2019 IN THE CRICKET PAVILION

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

In Attendance: A Jenkins (Clerk/RFO), DCC/EDDC Cllr. I. Chubb

Members of Public: 1

OPEN SESSION

Mrs Gibbs raised on behalf of the Trustees of the Cricket Club/Playing Field the matter that the parking signage in the Village Hall Car Park needed updating and renewing. Councillors agreed with this and for Mrs Gibbs to obtain quotations for further consideration.

COUNCIL BUSINESS

1. Apologies

Cllrs. S. Seward, A. Dare and E. Styles.

2. Declarations of Interest

None

3. a) Minutes of Meeting 3rd September 2019

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

b) Minutes of Meeting 18th September 2019

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

4. a) Matters Arising from the Minutes 3rd September 2019

The Clerk reported that the Solicitors had now closed their file in connection with the matter of the previous Clerk and the missing files and had submitted their final account (to be considered under Finance Item 5 (d5)).

The Clerk advised that he was still awaiting responses from other parishes regarding the A35 Parishes Liason forum. In answer to a query from the Clerk, the Chair advised that Cllrs. Huscroft and Styles are the Councillors with responsibility for A35 matters but that David Vickers is also involved with working on behalf of the Parish Council for safety improvements on the A35 and representing the Council in dealings with Highways England.

The Clerk said that he had not heard anything further from Axe Skip Hire. He also advised he had received some telephone queries from Parishioners as to why there were no skips and that he had informed them that the skips provision had ceased.

The training course for Councillors had been held on the 30th September and all Councillors agreed that it had been a worthwhile course and very informative about their role, responsibilities, powers and duties. The Clerk said that some further training courses may be appropriate and he would advise further when courses are available.

Cllr. Collier reported that Simon Buse had completed the repairs to the allotment shed and whilst he had replaced some additional timberwork, had not increased his price for the work. His account to be considered under Finance Item 5 (d9).

b) Matters Arising from the Minutes 18th September 2019

The Clerk advised that any matters arising will be reported under Finance Item 5f.

5. Finance

a) Current Financial Position

The Clerk advised that he was still awaiting confirmation that Cllrs. Ball & Styles have been added as signatories on the Lloyds bank account.

The Clerk reported that the present bank balances were as follows:-

Lloyds Bank Account 00092185

Bank Statement dated 30-09-2019 balance as at 30-09-2019 £ 10,714

This balance already takes into account Item 5 payment of the intervening expenditure below. (It was noted that whilst £7,572.00 was transferred from the NS&I, the invoice received for the Village Hall windows was only for £6,498 leaving an amount of £1,074 within the Lloyds balance from the NS&I account).

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 11-09-2019 balance as at 12-09-2019 £ 56,721.51

This balance is after the withdrawal and transfer of £7,572.00 to the Lloyds Bank Account.

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

b) Requests for Financial Support

None received.

c) Intervening Expenditure to approve

Cllr. Collier proposed, seconded by Cllr. Huscroft that the following intervening expenditure payments be approved. All in favour.

- 1) Payment of £8.40 on 04/09/19 from Petty Cash for purchase of 12 First class stamps
- 2) Payment of £5.39 on 06/09/19 from Petty Cash for purchase of an A6 single cash book for the Petty Cash float
- 3) Payment of £6.98 on 11/09/19 from Petty Cash to Axminster Printing for stationery.
- 4) Payment of £6.60 on 20/09/19 from Petty Cash for Next day delivery postal letter to External Auditors.

Chq. No.	Payee	Amount
5) 2023	Kilminster Village Hall (for replacing Village Hall windows)	£6,498.00
6) 2024	The Baptist Church, Kilminster	£ 35.00

The payment Item 6 above reduces the Lloyds bank account balance to £10,679.07

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

Cllr. Ball proposed, Cllr. Huscroft seconded, all in favour that the following payments be approved.

1. Payment of £8.22 cash to Councillor M Jones from Petty Cash to reimburse for the purchase of replacement keys for the second filing cabinet

Chq. No.	Payee	Amount
2. 2025	Axminster Printing (Stationery)	£ 34.10
3. 2026	M. Lawson (Website Maintenance – September 2019)	£ 50.00
4. 2027	Kilminster Playing Fields Committee (Room Hire 03/09/19)	£ 13.00
5. 2028	Beviss & Beckingsale (Solicitors Fees)	£426.80
6. 2029	A. Jenkins (Clerk's Salary) (Clerks salary 31/08/19 to 05/10/19 and 29 excess hours during same period)	£687.24
7. 2030	A. Jenkins Cash (to restore petty cash Float to £40.00)	£ 35.59
8. 2032	A. Jenkins (to reimburse for purchase of Adobe annual Subscription plan for export PDF facility)	£ 21.14
9. 2033	S. Buse (repairs to Allotment Shed)	£690.00

The payments 2-9 above would reduce the Lloyds Bank account balance to £8,721.20

e) Forthcoming expenditure to approve

Cllr. Mear proposed, Cllr. Jones seconded, all in favour that the following forthcoming expenditure be approved.

1. Payment of £25.00 for Clerk to attend DALC AGM & workshop on Good Governance and standards
2. Payment of £103.99 for purchase of the Arnold-Baker text book on Local Council Administration and Law
3. Payment of £24.80 for purchase of the Paul Clayden book on The Law of Allotment

The payments 1-3 above would reduce the Lloyds Bank account balance to £8,567.41

f) Annual Accounts

The Clerk reported that the AGAR was sent to the External Auditors on the 20th September 2019 and Sections 1 and 2 together with the Notice of Public rights was published on the Website and Notice Board on the 22nd. The External Auditors replied on the 25th September regarding certain “except for” matters (qualification) they will be raising subject to sign off by an engagement lead, as per the following:-

“The smaller authority failed to approve the AGAR in time to publish it before 1 July 2019, the date required by the Accounts and Audit Regulations 2015 and did not disclose this by answering ‘No’ to Section 1, Box 1.

In the prior year, the smaller authority did not submit an AGAR for our review and information received from the smaller authority suggests that an AGAR was not prepared and displayed at all in 2017/18. As a result, the smaller authority failed to make a proper provision for the exercise of public rights for 2018/19. Hence, Section 1 Assertion 4 has been incorrectly completed.

To provide some clarification, I raised the first “except for” matter because AGAR 2018/19 Sections 1 and 2 were approved on the 18th September 2019. This is after the deadline required by the Accounts and Audits Regulations (1st July 2019).

Regarding the second “except for” matter, I have read the letter you addressed to the SBA Team, and am aware of the various difficulties that the Council has faced due to the previous clerk not producing minutes, not completing accounts and other matters, which leads me to believe that the AGAR 2017/18 form was never prepared and displayed on the website for the exercise of public rights. Although the public rights dates would have been set in order to display the 2017/18 AGAR, these dates are always set after the year end and thus would have fallen into the 2018/19 year. Therefore, the public rights dates required to display the 2017/18 AGAR are relevant to the response which has to be given to Section 1 Assertion 4 of the 2018/19 AGAR. Since the Annual Governance statement and Accounting statements were not displayed on the Parish Council website in 2017/18, Section 1 Assertion 4 should have been ticked “No” in 2018/19.

I hope the above provides enough clarification on why I raised the qualifications. If you have any further queries, please do not hesitate to contact me via email or telephone using the extension 2355”.

They further replied on the 26th with their interim report which was issued on the Website on the 27th September together with a notice of the Audit and right to inspect the Annual Return. They also forwarded their invoice for £240.00 but this invoice is not payable until the full report is issued. The External Auditors have to wait until the period of public rights expires on the 1st November before they are able to issue the final report.

6. Reports

a) County & District Councillor

DCC Cllr. Chubb reported that DCC were working on initiatives with District Councils to tackle climate change and lower CO2 emissions. They were also looking at a Park & Ride scheme for Nurses, a new infrastructure provider for the Connecting Devon & Somerset (CDS) Broadband infrastructure delivery to Devon, following the cancellation of the Gigaclear contract.

EDDC Cllr. Chubb reported that EDDC were facing a £2M shortfall in their budget. The Council were looking at increasing the Car Parking charges in the East Devon car parks to £1.20 per hour. They were also investigating how the car parking situation and capacity could be improved at the Council’s Blackdown House offices in Honiton.

b) Police

The Clerk reported that PCSO Chris Bolsover had emailed the following crime reports:-

For period 01/08/19 to 31/08/19

2 x Criminal Damage

1 x Violence without Injury

For Period 01/09/2019 to 30/09/2019

2 x Violence without Injury

1 x Vehicle Offences

c) Any Other Reports

None

7. a) Planning Applications received prior to agenda publication

19/2117/FUL – Roswyn Well Mead Kilmington

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

b) Planning Applications received after agenda publication

None

c) Any Other Planning Matters

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

The Clerk advised that this application had been approved.

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.

8. Correspondence

The Clerk advised that he had forwarded onto Councillors all email correspondence received.

The only items of any note were

- a) Emails received from Sandra Ward re Bus shelter and overhanging tree. **The Clerk said that he had forwarded the emails on to Cllr. Collier who had immediately visited the bus shelter and swept up all the reported leaves etc which had blown in to the Bus Shelter. Cllr. Jones was due to inspect the reported overhanging tree.**
- b) Email from Kay Seldon Thomas Westcott giving a brief update on the HMRC/PAYE payroll position. **She had advised that the previous Clerk had now provided her with the requested information and she is in the process of checking certain facts with HMRC before proceeding to file information for 2016/17,17/18 and 18/19. She will update further in due course.**
- c) Emails EDDC asking if the Parish Council need to order more Sandbags and also asking for confirmation of the 24/7 emergency person contact and telephone number for the Parish Council. **It was agreed that the Clerk should order a supply of 100 sandbags and advise EDDC that Cllr. Seward is the emergency contact person.**
- d) Emails EDDC re Quit Smoking Campaigns **Noted**
- e) Email from EDDC re “Working Together for the future of East Devon 2019” event

- On 24th October 2019 at West Hill Village Hall. **Noted**
- f) Email from DALC re AGM, Conference, Exhibition and Workshops on 23rd October 2019 at Exeter racecourse. The Clerk advised that the Workshops included talks on Governance and legal updates which could be beneficial to him in his role at Kilmington in view of the Council's recent Governance and Internal Control issues. **Cllr. Trott proposed, seconded by Cllr. Collier that the Clerk attend the conference.**
- g) The Chair had received a note from Mrs Turner at Bescide re water running down Silver Street. **Councillors and DCC/EDDC Cllr. Chubb discussed and noted the matter.**
- h) Note received from Village Hall Committee re Meeting of Regular Users of Kilmington Village Hall on Wednesday 9th October 2019. **Cllr. Huscroft agreed to attend the meeting on the Council's behalf.**

9. Public Interest Report Meeting on 16th October 2019

The Clerk firstly reported that the Vice Chair (Cllr. Collier) and himself had met with Mr Henry Gordon Lennox, the EDDC Monitoring Officer and EDDC Cllr. Chubb at Blackdown House on the 25th September. Cllr. Collier and the Clerk had appraised them of the internal control issues and difficulties which Kilmington Parish Council had experienced in the last few years and the measures which had been put in place since the Clerk's appointment from the 6th April 2019. They had advised the Monitoring Officer that the 2018/19 AGAR had been submitted to the External Auditors following the internal audit and that the Council now proposed to hold a Public Interest Report Meeting on the 16th October 2019. The Monitoring Officer and Cllr. Chubb agreed with the measures and course of action adopted to hold the Public Meeting.

Councillors discussed the matter of the Public Interest Report Meeting and agreed the wording of the statement that the Chair would read out at the meeting. They also considered possible questions that the Public may ask.

10. Council Meeting dates for 2020

Councillors agreed that meetings should continue to be held on the second Tuesday of the month with no meeting in the month of August. The Clerk advised that he would compile a list of the Council Meeting dates for 2020 and circulate to Councillors and others.

11. Councillors email addresses

The Clerk reported that he had asked Maxine Lawson to set up official email addresses for all Councillors @kilmingtonvillage.com and would advise further in due course.

12. Parish Council page and published information on the Website

The Clerk advised that he had met with Maxine Lawson that day to discuss changes required to how Parish Council information is displayed on the Website. The Clerk said that the changes were necessary in order to comply with the Transparency Code but that they were also aiming to make the Parish Council pages and information user friendly to website users/browsers. The changes required much work and would be phased over the next few months.

13. Consideration and adoption of a Members' Code of Conduct Policy and a Records Management Policy.

Councillors agreed to defer this item to the next meeting.

14. Matters of Urgency (for report only)

None

15. Agenda Items for Next Meeting

Defibrillator Training

16. Date and Time of Next Meeting

Public Interest Report Meeting – 16th October 2019 at 7.30pm
Council Meeting -Tuesday 12th November 2019 at 7.30pm

The Meeting closed at 10.00pm.

Signed *B Trott*

Date *12/11/19*