

Shillingford Parish Council Annual Meeting

Minutes of the meeting held at the Village Hall on Tuesday 18th May 2021 at 7:30pm

Present: Cllr P Barwell (Chair), Cllr J Parrott (Vice Chairman from item 031/21), Cllr W Turner, Cllr C Carr, Cllr B Stamp
Cllr A Swain (TDC), Juliette Thompson (Clerk), Ten members of the public

030/21 Election of Chairman and signing of Declaration of Acceptance of Office

Cllr W Turner proposed and Cllr C Carr seconded that Cllr P Barwell be re-elected as Chairman, this was unanimously agreed.
Cllr P Barwell signed the Declaration of Acceptance of Office.

031/21 Election of Vice Chairman and signing of Declaration of Acceptance of Office

Cllr P Barwell proposed and Cllr B Stamp seconded that Cllr J Parrott be elected as Vice Chairman, this was unanimously agreed.
Cllr J Parrott signed the Declaration of Acceptance of Office.

032/21 Welcome and apologies for absence:

The Chairman opened the meeting at 7:31pm
Apologies were received from Cllr A Connett, Cllr L Howard and Mr N Mansell

033/21 Declaration of Interests/Dispensations: None

034/21 Open Forum: None

035/21 Minutes of the Previous Meeting: It was proposed by Cllr P Barwell, seconded by Cllr B Stamp and agreed by all that the minutes of the meeting held on Tuesday 13th April 2021 were a true and accurate record. The Chairman signed the minutes.

036/21 Review of Councillor Responsibilities:

Planning – Cllr P Barwell
Highways, Footpaths and Environment - tba
Snow Warden – Cllr C Carr
Attendance and reporting on TALC meetings – Cllr J Parrott
Overview of finances – Cllr J Parrott

037/21 Review & Revise Governance Documents:

Standing Orders
Code of Conduct
Statement of Internal Control
Financial Regulations
Publication Scheme
Document Retention Policy
Filming and Recording of Council Meetings
Complaints Policy
Risk Register
Review and agreement of Asset Register
Internet Banking Policy
Scheme of Delegation

It was proposed by Cllr P Barwell, seconded by Cllr W Turner and agreed by all that all documents were up to date.

038/21 Police, County & District Councillors Reports:

Cllr A Swain (TDC) said that it had been a pleasure working with Shillingford Parish Council over the last year: this comment was reciprocated by the Chairman.

039/21 Village Hall Report – read by Cllr C Carr

Income:

Hire fees £629.25

Fitness, Tai Chi and Yoga classes £205.00

Hedge Trimming £228.50

Donations and Grants £18,297.00

Deposit account interest £4.79

Total Income £19,389.54

There was a big revenue shift year on year with reduced income from hire fees, cinema nights and "Fitness, Tai Chi and Yoga" classes due to the hall being closed for most of the year as a result of Coronavirus. This was in the region of -£8K.

We applied for and received the council grants available to village halls due to the enforced closures.

Donations and Grants totalled £18,297.00

Expenses:

The hall still had cleaning costs, insurance, utility bills, hall repairs and renewals.

To improve the appearance of the hall a fence was installed at the back of the hall to detract the eye from the rubble placed behind the hall.

3 trees were planted at the front of the hall. One was to replace a tree that had to be removed earlier in the year.

Electrical inspections, PAT tests and fire tests were all undertaken to maintain the best standards of safety.

Total expenses: £5996.72

Government Guidelines regarding Coronavirus:

At different stages of the year different guidelines were introduced which were implemented by the hall committee to ensure compliance.

Risk assessments were completed.

Conditions of hire updated.

Special Coronavirus cleaning routines put in place.

Cleaning equipment and hand gel provided.

Hall inspections completed and recorded weekly while the hall was closed to satisfy the requirements of the hall insurer.

Ongoing Plans:

The tables and chairs in the hall will be replaced by more lightweight tables and chairs meaning that they will be easier to move around.

The hall floor will have a refurbishment in July this year.

A barbecue is planned for villagers to attend at no cost on July 3 as a welcome back get together.

The hall is open for hire again with bookings in place as from week commencing May 17.

The Hall Management Committee AGM will take place on June 4.

040/21 Matters Arising: None

041/21 Parish Matters:

041.1 Cllr C Carr reported that enough grants and support had been received to go ahead with the upgrade of broadband provision; this will hopefully commence within the next six months.

The Chairman thanked Cllr C Carr.

041.2 The council decided to defer discussing speed signs until later in the year.

041.3 The parish council will write to TDC planning department, outlining concerns raised by councillors and residents regarding poor pre-application advice, over running decision deadlines; and poor communication on enforcement issues.

041.4 A public meeting to be scheduled to discuss how to celebrate the Queen's Platinum Jubilee.

042/21 Planning

042.1 To Discuss Planning Applications:

21/00953/FUL – Glebe Farm House, Shillingford St George

Installation of a free standing solar panel unit.

It was proposed by Cllr C Carr, seconded by Cllr W Turner and agreed by all to support this application.

21/00792/LBC – West Pengellys, Barton Lane, Shillingford Abbot

Works to garden wall including repointing the external face and repointing internal face using the original stone.

It was proposed by Cllr P Barwell, seconded by Cllr W Turner and agreed by all to support this application.

042.3 Planning Enforcement:

20/00220/ENF – Exeter Outdoors School, Shillingford St George

Clerk and Cllr A Swain to find out if planning enforcement have visited the site.

043/21 Audit 2020/21

The Internal Auditor's Annual Report had not been received, so signing of the audit documents will be undertaken at the June parish council meeting.

044/21 Finance Update and Expenditure for Approval

044.1 Balance of account as at 30th April 2021 £6,012.22

044.2 It was agreed by all to approve the monthly bank reconciliation for April 2021. The bank reconciliation was signed by Cllr J Parrott.

044.3 The following BACS payments were approved:

£120.00	Community Heartbeat Trust	Yagi Booster
£69.60	T P Jones & Co	Payroll Services

045/21 Clerk's Correspondence: None

046/21 Public Discussion: None

047/21 Chairman's Remarks: None

048/21 Date of Next Meeting – Tuesday 8th June.

The meeting closed at 8:04 pm

_____ Chairman

_____ Dated