



# Beaworthy Parish Council

Clerk to the Council Mrs A M Braidwood, Willowdene, Bratton Clovelly, Okehampton, EX20 4LB. Tel 01837 871308

I hereby give notice of a **meeting of the Beaworthy Parish Council** and summon Members to attend on **Thursday 18th January 2024 at Beaworthy Parish Hall at 1930 hours.**

Members of the public are most welcome to attend and to make representations, ask or answer questions and give evidence on any item on the agenda, during the Public Forum, for a maximum time of 10 minutes.

## Agenda

1. **Chairman's welcome.**
2. **Apologies**
3. **Public Forum**
4. **Declarations of interest.** Councillors are reminded to declare any personal interest in an item on the agenda and its nature and to declare any pecuniary interest in an item on the agenda. Councillors with pecuniary interests should remove themselves from the meeting for the relevant items.
5. **Minutes of the meeting on 14<sup>th</sup> Dec 2023.** To approve as a true record and be signed by the Chairman.
6. **Clerks report** – including correspondence and any other item which has been brought up to the attention of the clerk, which is not on the agenda.
7. **Planning** – To review and respond to applications received on WDBC planning portal.
8. **Councillor Reports** –reports on meetings attended and matters brought to the attention of councillors.
  - 8.1 Highways
  - 8.2 Parish Hall Report
  - 8.3 Crime commissioners Report
  - 8.4 Northern Links
9. **West Devon borough Council report.** To be received from representative present.
10. **Annual Meeting of the Parish and Annual Council Meeting** – To confirm and agree dates.
11. **Policy review**
  - 11.1 **Staff Development Review Scheme** - To review and agree any amendments.
  - 11.2 **Publication Policy** – To review and agree any amendments.
  - 11.3 **Document Retention Schedule** - To consider adoption of the policy in line with Standing Orders.
  - 11.4 **Standing Orders** - To review and agree any amendments.
  - 11.5 **Freedom of Information Policy** – To review and agree any amendments.
12. **Finances**
  - 12.1 **Finance Report, bank reconciliation to 29 Dec 2023**
13. **West Devon Enforcements** – Updates
14. **Items for the agenda for next meeting**
15. **Date of next meeting – 15<sup>th</sup> Feb 2024**
16. **Close of meeting.**



# Beaworthy Parish Council

MIN0112023

Minutes of the **meeting of the Beaworthy Parish Council** held at 1930 hours on **Thursday 14th Dec 2023** in Beaworthy Parish Hall.

**Councillors present:** Cllr Rendell (Chairman), Cllr Coleman, Cllr Wonnacott, Cllr Higgins, Cllr Sanders, Cllr Balsdon

**Also present:** A. Braidwood (Clerk), Cllr Southcott (WDBC)

1. **Chairman's welcome.** Cllr Rendell welcomed attendees to the meeting.
  2. **Apologies for absence.**
  3. **Public Forum –** No one spoke
  4. **Declarations of Interest in items on the agenda –** Nil
  5. **Minutes of the previous meeting.** It was unanimously **RESOLVED** that the minutes of the meeting held on the **16<sup>th</sup> Nov 2023** were a true record and were signed by the Chairman.
  6. **Clerk's report –** received. **Annex A**
  7. **Planning.** No planning applications had been received.
  8. **Councillor reports:**
    - 8.1 Highways update – NTR
    - 8.2 Parish Hall Report – Received. The Parish Council were thanked for their ongoing support and grant award.
    - 8.3 Crime commissioners Report – It was noted Okehampton Police Station would be opening in Feb 24
    - 8.4 Northern Links - NTR
  9. **WDBC Report –** Received
  10. **Bus Shelter –** It was agreed to defer any decisions to the new year to allow the clerk to fully research the possible costs involved, design and funding availability.
  11. **Defibrillator –** It was agreed the clerk was to speak to British Heart Foundation for possible costs and preferred sites.
  12. **Finance:**
    - 12.1 The RFO presented the **Finance Report** and bank reconciliation **30 Nov 2023 (Annex B)**
    - 12.2 **2024/25 DRAFT Budget –** It was proposed, seconded, and unanimously **RESOLVED** to approve the 24/25 budget – **Annex C**
    - 12.3 **24/25 Precept –** It was proposed, seconded, and unanimously **RESOLVED** to approve the 24/25 precept at £4869. **Annex D**
    - 12.4 **Payments -** It was proposed and unanimously **RESOLVED** to approve the payments as follows:

Back pay to Clerk for approved salary award April 2023 to November 2023	<b>£138.64</b>
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  13. **Enforcement –**updates were received.
- The confidential session closed at **2107** hours.
14. **Items for the agenda for next meeting -** Nil
  15. **Date of next meeting –** 18<sup>th</sup> January 2024
  16. **Meeting closed at:** 2110 hours.

## Annex A - Clerk Report - Dec 23

### Finance:

- **Grant** – The cheque has been sent to the Village Hall treasurer.

### Appraisal:

Forms are still outstanding – please can Councillors send these on to Cllr Sanders as soon as possible. Thank you

### Planning

- We are **still** waiting for the final Memorandum of understanding which will be agreed to sign up to.

Planning decisions received this month:

**1397/23/FUL** - Land At SX 454 999, Beaworthy - Application for the provision of a rural workers dwelling - **Refusal**

**3084/23/CLE** – Application for Certificate of lawfulness for existing domestic dwellinghouse - Higgledey Piggledy Cottage, Watersmeet, Beaworthy. **Cert of Lawfulness (Existing) Certified**

**2166/23/FUL** - Erection of 4 bed detached dwelling & detached garage - **Withdrawn**

**Resolutions** - All resolutions from the Nov meeting have been actioned. Including the cheques which have been issued and planning comments submitted.

Outstanding issues are:

- Emergency plan meeting to be arranged.
- Clerks' appraisal meeting to be confirmed.
- Nat West complaint - ongoing
- MOU

### Correspondence

- I am registered on Cllr John Harts briefing on DCC Priorities and Budget Meetings on 12 Dec at 6pm. These online meetings hosted by Cllr John Hart (Leader of Devon County Council) provide an opportunity for local councils to **hear about what the Council is doing and what's likely to come in next year's budget**. They are also, most importantly, an opportunity for **Cllr Hart to hear about the main issues and concerns in your community**.

All briefings are held **online** and are **free to attend**. **Please can you let me know anything you would like me to raise at the meeting**

- **DALC** email received informing us that their membership costs will increase by £25 per year to £100 in 2024
- **Council tax referendum principles for town and parish councils:**  
On 5 December, the Government published a policy paper on the Local Government finance policy statement 2024 to 2025. Within the policy paper, the proposed council tax referendum principles were set out for 2024/25. It stated that **there will be no council tax referendum principles for town and parish councils**, but the government will review the decisions taken by these authorities when considering referendum principles in future years.

## Receipts

Total	Precept	Grant	Bank Interest	VAT Refund	Misc		
4,305.80	4,261.00	-	-	44.80	-	-	-

## Payments

Total	Clerk's Salary	Grants and Donations	Admin and training	Office Costs	Insurance	Asset Maint	Election Costs	VAT
3,405.38	1,780.48	600.00	-	425.28	125.55	425.16	-	48.91

## Bank Summary

### Cashbook

		Current Acc
Balance at	01/04/23	4,746.57
Receipts	to date	4,305.80
Payments	to date	3,405.38
Balance at	<b>30/11/23</b>	<b>5,646.99</b>

### Bank Reconciliation

Balance per statement **30 Nov 23** **6,517.79**

Outstanding cheques	Chq No	Amount	
	369	372.16	
	372	138.64	
	370	300	
	371	60	
			<b>(870.80)</b>
			<b>5,646.99</b>

Difference

-

of which £2848.13 is reserves

BUDGET to date		FY Apr 23 to Apr 24			
Category	Sub category	Budget	Totals	To date	Under or overspend
Clerk salary			2,462.74	1,780.48	
Donations			300.00	300.00	-
	Madworthy	150.00		150	
	St Albans	150.00		150	
Administration and training			250.00		250.00
	Admin expenses/mileage	50			
	Training	200			
Input Vat to be recovered				48.91	
Office costs			598.00	425.28	172.72
	Printer toner/stationery	50		52.44	(2.44)
	Go daddy domain renewal	25		17.97	7.03
	Go Daddy website renewal	100		119.88	(19.88)
	Village Hall Hire	218		60	
	Subscriptions DALC	100		74.99	25.01
	Subscriptions ICO	40		35.00	5.00
	<b>Audit</b>	65		65.00	-
Insurance			170.00	125.55	44.45
Grants			300.00	300.00	-
Election Costs contingency		100			
Reserve/contingency		400			
Asset Maintenance contingency			200.00	425.16	(225.16)
	2 noticeboards	50		53.00	
	grit bin			372.16	
	laptop and printer	150			
			<b>4,080.74</b>	<b>3,405.38</b>	<b>595.18</b>

#### Current Reserves

<b>Asset Replacement</b>	Balance brought Forward	284.83
	Addition this year	200.00
	localities grant received	250.00
	refurbishment of noticeboard	53
	purchase of grit bin	372.16
	Balance to be carried forward	<u>309.67</u>

#### Contingency/general reserves

	Balance brought Forward	1,701.68
	Addition/Reduction this year	-
	Balance to be carried forward	<u>1,701.68</u>

#### Election contingency

	Balance brought Forward	836.78
	Addition/Reduction this year	-
	Balance to be carried forward	<u>836.78</u>

#### Summary

	Balance brought Forward	2,823.29
	Addition this year	450.00
	reductions this year	425.16
	Balance to be carried forward	<u>2,848.13</u>

**Annex C –Budget for 2024/25**

<b>BUDGET</b>	<b>FY Apr 24 to Apr 25</b>		
<i>Category</i>	<i>Sub category</i>	<i>Budget</i>	<i>Totals</i>
<b>Clerk salary</b>			<b>2,878.72</b>
<b>Donations</b>			<b>300.00</b>
	Madworthy	150.00	
	St Albans	150.00	
<b>Administration and training</b>			<b>250.00</b>
	Admin expenses/mileage	50	
	Training	200	
<b>Input Vat to be recovered</b>			
<b>Office costs</b>			<b>630.00</b>
	Printer toner/stationery	60	
	Go daddy domain renewal	25	
	Go Daddy website renewal	140	
	Village Hall Hire	200	
	Subscriptions DALC	<b>100</b>	
	Subscriptions ICO	40	
	Audit	65	
<b>Insurance</b>			<b>170.00</b>
<b>Grants</b>			<b>300.00</b>
<b>Election Costs contingency</b>		100	<b>100.00</b>
<b>Reserve/contingency</b>		400	<b>40.00</b>
<b>Asset Maintenance contingency</b>			<b>200.00</b>
	2 noticeboards	50	
	laptop and printer	150	
<b>TOTAL</b>			<b>4,868.72</b>

## Annex D –Precept 2024/25

		Precept	<i>divided by</i>	Tax Base	<i>equals</i>
	2019/20	£ 1,878.00		79.43	£ 23.64
	2020/21	£ 3,610.00		81.74	£ 44.16
	2021/22	£ 4,132.00		82.95	£ 49.81
	2022-23	£ 4,261.00		86.06	£ 49.51
	2023-24	£ 4,261.00		86.17	£ 49.45
	<b>2024-25</b>	<b>£ 4,869.00</b>		<b>87.47</b>	<b>£ 55.66</b>
				<b>Increase of</b>	<b>£ 6.22</b>
					<b>12.57%</b>
<b>Based on per band D household</b>					
<b>estimated Council tax 2024/25</b>		<b>£ 2,395.93</b>			
<b>Precept</b>		<b>£ 55.66</b>			
<b>percentage of overall council tax</b>		<b>2.32%</b>			
<b>Per week</b>		<b>£ 1.07</b>			



## Receipts

Total	Precept	Grant	Bank Interest	VAT Refund	Misc		
4,305.80	4,261.00	-	-	44.80	-	-	-

## Payments

Total	Clerk's Salary	Grants and Donations	Admin and training	Office Costs	Insurance	Asset Maint	Election Costs	VAT
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Balance at	<b>29/12/23</b>	<b>5,646.99</b>

### Bank Reconciliation

Balance per statement **29 Dec 23** **5,785.63**

**Outstanding cheques**      **Chq No**      **Amount**

Total Outstanding cheques/DD

372      138.64

**(138.64)**

**5,646.99**

Difference

-

of which £2848.13 is reserves





## **Beaworthy Parish Council Document Retention Schedule**

A Retention Schedule is a list of records that, Under the Freedom of Information Act 2000, need to be kept by Beaworthy Parish Council for a specific length of time.

This schedule contains recommended retention periods for records created and maintained by the Parish Council and refers to all information regardless of the media in which it is stored.

The aim of the Retention Schedule is to provide a consistent approach to the way the Council handles its records and provide a clear set of guidelines.

A Retention Schedule serves the purpose of identifying records that may be worth preserving permanently as a part of a local authority archive as well as preventing the premature destruction of records that need to be retained for a specific legal, financial or statutory period.

This Retention Schedule details the function of each record, the type of records that may fall within this function and the length of time the Council should hold the record before taking disposal or archive action.

### **Many retention periods are determined by statute.**

All data and records (active and archive) will be stored in accordance with appropriate security requirements and in the most convenient and appropriate location. The degree of security required for file storage will reflect the sensitivity and confidential nature of the recorded material.

To summarise; the Council needs to keep accurate and timely records for the appropriate period of time, making sure that obsolete records are securely disposed of in an appropriate manner.

Beaworthy Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Parish Council.

This document provides the policy framework through which this effective management can be achieved and audited.

It covers:

- Scope
- Responsibilities
- Relationships with existing policies
- Retention Schedule

## **Scope of the Policy**

This policy applies to all records created, received or maintained by the Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Parish Council and which are, thereafter, retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received, or maintained in hard copy and/or electronically.

## **Responsibilities**

The Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Data Protection Officer (DPO).

The DPO will give staff and Councillors guidance for good records management practice and will promote compliance with this policy so that information can be retrieved easily, appropriately and within an appropriate time frame.

Individual staff and Councillors must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with the Parish Council's records management guidelines. Individual Councillors may hold records securely in hard copy format or electronically at home or on their home computers. If a Councillor considers that some of these documents are important in the context of the Parish Council's records, they should ensure that the Parish Office retain a copy for the official record. Individual Councillors are strongly advised to undertake "weeding" and "housekeeping" on a regular basis.

## Relationship with existing policies

This policy has been drawn up within the context of:

- Freedom of Information policy
- Data Protection policy/Publication Scheme

And with other legislation or regulations (including audit and Statute of Limitations) affecting the Parish Council.

## Retention Schedule

The Parish Council is required to maintain a retention schedule listing the record series which it creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

Members of staff are expected to manage their current record keeping systems using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems.

The retention schedule refers to record series regardless of the media in which they are stored. Please See Appendix 1

This policy will be reviewed annually by Beaworthy Parish Council to ensure that it is relevant to working practice.

Adopted by Beaworthy Parish Council:

..... **Chairman** ..... **Date**

..... **Clerk** ..... **Date**

<b>Appendix - 1 RETENTION SCHEDULE</b>		
<b>Document</b>	<b>Minimum retention</b>	<b>Reason</b>
<b>Minutes &amp; Correspondence</b>		
Signed council and committee Minutes	Indefinite	Archive
Draft/rough/notes of minutes taken at meetings	Until the date of confirmation of the minutes	Management
<b>Agendas</b>		
Reports and other documents circulated with agendas	Until there is no longer an administrative requirement.	Archive/Management
Correspondence/papers on important local issues/activities	Indefinite	Archive
Routine correspondence, papers & e-mails	As long as useful	Management
Register of electors	Until there is no longer an administrative requirement	Management
Byelaws and orders	Preserve one of each copy	Archive
<b>Members</b>		
Register of Interest	18 months after individual ceases to be a member	
<b>Insurance</b>		
Certificate of Employers Liability	50 years	Legislation
Certificate of Public Liability	21 years	Legislation
Insurance claim records	7 years after obligations are concluded	Legislation
Policy renewal records & correspondence	While valid	Management
<b>Finance &amp; Payroll</b>		
Receipts & payments books	Indefinite	Archive
Annual return & Audited Accounts	Indefinite	Archive
Correspondence relating to Audit	Last completed audit	Audit/Management
Cheque book stubs	Last completed audit year	Audit
Paying in books	Last completed audit year	Audit
Budgetary control papers	2 years + current year	Audit
Bank statements	7 years	Audit/Management
Petty Cash book	7 years	Management
Grant applications	7 years	Management
Quotations and tenders successful	12 years	Limitation Act 1980
Quotations and tenders unsuccessful	2 years	Management
Paid invoices	7 years	Audit/VAT
VAT records	7 years	Audit/VAT
Payroll records	12 years	Superannuation
<b>Other</b>		
Complaints	5 years after closure of case	Management
Public consultations/surveys	5 years	Management