

DRAFT Minutes of the

Meeting of the Beaworthy Parish Council

Held on Thursday 1st August 2019 at 7.30pm at Beaworthy House, Beaworthy.

1. **Present**, Cllr Rendell (Chair), Cllr Coleman (RFO), Cllr Sanders (Vice Chair), Cllr Wonnacott, Cllr Holloway, Cllr Balsdon, A Braidwood (Clerk), Cllr Terry Southcott (WDBC)
2. **Apologies** - Nil
3. **Declarations of interest in items on the Agenda:** Cllr Sanders declared his position as a member of the Church PCC and was involved with Planning application Ref 1935/19/TPO
4. **Minutes of the previous meeting** held on **11th July 2019** were approved as a true record and signed by the chair.
5. **Matters arising** - Nil
6. **7th Councillor** – Cllr Sanders had spoken to 3 people, one had declined and two requested time to consider. Cllr Sanders was advised by Cllr Chapman (WDBC) that there was no urgent time limit. All agreed to an update at the next meeting.
7. **Planning** – A response was discussed on Planning application **Ref 1935/19/TPO** Cllr Sanders stated a tree specialist had looked at the trees and replied to the applicant and is happy to go along with his suggestion but would require liaison with the church throughout. The council discussed and agreed the response should state, “objection - based on lack of clarity of what is actually intended”. Proposed by Cllr Holloway, seconded by P Wonnacott.
8. **Clerks report** –
 - i. No new planning applications had been received since the last meeting.
 - ii. Parish Council had now been enrolled with HMRC for PAYE to pay Clerk salary.
 - iii. Several notices had been emailed from WDBC which will be displayed on the noticeboard and published on the website.
 - iv. A new accounting system had been started in GNU Cash which will help with accounting transparency.
 - v. Model Standing orders from DALC will be amended by the clerk initially for Beaworthy Parish council use and distributed for discussion/amendment/signature at next meeting.
 - vi. Clerk would look into changing to a free website provider to reduce costs and update council at next meeting on options.
9. **Finances** -
 - i. The Annual Governance and Accountability Return 2018/2019. Including declaration of exemption to limited assurance review was completed and internal audit completed on 31st July 2019. All forms were agreed as accurate and signed during the meeting. Clerk would publish to website immediately and Notice of Public Rights would also be placed on local notice boards for 2nd August until 16th September. Clerk would forward the Certificate of exemption to external examiner.

- ii. Update from RFO – It was proposed by Cllr Coleman to hold a finance meeting on 5th September. All agreed.
- iii. Chairman signed Banking mandate authorisation as did Cllr Balsdon as an existing signatory. Cllr Coleman and Cllr Sanders were to present ID at bank and submit forms.
- iv. Clerks employment contract and duties were agreed and signed by Chair and Clerk.

10. Cllrs Wonnacott and Balsdon departed the meeting at 2118 hours for work commitments.

11. **Items for the agenda for next meeting** - Finance planning. A new item on future agendas will be 'Update from WDBC'

12. **Date of next meeting and venue – 5th September 2019 - Finance Meeting**

13. **Close of meeting 2125 hours**