

## **Minutes of the meeting of East Allington Parish Council held on Wednesday 17<sup>th</sup> January 2024 7.15pm in the Parish Hall.**

**Present** – Cllr. Soper (Chairman); Cllr. Hannaford; Cllr. Wotton; Cllr. Northrop; Cllr Toorneini; 12 members of the public; Penny Clapham (Locum Clerk) County Cllr. Brazil.

- 1) Locum Clerk** – to resolve to appoint Penny Clapham as Locum Clerk and Responsible Financial Officer to East Allington Parish Council until such time as a permanent clerk is in place. Resolved. Proposed by Cllr. Northrop; all agreed by show of hands.
- 2) Council Committees** – to consider the creation of two committees, three councillors on each. Agreed.
  - i. Finance – Cllr. Toorneini; Cllr. Northrop; Cllr. Wotton.
  - ii. Human Resources – Cllr. Hannaford; Cllr. Northrop; Cllr. Soper.

### **3) PUBLIC DISCUSSION**

An opportunity for members of the public to make representations, answer questions and give evidence in respect of any item of business on the agenda, or any matter of interest to the parish. The period of time designated for public participation shall not exceed 15 minutes. (Standing Orders 3e and 3f).

Reminder that members of the public are not allowed to raise issues when Council is in committee.

Parishioner asked about the recreation field and somewhere where the young people can go.

Parishioner requested notes from the public forum held in October. Clerk to investigate. There are points that need addressing.

Parishioner about the drain which is now a river of ice outside her drive. Suggested this is reported on the 'report a problem' page Devon Highways Devon County Council.

Parishioner more drains, which have been reported to Highways. Still causing problems.

**4) Apologies For Absence:** Cllr. McCoy. Cllr. Flack. Apologies accepted. District Cllr. Lawford.

**5) Declarations Of Interest:** In accordance with the Code of Conduct, members are required to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have, in items to be considered at this meeting. Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at South Hams District Council within 28 days of the change. None declared.

**6) Matters raised by the Chairman** (for information only) Jean Turrell sent a letter in the middle of December announcing that she was retiring as clerk to the council at the end of December 2023. Her retirement was accepted and it was noted that Jean had served the council for over 38 years.

### **7) District and County Councillor Reports** (for information only)

County Cllr. Brazil confirmed that the budget setting process for county is ongoing. County are looking at a tax increase of 4.9% the maximum amount allowed without triggering a referendum. In addition a further 3% increase will be asked for, for the adult social care budget. Some budgets are running at a deficit: this is likely to continue, however, Devon County Council are responsible for bringing the deficits under control. A small dividend has been received from the stopping of HS2, some extra money for pothole repairs. Please continue to flag up potholes. Possible devolution of Devon; there is a meeting on 2<sup>nd</sup> February and then out for consultation.

District report – budget setting ongoing. 2.99% rise (maximum allowed) is likely to cover the services provided. Free port consultation in December with Plymouth. This will be on the district agenda for 25<sup>th</sup> January – will start fleshing out the community delivery plan, please take a look as interested in receiving

comments. Cllr. Brazil has known Jean Turrell a long time, 38 years service to the community and wishes her well in her retirement.

**8) Minutes** – to approve and sign the Minutes of the planning meeting held on the 4<sup>th</sup> September 2023, and the minutes of the Council meetings held on the 19<sup>th</sup> July and 11<sup>th</sup> October. (No meeting held in November). The minutes of all three meetings were agreed and signed by the Chairman as true records.

**9) Banking** – The method of internet payments made with Lloyds Bank is unsatisfactory. To consider changing banks to Unity Trust Bank <https://www.unity.co.uk/> a socially responsible bank and used by a considerable number of parish and town councils. To agree actions. Resolved to change to the Unity Trust Bank, proposed by Cllr. Hannaford, all agreed by show of hands.

**10) Banking** – Should agenda item 9 be agreed, to consider moving the funds from the deposit account into the current account at Lloyds Bank in order to facilitate the change – to agree actions. Resolved. Proposed by Cllr. Soper, all agreed by show of hands.

**11) Budget and precept setting** – it has not been possible to consider either the budget or the precept at this time. The budget will be worked on and circulated to all councillors prior to the February meeting together with an indication of the precept for 2024 to 2025. Noted.

**12) Final accounts for 31<sup>st</sup> March 2023** – Publication of these accounts has not been completed to the current website correctly. Comments from PKF Littlejohn (external auditor) sent to Caroline Porter of Morgan Accountants December 2023 not yet answered. Locum Clerk to explain. Clerk has been in touch with the external auditors, both working on the final accounts for year ended 31<sup>st</sup> March 2023. Agreement has been reached and the accounts will be signed off at the next full council meeting with new dates for the public rights to inspect the accounts.

**13) Section Two Accounting Statement for year ending 2022/2023** – to resolve to complete a new section two, to have this approved as soon as possible and to put in place revised public rights to inspect the accounts. PKF advise a new section one be completed. Resolved; all agreed by show of hands.

**14) Website** – to consider upgrading/replacing the current website with one that is compliant. Quotes received from Parish Online and Aubergine (circulated to councillors prior to this meeting). Cllr. Toormeini suggested Parish Online at £485 + VAT. Proposed by Cllr. Hannaford to go ahead, all agreed by show of hands.

**15) Planning Applications** - District Council has asked for observations from the Parish Council on the following planning applications:

- i. 4235/23 Application to determine if prior approval is required for a proposed change of use of agricultural building to 1 No dwellinghouse (class C3) & for associated development (Class Q (a+b)) (resubmission of 3330/20/PDM) Sx780 483 East Allington.  
NO OBJECTION
- ii. 0004/24/VAR Application for variation of condition 2 (approved plans) of planning consent 1856/23/FUL, development site at Sx 773 493, Lower Poole Farm, East Allington.  
NO OBJECTION

#### **Planning Decisions**

Two updated since the last meeting. Cllr Hannaford informed Council of the results.

#### **16) FINANCE**

<b>Expenditure</b>	Locum Clerk (Microsoft 365)	£59.99	Cq
	Check and update computer	£35.00	Cq
	Both the above payable to the locum clerk		

**Income**

Bank Reconciliation and Statement, for information – currently not available.

Council resolved to accept the accounts. Proposed by Cllr. Northrup, all agreed by show of hands.

**17) Asset Register** – councillors to compile a list of all assets in the parish in order to create a full asset register.

**18) Committee Terms of Reference** – (should the committees be set up as per agenda item 2)

- i. Finance Committee TOR
- ii. HR Committee TOR

Council resolved to adopt these terms of reference. Proposed by Cllr. Hannaford, all agreed by show of hands.

**19) Councillor Training** – to consider up to date training from the Devon Association of Local Councils for all councillors; available evening dates to be discussed at the meeting. Agreed to receive training.

**20) Village Shop** – To consider the removal of the village shop container. To agree actions and associated expenditure. The shop is closed and the container is in a bad state of repair. It is a safety risk. Cllr. Wotton asked if the container could be scrapped after disconnections. Cllr. Wotton will look into this and report back at the next meeting. Agenda February 21<sup>st</sup>.

**21) Clerk's report (for information only)**

- i. The computer has been checked by IBIS UK and some issues have been resolved.
- ii. South Hams payroll will file nil returns until such time as PAYE is reactivated.
- iii. Microsoft 365 in J. Turrell’s name will be deleted. Microsoft 365 has now been set up as a personal account under [clerk.eastallingtonpc@gmail.com](mailto:clerk.eastallingtonpc@gmail.com)

**Next meeting** – to consider bringing forward the February meeting in order to comply with precept setting requirements for the district council.

Meeting closed at 8.20pm

Signed.....

Date.....

**Councillor's reports and External Meetings attended (for information only)**

**Items for Information** - The next council meetings will be on 7<sup>th</sup> February 2024 (Finance) and 21<sup>st</sup> February 2024, 7.30pm at the Village Hall.