

To all members of Blackawton Parish Council

30 April 2020

You are hereby summoned to attend the monthly meeting of Blackawton Parish Council to be held **using public videoconferencing** on **Tuesday 5 May 2020** at **7:30 p.m.** for the purpose of transacting the following business.

OPEN FORUM – The Chairman invites Questions from Parishioners

AGENDA

Annual Meeting of the Parish Council

- 1. Election of Chairman**
- 2. Chairman's Signature of Declaration of Acceptance of Office**
- 3. Apologies**
- 4. The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020**

To note that BPC's practices are amended in accordance with this new legislation. The legislation means that virtual meetings are temporarily legally allowed and the holding of an Annual Parish Meeting in 2020 is not a legal requirement.

- 5. To declare any personal interests or disclosable pecuniary interests in items on the agenda.**

- 6. Election of Vice-Chairman**

- 7. Appointments to special areas of responsibility**

To confirm the appointments for Snow Warden, Health Representative, Tree Warden, and Footpath Warden.

- 8. Asset Register, Insurance Cover, Current Contracts and Agreements, and Subscriptions**

To note these – they have been listed in a separate document (on parish website).

- 9. Annual authorisation of the Clerk's base salary.**

To consider approval that the Clerk's base salary will be paid on the last day of each month and be authorised annually in April of each year or when the national salary award is changed.

- 10. Clerk's Working from Home Allowance**

To consider increasing to £27 per month pro-rata with Dittisham Parish Council, from 6 April 2020 as per Devon Association of Local Council's notice.

- 11. Membership of the Society of Local Council Clerks**

To consider payment of annual fee pro-rata with Dittisham Parish Council (£54).

- 12. Review of Risk Assessment and Statement of Internal Controls**

To consider approval of the draft documents.

- 13. Ordinary Meetings of the Parish Council**

To confirm that the ordinary meetings of the full council will continue to take place at 7:30 pm on the first Tuesday of each month excluding August, and be delayed by one week if that Tuesday follows a public holiday.

Ordinary Meeting of the Parish Council

- 1. Declarations of Interest**

To receive declarations of Members' interests in Agenda items.

- 2. Minutes of Previous Meetings**

To approve minutes of the Meetings held on 3 March and 7 April 2020.

- 3. COVID-19 Response**

To review the project coordinating the community response to the coronavirus outbreak.

- 4. Report from District Councillor**

To note and agree any action necessary following verbal report.

5. Report from County Councillor

To note and agree any action necessary following verbal reports

6. Planning Issues

6.1. SHDC Planning Approvals/Refusals

To note the decisions as follows:

- 0218/20/HHO Thorne Farm Blackawton TQ9 7BW. Householder application for extension to existing dwelling with relevant internal alterations, provision of a double garage. Conditional Approval.
- 1785/19/FUL Pruston Barton Blackawton Totnes TQ9 7AJ. READVERTISEMENT (Revised plans received) Application for an Earth Lined Slurry Store (Part A). Conditional Approval.
- 1790/19/FUL Pruston Barton Blackawton Totnes TQ9 7AJ. Application for an Earth Lined Slurry Store (Part B) Conditional Approval.
- 1796/19/FUL Pruston Barton Blackawton Totnes TQ9 7AJ. Application for an Earth Lined Slurry Store (Part C) Conditional Approval.
- 1797/19/FUL Pruston Barton Blackawton Totnes TQ9 7AJ. Application for an Earth Lined Slurry Store (Part D) Conditional Approval.
- 0643/20/FUL The Old Farmhouse Millcombe Blackawton Totnes TQ9 7AE. Sub-division of existing dwelling to create 2 residential dwellings. Conditional Approval
- 1070/20/NMM Watson Barn Park Lane Blackawton TQ9 7AA. Non material minor amendment to amend planning permission 0620/19/FUL. Conditional Approval

6.2. Review of New Applications

To comment, with recommendations as necessary, to South Hams on the following applications:

- 0910/20/FUL Field At Sx830513 Blatchmore Lane Bugford. Retrospective application for provision of access track and container storage.
- 1049/20/VAR Hillfield Village Hillfield Stoke Fleming TQ6 0LX. Variation of conditions 11, 12 and 17 of planning consent 0762/18/VAR to enable ground works to commence on site.

7. Blackawton Cemetery

To authorise the Clerk to ensure that the conduct of funeral services in the Cemetery comply with Government's restrictions in the context of COVID 19.

8. Finance

8.1. Update on Current Financial Position

To receive the report.

8.2. Payments Due and Received

To agree and make payments as required:

- Devon Communities Together, Annual subscription, £50.00
- DCC, Transfer of grants for new bus shelters, £5,991.91
- Grounds maintenance contractor, Cemetery hedge/dead tree removal & Churchyard cut, £210.00
- ICCM, Annual subscription, £95.00
- Sustainable Blackawton, Movie and Soup evening, £130.00
- DCC, Reimburse balance of Sust. Black. Grant, £170.00
- Maintenance contractor, Spring clearance of churchyard wall, £500.00
- Kingsbridge Websites, link preview plug in and update links, £30.00
- Clerk, CE18 Expenses reimbursement, £64.93

To note receipts:

- Precept first instalment & Council tax support grant, £8,358.5
- SHDC /DCC via Dittisham PC, TAP refund drainage, £340
- HMRC, VAT Claim 2018/19, £529.74

8.3 2019/20 Internal Audit

To note the Auditor's report. No actions are recommended.

8.4 Local Council Administration Services Invoice for 2019/20 Internal Audit

To authorise payment of the invoice (£100.00).

8.5 Certificate of Exemption – AGAR 2019/20 Part 2

To resolve that BPC meets the criteria for 2019/20 and wishes to be an exempt authority, not subject to a limited assurance review, for 2019/20.

8.6 To sign the Certificate of Exemption.

8.7 2019/20 Audit Annual Governance Statement

To resolve to approve the Statement.

8.8 Signature of the Audit Annual Governance Statement by the Chair of the meeting.

8.9 2019/20 Audit Accounting Statements

To consider the Accounting Statements.

To resolve to approve the Statements.

8.10 Signature of the Accounting Statement by the Chair of the Meeting

8.11 Internal Audit of Year Ending March 2021.

To consider re-appointment of Local Council Administration Services.

9. Blackawton Phone Box Refurbishment Project

To consider approving an allocation of £231 ex VAT as detailed in the proposal.

10. Proposal that SHDC Supply Commercial Holiday Accommodation with Access to Recycling

To consider supporting the proposal.

11. VE Day - Friday 8 May 2020

To consider commemoration actions available.

12. Reports from Parish Councillors and Wardens

To note, and agree action on, verbal reports.

13. Next Meeting

To confirm that the next meeting of the Parish Council will be held on Tuesday 2 June 2020 at 7:30 p.m.

The meeting will be held using Zoom videoconferencing.

To join the meeting:

Paste this link in your browser-

<https://us02web.zoom.us/j/84050686636> or click this link [LINK](#)

Dial in by phone +44 203 481 5237

Meeting ID: 840 5068 6636

Notes

1. You do not need to subscribe to Zoom to join the meeting.
2. It works best if you can join via a computer or laptop with a camera. You can also participate using your smartphone or tablet by downloading the Zoom app if a computer is not possible, but it may be a little trickier to participate.
3. You will be asked to provide your name when you join.
4. You will be held in an online 'waiting area' until the meeting starts.
5. You should be prompted to test your audio when entering the meeting.
6. Please, if you can, turn your video on – not only would it be lovely to see you, but it really helps you to feel engaged with the meeting.

Annette Thom
Parish Clerk