

Bishops Tawton Parish Council

COVID-19 AGENDA 2

9th January, 2021

**You are hereby summoned to give comments on any agenda items listed below.
Attachments have been included where necessary for assistance**

1. Parishioners Session

A parishioner had asked at the previous meeting whether the Village Street could become a one-way system. Cllr. Richard Edgell was emailed on 17th October but a reply has yet to be received. As at the last meeting of 22nd October 2020 any such changes would involve seeking opinions & considerations from parishioners.

2. Approval of Minutes of Last Meeting (22nd October(attached))

All Parish Councillors to send any Matters Arising questions or agree acknowledgement will be assumed

3. Matters Arising from previous meeting

- a) Dog Bin placement at corner of Sentry Lane/Codden Hill
- b) Leak at No.2 The Square repaired
- c) Collapsed wall in Venn Stream - 2 requests for owner of flange pipe details have been sent to EA
- d) Website being chased but progressing
- e) The Elms/Park Villas deemed acceptable by the Planning Officer and file now closed with no further action.
- f) Defibrillator still ongoing. Battery and new housing required for one at the Chichester Arms
- g) Contact has been made with Lorraine Berry of Covid-19 Volunteer group and all is well there
- h) Cheque to the BTPCC (graveyard maintenance grant) got lost in the post so cancelled it appropriately and issued a new cheque which has been received and a few days later the original cheque arrived as well!! The original has been destroyed.
- i) Few communication details received regarding floodplan and will be included
- j) Culvert problems have only recently been repaired after the drain burst in the road causing flooding down over the hill and traffic lights were installed over the Christmas period. Cones were also put avoiding the large pothole that has formed, hopefully, this means it was going to be done!
- k) Land Registry has received our request for ownership of The Square. Waiting for a decision still.

4. Venn Stream

Referring to the email from Poppy Millar, in my opinion, it might be best practice to write a letter to Taw Valley Contractors Limited. To ask whether they would be willing to do the works as previously done, around 2000, and for a rough estimate of cost of works or quotation. Works cannot be carried out until June at the earliest but it might be a good idea to get this “booked in” as we lost the window of opportunity last year.

Your thoughts on this matter please and how you would like me to proceed

5. Policies and Procedures.

Please find attached updated policies and procedures which with your approval will be adopted. Please read through them they are either adapted from existing policies or from NALC recommended downloads **Attachments**

Your amendments/agreements are required to approve and adopt the policies and procedures

6. Pension Regulator

As an employer the Parish Council has a legal obligation to adopt a pension provider to offer pensions to all employees whether or not they decide to join. Therefore, I have asked Peninsula Pensions if the Parish Council can join their scheme. This is a pension provider that the Devon County Council already uses. This requires your attention and approval to proceed. There is a deadline on this as the pension scheme has to be registered with the Pensions Regulator every three years.

Your attention and approval is required for things to proceed further - URGENT

7. Payroll

A working payroll is in existence and up and running this is Primo Payroll from Accentra and is approved by the Government website. Each month payments will have to be approved and sent to HMRC PAYE/NI and payslips created for the Parish Clerk and any subsequent employees. As there wasn't an existing payroll a backlog of payments will have to be sent for previous years 1. £580.90 for 2019/2020 2. £360 for 2020/2021 (April to December) Payment will be recouped from The Parish Clerk for monies already received.

Your attention and approval is required to send cheques to HMRC as soon as possible - URGENT

8. Maintenance to benches, bus shelter, park equipment

Several maintenance jobs have been highlighted both in the checklist that the Benches, Bins, Bus Shelter Sub-Committee and Park Inspection report. Are there too

many now for volunteers to deal with? Perhaps 3 quotes from different companies should be sought, perhaps asking on the social media page if there is any handymen in the village willing to give the Parish Council a quote? Perhaps some maintenance jobs are beyond fixing and replacements should be sought.

Your thoughts and ideas on this please

9. Budget and Precept Setting

Due to the extraordinary year we are still in the clutches of, it was felt that it was “unfair practice” to place any extra demands on the parishioners 2021/2022 council tax Parish component and that it should remain the same as 2020/2021

The precept requested for 2021/22 is £10,000 this would produce a Band D Council Tax figure calculated as £22.29

Therefore please find the attached budget sheet for 2021/2022 for your approval (also sent to you on 22nd December together with the accounts sheet) and a requested precept form received from North Devon Council also for your approval.

Your attention & approval of both of these forms is requested. Also the precept has to be officially authorised and returned by 29 January - URGENT

10. County and District Councillor Reports

If there is anything that you would like adding in a report Cllr. Edgell, Luggar or Lane please email your report and I will add it to the minutes created from this agenda.

11. Future Meetings

Councillor Geen and myself have spoken regarding having a virtual “Zoom” meeting for future meetings until things return to some kind of normality. Would anyone NOT be willing to participate in such meetings?

Your thoughts on this please would be appreciated

Please can you send me your responses as soon as possible but please by next Saturday 16th January that will give me time to write up the minutes and hopefully be able to adhere to the deadlines.