

Bishops Tawton Parish Council

COVID-19 AGENDA 3

7th March, 2021

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

1. Parishioners Correspondence Received Session

- a) A parishioner has again asked about the parking in Village Street namely many of the construction workers on the two sites seem to be parking in the street and there are no spaces left for residents in the area. Also with the Covid situation beginning to come out of lockdown the situation could get worse with other businesses opening.

Your thoughts and any solutions on this matter please.

- b) A parishioner has again asked for the Council to look at the drainage problem in Sanders Lane. Copious amounts of runoff/rain water run down Sanders Lane and the way in which the road has been laid the water ends going down the left hand side looking down the hill against the houses/garden wall. Residents have to either jump over the torrent or get their feet wet. Drains were looked at in February but they have missed one and, as yet, it is unsure if the clearing of the drains has been sufficiently done. The parishioner asks whether there are plans to dig the road up as they believe the drains underneath are either blocked or broken.

Your opinion and solutions please

- c) Several communications were received and acknowledged both written and verbally by members of the Parish regarding their concerns over the Overton & Horswell Quarries after the Parish Council had received notifications from Devon County Council of Enforcement Notices/Appeals on 7th February 2021. Correspondence was exchanged between appropriate Parish Councillors which concluded in a submitted representation to the Planning Inspectorate in Bristol.

2. Approval of Minutes of Last Email Style Meeting dated 20th January (attached)

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

3. Matters Arising from previous email style meeting

- a) Sentry Lane/Codden Hill Dog Bin
- b) Playing Field Steps
- c) Water Test Refund from SWW
- d) Venn Stream collapsed wall
- e) Land Registry
- f) Pension Scheme - The Pension Regulator has been informed and acknowledged receipt of the Councils pension provider. Clerk would like to join the pension in the next tax year starting April 2021

- g) PAYE/NI - monies have been received back from the employee as they had been overpaid tax by £929.72 being 2019/2020 & 2020/2021 (April to December) tax years (Payroll systems are now up and running). This amount has been sent off to HMRC together with employers national insurance contributions of £11.18
- h) Jobs list for maintenance around the village

Please read the necessary sections of the minutes and send me any thoughts, opinions, resolutions etc.

4. Website

We are nearly there with the website, things need queaking, files uploaded before going live. It has been held up by the Covid restrictions as the Clerk hasn't been able to attend a training session yet with the administrator.

5. Floodplan

Floodplan has been completed (attached)

Is there anymore anyone wishes to add; phone numbers, properties, etc

6. Drainage A377 Little Pill to Mount Pleasant

R & M (Contractors to SWW) have been present at the site, taking measurements of the obvious dips in the road opposite the chapel. When approached they said they were there to investigate what has been going wrong with pipework that was laid in late summer 2020

Please send me your thoughts, opinions, resolutions etc.

7. Venn Stream

It was resolved at the last meeting to obtain quotes for dredging of the Venn Stream. Taw Valley Contractors, who are already contracted to cut the banks along the A377 and have done this work previously, have offered to quote should the Council decide to proceed. Work cannot commence until June at the earliest due to spawning

Please send me your thoughts, opinions, resolutions etc

8. Pay Scale review

On 21st February you were sent a copy of NALC Pay Scales for Clerks. The Council have to decide what scale to put The Clerk at. This will be written in to the Contract of Employment and reviewed annually before the next Tax Year begins.

Please look at the payscale (attached) and let the Chair know your opinion. She will then inform me of the Council's decision so that the Clerk can include it as a resolution in the minutes

9. Bus Shelter review

We have had a notification from North Devon Homes that the contract for siting a Bus Shelter at Park Villas is coming to an end (31st March 2021) NDH are willing to grant a new licence to run from 1st April 2021 to 31st March 2022 the

Licence terms will be as per the original Licence, however, the Licence fee may be reviewed. I am awaiting an invoice from NDH finance section.

Please let me know any thoughts, opinion etc

10. Insurance

As the Clerk works from her own private address the insurance company will need to be contacted to check on whether an addition needs to be made on the Parish Councils insurance policy or if the Clerk needs to inform her own personal Insurance company with regards to the contents insurance and fire risks.

Please let me know your opinion on this - it will be a resolution in the minutes.

11. Printer

My printer is no longer compatible with the Parish Councils chromebook. The Clerk requests that the Council purchases a 3-in-1 printer that is compatible and would be used for Parish business only.

HP Brand have a deal with instant ink:-

HP Instant Ink is a handy service from HP that will ensure you never run out of ink for your printer ever again. You can use Instant Ink at home or in the office to save time and money.

Running out of ink is inconvenient at the best of times, and if you're in a hurry or half way through printing travel documents, it can be a disaster. But when you're enrolled on an HP Instant Ink plan, you'll never have to worry about running out again. There's also no annual fee, and you can cancel at any time.

All you need is an eligible HP printer to sign up, and once you've chosen a plan and enrolled online, you're ready to go. Your billing only starts when you insert your first Instant Ink cartridge into your printer and your monthly plan is based on the number of pages you print rather than the amount of ink you use.

With your permission I could source a deal with a compatible HP printer the ink works out much cheaper than how we buy it at the moment.

Please let me know your thoughts, opinions etc.

12. Financial Report

Please find attached the accounts as of today's date **(Attachment)**

Payments submitted for authorising:

In December, Wreath £20; NDC Water Sampling £84.21; J. Harding (grass) £95; Parish Council Administration Book £119.99; J. Hutchings (stationery) £11.84; Salary £200; HMRC 2019/2020 £580.90

In January, Salary £160; HMRC 2020/2021 April to December £360

In February, Salary £160; HMRC PAYE for month 10 £40

In March (so far), J. Hutchings (ink & stationery) £48.48; HMRC PAYE for month 11 £40

Please give your approval on payments above

13. County & District Councillor reports

Cllr. R. Edgell, Devon County Councillor, please send your report to me to be included in the minutes

Cllrs. D. Luggage & G.Lane District Councillors, please send your reports to me to be included in the minutes

14. Tidy Up Team

15. Year End Audit

Just a heads up with March being the End of Financial Year. The Clerk will be beginning preparations for 2020/2021 Internal and External Audit which will take place sometime during May. Julie Snooks has already been in contact with the Clerk. As yet, the Clerk hasn't heard from pkf Littlejohns, the external auditor with the usual timelines.

16. Items for Next Agenda

Please include any items you think should be on the next Agenda

17. Date of Next Meeting

TBA