

BISHOPS TAWTON PARISH COUNCIL
COVID-19 AGENDA 1
28th May 2020

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

1. Parishioners Session

No emails, texts or phone calls have been received as at 7pm on 28th May 2020

2. Chair/Vice-Chair Continuation

In respect of an email entitled "IMPORTANT" Cllrs. Barber, Boulton, Down & Lewis have no objections in Cllrs Geen & Pay remaining in their respective roles should they wish to do so.

Cllr. Geen replied and has agreed to continue as Chair. Cllr. Pay has yet to reply on this issue.

Cllr. Pay to agree/disagree to continuing as Vice-Chair

3. Approval of Minutes of Last Meeting (February 27th (attached))

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

4. Report from Devon County Councillor Richard Edgell

Cllr Edgell, I could include your telephone message you left me on 27th May or please send a report to johnson.jacqui@hotmail.co.uk

5. Reports from District Councillors

Cllr Luggar & Cllr Lane if you would like to send me a report to add to the minutes of this Agenda i would be pleased to include them you can email them to me at johnson.jacqui@hotmail.co.uk

6. Venn Stream

Agree for Clerk to contact the Clerk at Georgeham Parish Council for advice on dredging a river. Then Simon Dart (cc in Jim Faux) of the Environment Agency regarding dredging of the stream between the two bridges.

I have been in contact with Tony Boland of SWW regarding the collapsed wall in the river on the butchers side of the river Venn. See

Attached photos. He has telephoned me this week to say it is a Highways Drain so I will contact Highways to inform them! I also received a telephone call to say they will be working on the leak problem by No. 2 The Square at the end of June

7. Zurich Insurance

The annual policy is due in June. The premium is £586.16 I have requested and received a quote for a 3 and 5 year Long Term Agreement that will slightly reduce the price of the policy in return for the Parish Councils longer commitment. This was on the policy renewal letter and is because the premium has exceeded £500 Cllrs Geen and Pay have been forwarded the quote

Cllr Geen & Cllr Pay to advise whether a single, 3 or 5 year policy to be obtained

8. Michael Harrison (Office of Police and Crime Commissioner) & Richard Preston (Community Network Meeting)

Due to the current Coronavirus situation both visits have been postponed

9. Coronavirus

My details as 1st Contact for emergencies were added to noticeboards, forwarded to the website, North Devon Volunteer Service, North Devon Council, Devon County Council, Devon Communities Together, and both facebook group pages to assist with any vulnerable/shielding parishioners. To date five requests have been dealt with from all over Bishops Tawton. I have been in contact with the Bishops Tawton Covid-19 Volunteer Group co-ordinated by Lorraine Berry. Volunteers have their own “patch” and are continuing with no problems. They deal with shopping requests, a friendly call, computer advice, dog walking, prescription collections etc

10. Website

New regulations are coming in regarding accessibility requirements. On 31st March I emailed the regulations to Paul and he replied that initially the website was done a few years ago as a freebie to help the

council out and there were no regs required at that time. He said everything is old and out of date & would get back to me.

Does the Parish Councillors think it would be better if enquiries were made about creating a new website?

11. Playing Field

Annual Inspection has been organised. Email received on 4th May from Holly Pidgeon confirming she will inform their inspector after I confirmed The Parish Council would like this years' inspection to go ahead

12. Vehicle Activated Sign by Bus Shelter

An email stating that "Traffic Team are aware" was received but there was no date added for the repair.

13. Standing Orders addition

Please look at the **attachment** regarding the additional steps that have been necessary due to Coronavirus Covid-19 which need adding to the Parish Councils existing Standing Orders.

All Parish Councillors are required to agree/disagree or add to if wished to the proposed additional Standing Orders sheet

14. Grant Applications Form

Please have a look at the **attachment** which is a proposed Application Form for organisations to complete to apply for a grant from the Parish Council. This was a requirement that the Internal Auditor suggested last year.

All Parish Councillors to agree/disagree to the content of the Application Form prior to it being included as a working document

15. Financial Report

The AGAR form is now ready for authorisation by the Chair before being sent to the Internal Auditor for approval together with the end of year administration records. The AGAR form when returned will then be emailed to PKF Littlejohn (External Auditor) for adjudication. The Year End documents were emailed to all Parish Councillors on 21st May, 2020

Cllr. Geen to arrange an appropriate time to sign AGAR form with the Clerk after draft minutes of this Agenda created

Invoices received requiring payment:

- a) North Devon Council "Dog Bins" £132.00 cheque number 972
- b) J W Harding "grass" £110.00 cheque number 973
- c) J Hutchings "printer ink" £37.00 cheque number 974
- d) DALC "subs renewal" £279.19 cheque number 975
- e) J W Harding "grass" £220.00 cheque number 976
- f) J W Harding "grass" £190.00 cheque number 977

Clerk has received notification from Pensions Regulator regarding the re-declaration of compliance which has to be completed every three years. No documentation regarding this can be found

All Parish Councillors need to agree for this to be investigated and actioned

HMRC needs to be updated as no details for PAYE are available

All Parish Councillors need to agree for this to be investigated and actioned

Please can you send me your responses by Thursday 4th June, 2020

All Yellow highlights require actioning by All Parish Councillors

All Purple highlights require actioning by the specific person referred to