

**Minutes of the Virtual Woolfardisworthy Parish Council held on the
21st April 2020 at 7.30pm via Zoom**

1.0 Attendance

Parish Cllrs: Spittles (Vice-Chair), M Hill, S Hill, Heywood, Ashworth, Hastings and Harding (also District Cllr)

Member of the public

2.0 Apologies

Parish Cllr Lucas-Odgers and District Cllr Boughton.

3.0 Public Comment Session

None

5.0 Declaration of Personal / Prejudicial Interest for items of the agenda

Cllr Hill for finance payment of £21.61 (as detailed below)

6.0 Minutes of the previous meeting to be approved and signed as a true and accurate record

Proposed by Cllr Hill , Seconded by Cllr S Hill. All in favour. The minutes will be signed by the Chair at the next face-to-face meeting

7.0 Clerk's Report

- a) **Update from DALC & NALC re End of Year Accounts 2020** - The End of Year Accounts for March 2020 has been submitted to the accountants for an internal audit, which they are completing remotely. The submission of the AGAR with PKF Littlejohns has been extended until 1st September 2020. The Parish Council awaits further guidance and the required documentation.
- b) **Update from DALC & NALC re Requirements for Annual Parish Meeting and Annual Meeting** - It has been confirmed that as a result of Covid-19 there is no requirement to hold an Annual Parish Meeting. The Annual Parish Council Meeting is not required legally until May 2021, with the Chair remaining in place until then. **Cllr L Spittles proposed that Cllr M Hill remains as Chair until May 2021, seconded by Cllr Harding. All in agreement. Cllr M Hill accepted.**
- c) **Update on employment of Clerk** - Following changes in circumstances and Covid-19, Lisa Hutchings will continue as Clerk for Woolserly Parish Council. Three applications were received and informed of the decision. A new contract of employment has been issued, with HMRC requirements being completed.

9.0 Reports from County Cllr, District Cllrs and Parish Cllrs

District Cllr S Harding - Torridge District Council employees working hard to continue services through the District.

Parish Councillors

Cllr Spittles - There have been a few people coming to their second homes. The car park at Bucks Mills has been closed, with the Police checking the area. Cllr Spittles thanked Torridge District Council for responding quickly.

10. Coronavirus (Covid-19 Updates)

Parish Council Policies

The Scheme of Delegated Powers and the Covid-19 Risk Management Plan have been agreed and published on the Parish Council's website.

Funding from DCC & TDC

Covid-19 funding received from Torridge District Council £994.37 and Devon County Council £495.00, a total of £1489.37. The Clerk highlighted that Councillors may wish to use the Cllrs Community Funds if required, but to assess as and when. This was agreed.

Services Offered & Use of Volunteers

Prescription collection and deliveries with Hartland & Bradworthy Surgeries
Woolsery Shop Grocery Orders
Farmers Arms takeaway meals

Some volunteers have been used to support the services above, with the majority being managed by the Shop.

Services to be offered

Working with Woolsery Churches Together, The Food Bank is now available and a private service through the Parish Clerk, with boxes being delivered. Cllr M Hill is in the process of liaising with Rev Jane Skinner with regards to storage of donations received, including Lynfa Tanner in terms of a fridge. Cllr Hastings is happy to help with any requirements. Ken Thompson kindly donated towards. **Action: The Parish Clerk to send a thank you letter.**

Action: Parish Clerk to continue with the promotion to raise awareness.

Those who are potentially vulnerable both health wise and financially were discussed. A member of the public suggested writing to Matt Cole at Woolsery School, as he would be aware of those on Free School Meals, and potentially vulnerable people. **Action: The Clerk to write to Matt Cole.**

Volunteers

The Risk Assessment is complete, along with the allocation of PPE equipment.

Promotion

Information is being promoted via the Parish Council Website (Covid-19) page, as well as the new Parish Council, Woolserly Community Group and Bucks Cross & Bucks Mills Community Group Facebook pages.

The medical flyer has been distributed to households. **Action: Cllr Hastings will cover Cranford.**

Parish Council Meetings

Councillors agreed to continue with the use of Zoom.

11.0 FINANCES

Payments to be authorised

- a) Lisa Hutchings - Services provided in March 2020 - £500.50
- b) Woolserly Village Hall - Hall Hire - £28.00
- c) Devon Association of Local Councils - Membership - £262.64
- d) Cllr S Hill - Reimbursement of Food Parcel (Covid-19 budget) - £21.61

Cllr Ashworth proposed to authorise item a, seconded by Cllr Spittles. All in favour.

Cllr Spittles proposed to authorise items b&c, seconded by Cllr Hastings. All in favour.

Cllr Harding proposed to authorise items d, seconded by Cllr Ashworth. All in favour, except Cllr S Hill who declared an interest.

11.1 Authorisation to make payments online due to Coronavirus

Due to Coronavirus the signing of cheques is deemed unnecessary as the Parish Council can pay online. Cllr Ashworth proposed that payments are made online, and that authorisation of payments are sent via email to Cllrs for approval, including if there are any issues. Seconded by Cllr Spittles, all in agreement.

11.2 Income received & Bank Account Balance

Torrige District Council - 1st Precept Instalment £7283.00 and Covid-19 funds £994.37
Devon County Council - Covid-19 grant - £495.00

Current account - £7283.00, Reserve account - £17,496.91. The Clerk noted that £2908 has been transferred into the reserve account.

12.0 Any Other Business

- Cllr Ashworth noted that he had reported potholes, which has been fixed by a team from Sidmouth within 7 days.
- Cllr Ashworth is in the process of compiling notes to go with the Parish walks online.
- There are markings before the bridge at Lower Venn, however no work has been carried out by Highways. **Action: The Clerk to follow-up with Highways.**
- The Clerk reported that Louise Leonard has reported Lane Mill Bridge to Highways.
- Comments for the planning application at South Park, Bucks Cross are due for submission on the 11th May.

13.0 Date and Time of Next Meeting – Virtual meeting to be held on the 19th May 2020 at 7.30pm via Zoom (unless otherwise advised by the Government)