

## DUNKESWELL PARISH COUNCIL

### Minutes of the Meeting of Dunkeswell Parish Council held Virtually via Video Conferencing on Monday 15th June 2020 at 7.30pm

- Present:** Cllrs John Barrow (Chairman), Brendan Procter (Vice Chairman), Tina Page, Andrew Maynard, John Sipple, David Key,
- Public:** Jen Henshaw
- Apologies:** Kerri Webber, Andrew Luscombe, Philip Stevens, Councillor Iain Chubb, District Councillor's Colin Brown

All councillors are politely reminded of their obligation to declare interests under the Code of Conduct. *In making decisions the Parish Council recognise their statutory duties provided for in Section 11A(2) of the National Parks and Access to the Countryside Act 1949 (National Parks) and Section 85 of the Countryside and Rights of Way Act 2000 (AONBs) that in exercising or performing any functions in relation to, or so as to affect, land, they shall have regard to their purposes (ie conserve and enhance their natural beauty, wildlife and cultural heritage and to promote opportunities for the understanding and enjoyment of their special qualities by the public).*

- 1.1 **Receive apologies for absence.**
- 1.2 **Minutes** of the previous meeting held Virtually on **Monday 18th May 2020** were agreed as a correct record of that meeting. Minutes to be physically signed at the first "in person meeting" following the CORVID-19 outbreak.
- 1.3 **DECLARATIONS OF INTEREST & RISK ASSESSMENT:** To receive declarations of interest and to note any additional risks. None
- 1.4 Jen Henshaw attended the meeting on behalf of herself and Jack Millard to inform the Council about their new proposed business in the area. This was put on hold due to CORVID-19. Jen & Jack are planning to run an Outdoor activity and Health and Wellbeing business. During the conversation it was agreed that Jen will email a copy of their Business Plan to the clerk, who will pass onto each Councillor to give them an idea of the business with a view to being able to advise on how best they can help & support the community, along with any comments regarding the business that may be helpful.
- 2 **PLANNING**  
<https://planning.eastdevon.gov.uk/online-applications/>  
**DECISIONS**(for information)
- 2.1 **20/0402/FUL Lammas Lands Farmhouse Dunkeswell EX14 4QH** - Construction of agricultural Building and new track between existing field gate entrances. **Approval with Conditions**
- PLANNING APPLICATIONS** (for comment/Information) -
- 2.2 **20/0219/FUL Knapp Dunkeswell EX14 4RH** - Retention of 2no. dormer windows and construction of 1 no. dormer windows to North East elevation - Amended Application Location Plan corrected (**for comment & agreement**)
- Comments** - No further comments to be added to the application
- 3 **TREE APPLICATIONS**  
**DECISIONS**(for information) None Received  
**APPLICATIONS**(for information/comment)
- 3.1 **20/1064/TRE 59 Jenwood Road Dunkeswell EX14 4UY** - 5 x Beech Trees - fell, 1 x oak Tree - fell. (**for comment & agreement**)
- Comments** - Cllr Barrow has requested a conversation with David Coleman regarding the application before a decision is made.
- 4 **HIGHWAYS**
- 4.1 **Lengthsman/Highways Issues to report.** - Clerk to continue reporting any known potholes
- 5 **FOOTPATHS AND BRIDLEWAYS**
- 6 **ENVIRONMENT**

**7 COMMUNITY & GOVERNANCE**

7.1 **Internal Audit 19/20** - This is now complete and report received and sent out to all councillors via email 8.6.2020. To agree to continue using Local Council Administration Services to provide Internal Audit for DPC for year ending 31st March 2021**(for information/discussion/comment)**

**Comments** - Councillors were happy with Internal Audit Report and would like to secure the services of Local Council Administration Services for next year. Paperwork to be returned to Alison Marshall by the clerk.

7.2 **External Audit 19/20** - AGAR Forms completed and scanned copy sent via email 8.6.20 to all councillors, Council to approve the accounts for 2019/2020. **(for Comment/Approval)**

**Comments** - The accounts/ External Audit forms (AGAR) were approved by Council, clerk to get signatures and send in.

7.3 **Asset Register** - Updated on 26 April 2020 to better reflect the current estimated values. **(for comment/approval)**

**Comments** - The amendments to the Register were approved by Councillors

7.4 **Annual Donations** - Donations to groups to be agreed, email sent to all councillors for consideration. **(for comment & agreement)**

**Comments** - Donations were agreed by councillors as shown below, cheques to be raised

7.5 **AOB** - Normally AOB is not an approved part of the agenda. With the rapidly changing situation with regards to coronavirus this has been included in the agenda for Virtual Meetings to ensure that anything that councillors wish to discuss at short notice can be included in this meeting due to the irregular pattern of meetings during the outbreak. Everything discussed under this heading will be minuted.

7.5.1 **Sportsfield/MUGA** - In the last week a bin full of rubbish has been picked up from this area, including Broken glass bottles, cans, litter, cardboard & candles. Please if you are using this area, take your rubbish home or use the bin provided. In addition to this, people suspected of taking/using drugs have been seen using this area (last Tuesday) and this has been reported to Police/PCSO. This is an area for the community and families to use please use it considerately and legally.

**8 FINANCE** (For information/Agreement)

8.1 **Grants –**

8.2 **Receipts -** VAT reclaim 19/20 £168.05

8.3	<b>Cheque payments –</b> Clerk Remuneration	£ 1013.77
	DPC HMRC PAYE	£ 30.70
	Clerk expenses	£ 54.85
	Cut & Strim Grass cutting	£ 68.00
	O Starr - Repairs & Maint Sports/MUGA* already done	£ 273.00
	LCAS - Internal Audit	£ 175.00
	Aubergine Website - domain registration (15/6/20-14/6/21)	£ 120.00

**Donations -**

Dunkeswell Pre-School	£ 600.00
Blackdown Support Group	£ 250.00
Honiton Ring & Ride	£ 120.00
Library Services	£ 75.00

(Donations were agreed at meeting)

(Cheques were Agreed)

Account balances – Parish Account - at 29th May 2020, statement number 132 Closing Balance £37323.32  
(This is a reconciled balance at 8th June 2020)

## Minutes of the Meeting of Dunkeswell Parish Council 15/06/2020

Email, web and social media enquiries have been responded to and councillors copied in, councillors are asked to consider if further action or correspondence is necessary.

Dates for next meetings 2020 – Virtual Meetings only, until further notice, these will be advertised in the normal manner and in addition on the EDDC website as and when they are convened.

\*\*If you are intending to attend the planning meeting please check with the clerk that this meeting will go ahead, due to new arrangements in place.