

Draft Minutes to be approved and signed 29th July 2020

Sheepwash Parish Council

Meeting Minutes

Zoom Meeting held on Wednesday 27th May 2020 at 7pm.

Present: Cllr. Ansell (Chairperson); Cllr. Ritson; Cllr. Hutchings; Cllr. Wheeler; Cllr. Moys; Cllr. Crossley; Cllr. Mathews. Selina Woollacott (Clerk) 1 member of the public, District Cllr. Hurley and District Cllr. Wiseman.

- 1) Apologies for Absence:** PSCO Mark James.
- 2) Declarations of Interest:** in accordance with the Code of Conduct, members are required to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have, in items to be considered at this meeting. Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at Torridge District Council within 28 days of the change. **None Declared.**
- 3) Public Discussion** – to allow any questions, reports by members of the public on any matters relating to the agenda of this meeting, or any matters the public would like the Council to consider on a future agenda. The period of time designated for public participation shall not exceed 15 minutes. A reminder that members of the public can speak when invited to when council is in committee.

Parishioners would like to hold an outside market in the Square and a Square dance event. The outside market idea is a few tables in the square selling cakes, cream teas, maybe Pimms etc. There would be a one-way system for people to move around the tables and correct money only put into a pot for payment. Public to be asked to bring their own glass for Pimms and to practice social distancing at all times.

The Square dance would be held on the same day as the above or a different day but before the pub reopens. People would come together in the Square keeping social distance from each other and have a dance.

Parish Councillors thought the Square dance was a nice idea but were worried about the spread of Covid-19.

Parish Councillors agreed that the Square can be used for the outside market.

- 4) Minutes of the meeting held on the 15th January 2020**, having been circulated by email were approved and signed by the Chairman, all Councillors agreed the minutes were correct. Chair to send signed hard copy of minutes to clerk.
- 5) Chair's Report.** Cllr Ansell has forwarded on an email to the Village Hall committee with a link to a Covid-19 Survey as this may open up funding opportunities for the Village Hall. The Village Hall have secured £10,000 from TDC. Cllr Ansell and Selina (Clerk) have been in email communication with Bridget Cordory, Community Developer for Holsworthy area. Cllr Ansell has completed a questionnaire about the support available to the parishioners of Sheepwash at this time. The parish is not short of volunteers. The Sheepwash Support Network that helps local people by delivering shopping to them, collecting prescriptions etc is working well. Bridget has sent a list of organisations that can help vulnerable people during this time.

The Upcott road had a small amount of work completed on it in May. Highways have issued a road closure for mid-June.

- 6) County & District Councillors' reports. District Cllr Hurley reported** - TDC numbers held up with no reported infected Covid 19 members of staff. Most staff members have worked from home and were up and working with full access to Torridge systems within a very short time of lockdown being announced unlike other Local Authorities within the DCC area.

All meetings at Torridge are, and for the foreseeable future, being held via Zoom. There is a

Planning Meeting scheduled for 4th June at 9.30am. The public can watch proceedings via You Tube. <https://tinyurl.com/TorridgeYouTube>. Using this method of communication, the public will be able to watch TDC meetings where the public have a right to attend.

Head of Paid Service Jenny Wallace retired at the beginning of April (37 years of service in Local Gov't). Interim HOPS Steve Hearse and the Council Leader Cllr Ken James have had constant meetings with other Local Council Leaders and Chief Execs, DCC, our MP Geoffrey Cox and the local Chamber of Commerce.

It is pleasing that many communities have come together to help each other, collecting groceries/prescriptions and medical supplies for those self or social isolating. The Bideford food bank is very busy and is well stocked and getting pallets of supplies from Tesco. They have enough volunteers and even a waiting list.

A presentation was given via Zoom last week to Torridge Councillors informing them of the plans for Brunswick Wharf. These plans can be seen online at www.brunswickwharf.co.uk.

There have been a number of questions about village halls access and eligibility to the business support grants. Twenty six village halls were identified as eligible, and the treasurers have been contacted individually to facilitate them applying. The Treasurer for Sheepwash Village Hall, Anne Gray, was emailed on 19th May and asked for bank details to allow the payment to be made. Hopefully, a reply was given by yesterday as the payment run for this month was today.

District Cllr Wiseman – Cllr Hurley has covered all the main points. TDC have done very well during this time. All rubbish and recycling being collected, and the amount being recycled has increased. TDC was 8th in the country to start paying out business grants and 1st in Devon.

7) Jubilee Park play equipment – Cllr Ansell sent out a proposal to all Councillors, here are the main points of the proposal: I am keen to progress the play equipment project in the Jubilee Park. Cllr Ritson has done a lot of research and I think it would be useful for us to make some decisions.

- On behalf of the Parish Council Cllr Ritson started looking into possible play equipment for the Jubilee Park during 2018 (16 May 2018).
- He emailed various play equipment companies in February 2020 –We have a small park where we would like to add a small area of children's play equipment in addition to and beside our existing, rather large, wood-framed pair of swings. The area we have to consider is approximately 5m x 12m, though we may perhaps only use an area of 5m x 6m at first and consider adding more play features later. We need advice on possible equipment, installation and play surface, with costs. I have in mind a fort-style 'den-platform' approached by three or four challenges - monkey bar, ladder, climbing wall perhaps and a slide. We are more than willing to hear your suggestions. The age suitability will be approximately pre-teenage.
- One company replied, asking what our budget was. We had not decided on a budget for play equipment in the park.
- Personally, I have found that the difficulty with play equipment websites, in general, is that they don't list prices. It seems that you have to get into discussion with them and then prices are revealed, and play equipment is not cheap. There are grants available for play equipment, and many of the play equipment websites have funding guides, listing relevant sources of grant funding. However, in order to apply for a grant, you have to have a pretty good idea of what play equipment you want. Also, you will not be surprised to learn that at present a number of the grants are on hold or diverted to Covid-19 causes, but that won't always be the case.
- It also seems that **almost all** playgrounds/play equipment installations are, at least in part, funded by grants. Here are a couple of local examples: Beaford Parish Play area received funding from Viridor, and Petrockstowe from the Lottery and a long list of local charitable trusts. Via Petrockstowe and Black Torrington Parish Clerks we have received very useful information about different companies and the range of funding possibilities.
- In summary, play equipment is relatively expensive and grant funding is an essential element.

- I think the fact that play equipment is relatively expensive led to Cllr Ritson most recent idea, in which he suggests that we (Sheepwash parishioners), would build at least some of the play items ourselves. His ideas include balancing logs, a climbing pole and raised tunnels. He has asked Selina (clerk) to investigate the insurance implications of this proposal. Although I take Cllr Ritson’s point about this proposal encouraging children to use their imagination (but that’s true for professionally made play equipment, too), I don’t think this is the route that we should take. Apart from the safety aspect associated with home-made equipment, I am of the view that the maintenance and upkeep would be more than that required for professionally made and installed play equipment.
- So, my proposals are these:
 - we agree to a budget of up to £5,000 from Parish funds
 - we approach three professional play equipment companies, to put together quotes for us for £10,000 – equipment, installation and play surface
 - We then apply for grants for at least £5,000 based on the best of those quotes.

Councillors discussed the above and about where the play equipment would be located in the Jubilee Park (near the existing swings). Cllr Hurley suggested a base unit that could be added to in the future. It was agreed by all councillors that by mid-June Cllr Ritson would put a brief together to be considered by all Councillors before being sent out to three companies by the end of June. Once companies have come back to the Council with ideas within the £10,000 the parish council can discuss all the options in more depth.

- 8) Insurance Renewal - £348, 1st June 2020. Details emailed out before meeting to all Councillors. –** Cllr Crossley emailed clerk prior to the meeting asking if the policy needed to include freezer contents or is this part of a standard insurance. Are the shed contents insured - the mower etc, and is the War Memorial insured? Cllr Hutchings asked if the Parish Council needs to complete a Fire Risk assessment. Clerk to contact insurance company 28th May to find out. Clerk to report back to councillors.
- 9) Torridge District Council Corona Virus Support Grant - £268.52.** TDC sent funds to each Parish council to be used in the parish with supporting vulnerable people during Covid -19. Councillors prior to the meeting had emailed suggestions to the Clerk and the main suggestion is the Village Shop as it is community ran and at the heart of the support network. Cllr Ansell, Cllr Crossley and Cllr Wheeler declared an interest. The remaining councillors agree that the £268.52 should be granted to the Village Shop. Clerk to set up payment.
- 10) Corona Virus – update on supporting vulnerable people in the parish –** Cllr Ansell updated the Parish Council in her Chair report. No other updates.

11) PLANNING:

Planning Applications - Torridge District Council has asked for comments from the Parish Council on the following planning applications: NONE

Planning Decisions:

1/1125/2019/FUL First floor extension above garage and single storey extension to rear, Orchard House. GRANTED

1/0129/2020/FUL, Freshfields, East Street, Sheepwash. Erection of open framed timber carport. GRANTED

12) FINANCE:

Expenditure:

Date	£	Detail	Transfer
18.03.2020	200.00	Employment February & March (Penny’s)	BACs
18.03.2020	31.00	Clerk’s Expenses Q4 (Penny’s)	BACs
18.03.2020	54.00	Visionict Ltd	BACs
18.03.2020	80.00	HMRC PAYE Q4 (Penny’s)	BACs

31.03.2020	18.00	Service charge Bank	BACs
08.04.2020	162.97	BH Services lawn mower service	BACs
08.04.2020	40.39	M Ritson – glass for map of parish, £17; keys, £4.49; mileage for taking lawn mower for service, 42 miles @45p per mile	BACs
14.04.2020	56.00	Philip Siddall hedge cutting Jubilee Park	BACs
14.04.2020	150.00	Visionict Ltd	BACs
22.04.2020	65.88	DALC membership	BACs
11.05.2020	565.75	TDC May 2019 election costs	BACs
TOTAL	1,423.99		

Income:

Date	£	Detail
12.03.2020	300.00	Grant from Local Budget Funding – Councillor Barry Parsons, for Play Area
06.04.2020	3,648.52	£268.52 TDC Grant £3,380 Parish Precept
15.05.2020	100.00	P3 Grant for footpaths
TOTAL	4,048.52	

All Councillors agreed the above expenses.

- 13) End of year accounts – Checking, emailed out before meeting to all councillors.** – Cllr Ritson asked did the council finish the year in profit. 2019 -2020? Expenses were £6,822.82 and Income was £8,260.61; the Parish Council finished the year £1,437.79 in profit. No other questions.
- 14) Complete Annual Governance and Accountability Return (AGAR) form.** Clerk emailed the AGAR form with all the parts the Clerk completes completed. Clerk to drop the form off at Cllr Ansell home for signing. No questions or issues from councillors.
- 15) Appoint an Accountant to complete the Internal Audit.** Clerk contacted 2 accountants local to her due to ease of delivering the accounts at this time. Mr Cartwright, Buckland Accounts Service quotes about £25 +VAT and JT Accountancy LTD are unable to take on anymore work at the moment. Last year the accountant charged £60 +VAT. Councillors agreed to Mr Cartwright to complete the Internal Audit.

Items for Information

Road Closure notification, Down Farm to Swardicott Cross, Sheepwash. Monday 15th June – Thursday 25th June. Cllr Ansell thanked Barry Parsons for his help in progressing this work by emailing Devon Highways.

Meeting closed at 8.07pm

Next Meeting will be on Zoom, July 2020. Clerk to email out dates for councillors to agree on a date.

Signed Date