



Cornworthy Parish Council

DRAFT Minutes of the Monthly Meeting of Cornworthy Parish Council held

In Cornworthy Village Hall on Monday 12th June at 7.30pm

Present: Cllr Tuppen (Chair), Cllr Bailey (Vice Chair) Cllr Hunt, Cllr Finn, Cllr Fowler, Cllr Thompson, Cllr Hubbard, and Cllr Jonathan Hawkins (DCC) were present as was C Campos Parish Clerk.

Open Forum

The Cornworthy Tree warden introduced himself and mentioned the upcoming inspection of the Oak tree on the Green. He explained the process of implementing the work that may be needed as that tree has a tree protection order on it. -

A resident asked if there was an issue with the tree and Cllr Bailey explained that regular inspections of the tree were required for insurance purposes. Cllr Tuppen asked the tree warden if he could assist with the organisation of the inspection of the tree and he agreed to do this. A resident noted that the CPC's benches need to be treated with a water-based wood preserver and asked who would cover the cost. The Clerk indicated that CPC would cover the cost of the wood preservative. Cllr Thompson hoped the work could be shared by a group of volunteers and said he would be happy to treat a bench as would another resident. The Clerk suggested that this should be an agenda item for the next CPC meeting. Cllr Tuppen hoped that a volunteer to treat every bench could be found and suggested CPC should purchase five litres of water-based preservative.

Apologies for Absence

None

23. Declaration of Councillors Interest

None.

24. Approval of Minutes

The Minutes of the Meeting of CPC held on Tuesday 16th May 2023 and Monday 29th May were read. Cllr Tuppen asked to see and approve the abridged minutes that appear in the Parish magazine moving forward. He requested that this is sent to all Councillors with deadline for comment. Cllr Tuppen asked that all invoices due for payment be presented at future meetings for approval. The Clerk had both the May and June invoices to hand and gave them to him for approval. A resident asked when the minutes for the APM would be posted. The Clerk explained that these had only just been finalised and would be uploaded in due course. The minutes from both meetings were approved.

25. Matters Arising from the Minutes

None

26. Reports from District and County Councillors

Cllr John McKay SHDC- None received.

Cllr Jonathan Hawkins DCC Cllr Hawkins referred to the opening of the new Health and Wellbeing Centre in Dartmouth. Cllr Bailey asked if residents using the Leatside Surgery in Totnes would be referred to the Dartmouth facility for some services and Cllr Hawkins thought this would be the case.

27. Local Issues

Parishioners Correspondence to Action

None received.

Devon County Council Highways

Cllr Fowler noted that CPC has not been advised of road works in Dittisham and asked if there could be a reciprocal arrangement between neighbouring parishes. Cllr Hawkins suggested contacting the officer at DCC to see if this would be possible.

28. Planning

New Planning Applications Reference: 1622/23/HHO Proposal: Householder application for new windows, new roof windows, new canopy over front door & internal works Site Address: Duncannon Cottage East Cornworthy TQ9 5HQ
<http://apps.southhams.gov.uk/PlanningSearchMVC/Home/Details/231622>

The Councillors recommended approval.

29. To Discuss the Internal Auditors report and consider its implications concerning the conduct of the past CPC and actions to be taken to ensure full compliance in the future

Cllr Bailey has sifted through boxes of papers and found that some of the findings of Internal Auditors report were due to administrative errors. Cllr Tuppen noted that CPC was only compliant in two areas out of twelve areas and said the Council takes all this very seriously. Cllr Bailey confirmed that CPC did have many of the relevant policies in place but had not been able to submit them to the internal Auditor, due to the chaotic state of the filing system at the time of handover. Moving forward Cllr Tuppen proposed that two working groups would be formed to address the shortcomings identified in the Internal Auditors report. One group led by Cllr Bailey will tackle financial and compliance issues. The Clerk mentioned that CPC had the option of an interim Internal Audit to measure the progress made by the working group. Cllr Bailey felt this was essential. Cllr Tuppen suggested that CPC aims to be re-audited in six months' time. Cllr Tuppen then signed off the AGAR, the Annual Governance Statement and the Certificate of Exemption. Cllr Tuppen mentioned that Cllr Bailey has worked very hard on updating the Asset Register and expressed his

thanks. A resident asked if CPC owned the road next to the Green. Cllr Bailey he could check that relevant land registry document fairly quickly. He also noted that convention dictates that all Council owned land is valued at £1. There was some discussion over the ownership and accessibility of the parishes fire hydrants.

30. To Discuss a Review of IT Protocol and the Creation of a New Website

Cllr Tuppen said it was still unclear who has access to the current website which will be the subject of a meeting between himself, Cllr Bailey and the Clerk next week. A resident with a great deal of expertise in this field will work with CPC to create a new CPC website. The current website is unusable on a phone or tablet. Cllr Hubbard mentioned that the website should be accessible from multiple devices although only the Clerk can post to the website. In addition, it was noted that all the historical documents should be backed up to the Cloud. However, in the meantime, the current site is needed as residents must have access to a council website. Cllr Fowler mentioned that Council documents should be in an accessible format such as PDF's.

Cllr Tuppen then proposed that the working group to oversee finance and compliance produce an agreed action plan to meet all the requirements of an internal audit in six months' time. This was unanimously agreed.

Cllr Hubbard proposed an amendment to set up two working group with several distinct tasks:

Firstly, to develop a new Parish Council Website as a standalone project which will be supported by an experienced resident.

Secondly to Introduce appropriate protocols covering emails, back up, software, security for laptops, antivirus, accessibility and storage

This was agreed unanimously with the makeup of the IT protocol group to be decided.

31. To Discuss Future Village Events Co-ordination

Cllr Tuppen felt that the Cornworthy Coronation celebrations were huge success because so many village organisations worked together. He thought it would be a good idea to form a village events group that met every couple of months to share plans and coordinate event timing. Cllr Bailey agreed, while Cllr Fowler felt it would be yet another meeting and suggested the production of a Village Calendar which would achieve the same goal.

This could go on the CPC website, but it was felt the restriction of only the Clerk to post would make it difficult for local organisations to post. Cllr Finn wanted to create a space on the new CPC website where all events are listed to also include the Parish footpaths – a sort of What's on in Cornworthy. All Councillors felt that it would be good for the Council to be a catalyst for more local events which would bring the village together.

32. To Discuss the Upkeep of the Cemetery

Cllr Hunt noted that on page 54 of the Councillor Guide Parish Councils do have the power to donate to the upkeep of cemeteries. She explained that the Church was short of funds with a new organ appeal and new fuse box needed. She asked that CPC show their support for the Church with a donation toward the upkeep of the cemetery. Cllr Hubbard said he thought there was legislation which prohibited Councils from donating to Church buildings and upkeep. Cllr Hawkins said that a closed cemetery can be supported but not an active one. He explained that Kingswear Parish Council could not contribute directly to the new Church bells. The Clerk offered to contact DALC for clarification.

33. To Follow up on the Requirements for the Lengths Mans Role

Cllr Tuppen has arranged to meet with the resident that currently fulfils the role for a couple of hours to understand the tasks that make up the length man’s duties. He also thanked him for his work.

34. To Discuss Enhancements for the Jubilee Stone

Cllr Bailey said he understood the outstanding task was to get the engraving painted by a local artist as he felt that the engraving needed to be picked out to be visible and Cllr Thompson agreed. Cllr Hawkins noted that Devon Highways had expressed concern that the current location represented a risk to traffic. Cllr Tuppen suggested the stone might be relocated to a more central location on the Village Green or affixed to a wall. He suggested that this item was moved to the July agenda to enable Cllrs to canvas Parish opinion and also to talk to the local artist. Cllr Tuppen felt the agenda item should be on whether to move the stone to a more central location on the village green and to also consider the cost and practicality of moving it.

35. To Discuss Cornworthy Parish Council becoming Associate Member of the Village Hall.

Cllr Fowler stated that by becoming an Associate Member of the Village Hall CPC would make a modest saving on hire charges of £2 per hour. This was agreed unanimously.

36. To Approve the labels for defib cabinet

Cllr Fowler proposed that labels were placed in all three CPC Defibs giving their precise location also using What Three Words . This was an agreed unanimously.

37. Finance

Receipts

Lloyds Bank Interest	£4.80
VAT Reclaim	£538.22

Payments

To authorise the following payments:

C Campos May Salary	£240
C Campos Overtime in May 10 hours	£125
HMRC May PAYE	£60
Use of Church for CPC meeting 16/5	£35
Batteries for Head Torches	£15.46
New Battery pack for Defib	£357
Use of Table and Chairs for CPC meeting 16/5	£8.50
Slow Sign for Willow Lane	£101.10

Financial Report

Cashbook Balance	£15,828.91
Allocated reserves	£ 8994.41
General Fund	£ 7643.83.
Total	£ 16638.24

Cllr Tuppen asked about the status of the VAT reclaim. The Clerk said she has reclaimed VAT paid from August 2022 until 31st March 2023 as the previous clerk had said that a VAT claim had been submitted shortly before she left the position in August 2023. The Clerk said £365 had been reclaimed so she would back track to see if it tallied with the invoices paid over that period. Cllr Tuppen noted that the internal auditor reported that there had been an under claim of £795. Cllr Hubbard also suggested that forward projections for this financial year should be prepared. No documents were produced to support the reconciliation between the bank account and the cash book balance or receipts and expenditure for the year to date this must be resolved by the September CPC meeting.

All payments were approved.

38. Reports

- Clerk** – the report was circulated prior to the meeting.
- Tree Warden** – delivered in the Open Forum
- Defibrillators** – Cllr Fowler reported that the Cornworthy defib has a new battery so is now fully functional. The tabards and head torches are now in the cabinets.
- Volunteer Emergency Telephone System – Children’s defib pads will be placed in all the cabinets although according to the CHT they are rarely needed. Cllr Fowler suggested in future the Defib and VETS reports are combined into one report.**
- Village Hall** – Cllr Finn reported that the ACRE grant form has been submitted for £10,000.
- P3 Paths** – Cllr Finn reported that a list of work has been passed to the contractor. She also noted that a grant of £1,000 had been received from DCC to pay for this work,

39. Items for July Agenda

Cllr Bailey asked when the local Police would come and address a CPC meeting and the Clerk confirmed they would attend the next meeting which would start at 7.15 to accommodate this. Items arising from this meeting were: Parking by the Fire Hydrant, the relocation of the Jubilee Stone, Volunteers to renovate the Benches and a report on the Oak tree.

40. Current SHDC enforcement cases

None

**The next Parish Council Meeting is
Monday 10th July AT 7.30 pm in the Village Hall**