

# **SEATON PARISH COUNCIL ANNUAL MEETING**

**26<sup>th</sup> MAY 2021**

**HELD IN SEATON VILLAGE HALL 7.32pm**

Present:

Mr N Greenfield

Mr D Coop

Mr R Clarke

Mrs C Lammie

Mrs Siobhan Machin

In attendance:

Mr John Hill Clerk

Two members of the public

## **MINUTES**

### **1. ELECTION OF OFFICERS:**

Members had no wish to change Standing Orders regarding elections and therefore Councillor Greenfield, having served four years as Chairman (including an extra year due to Coronavirus issues), automatically retired from the post. The vice Chairman Councillor Coop steps up to become Chairman for up to three years.

<b>OFFICE</b>	<b>NOMINATION</b>	<b>PROPOSER</b>	<b>SECONDER</b>	<b>VOTE</b>	<b>RESULT</b>
<b>Chairman</b>	<b>D Coop</b>	<b>Automatic</b>			
<b>Vice Chairman</b>	<b>S Machin</b>	<b>N Greenfield</b>	<b>R Clarke</b>	<b>All</b>	<b>Elected</b>
<b>Village Hall Trustee (Chairman by default)</b>					
<b>Charles Tryon Trust (Chairman by default)</b>					
<b>Thompsons Field Officer</b>	<b>C Lammie</b>	<b>D Coop</b>	<b>N Greenfield</b>	<b>All</b>	<b>Elected</b>
<b>Allotment Officer</b>	<b>R Clarke</b>	<b>D Coop</b>	<b>N Greenfield</b>	<b>All</b>	<b>Elected</b>

On behalf of the members of Seaton Parish Council, Councillor Coop thanked Nic Greenfield and paid tribute to his outstanding contribution, both as Councillor and Chairman, over the past eight years.

### **2. APOLOGIES:**

None.

### **3. DECLARATIONS OF INTEREST:**

None.

### **4. MINUTES OF THE PREVIOUS MEETING:**

On a proposal by Councillor Coop, seconded by Councillor Clarke, the Minutes of the meeting of 24<sup>th</sup> March 2021 were duly signed as a correct record with the approval of all present.

### **5. MATTERS ARISING (NOT ON THE AGENDA):**

None.

### **6. INTERNAL AUDIT REPORT:**

Following inspection, Internal Auditor Sue Fox had reported that Seaton Parish Council Accounts and supporting documentation for 2020/21 are satisfactory. Two items required correction and insertion in the Minute notes for Audit: third quarter PAYE tax - £95.00 and the 25% deposit payment to Wicksteed which had been approved net £4030.76 rather than £4836.92 gross with VAT. Internal Auditor Sue Fox requested that the balances in the Building Society books should be checked against the reported accounts. This was done and the figures shown to match.

Sue Fox was thanked for her work.

### **7. ANNUAL GOVERNANCE REVIEW & STATEMENT:**

On a proposal by Councillor Coop, seconded by Councillor Machin, Members approved the Annual Governance Review & Statement and the Effectiveness of Internal Controls.

### **8. FINANCIAL MATTERS:**

#### **Presentation of the Accounts:**

The Clerk presented the Parish Council accounts for 2019/20 (previously circulated), together with the updated Fixed Asset Schedule. The Audit Return was also reviewed. Councillor Clarke proposed and Councillor Machin seconded that the Statement of Accounts, Audit Return, as presented and updated Fixed Asset Schedule, should be accepted; all were in favour.

The Clerk informed members that, because expenditure exceeded £25,000 for the year, an external audit would be required costing £200.

#### **Accounts update:**

Petty Cash	£55.94 (-£10 for this meeting)
Current Account	
Nationwide	£8206.53 + interest
West Brom	
Deposit Account	£65.14 + interest

On a proposition by Councillor Lammie, seconded by Councillor Machin, members approved the following payments:

### **Retrospective:**

HMRC	£95.00
2Commune website services	£330.00
PC World laptop repair services	£53.00
LRALC 2021/22 subscription	£141.69

### **New:**

J A Hill McAfee Virus protection/technical support	£129.98
Came & Co Insurance premium 2021/22	£727.06
Odd-Jobs play area work	£159.00
Robin Clarke voucher for audit support	£25.00
ROSPA play area inspection	£107.40
Clerk's half-year salary (net of tax)	£760.00

### **9. CORONAVIRUS UPDATE:**

The Clerk reported on the present local status with regard to the effects of the Coronavirus outbreak. Restrictions are gradually being relaxed and the next stage should be reached on 21<sup>st</sup> June 2021.

### **10. THOMPSON'S FIELD:**

Councillor Greenfield reported that the latest phases of the upgrade are now complete and paid for; all grants received.

John Mayfield has indicated that he no longer wishes to be involved in the provision of a Petanque pitch. An outside provider would be very expensive. **Members agreed to put this on the agenda for the next meeting.**

Councillor Lammie has circulated her latest inspection report and looked at the implications of the ROSPA inspection report which also includes comprehensive recommendations for signage. Due to the recent damage to the top of the Cone Climber and the difficulty of examining the zip wire for damage, **it was agreed to thoroughly review these annually.**

In terms of a formal opening of the upgraded facilities, several ideas were discussed, including a public event at the August Bank Holiday. It was suggested that this could be supported by the Village Hall Committee. **Separate meetings will be called to follow this up.**

Councillor Greenfield was thanked for his outstanding work on bringing the Play Area upgrade to fruition.

### **11. ALLOTMENTS:**

#### **Tenancies:**

All plots now occupied.

#### **Risk Assessment:**

Councillor Coop had circulated an update of the allotment risk assessment. With the addition of references to maintaining the gate closed at all times and attention to Mole intrusion in the area, members gave their approval following a proposition by Councillor Greenfield, seconded by Councillor Clarke. **An updated copy will be circulated by Councillor Coop.**

The tree trimming requested by tenant Philip Lindley has been carried out by Odd-jobs (John Mayfield).

**12. HIGHWAYS ISSUES:**

Councillor Greenfield reported on progress with the traffic issues reported by residents at the West end of the village. He has submitted the relevant forms to the Highways Department which will now look into the problem. Due to a backlog of work this may take some time. **Progress should be checked with RCC.**

A resident reported that the speed 'table' near the West Farm development is wearing significantly. It was suggested that this should be reported to the County Council via the 'Fix My Street' system.

**Councillor Greenfield will contact the publican at the George & Dragon about the overflowing rubbish bins opposite the playing field entrance.**

**13. CORRESPONDENCE:**

The following items were tabled:

RCC: 2021/0580/FUL – 4 Moles Lane, Planning Application;  
2021/0581/LBA - ditto

Councillor Clarke reported that the West Farm Barn Application has been withdrawn.

**15. DATE OF THE NEXT MEETING:**

The next Parish Council meeting will be held on Wednesday 15<sup>th</sup> September 2021, 7.00pm in the village hall.

The meeting closed at 20.39 hrs.