

## TORMARTON PARISH COUNCIL

### **The minutes of the Meeting of Tormarton Parish Council held on Monday 1<sup>st</sup> June 2020 at 18:45 via a virtual meeting link.**

**Councillors:** Cllr Simon Stevens (Chairman), Cllr Katy Pool, Cllr Janet Wells

**In Attendance:** Jack Turner (Parish Clerk and RFO)

**Members of the Public:** One

#### **01/06/2020 – No 1. To receive any questions from the members of public present.**

One resident asked whether the Council could write a letter in support of the Playing Field Committee's application for a grant. The council agreed to support this application and Cllr Simon Stevens would put the letter together and send to the Clerk to be distributed.

One resident asked for an update relating to the VAT situation in relation to the Pond Committee. Cllr S Stevens told the resident that the Council were waiting on professional advice.

#### **01/06/2020 – No 8. To receive an update on the Internal Audit Report and VAT situation.**

The council agreed to move this item to this point as it was relevant to the questions posed. The Clerk had received the Internal Audit Report from Auditing Solutions and this would be sent to all councillors after the meeting. In the report, the auditor concluded that the Council should stop reclaiming VAT for the Pond Committee expenditure and seek independent advice from a VAT expert. Derek Kemp of DCK Accounting, an advisor to NALC, has been asked to provide a written response. It was agreed that an Extraordinary Meeting date was to be arranged by email.

#### **01/06/2020 – No 2. To consider the apologies for absence and decide whether to accept them.**

Cllr Nick Davis (other commitments)

**RESOLVED:** It was unanimously agreed to accept the apology.

#### **01/06/2020 – No 3. Declaration of Interest**

The Chairman stated that any member having a disclosable pecuniary interest in a matter to be discussed should declare it during the meeting as specified in the Code of Conduct required by the Localism Act 2011 Section 27 and should leave the room while the matter was discussed.

#### **01/06/2020 – No 4. To Approve the Minutes of the Annual Meeting of Tormarton Parish Council held on 4<sup>th</sup> May 2020 and to note any issues.**

Cllr J Wells asked whether the Financial Procedures document had been completed. The Clerk confirmed that he would send it to all councillors after the meeting.

**RESOLVED:** It was unanimously agreed to approve the minutes as a true and accurate record.

#### **01/06/2020 – No 5. To Approve the Minutes of the Extraordinary Meeting of Tormarton Parish Council held on 11<sup>th</sup> May 2020 and to note any issues.**

**RESOLVED:** It was unanimously agreed to approve the minutes as a true and accurate record.

#### **01/06/2020 – No 6. To consider the adoption of the following policies:**

a. NALC Model Grievance Policy

b. NALC Model Disciplinary Policy

**RESOLVED:** It was unanimously agreed to adopt these policies.

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**01/06/2020 – No 7. To consider the Action Plan for Tormarton Parish Council and agree any actions.**

Each councillor was given the chance to speak on this item and bring forward their ideas for an action plan for the Council for this financial year.

**RESOLVED:** It was unanimously agreed to create an action plan around the issues of:

- a) Road Safety: Parking, Speeding and Road Maintenance.
- b) Community Engagement: Expand on existing networks in the village and online.
- c) Biodiversity: Support and develop the areas around us.
- d) Historical Assets

**01/06/2020 – No 9. To review Tormarton Parish Council’s Asset Register and agree any actions.**

The council worked through the register page by page. All items that have been donated to the Parish Council should have a nominal value of £1.

**RESOLVED:** It was unanimously agreed to amend the asset register showing all donated items at £1. Further resolved for Cllr S Stevens to contact the Badminton Estate to gain some clarity over some assets. The Clerk will update the register and send it around to all councillors.

**01/06/2020 – No 10. Tormarton Parish Council Finance:**

**a. To note the position of the Two Bank Accounts:**

As of June 1<sup>st</sup> 2020, the positions of the accounts were:

Current Bank Account - **£3889.74**

Business Reserve Account - **£11,358.81**

**b. To receive the bank reconciliation for May**

**c. To receive the income and expenditure reports for May**

**d. To receive the summary of accounts for May**

Cllr Stevens raised a query around the Cashbook balance. The Clerk would investigate and circulate a response to all councillor’s via email.

**e. To receive the expenditure report and authorise payments.**

**RESOLVED:** It was unanimously agreed to approve the report and authorise payments as below;

Company	Invoice Detail	Net (cost to council)	VAT	Gross	Our Ref
Auditing Solutions	Internal Audit Fee and Additional Work Undertaken	£ 225.00	£ 45.00	£ 270.00	CHQ.000648
<b>Total for June 2020</b>		<b>£225.00</b>	<b>£45.00</b>	<b>£270.00</b>	

**f. To review the council’s earmarked reserves and agree any actions.**

**RESOLVED:** It was unanimously agreed to earmark the reserves as shown below;

Name	Amount
Parish Hall Committee Support	£1,000.00
Playing Field Committee Support	£1,000.00
Village Pond Committee Support	£1,000.00
West Littleton Committee Support	£1,000.00
Playground Maintenance	£250.00
Traffic Management/Parking Projects (TM & WL)	£2,500.00
General Asset Maintenance	£1,000.00
Community Initiative and Support	£500.00
IT Equipment	£500.00
Legal Costs	£1,000.00
<b>Total Amount of Reserves Earmarked</b>	<b>£9,750.00</b>

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**g. To consider the expenditure relating to the Pond Committee and agree any actions.**

It was noted that the Council could not make a decision until advice had been received. The work will start on June 29<sup>th</sup> on the trees at the pond.

**01/06/2020 – No 11. To consider any planning applications received and agree any actions.**

No applications were received.

**01/06/2020 – No 12. To receive any reports from South Gloucestershire Councillors.**

No reports were received.

**01/06/2020 – No 13. To note the Parish Clerk's report for May.**

The Council noted the report.

**01/06/2020 – No 14. To receive updates on Traffic, Speeds and Parking within and around Tormarton Village.**

**a. Community Speed Watch**

No update was given.

**b. Tormarton and West Littleton 'Blackspots'**

Cllr Stevens provided an update. There was some drug taking going on at The Compass Inn and he has informed the local police.

**c. Application for Traffic Calming Funding**

**d. Tormarton Village Events Parking**

There was no update due to the COVID-19 pandemic seizing all of the above.

**01/06/2020 – No 15. To receive an update from the following committees.**

**a. Village Hall Committee**

Cllr Katy Pool provided an update. Pumpkins Nursery would be using the hall but they are the only group allowed to use the hall. The committee had applied for a grant.

**b. Village Pond Committee**

No update was given.

**c. Playing Field Committee**

Cllr Simon Stevens provided an update on the grant application for tarmacking the car park.

**01/06/2020 – No 16. To review the trees affected by Ash Dieback in the villages.**

Cllr Wells wanted to raise awareness of this issues and ask South Gloucestershire whose responsibility it would be to maintain a diseased a tree if the trunk is on private land but the canopy hangs over the road or path. The Clerk would raise this with StreetCare.

**01/06/2020 – No 27. To note the date of the next meeting.**

The next meeting of Tormarton Parish Council will be on Monday 6<sup>th</sup> July at 18:45.

**The meeting was closed by the Chairman at 20:25**