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|  | **Otterford Parish Council**  **Minutes of the meeting held on Tuesday, 12 May 2020 at 19.30 hrs via ‘Zoom’ online meeting facility.**  This meeting was held under the provisions of The Local Authorities and Police and Crime panels (Coronavirus) (Flexibility on Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.  Present: OPC Councillors Mike Canham (Chairman), Charlie Field (Vice Chairman), John Marsden, Lucy Montgomery, Phil Wright, SCC Cllr John Thorne, SWAT Cllr Ross Henley and the Clerk. |  |
| Item | Detail | Action |
|  | **Community Time**  Cllr Thorne had submitted a written report on SCC matters, appended to these minutes. There were no substantive questions relating to this.  Cllr Henley reported that SWAT were operating the COVID small business grant scheme on behalf of the Government; the £34m allocated had nearly all been claimed. Any residual funds will be used to support other small businesses who have not claimed/been unsuccessful in claiming, but this is likely to involve smaller grants. |  |
|  | Reports from other organisations None. |  |
| **1.** | **Apologies** |  |
| **2.** | Declarations of Interest  1. *Cllr Canham is a member of the Otterford Parish Hall Committee* 2. *Cllrs Canham and Montgomery are Trustees of the Otterford Charity*   There were no further Declarations of Interest in agenda items that accord with any Disclosable Pecuniary Interest (s31 & 33 of the Localism Act 2011). |  |
| **3.** | **Meeting of 14 April** |  |
| 3.1 | The minutes of the previous meeting were agreed and signed. |  |
| 3.2 | Matters arising: |  |
| 3.3 | Dog fouling: this seemed to be improving. Review next month. | **Clerk** |
| 3.4 | Barbed wire on bridleway: Cllr Wright had been busy but would collect when he had time. | **PW** |
| 3.5 | Clerk still to write to Sampford Arundel PC. | **Clerk** |
| 3.6 | The illegal sign on the footpath at Rull Farm had been removed. |  |
| 3.7 | A decision about whether or not to hold the July litter pick was deferred until the June meeting. | **B/F to June** |
| **4.** | **Planning** |  |
| 4.1 | New applications: *29/20/0009* Erection of boiler shed at Higher Warrens Farm, Churchinford (resubmission of 29/18/0004). The Clerk thought there had been an error submitting this application as she could find no diagrams of a boiler shed; she thought they had resubmitted a previous diagram of a replacement poultry shed. She had contacted the planning department but they had not replied. She would pursue this and the Council agreed to deal with it by email.  There was one late application (another agricultural building) which the Clerk had only spotted this evening; she would circulate details by email.  There were no approved/refused applications this month. | **Clerk**  **Clerk** |
| **5.** | **Coronavirus (COVID 19) Pandemic** |  |
| 5.1 | The Clerk circulated a paper updating the Council on volunteering activities, the 3 parishes leaflet, and expenditure thus far. The volunteers were doing a great job and it was all going well. Tesco’s Bag of Help Coronavirus Fund had given the Council a grant of £500, and Western Power Distribution had donated £750, for COVID-related activities. |  |
| **6.** | **Correspondence**  None, apart from a ‘thank you’ from the Blackdown Support Group for its enhanced grant and information about COVID 19 from various bodies. |  |
| **7.** | **Financial matters** |  |
| 7.1 | **Accounts for the year ending March 2020**   1. The Council approved the Annual Governance Statement; 2. The Council received and agreed the Accounting Statement from the Clerk; 3. The Council considered and noted the report from the Internal Auditor; 4. The Council approved the Annual Return for the year ended 31 March 2020. | **Clerk to submit Certificate of Exemption to External Auditors** |
| 7.2 | **Appointment of Internal Auditor**  The Council agreed to re-appoint Martyn Powe as the Council’s Internal Auditor for 2020-2021. |  |
| 7.3 | Monthly Financial summary. Noted. |  |
| 7.4 | Payment of Invoices. None. |  |
| **8.** | **Other business** |  |
|  | There was no other business. | **Clerk** |
|  | **The next meeting of the Council will take place using ‘Zoom’ at 7.30pm on Tuesday 9 June 2020.** |  |