Clerk to Parish: Tracy Smith, 28 Burnardsfield Road, Colyton, Devon EX24 6PF

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Minutes of the Bi Monthly Parish Meeting of Southleigh Parish Council held on **Wednesday 19th May 2021 at 8.35 pm** in Southleigh Parish Hall.

PRESENT: Cllr J Reed (Chair), Cllr C Beard (Vice Chair) and Cllr K Luff.

MEMBERS OF PUBLIC: None

PRESS: None

CLERK IN ATTENDANCE: T Smith

**1.** APOLOGIES: Cllr A Foxwell, Cllr Selway, Cllr H Parr, Cllr M Hartnell

**2.** DECLARATION OF INTEREST: None

**3.** MINUTES OF PREVIOUS MEETING: Parish Council meeting held on 10th March 2021, February 2021, 4th November 2020 and 16th September 2020 were approved and signed.

**4a.** Finance

Annual accounts 2020/2021

End of year to be approved.

Balance end of year accounts to 31st March 2021

Record of payment over £100.00

Bank reconciliation

Asset Register 2020/2021

i). AGAR

a) To acceptAudit Report on 2021 accounts

b) For the authority to consider and approved Section 1 of the AGAR – Annual

Governance Statement 2020/21

c) The authority approved Section 2 of the AGAR plus Accounting Statements

for year ended 31.03.2021.

Period of elector’s rights

The local Audit and Accountability Act 2014 requires the Council to publish its

own period for public rights; the period must include the first 10 working days of

July.

To note that the period of elector’s rights will commence for 30 days and will

commence on Monday 14th June 2021 and finish on Friday 23rd July 2021.

Notification will be placed on the noticeboard and website.

ii). Confirmation of Feedback from last year AGAR from External Auditor

iii). Confirmation of receipt of first half of precept.

**4b.**

i). Confirmation of insurance document received from First Community.

ii). Request for Tracy Smith last tax refund claim to be sent to HMRC via letter, to

be signed today.

Payment Schedule for May 2021

|  |  |  |  |
| --- | --- | --- | --- |
| **Payments due** | **Description** | **Amount** | **Due date** |
| T Smith January | Tax refund | £410.40 | May 19th 2021 |
| Clerks Salary | February  March  April | £175.00  £175.00  £250.00 | May 19th 2021 |
| Clerk’s Office Software Expenses | February  March  April | £5.99  £5.99  £5.99 | May 19th 2021 |
|  | Total | £1022.30 |  |
| Payment of Hall for this meeting | Total | £20.00 | May 19th 2021 |
| T Jenkins | Internal Auditor | £145.00 | May 19th |

Cheques for the above will be signed at the end of this meeting.

**Payments for Pre-authorisation**

|  |  |  |  |
| --- | --- | --- | --- |
| Clerk’s Salary | May |  |  |
|  | June |  |  |
| Renewals of  Items due to be renewed shortly |  |  |  |
| Insurance  Renewal date 1st July | end of June | £166.34 | 21st June |
| Web site - UK | July | £15.99 |  |
| ICO | July | £40.00 |  |
| Annual renewal of PAYE costs | July |  |  |

**5.** Clerks contract hours are to be set for one year at 12 hours a month., from May 2021.

**6.** Progress reports

Repair to the Bridge at Turners Court - this wall is not the property of the parish council. Clerk to contact S Kelly for an update on any news.

Highways: Any reports on recent repairs. Cllr Beard’s road has still not been accessed as yet, but is in need of attention.

7**.** London Bridge Protocol - It was agreed that the parish council shall be purchasing items for this event. Cllr Beard to take on this task. Clerk to contact the church committee to inform them that we are purchasing items for this protocol.

**8.** Planning Applications: None

**9.** To accept any relevant correspondence.

The report about the defibrillator insurance and maintenance being taken over by us from the hall committee in August. Further discussion is required. Clerk is contact hall committee to enquiry about costings.

The Framed Poem by W. Underdown, former Post Mistress of Southleigh was placed on the village hall wall.

**10.** Any other business or items for future agenda’s

Each Councillor is requested to use this opportunity to report matters of information not included elsewhere on the agenda and to raise items for future agenda. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

**11.** Date of next Bi Monthly Parish Meeting will be held on 14th July 2021 at 8pm

**12.** Close of Meeting at 9.45 pm

Signed ………………………………………………… Date ………………………………