

## SYDENHAM DAMEREL PARISH COUNCIL

Minutes of the Parish Council Meeting held on Thursday 22<sup>nd</sup> July at  
7pm in St Mary's Church, Sydenham Damerel.

Present: - Cllr J Hearn (Chair), Cllr P Hurdwell (PH), Cllr R Windemer (RW)

In Attendance: - M Forster Clerk

		<b>Action</b>
<b>1</b>	<b>Apologies for absence</b> Cllr N Jory has sent his apologies.	
<b>2</b>	<b>Declarations of Interest relating to matters on the Agenda</b> Cllr Hurdwell declared an interest, in his capacity of Church Treasurer, in a matter to be discussed under item 12.	
<b>3</b>	<b>Members of the Public Open Forum - Questions</b> None	
<b>4</b>	<b>Approval of Minutes of the previous Meeting</b> Minutes of the previous meeting, held on 26 <sup>th</sup> May 2021, were accepted as a true and accurate record and were duly signed by the Chair.	
<b>5</b>	<b>Co-option of new Members</b> Four Parishioners have agreed to be co-opted onto the Parish Council; Nicky Pratten, Nicola Furse, Denise Head and Howard Payne. Cllr Hearn proposed that all be co-opted. Cllr Hurdwell seconded the proposal and it was unanimously so resolved. The Clerk witnessed the signing of their Declaration of Acceptance of Office forms and issued copies of the Code of Conduct and Register of Interest forms for completion.	
<b>6</b>	<b>Matters arising from the minutes of the previous meeting</b> <b>i) Horsebridge Notice Board Maintenance (previous minute 5.ii refers)</b> Cllr Hearn reported that Paul Eaton has volunteered to rub down and re-varnish the Notice Board. <b>ii) AGAR approval of Certificate of Exemption 2020/21 (previous minute 6.ii refers)</b> The Clerk confirmed that the Certificate of Exemption had been returned to the External Auditors by email on 26 May 2021. <b>iii) Notice period for the Exercise of Public Rights (previous minute 6.vi refers)</b> The Clerk confirmed that the requisite documents had been displayed, as required, on the Noticeboards and website between 11 June and 11 July. <b>iv) Confirmation of PC Meeting dates to Cllr Lois Samuels</b> The Clerk confirmed that meeting dates were emailed to Cllr Samuels on 4 June 2021	
<b>7</b>	<b>New Business</b> <b>i) Election of a Vice Chair</b> It was unanimously agreed to defer this matter for consideration at a future meeting. <b>ii) Data Privacy Policy</b> Cllr Hearn presented a Draft Privacy Policy and proposed that it be adopted. After some discussion Cllr Head seconded the proposal and it was unanimously resolved that it be adopted. Clerk to post on website.	Clerk

	<p><b>iii) Website – addition of a “News” page</b> Cllr Hearn outlined some options for adding a News Page to the PC website and the potential costs involved. After some discussion it was unanimously resolved to leave this matter in abeyance in the meantime.</p> <p><b>iv) Councillor’s email</b> Cllr Hearn noted that Cllrs should not be using their personal email accounts for Parish Council business and outlined two options for providing all Cllrs with discreet council email addresses, including the pros and cons of each option. Email linked to the PC website has management and archiving advantages but will cost £36pa + VAT. Gmail accounts are free but may present difficulties with management and archiving. Cllr Furse questioned whether WesternWeb’s quote included setting email up on each Cllrs device and proposed that if it does then that should be the solution. If not, then Gmail (accepting its limitations) should be trialled. Cllr Head seconded the proposal and it was resolved to do so (with one abstention).</p> <p><b>v) Replacement Parish Clerk</b> Cllr Hearn noted that the Clerk will be retiring in October 2021 and proposed that advertising for a replacement should be arranged in August. A vote was taken and it was unanimously resolved to do so. Cllr Hearn to action.</p> <p><b>vi) Petty Cash and Incidental Expenses procedure</b> Cllr Hurdwell presented a draft Petty Cash Procedure and proposed that it be adopted. After some discussion Cllr Hearn seconded the proposal and added that Cllr Hurdwell be the Petty Cash Custodian (PCC). A vote was taken it was unanimously resolved that it be adopted. Clerk to post on website and prepare a “Cash” cheque in the amount of £100 for signature.</p> <p><b>vii) SD Phone Box Repair</b> Cllr Hearn reported that, following the PC’s report of maintenance issues to BT, a new door has been fitted.</p> <p><b>viii) Community Gathering and Queen’s Jubilee</b> A discussion around possible future community events took place. It was agreed that a working group be set up to hold a Community Market on 21 August 2021, jointly sponsored by SDPC and St Mary’s. Also, some sort of function be arranged for the Queen’s Jubilee. Cllr Furse offered a field for car parking, marquee etc.</p> <p><b>ix) PC Action Plan</b> Given that this document is at early draft stage It was unanimously agreed that this matter should be discussed outside of this meeting.</p> <p><b>x) Parish Council Facebook page</b> Some discussion took place regarding the possible merits of a Parish Council Facebook page. Cllr Hearn agreed to look into the matter further and contact Mary Tavy PC who have a Facebook Page.</p> <p><b>xi) Working Group virtual meetings</b> It was unanimously agreed that Zoom continues to be useful for discussion between working groups but that a subscription is not warranted. The free version is fine.</p>	<p>JH</p> <p>JH</p> <p>Clerk</p> <p>All</p> <p>JH</p>
8	<p><b>Planning Applications</b> Lower Portington Farm 2754/21/HHO After a discussion as to the proposed works. Cllr Head proposed that the application be supported. Cllr Furse seconded the motion and it was so resolved after a vote (with two abstentions). Clerk to respond to WDBC in support.</p>	<p>Clerk</p>
9	<p><b>WDBC Councillor Report</b> No report available</p>	

<b>10</b>	<b>Councillor Reports</b> A number of blocked drains have been noted in the Parish. Cllrs Hurdwell & Windemer will compile a list for discussion with Devon Highways.	PH/RW
<b>11</b>	<b>Correspondence</b> No correspondence	
<b>12</b>	<b>Income &amp; Expenditure</b> An invoice from St Mary's is awaited (£100) for the use of the Church by the Parish Council in the current financial year. Clerk to prepare the necessary cheque on receipt. The Clerk confirmed that a cheque in the amount of £80.40 has been issued in respect of the outstanding invoice from WesternWeb Ltd. A VAT Refund of £91.69 has been received and the current bank balance is £4350.16	Clerk
<b>13</b>	<b>Dates of next Meeting(s)</b> Thursday 14 <sup>th</sup> October 2021	

The Chairman closed the meeting at 9.10pm

**Accepted as a correct record** \_\_\_\_\_ **Date**

**Signed** \_\_\_\_\_ **Chairman**