

# RACKENFORD AND CREACOMBE PARISH COUNCIL

A meeting of the Parish Council will be held at Rackenford School, on Tuesday 6th March, starting at 7.30pm.

All councillors are summoned. Members of the public are welcome and have the opportunity to speak on item 2 only.

Parish Clerk: Karen Ward, 8 Peard Road, Tiverton, EX16 4LQ. Phone 01884 798711

## AGENDA

- 1 Apologies**
- 2 Open Forum** – members of the public, and councillors with an interest, have the opportunity to address the meeting if invited to do so by the Chairman (limiting their contribution to 3 minutes)
- 3 Declaration of Interests**
- 4 Minutes**  
To sign, if approved, the minutes of the meeting on 16<sup>th</sup> January 2018.
- 5 Report from District and County Councillor**
- 6 The Common**
  - a. Update on the regeneration project and agree next steps
  - b. Update on grass cutting long term solution
  - c. Use of the Common for organised events – update on the formalising of arrangements for access and insurance purposes
- 7 Highways & Footpaths**
  - a. Footpaths – Update and any repair or maintenance matters to report
  - b. Common/Children’s Play Area – To consider any urgent repairs and maintenance and moss cover on hard surface
  - c. Devon County Council consultation on traffic sensitive routes
- 8 War Memorial**
  - a. To note award of grant from the War Memorials Trust for cleaning of the War Memorial, to agree any terms and conditions of the grant, and to approve works to be undertaken
  - b. update on any other works to the War Memorial site
  - c. WW1 Centenary – to consider any events to mark the centenary of the end of the War
- 9 Trinity Well:** Update on the repair works and consider longer term repair needs
- 10 Request for Grant Funding:** request from the Church for £200 towards grass cutting
- 11 Planning**
  - a. Applications for consultation
    - 64484: Erection of detached garage at The Barn Lane past Blindwell Arm – deadline extended 7th March
    - 64498: Erection of one agricultural livestock building & associated works at land west of Rackenford Green Lane – deadline 8<sup>th</sup> March
  - b. Applications awaiting NDDC decision
    - 64137: Extension to dwelling at Backstone Moor – “no objections” submitted

- c. Notifications / decisions from NDDC
    - 63979: Erection of one agricultural workers dwelling, Thornfield Farm, Higher Thorn, Rackenford – Granted
    - 64280: Change of use of land from agriculture to equine and erection of one building (to provide 3 stables, tack room and store), Rookwood - Granted
    - Enforcement notification 10524: Unauthorised change of use: siting and residential occupation of a caravan, Rookwood - Regularised by applicant
  - d. Airband mast: to note a preliminary enquiry on the erection of a 14m airband mast within the parish.
- 12 Finance 2017/18**
- a. Financial report – see budget monitoring statement
  - b. Payments to approve:
    - K Ward / HMRC clerks wages £226.39
    - K Ward expenses £85.36
    - Halberton Parish Council contribution towards Clerk’s training on new data protection rules £30.00
  - c. Accounts received after the agenda was posted
- 13 Assets:** To review and agree the assets for year-end accounts and insurance purposes
- 14 Risk register / Data Protection Regulations:**
- a. To consider and approve the annual review of the risk register
  - b. To note changes to data protection legislation coming in from May 2018
- 15 Batsworthy Cross Wind Farm** – verbal update
- 16 Shop/School** – verbal updates
- 17 Correspondence**
- Email regarding painting of white lines / access to the school and resulting traffic problems (email 17<sup>th</sup> Jan)
  - Email from Templeton PC regarding pollution at Gibbet Moor (email 19<sup>th</sup> Jan)
- 18 Matters of Urgency raised by the Chairman for noting only**
- 19 Future meeting dates:** To agree the meeting dates for 2018/19  
 Tuesday 1<sup>st</sup> May 2018: Annual Parish Meeting, and Annual Meeting of the Council  
 Tuesday 3<sup>rd</sup> July 2018, Tuesday 4<sup>th</sup> September 2018, Tuesday 6<sup>th</sup> November 2018,  
 Tuesday 15<sup>th</sup> January 2019, Tuesday 5<sup>th</sup> March 2019
- 20 Exclusion of Public and Press:**  
 Exclusion of public and press to:
- Consider quotes for landscape architectural services on the Common
  - Consider the rental agreement on the hard court
- 21 The Common:** To consider quotes received and feedback from the site visits and agree landscape architects to invite for interview.
- 22 Hard Court:** To consider and agree revised terms of the rental agreement with the school

**Next meeting: Annual Parish Meeting followed by the Annual Meeting of the Council, Tuesday 1<sup>st</sup> May 2018, at 7.30pm, Rackenford School**

Karen Ward (Clerk) Dated: 27<sup>th</sup> February 2018

**RACKENFORD & CREACOMBE PARISH COUNCIL - 6 MARCH 2018 BUDGET MONITORING**

**Balance as at 31st March 2017**

**£20,317.67**

| <b>Income</b>              | <b>Budget</b>    | <b>Actual</b>     | <b>Variance</b>  |
|----------------------------|------------------|-------------------|------------------|
| Parish Grant               | £675.00          | £675.84           | £0.84            |
| Precept                    | £5,850.00        | £5,850.00         | £0.00            |
| Interest (N'wide account)  |                  | £0.00             | £0.00            |
| Other                      |                  | £624.10           | £624.10          |
| Other grants and donations |                  | £8,650.00         | £8,650.00        |
| Hard Court Rent            | £1,640.00        | £1,658.00         | £18.00           |
|                            | <u>£8,165.00</u> | <u>£17,457.94</u> | <u>£9,292.94</u> |

| <b>Expenditure</b>                   | <b>2017/18 Budget</b> | <b>Budget Transfers</b> | <b>Payments to Date</b> | <b>This Month's Payments</b> | <b>Budget Remaining</b> |
|--------------------------------------|-----------------------|-------------------------|-------------------------|------------------------------|-------------------------|
| <b>Direct service costs</b>          |                       |                         |                         |                              |                         |
| Common Maintenance                   | £325.00               | £1,510.00               | £1,585.00               |                              | £250.00                 |
| Grass Mowing                         | £150.00               |                         | £0.00                   |                              | £150.00                 |
| Playground Inspection                | £85.00                |                         | £84.00                  |                              | £1.00                   |
| Hard court maintenance               | £0.00                 |                         | £210.00                 |                              | £-210.00                |
| Salt spreading                       | £250.00               |                         | £0.00                   |                              | £250.00                 |
| Trinity Well                         | £100.00               | £580.00                 | £698.70                 |                              | £-18.70                 |
| <b>Other costs</b>                   |                       |                         |                         |                              |                         |
| Audit Fees                           | £200.00               |                         | £204.63                 |                              | £-4.63                  |
| Clerk Salary + HMRC                  | £925.00               | £220.00                 | £1,182.30               | £226.39                      | £-263.69                |
| Clerk Expenses                       | £100.00               |                         | £110.30                 | £58.56                       | £-68.86                 |
| IT equipment / exps                  | £0.00                 | £415.00                 | £415.81                 | £26.80                       | £-27.61                 |
| Insurance                            | £850.00               |                         | £864.01                 |                              | £-14.01                 |
| Other                                | £35.00                |                         | £2.75                   | £30.00                       | £2.25                   |
| S.137 spend                          | £0.00                 |                         | £60.00                  |                              | £-60.00                 |
| School Room Hire                     | £200.00               |                         | £135.30                 |                              | £64.70                  |
| DALC, Parish online, CPRE, IC        | £110.00               |                         | £171.00                 |                              | £-61.00                 |
| Website                              | £85.00                |                         | £115.00                 |                              | £-30.00                 |
| Contingencies                        | £800.00               | £-800.00                | £0.00                   |                              | £0.00                   |
| Defibrillator costs                  | £0.00                 |                         | £0.00                   |                              | £0.00                   |
| Grants awarded                       | £2,500.00             |                         | £660.00                 |                              | £1,840.00               |
| <b>Total revenue spending</b>        | <u>£6,715.00</u>      | <u>£1,925.00</u>        | <u>£6,498.80</u>        | <u>£341.75</u>               | <u>£1,799.45</u>        |
| <b>Movement to and from reserves</b> |                       |                         |                         |                              |                         |
| Car Parking and Path                 |                       |                         |                         |                              |                         |
| Hard Court Maint                     |                       | £1,638.00               |                         |                              |                         |
| Playground Maint                     |                       |                         |                         |                              |                         |
| Common regeneration project          |                       | £6,490.00               |                         |                              |                         |
| Computer replacement                 |                       | £235.00                 |                         |                              |                         |
| Snow Warden                          |                       |                         |                         |                              |                         |
| P3                                   |                       |                         |                         |                              |                         |
| Defibrillator                        | £200.00               |                         |                         |                              |                         |
| War memorial                         |                       | £500.00                 |                         |                              |                         |
| General reserves                     | £1,250.00             | £-500.00                |                         |                              |                         |
|                                      | <u>£8,165.00</u>      | <u>£10,288.00</u>       | <u>£6,498.80</u>        | <u>£341.75</u>               | <u>£1,799.45</u>        |

VAT paid

£495.19

£302.00

**Balance**

**£30,781.62**

**£643.75**

Lloyds Balance as at 30/1/18

£24,428.68

Nationwide Balance as at 31/3/17

£6,972.16

Less u/c cheques / income banked

£619.22

**TOTAL**

**£30,781.62**

£0.00

**Summary of current**

Car Parking and Path

£1,000.00

Common regeneration project

£6,490.00

Hard Court

£9,653.56

Computer Replacement

£985.00

Soft Play Area

£1,879.39

Snow Warden

£1,600.00

P3

£837.34

War Memorial

£500.00

Defibrillator

£600.00

Rackenford PC

**£7,236.33**

**£30,781.62**

## Rackenford and Creacombe Parish Council Risk Assessment

Review date March 2018

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable the Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

| <b>FINANCIAL AND MANAGEMENT</b> |  |              |  |                               |
|---------------------------------|--|--------------|--|-------------------------------|
| <b>Subject</b>                  | <b>Risk(s) identified</b>  | <b>H/M/L</b> | <b>Management/control of Risk</b>  | <b>Review/Assess/Revise</b>   |
| Precept                         | Adequacy of precept in order for the Council to carry out its Statutory duties | L            | Draft budget and precept considered at November meeting, final budget and precept approved at January meeting, following tax base/grant information from NDDC. Regular in year budget monitoring to inform future plans. Precept return submitted to NDDC in accordance with their timescales. | Existing procedure adequate.  |
| Financial Records               | Inadequate records / Financial irregularities                                  | L            | Financial Regulations set out procedures to be followed. Independent audits carried out at least annually.   | Existing procedure adequate   |
| Bank and banking                | Inadequate checks Banks mistakes   | L            | The Council has guidelines which set out banking requirements. Monthly bank reconciliation & budget monitoring reports to Council.   | Existing procedure adequate   |
| Reporting and auditing          | Information communication  | L            | Financial information is a regular agenda item (Finance Report) and discussed/reviewed and approved at each meeting.   | Existing procedures adequate. |
| Grants                          | Receipt of grant   | L            | Specific grants are held in separate reserves within the accounts and are only spent in accordance with grant conditions.  | Existing procedures adequate. |
| Grants and support payable      | Power to pay Authorisation of Council to pay                                   | L            | Grants Policy in place, grant awards decided by Council and recorded in minutes, including payment is made using S137.   | Existing procedure adequate.  |

|   |   |        |  |   |
|---|---|--------|--|---|
| Best value accountability                     | Work awarded Incorrectly                            | L      | Standing Orders and Financial Regulations set out the requirements for minimum number of quotes/tendering rules. Non-compliance must be agreed at Council and reasons recorded.  | Existing procedure adequate.  |
|   | Overspend on services                               | M      | Overspends must be approved by Council   |   |
| Salaries and assoc. costs                     | Salary paid incorrectly. Unpaid Tax to HMRC         | L      | The Council has one employee, the Clerk. The RFO (Clerk) calculates the salary and makes appropriate returns to HMRC.  | Existing procedure adequate.  |
| Employees                                     | Fraud by staff                                      | L      | Requirements of Fidelity Guarantee insurance adhered to with regards to fraud. Two signatures required on payments.  | Existing procedure adequate.  |
|   | Health and safety                                   | L      | Employees to be provided adequate direction and safety equipment needed to undertake their roles   | Monitor H&S requirements and insurance annually.                              |
| VAT   | Reclaiming  | L      | Clerks ensures payments made on valid VAT invoices, otherwise no VAT is reclaimed. Vat reclaimed annually as part of year end procedures.  | Existing procedures adequate  |
| Annual Returns                                | Submit within time limits                           | L      | Annual Return is completed and submitted as per the statutory requirements. Reviews carried out by Internal Auditor, referral to External Auditor if failures are made.  | Existing procedures adequate  |
| Legal Powers                                  | Illegal activity or payments                        | L      | Council had General Power of Competence. All activity and payments are resolved at Council meetings, in accordance with Standing Orders etc. S.137 payments are monitored. Agendas include budget monitoring and list of payments. | Existing procedures adequate  |
| Minutes/agendas/ Notices Statutory Documents` | Accuracy and legality                               | L      | Minutes and agenda are produced in the prescribed manor by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting.  | Existing procedures adequate.   |
|   | Business conduct                                    | L      | Agenda displayed according to legal requirements. Business conducted at Council meetings set out in Standing Orders and managed by the Chair.  | Members adhere to Code of Conduct / Standing Orders                           |
| Members interests                             | Conflict of interests Register of members interests | L<br>M | Declarations of interest by members at Council meetings. Register of members' interests forms to be reviewed.  | Existing procedures adequate. Members take responsibility to update register. |

|                                    |   |             |   |   |
|------------------------------------|---|-------------|---|---|
| Insurance                          | Adequacy<br>Compliance<br>Fidelity Guarantee              | L<br>L<br>L | An annual review of assets and insurance cover undertaken when insurance due for renewal.   | Existing procedure adequate.<br>Insurance reviewed annually.            |
| Data protection                    | Policy provision  | L           | The Council is registered with the Information Commissioners Office. Data Protection Policy in place. Clerk has undertaken data protection training.  | Review policy annually, noting new Regulation from May 2018             |
| Freedom of Information             | Policy provision  | L           | Policy in place.  | Review annually   |
| <b>PHYSICAL EQUIPMENT OR AREAS</b> |   |             |   |   |
| Assets                             | Loss or damage to assets or third party property          | L           | An annual review of assets is undertaken for insurance provision. Tree survey undertaken in Dec 2017.   | Existing procedures adequate.<br>Consider annual tree survey for risks. |
| Maintenance                        | Poor performance of assets or amenities                   | L           | All assets owned by the Council to be reviewed and maintained. All repairs and relevant expenditure for any repair is actioned/authorised by Council. Assets are insured.                               | Existing procedures adequate  |
| Notice Board                       | Risk of damage  | L           | The Parish Council currently has a notice board. No formal inspection procedures are in place but any reports of damage or faults are dealt as they arise.  | Existing procedures adequate  |
| Meeting locations                  | Adequacy<br>Health & Safety                               | L<br>M      | The Parish Council meeting is held in a venue considered to have appropriate facilities for the Clerk, members and the general public.  | Existing procedures adequate  |
| Council records – paper            | Loss through:<br>Theft<br>Fire<br>Damage                  | L<br>M<br>L | The Parish Council records are stored at the home of the Chair/Clerk. Records include historical correspondences, minutes, insurance, and bank records. Historic records to be held with Devon Archives | Review records to deposit with Devon Archives.                          |
| Council records – electronic       | Loss through:<br>Theft, fire damage<br>or data corruption | L<br>M      | The Council has a dedicated, password protected laptop. Records stored on hard drive and backed up on USB stick at Clerk's at home.   | Existing procedures considered adequate                                 |

## RACKENFORD AND CREACOMBE PARISH COUNCIL - 6 MARCH 2018

### AGENDA ITEM 13: FIXED ASSETS AND INSURANCE VALUES MARCH 2018

| DESCRIPTION                      | LOCATION                     | OWNER          | DATE OF ACQUISITION         | COST OF ACQUISITION (OR PROXY) |        | PRESENT USE    |
|----------------------------------|------------------------------|----------------|-----------------------------|--------------------------------|--------|----------------|
| Common land (5 ha)               | Centre of Rackenford village | Parish council | In phases between 2002-2010 | £1                             | gifted | As description |
| Hard court & surrounding fencing | On the Common                | Parish council | 2008                        | £25,000                        |        | As description |
| Play equipment                   | On the Common                | Parish council | 1996/97                     | £1                             |        | As description |
| Trinity Well                     | On the Common                | Parish council | 2009                        | £20,000                        |        | As description |
| War Memorial                     | Rackenford Cross             | Parish council | Approx 1920                 | £1                             |        | As description |
| Tarmac parking area              | On the Common                | Parish Council | 2015                        | £1                             | gifted | As description |
| Laptop and printer               | Clerk's home                 | Parish Council | 2017                        | £416                           |        |                |
|                                  |                              |                |                             | <u>£45,420</u>                 |        |                |

Note: the defibrillator is not owned by the parish council, it is leased from South West Ambulance Trust and does not need to be covered in the council's insurance