

## ASHFORD PARISH COUNCIL

PARISH CLERK: MRS SUE SQUIRE, HAXLEA, 2 THREEWAYS, BRATTON FLEMING,  
BARNSTAPLE, DEVON. EX31 4TG.

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CHAIRMAN: Councillor Philip Hughes, Firs Croft, Strand Lane, Ashford, EX31 4BY.  
Tel: 01271 345378

### TO ALL COUNCILLORS:

You are hereby summoned to a Parish Council Meeting by Zoom on Friday, 31 July 2020 at 7.30pm.

The meeting is being held remotely due to the coronavirus pandemic where social distancing must be observed and gatherings of people currently not allowed.

The Agenda is detailed below.

Sue Squire, Parish Clerk. 25 July 2020

No.	Item												
1.	<p><b>Representations from the public.</b> Representations are requested in written form for circulating to Councillors ahead of the meeting, due to time restriction.</p> <p>Members of the public are welcome to join the Zoom meeting and are invited to contact the Chairman (details above) to make arrangements for the joining instructions.</p>												
2.	<b>Apologies.</b>												
3.	<b>Declarations of Interest.</b>												
4.	<b>Approval of the Minutes of the meeting held on 16 July 2020.</b>												
5.	<p><b>Finance.</b></p> <p><b>5.1 To authorise the following payments:</b></p> <table style="width: 100%;"><tbody><tr><td style="width: 60%;">Mrs S Squire</td><td style="width: 30%;">Post dated cheque for August salary due to recess</td><td style="width: 10%; text-align: right;">Redacted due to GDPR</td></tr><tr><td>HMRC</td><td>Post dated cheque for PAYE due to recess</td><td style="text-align: right;">£40.40</td></tr><tr><td>Mr P Hughes</td><td>Reimbursement for Zoom subscription for one year</td><td style="text-align: right;">£143.88</td></tr><tr><td>DALC</td><td>Balance of subscription due to confusing Invoice. £41.72 paid. Balance due</td><td style="text-align: right;">£29.62</td></tr></tbody></table> <p><b>5.2 Approval the accounts for the year ended 31 March 2020</b></p> <p><b>2019/20 Audit.</b></p> <p><b>5.3 Approval of the Annual Governance and Accountability Return Section 1 – Annual Governance Statement</b></p> <p><b>5.4 Approval of the Annual Governance and Accountability Return Section 2 – Accounting Statements</b></p> <p><b>5.5 Approval of the Certificate of Exemption Part 2.</b></p> <p>Ashford Parish Council is permitted to exempt itself as the income / expenditure is below the threshold of £25,000 for smaller authorities .</p> <p><b>5.6 Approval of the 2019/20 Statement of Internal Control</b></p> <p><i>All the above documents has been sent to Councillors ahead of the meeting to study, together with accompanying paperwork for the forthcoming audit comprising:</i></p> <ul style="list-style-type: none"><li>• <i>Annual Governance and Accountability Return 2019/20 Addendum in connection with the deadline date timetable being extended due to Covid-19</i></li><li>• <i>Bank reconciliation</i></li><li>• <i>Explanation of variances between the 2018/19 and 2019/20 figures</i></li></ul>	Mrs S Squire	Post dated cheque for August salary due to recess	Redacted due to GDPR	HMRC	Post dated cheque for PAYE due to recess	£40.40	Mr P Hughes	Reimbursement for Zoom subscription for one year	£143.88	DALC	Balance of subscription due to confusing Invoice. £41.72 paid. Balance due	£29.62
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	<ul style="list-style-type: none"> <li>• <i>Roles of Councillors</i></li> <li>• <i>Exercise of Electors Rights Notice</i></li> <li>• <i>Land owned by the Parish Council</i></li> <li>• <i>Parish Council assets</i></li> </ul>
6.	<p><b>Planning.</b></p> <p><b>6.1 At the time of preparing the Agenda, there were no Planning Applications to consider.</b></p> <p><b>6.2 Planning Correspondence.</b> At the time of preparing the Agenda, there was no planning correspondence to consider.</p>
7.	<p><b>Items to discuss.</b></p> <p><b>7.1 Section 106 funding.</b></p> <p><b>7.2 Telephone box in Strand Lane.</b></p>
8.	<p><b>Date of next meeting by Zoom.</b> Thursday, 17 September 2020 at 7.30pm.</p>