

05.06.23 - FINAL

Summonses to the Meeting of Sampford Peverell Parish Council to be held at the Memorial Hall, Lower Town on 5 June 2023, starting at 7.00 pm, were distributed with the agenda and posted on the website 30 May 2023.

Minutes of the Meeting of Sampford Peverell Parish Council held on 5 June 2023

Present:

Councillors D Cutts (Chair), T Burt, E Castle, B O'Connell and S Taylor and S McGeever (Clerk).

The current Chair, Councillor Cutts, opened the meeting and welcomed those present including Clair Cottrell who had submitted her co-option form to become a Parish Councillor.

2023/24/013/1 - Open Forum

No comments were raised during the Public Forum section of the meeting.

2023/24/013/2 - Apologies

No apologies had been received.

2023/24/013/3 - Declarations of Interest

Councillor Cutts and O'Connell declared an interest in the upcoming discussions regarding VAT given that they sat on both the Parish Council and the Village Hall committee.

2023/24/013/4 - Approval of the Minutes of the meeting of the Parish Council held on 15 May 2023

It was RESOLVED that the minutes of the meeting held on 15 May 2023 were a true record of proceedings and they were duly signed by the Chairman.

2023/24/013/5 - Approval of Parish Council's Standing Orders as amended on 15 May 2023

It was RESOLVED that the Standing Orders as amended on 15 May 2023 should be approved by the Parish Council and they were duly signed by the Chairman.

2023/24/013/6 - Correspondence with HMRC (VAT)

HMRC had confirmed that the Parish Council was only allowed to claim VAT refunds on monies expended out of its own account and any refunds claimed on monies paid out of A N Other's account should be refunded to HMRC.

Under HMRC rules, this would apply to VAT refund applications made in the last four years. Given that there had been two VAT refund applications received in that period which had been forwarded by HMRC to the Clerk. The applications covered the years 2017 to 2022 and involved sums of around £20,000 - £16,000 of which had been claimed on behalf of others.

The Clerk only had the information provided by the previous Clerk and this did not cover all the invoices in question. This included invoices that appeared to be for the hire of the Village Hall which had a VAT element even though the Village Hall was not VAT registered.

The Clerk felt it would be possible to identify most invoices through the accounts she had downloaded off on the Parish Council website in as much as there was a list of cheques paid out of the Parish Council's bank account.

The previous Clerk should have handed all the Parish Council paperwork over to the new Clerk and every endeavour would be made to retrieve the information.

It was RESOLVED that when the Clerk submitted the VAT paperwork for the year 2022/23 any funds due would be allocated to the monies owed to HMRC together with a cheque for £5000.

The Parish Council would look to have the organisations concerned refund the money to the Parish Council for onward payment to HMRC.

2023/24/013/7 – Internal Auditor’s Report

The Parish Council noted the Internal Auditor’s report and the comments relating to VAT which were retrospective.

The Clerk advised that the Parish Council that there was still work to be done to put all the Core Documents in place, but they now had a Code of Conduct, Standing Orders and Financial Regulations as well as an up-to-date Asset Register. This asset register would be used to update the insurance policy.

2023/24/013/8 - AGAR – Signing of the Annual Governance Statement 2022/23

It was RESOLVED for the Chairman and Clerk to sign the Annual Governance Statement making a note of the Internal Auditor’s comments.

2023/24/013/9 – AGAR – Signing of the Accounting Statement 2022/23

The accounts had been signed of by the Internal Auditor and the Parish Council as its last meeting.

The Clerk had completed the Accounting Statement based on the accounts prior to this meeting.

It was RESOLVED for the Chairman to sign the Accounting Statement.

The relevant documentation would be sent to the External Auditor by the due date and the information to be published on the website for the period for the exercise of public rights would be provided. This period would commence on 19 June 2023.

2023/24/013/10 - Finance

Full financial information had been provided at the meeting on 15 May 2023 and would be provided for the meeting on 24 July 2023.

In the meantime, the following payments were presented to the Parish Council for approval and it was RESOLVED that such payments should be made:

In the meantime, the following payments are due:

Sampford Peverell Village Hall	held as incorrect amount submitted		
S McGeever (May 23)	£ 363.37 plus expenses	£20.99	Total £384.36
HMRC (Paye)	£ 90.80		
Source for Business	£ 82.92		
B O’Connell (maintenance of toilets)	£1140.00		

On other matters:

- the Clerk would respond to a query raised on the re-funding of VAT by an individual.
- work was ongoing to set up online banking and new signatories

2023/24/014/11 - Any business items for the next meeting

The application for co-option by C Cottrell would be considered at the next meeting.

Parish Council members had met with Clearstone Energy regarding the proposed battery farm at Junction 27. Mindful of the rules on pre-determination, no action or comments would be made until a formal planning application was received but the question was raised as to community benefit and the use of agricultural land rather than a brownfield site.

The Chairman closed the meeting.

Signed _____
Chairman

Date: _____