

**Dunchideock Parish Council**  
**Minutes of the Annual Meeting of the Electors**  
**held on Monday 20<sup>th</sup> May 2013**

1. **Present:** Cllrs. Swain (chairman), Dow, Ellis, Eveleigh and Riddick. Four residents and TDC Cllr Lake were present. Cllr Baker had resigned as of 13/05/13. Apologies presented by Cllr's Goodchild and Eveleigh.
2. **Declarations of Interest:** none
3. **Minutes of the Annual Meeting of the Electors held on 14<sup>th</sup> May 2012:** the draft minutes were proposed for acceptance by Cllr Riddick, seconded by Cllr Dow and approved by all.
4. **County & District Councillor's Reports:** Cllr Alan Connett was not present and no report was submitted. Cllr Lake summarised progress and financial support to Dunchideock during the year, including the Queen's Jubilee grant and objection to the Haldon Ridge planning application.
5. **Chairman's Report:** attached as appendix to these minutes
6. **Officer's Reports**
  - 6.1 **Highways & Environment** – Cllr Ellis summarised the year and said close active liaison that had taken place with the parish lengthsman
  - 6.2 **Village Hall** – Cllr Dow highlighted the maintenance and development activities undertaken by the Village Hall Cttee & thanked the parish council for its support
7. **Open Meeting:** Mr Bean reported there are still parking problems on Cobby Oak Hill. The council will follow this up with Forestry. Mr MacGregor asked about progress on the Webberton Lane passing places. This is part of the Transport Group work being progressed by Cllr Goodchild.

The meeting closed at 7.50pm

**Minutes of the Annual General Meeting**  
**held on Monday 20<sup>th</sup> May 2013**

1. **Minutes of the Annual General Meeting held on 14<sup>th</sup> May 2012:** the draft minutes were proposed for acceptance by Cllr Ellis, seconded by Cllr Riddick and approved by all.
2. **Adoption of 2012/13 Accounts:** After a discussion about some details, the chairman tabled an amended version that presented an alternative and corrected format. These were proposed for acceptance by Cllr Ellis, seconded by Cllr Riddick and approved by all. Attached as appendix.
3. **Clerk's Emolument, Tax & Expenses:** It was agreed that the clerk's emolument is much lower than recommended. As an incremental step toward redressing this over forthcoming years, the Chairman proposed and Cllr Riddick seconded this be increased to £650 and a payment be made for the first half year of £325. All agreed. This includes tax that the clerk will to pay direct to HMRC. The expenses had not been finalised and will be dealt with at a subsequent meeting.
4. **Election of Officers:** Cllr Riddick proposed and Cllr Dow seconded that since not all councillors were present, this item be deferred to a subsequent meeting. All agreed.
5. **Appointment of Responsible Financial Officer:** The clerk was appointed to this responsibility.

The meeting closed at 8.15pm

Cheques 1) Mrs Smith - £260 2) Inland Revenue £65

## Appendix

## Chairman's Report

### To the Annual Meeting of the Electors Monday 20<sup>th</sup> May 2013

This has been a typical year with 6 ordinary meetings and 4 special meetings, to consider planning applications in the parish.

We also discussed planning applications for the Haldon Ridge Travellers site and Bowhay Solar Farm. Although these are not in our parish, we take a concerned interest in the wider environment which makes this place so special.

Our guests this year have included Mr Bull, who at the time was Chair of Devon & Cornwall Police Authority. He explained the changes to police administration that eventually led to the election of our new Police & Crime Commissioner, Mr. Tony Hogg. We have also had regular and much appreciated visits by our district councillors, Kevin Lake and John Goodey.

What did we do during the past year? Our big event was celebrating the Queen's Jubilee:

- We held a street party on 4<sup>th</sup> June, using the entrance road to Dunchideock House as our street. So thank you to Peter & Penny Goodchild for the use of their grounds
- We identified all the 61 young children in the parish and gave them a commemorative mug. We also sold 80 mugs. There are still 3 left to sell – contact Gill Eveleigh!
- In conjunction with Doddiscombsleigh parish, we lit a huge beacon as part of the national network of beacons. That night, we also had fireworks and a great BBQ all of which went very well indeed. Thank you Ed for use of your field.
- Our Jubilee celebration events were supported with a grant from Cllr Lake's Community Fund along with donations from two parishioners, for all of which we were most grateful.
- I'd like to thank to all those many people who helped to organise our Jubilee events, including the folks from Doddiscombsleigh.

This year, the council adopted a Code of Conduct, a legally necessity, along with Standing Orders which sets out what the council does and how we do it. We also agreed an "IT Strategy".

Nowadays, most information comes to parish councils by email rather than Royal Mail. So the adoption of IT, in other words, a computer, for email, agendas, minutes and letters, was really a matter of when, rather than if. This year has seen a major change with Carol Smith, our clerk, starting to progress up the IT learning curve using the laptop and printer kindly donated by Ray Mallett and the whole council is now able to communicate by email.

We purchased lots of daffodil bulbs during the year and a willing group of volunteers planted them around the parish. We've already seen the place looking much brighter this spring as a result.

Once again, a rural skip appeared in Dunchideock and I'd like to thank Cllr. Lake for helping us to retain this service.

At the end of the year, there were several things we had in the current workload, including various blocked drains, damaged roads and junctions, the lay-bys near Underdown, the parish Emergency Plan, a bus shelter and perhaps the introduction of high speed broadband. Hopefully these will progress in the coming year.

I'd like to mention our finances. Our parish precept for 2013/14, the current year, remains unchanged for the 8<sup>th</sup> consecutive year, at £1,400. We'll receive a £40 tax support grant from government, so we'll raise £1,360 through our parish precept.

This translates into the average, or band D, household paying £9.81 per annum, or 19p per week. It means we have very little money to spend on significant projects, but it funds local democracy, a voice in how things happen locally. Personally, I'd like to see a greater income so the parish can fund more expensive things such as those I've just mentioned in the current workload.

A private members' bill, currently progressing through Parliament, would require a local referendum in the event that we wish increase our precept by more than 2%.

If we were to increase the precept by just 10p per week, that would be a 53% increase. This may be an interesting topic for discussion for the new council.

Finally, I'd like to thank my fellow councillors and our clerk for their efforts that made this past year so interesting and active. It has most certainly not been plain sailing but nevertheless, things have been achieved. Thank you.

Appendix

**Dunchideock Parish Council**  
**Income and Expenditure Account - unaudited**  
**For the period 1 April 2012 to 31 March 2013**

<b><u>Income</u></b>	<b><u>2012/13</u></b>	<b><u>2011/12</u></b>	<b><u>Expenditure</u></b>	<b><u>2012/13</u></b>	<b><u>2011/12</u></b>
April - part Precept	700.00	700.00	DALC Subscription	57.29	56.11
September - part Precept	700.00	700.00	Clerk's Emolument (inc £60 tax in 12/13)	240.00	480.00
Teignbridge Councillors Fund	200.00		Clerk's Expenses (for 11/12)	36.00	62.51
Sale of 80 Jubilee Mugs	400.00		Inland Revenue - PAYE	60.00	120.00
Jubilee Celebration Donations	87.41		Insurance	160.02	187.97
			Internal Audit - K. Abraham	35.00	28.00
			External Audit - Audit Commission	60.00	60.00
			Country News donation	55.00	55.00
			Royal British Legion donation	40.00	40.00
			Village Hall rental	130.00	114.80
			Jubilee Celebrations (441.39 + 87.41)	528.80	
			Jubilee Mugs - John Owen	382.32	137.44
			Parish Council domain change	36.60	
			IT Expenses	55.08	
			Spring Bulbs	52.80	
			Election Expenses		128.20
	<b><u>2,087.41</u></b>	<b><u>1,400.00</u></b>		<b><u>1,928.91</u></b>	<b><u>1,470.03</u></b>

Surplus for year 158.50  
 Bank balance brought forward 1,151.02  
**Total 1,309.52**

**Represented by:**  
 Bank Account carried forward 1,309.52  
**Total 1,309.52**

**Memo**  
 Debtor: VAT to be reclaimed on Jubilee Expenses £125.73

**Signed on behalf of the Parish Council**

Chairman ..... Date .....

Parish Clerk ..... Date .....