

Dunchideock Parish Council

Minutes of the Meeting held on Monday 7th July 2014

1. **Present:** Cllrs. Swain (Chairman), Dow, Goodchild, Riddick & Robson. Apologies Cllr. Ellis, DCC Cllr Connett. No residents present. TDC Lake arrived during the meeting. There were no declarations of interest or dispensations.
2. **Minutes of previous meeting 19th May 2014.** Cllr Riddick proposed and Cllr Dow seconded. All approved.
3. **Matters Arising**
 - 3.1 BT Fibre Cabinet. Cllrs Swain & Ellis met Mr Piper of BT and Ms Francis of DCC on site 25th June to discuss options to protect the new box. Cllr Swain summarised meeting in email circulated to all on same day. BT to meet DCC highways staff on site for further discussions and response is now awaited. Cllr Goodchild raised concerns about overhead cable routing from the box to his house; he will investigate further
 - 3.2 Clerks paperwork. Papers covering the past decade are now located in Dunchideock House. Cllrs Swain/Goodchild to review what need be retained for the long term. Carol Smith will review and hand over the remaining 20+ years in due course. A suitable secure storage box in the village hall is to be constructed or purchased once the extent of the paperwork is known.
 - 3.3 Clerk's pay repayment. Cllr Goodchild will discuss with Mrs Smith the calculations and facts that Cllrs accepted 19th May 2014 for the repayment of £162 to the parish.
 - 3.4 SW Exeter Consultation. Cllr Goodchild confirmed that he finalised and submitted the PC representations to TDC. He will provide a copy for Clerks records.
4. **Recruitment of New Clerk.** Cllr Swain has placed advert in Aug/Sept Country News and on DALC web site. Consensus was to continue as at present (Cllr Swain doing the clerk's work) for a while longer before we research a locum intermediary clerk. Locums available on DALC website (post meeting note – login/password details resent to Cllrs later this evening). All agreed to personally consider whether any local might fill the role.
5. **Neighbourhood Watch Scheme.** No further news from Mr Thompson, the co-ordinator on possible changes. Cllr Robson will meet him to discuss more details and consider whether and/or how she might be able to assist.
6. **New Cllrs Training Course.** Cllr Robson attended this on 8th April 2014 and tabled some highlights to bring to the attention of the council. See attached Appendix. The documents she received (on USB stick) will be circulated to all for perusal. Cllr Riddick proposed and Cllr Dow seconded payment of the £30 course fee. All approved.
7. **Fireman's Strike.** Strikes are to take place soon as part of the wider local government strikes. A DFRS fireman is due to speak at our September meeting. We must encourage public to come along to hear safety advice.
8. **Sustainable Blewbury - Renewable Heat Initiative.** Cllr Goodchild referred to Blewbury PC that has been active in heat loss monitoring and other energy saving activities. Whilst the scale of our village might not enable similar

activities, he and Cllr Robson will study the Blewbury papers and bring suggestions to the September PC meeting. They will also discuss options for the village hall as an eco centre. Cllr Goodchild will also investigate options for smart meters and heat detection gun for residents to use to improve village energy efficiency.

9. **Emergency Policy - Sandbags.** TDC encourages parish councils to have a policy for the use of sandbags. Cllr Swain will prepare a draft.
10. **Finance.** The Chairman reported today's balance is £2,461.39 mentioning that this includes £300 TDC Cllr's. grant received last year for IT equipment.
11. **Village Hall Committee.** Cllr Dow reported that the AGM took place on 18th June and Robin Bean is the new Chairman. The VH web pages need updating to publicise VH matters. The outcome is awaited of the bid for a Rural Aid grant to help pay for refurbishment of the garage/store block. (Post meeting note – grant of £4,000 awarded).
12. **Clerk's Correspondence.** The Chairman referred to the items listed on the agenda that had been previously emailed to all.
 - 12.1 DCC Care Centres – Cllr Goodchild will put a note into Country News for September
 - 12.2 Cllr Robson attended the "Getting People Involved" conference 3rd July. It seems this village is not alone in experiencing difficulty getting residents involved in activities. Discuss more in September meeting
13. **Chairman's Remarks:** Cllr Swain mentioned that the DFWI garden seat at Webberton Cross might be offered to the PC. Cllr Dow reported that both garden seats need refurbishment but needs to investigate how to bring them back to his workshop.
14. **Date of next meeting:** Monday 1st September 2014 (coffee – Cllr Ellis)
The meeting closed at 9.45 pm

Cheque 181 £30.00 DALC – for Cllrs Training Course

Chairman

APPENDIX

New Councillors Course - 8th April 2014

Notes by Cllr Robson

General Facts

1. Parish Councils have a legal entity status and has a statutory right with a consideration of duty which is governed by the Local Government Act 1972.
2. Section 51 of the Local Government Act 2000 ceased on 1st July 2012 (Para 51 of schedule 4 of 2011 Act)
3. New legislation is being formed to deal with more up to date and current issues bringing the local government act into modern times.
4. A councillor CANNOT continue in office if he fails to attend a meeting for a period of 6 consecutive months and the reasons have not been formally approved.
5. Re-Election takes place May 2015.
6. Budgets are processed in the Autumn.
7. Local statistics are held by the District Council and County Council.
8. Under the Data Protection Act 1998 Personal data about employees must not be disclosed.
9. A working party is an informal structure and should never have any decisions made. (Has to be placed on the agenda & discussed at parish meeting.)
10. If there were 17 councillors, the quorum is six (ie a third) or 3 whichever is greater, if there was less than the quorum you can not make valid decisions.

Must Have's

1. Parish Councils must have a Chairman.
2. Must meet a least 4 times a year.
3. Must give 3 clear days notice before a council meeting is taking place, stating the date, time & venue and must be posted in a conspicuous place in the parish. (Sundays, a day of Christmas & Easter break, bank holidays and days appointed for public thanksgiving or mourning are NOT to be included in this period.)
4. Must have an Agenda
5. Must keep minutes.
6. Councillors should be Open & Transparent about personal interests to all.

Chairman

1. Has the casting vote which can be used to break deadlock
2. Chairman can refuse personal items.

Parish Clerk....

1. The Parish Clerk is employed.
2. Pay is according to National Pay Scales suggested by NALC & SLCC (Society of Local Council Clerks). The website address is: www.nalc.gov.uk
3. Clerks must be qualified for "Quality Parish" status or working towards this.

Agenda & Minutes

1. Minutes of each meeting are to be kept indefinitely.
2. An attendee list of councillors should be recorded in the minutes.
3. Minutes **should only** record decisions made along with the list of attendees and the apologies.
4. The minutes of a council meeting can be used as evidence in a court of law if signed as an accurate record by the chairman.
5. A council can not lawfully transact any business which is not on the agenda.
6. AOB should not appear on the agenda and no decisions should be made on this subject unless it is on the agenda.
7. You can abstain if you do not know enough about the topic and this is not automatically against the vote! One person can vote against and win.

Caution:

Need to be cautious when obtain a Freedom Of information request. Need to consider Data Protection and also need to be careful of Health & Safety and the Employment Law.