

Dunchideock Parish Council
Minutes of the Annual Meeting of the Electors
held on Monday 19th May 2014

1. **Present:** Cllrs. Swain (Chairman), Dow, Ellis, Eveleigh, Goodchild and Riddick. Four residents and TDC Cllr Lake were present. Apologies presented by Cllr Robson, TDC Cllr Goodey and DCC Cllr Connett.
 2. **Declarations of Interest:** None
 3. **Minutes of the Annual Meeting of the Electors held on 20th May 2013:** The draft minutes were proposed for acceptance by Cllr Eveleigh, seconded by Cllr Goodchild and approved by all.
 4. **Chairman's Report:** Attached as appendix to these minutes
 5. **Officer's Reports**
 - 5.1 Planning: Cllr Goodchild highlighted the presentation against the Bowhay Solar Farm
 6. **Open Meeting:** A question was asked about a neighbouring farm covering a field in fleece; this is normal farming practice. In response to a question about the repair work on Webberton Lane, patching is in progress but no more is known about full resurfacing work.
 7. The Chairman thanked the electors for attending
- The meeting closed at 7.50pm

Minutes of the Annual General Meeting
held on Monday 19th May 2014

1. **Minutes of the Annual General Meeting held on 20th May 2013:** the draft minutes were proposed for acceptance by Cllr Riddick, seconded by Cllr Dow and approved by all.
2. **Adoption of 2013/14 Accounts:** The accounts have been approved by our internal auditor. These accounts, as discussed and agreed by the Chairman and Cllr Goodchild, along with the Audit Fee of £15, were proposed for acceptance by Cllr Goodchild, seconded by Cllr Dow and approved by all. Attached as appendix. The Chairman will now forward the Audit Commission account documents to Grant Thornton for External Audit.
3. **Election of Officers:** In the absence of a Clerk, Cllr Lake took the chair to invite proposals for post of Chairman. Cllr Dow proposed and Cllr Ellis Dow seconded that Cllr Swain be Chairman; he accepted this with thanks. All agreed. Cllr Swain returned to the chair. Cllr Goodchild was elected vice-chairman but he stated he would do this for only one further year. Other officer responsibilities were agreed as follows:
 - Planning – Cllr Goodchild
 - Highways – Cllr Ellis
 - Environment – Cllrs Eveleigh & Robson
 - Village Hall & PCC – Cllr Dow
 - Footpaths/NHW – Cllr Riddick
 - TALC & Website – Cllr Swain
4. **Clerk's Emolument & Expenses:** The Chairman explained the NALC/SLCC salary scales in conjunction with the job responsibilities. It was agreed that a salary would be discussed when interviews for a clerk take place. The (resigned) clerk had not submitted any expenses for 2013/14.
5. **Appointment of Responsible Financial Officer:** The appointment must be deferred until a clerk is appointed

The meeting closed at 8.20pm

Cheque No 178 for Audit fee £15 payable to Ide Community Shop, by request of the Auditor

Appendix A

Chairman's Report

To the Annual Meeting of the Electors Monday 20th May 2014

This has been an interesting year with 5 planning applications, 5 speakers and 2 resignations. The Planning Applications have been for Nimbus Cottage, Kenn Court (2), Little Lyalls and a second application for Bowhay Solar farm. Our speakers have been:-

- PC Rob Condy-Young, our Beat Manager when we discussed crime, speeding and parking
- Louise Cornish & Toby Bowen-Scot of Forest Park brought us up to date with what is happening up at Haldon forest.
- Darren Summerfield of TDC talking about Neighbourhood Plans
- John Scott of the Rural Enabling Team of CCD: local housing

We have also had regular and much appreciated visits by our district councillors, Kevin Lake and John Goodey who we congratulate having been appointed to TDC Executive.

What did we do during the past year?

- We reconsidered the Emergency Plan, Neighbourhood Plan and Transport Group items but all have been deferred pending any change of circumstances which might precipitate further action
- Looked in detail at passenger numbers etc for a bus shelter but concluded it wasn't a good or affordable proposal at this time
- We refurbished all 3 notice boards – thanks to Lawrence for his work
- After a number of uncomfortable events, we have now agreed how IT will be used for communications, email, documents, etc.
- Obtained £300 grant from TDC Cllrs funds for a new computer, but that's not yet been purchased

Your council has experienced some important people changes. Trevor Baker resigned early May, a loss of an enquiring mind. His position has been filled by a new co-opted member, Karen Robson.

Our Clerk Carol Smith resigned in January and a presentation was held in February to mark her long service to the parish. We are currently looking for a new clerk but in the meantime, I continue to do agendas, minutes, deal with correspondence, present the annual accounts for internal and external audit and arranging insurance. It is vital we accommodate the use of IT in running the PC and this will be a key requirement for the new clerk.

We increased our precept from £1,400 per year (unchanged for 10 years), to £2,000. This will enable us to pay the market rate for a good Clerk. The increase now means it's £14.70 per year for a band D, the basic standard property, or 28p per week!

The village web site is once again up and running, and at no cost to the parish.

Finally, I'd like to thank my fellow councillors 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 B

Dunchideock Parish Council

Income and Expenditure Account

For the period 1 April 2013 to 31 March 2014

<u>Income</u>			<u>Expenditure</u>		
	<u>2013/14</u>	<u>2012/13</u>		<u>2013/14</u>	<u>2012/13</u>
April - part Precept	700.00	700.00	DALC Subscription	59.66	57.29
September - part Precept	700.00	700.00	Clerk's Emolument	520.00	240.00
Teignbridge Councillors Fund	300.00	200.00	Clerk's Expenses (for 12/13)	44.60	36.00
			Inland Revenue - PAYE	130.00	60.00
Sale of 80 Jubilee Mugs		400.00	Insurance	160.29	160.02
Jubilee Celebration Donations		87.41	Internal Audit - K. Abraham	35.00	35.00
			Notice Boards - repairs	150.00	
			Village Hall rental	121.87	130.00
			Royal British Legion donation	40.00	40.00
			IT Expenses	9.94	55.08
			Cllrs Guide books - DALC	4.00	
			External Audit - Audit Commission		60.00
			Country News donation		55.00
			Jubilee Celebrations (441.39 + 87.41)		528.80
			Jubilee Mugs - John Owen		382.32
			Parish Council domain change		36.60
			Spring Bulbs		52.80
	<u>1,700.00</u>	<u>2,087.41</u>		<u>1,275.36</u>	<u>1,928.91</u>
Surplus for year*	424.64		<u>Signed on behalf of the Parish Council</u>		
Bank balance brought forward	<u>1,309.52</u>		Chairman	-----	Date 19th May 2014
Total (Closing Balance)	<u>1,734.16</u>				
Represented by:					
Bank Account at 31/3/2014	<u>1,734.16</u>				

* Note, this includes £300 grant for IT equipment to be spent in 2014/15

Prepared by D H Swain, Chairman 11th May 2014