

Dunchideock Parish Council

Minutes of the meeting held on Monday 4 January 2016

Present: Cllrs Swain (Chairman), Goodchild, Riddick, Dow, Ellis, Eveleigh, Robson & 6 residents.

1. **Apologies for absence** – Apologies received from DCC Cllr Connett and TDC Cllr Lake
2. **Declarations of Interest** – Cllr Ellis declared an interest in item 8.
3. **Open Meeting** – No additional items raised.
4. **Minutes of previous meeting** – Signed and accepted as a true record. Proposer Cllr Robson. Seconder Cllr Goodchild All agreed
5. **Matters Arising**
 - 5.1 **Village fire hydrants** – All hydrants are now identified and mapped. Community to be advised of locations. Numbers to be provided to DSFRS who will be encouraged to improve visibility of the marker posts.
 - 5.2 **Manstree Cross** – Ongoing monitoring of the damage.
 - 5.3 **Planning** – Application 15/02704/FUL (Lyalls – caravan). TDC refused the Application. Current use of caravan for a rest room & store ancillary to agricultural use does not require planning permission. However the extent of agricultural use is in question as is the caravan being in this location. TDC is investigating.
6. **Appointment of Clerk and RFO** – The Appointment of Sarah Sharpe, in accordance with the signed contract of employment and LC1 NALC salary scale, was approved by all. Proposer Cllr Robson. Seconder Cllr Eveleigh.
7. **Finance**
 - 7.1 **Report** – The Clerk reported that she still had no access to online banking and that as RFO, this was not satisfactory. Cllr Swain updated that the bank had sent more documents again for further signature. The bank balance was reported at £3711.76.
 - 7.2 **Budget & Precept 2016/17** – The proposed budget was discussed and agreed (£2,342). It was decided to hold the precept at the 2015/16 level. Proposer Cllr Riddick. Seconder Cllr Eveleigh. All approved.
 - 7.3 **BT Grant** – Cllr Swain updated that there was great difficulty in getting a response from BT who owed the council £600. Matter ongoing.
 - 7.4 **Approval of expenditure** – Clerks salary for Nov/Dec 2015 of £150. Clerks travel = 56 miles @ 45p/mile = £25.20. 2x courses = £60 (50% to be recovered from Shillingford PC). Proposer Cllr Robson. Seconder Cllr Ellis. All approved
 - 7.5 **Local Audit & Accountability Act 2014** – Procurement of Audit for small authorities was discussed in readiness for changes in 2017 and the Jan. 2016 deadline to opt out of the proposed Sector Led Body arrangements. Decision to contribute to the SLB. All agreed. Proposer Cllr Robson. Seconder Cllr Dow.
8. **Planning** – Application 15/03485/FUL Access to quarry at South Wood, Dunchideock Barton. Cllr. Ellis, the applicant, explained the details. Councillors and members of the public were invited to ask questions. Cllr Ellis left the room whilst discussions took place. It was agreed that observations would be offered to TDC in relation to the stated timelines, the discrepancy relating to trees & hedges which have been felled already and the fact that this appears retrospective as works have already commenced. It was felt that landscaping and tree planting may soften the industrial appearance and modifications to improve drainage and prevent gravel and debris in the road were to be encouraged. Proposer Cllr Swain. Seconder Cllr Riddick. All agreed.
9. **Markham Lane composting site** – The Clerk reported a recent site visit by DCC planners. The access/egress at Markham Cross should not be used by hauliers and this would be addressed. All other conditions were being complied with.

10. **Neighbourhood Watch** – The new co-ordinator, Shirley Phillips, outlined her plans to engage as many residents as possible to re-invigorate the scheme. She intends to visit all addresses and build an email contact database.
11. **Transparency Code** – The council's bid for a Transparency Code grant of £692.75 has been awarded in full. It will enable purchase of IT equipment with set-up and training costs to ensure compliance with the Transparency Code by 31/3/16. Expenditure per the bid was proposed by Cllr Swain, seconded Cllr. Robson and approved by all.
12. **Community Heli Pads** – Cllr Swain reported that the Lord Haldon Hotel has offered its grounds as the village designated air ambulance landing site. This is being followed up with SWASFT for surveying.
13. **Data Protection Act** – The Clerk advised that no personal information was being held and at this stage it was not necessary to register with the Information Commissioner however this would be reviewed annually.
14. **HM The Queen 90th Birthday Celebrations** – It was suggested that the parish council arrange a villager's Tea Party for the festivities and a meeting is to be set up to consider the arrangements. Volunteers to be sought through Country News.
15. **Fireworks at Lord Haldon Hotel** – Cllr Robson reported complaints about the fireworks at the Lord Haldon Hotel on 11/12/15. Cllr Swain reported that the Hotel Manager had offered her apologies and gave assurance that they would not be so late in future. Cllr Swain had forwarded advance notice (email 1/12/15) from the hotel and added this to the village web page. It was agreed that some means need be developed to inform those residents who wish to know about these things in advance but do not use IT.
16. **Access to a defibrillator** – Cllr Swain updated discussions with the Manager of The Lord Haldon Hotel with regard to procurement of a defibrillator which the community would have access to. Clerk to research access to first aid courses for community members.
17. **Parking on the highway in the vicinity of Tower Court** – This is now causing friction with residents and possible obstructions. It is unclear who owns affected land. Clerk to invite DCC Highways to conduct a site visit to identify their ownership and discuss options to alleviate parking congestion. (Post meeting note: Cllr Swain has resolved land ownership matters and has discussed proposals with the landowner for additional parking.)
18. **Public Right of Way No. 1 (Tower Court to Belvedere)** – Cllr Swain reported a complaint of the footpath being used by horses and causing excess mud. It was confirmed it was a footpath and not a bridleway but that two residents had horse access in the deeds to their property. Situation to be discussed with DCC PRoW & monitored.
19. **County and District Councillors Reports** – No reports.
20. **Village Hall Report** – Work to start on the toilets on 18 January. The hall will be closed for one month and re-opened on 10 March 2016. Two recent events were cancelled due to lack of volunteers and more support is needed.
21. **Clerk's Correspondence** – None other than that circulated.
22. **Open Meeting** – No issues raised.
23. **Chairman's Remarks** – No issues raised.
24. **Date of next meeting** – Date of next meeting was set as Monday 7th March 2016.
The meeting closed at 10.05pm

Chairman