

DUNCHIDEOCK PARISH COUNCIL

Minutes

Meeting of Dunchideock Parish Council, held **Tuesday 20th November 2018 at 7.30 pm at: Dunchideock Village Hall, School Lane, Dunchideock EX2 9UG**

Publication date: 14 December 2018

Present Cllrs Sharpe, Moor, Bean, Robson, Goodchild and Ellis
DCC A Connett, TDC Cllrs J Goodey and K Lake, Mrs C Retallick (Locum Clerk) and 7 members of the public

The Chairman welcomed everyone to the meeting, and informed the meeting that item 3 would be moved to the first item to be discussed.

1) Declarations of Interest and Dispensations: (In accordance with the Code of Conduct)

Cllr E Ellis declared an interest for item (6a) Quarry at School Wood.

2)PUBLIC DISCUSSION (not to exceed 10 minutes). None

3)Apologies for Absence :- Received from Cllr McCarthy and Parish Clerk Sara Westcott. The Chair thanked Mrs Retallick for standing in at short notice.

4) Minutes – to approve and sign the Minutes of the meeting held on 3rd October 2018 (Employment & Complaints Committee Part I & Part II), 10th September 2018 (Ordinary) & 18th October 2018 (Extraordinary).

The minutes from the 3rd October (Employment & Complaints Committee Part I & Part II) the meeting agreed that they were a true and accurate record of that meeting and signed by Cllr Moor. The meeting of 10th September and 18th October were also signed as a true and accurate record of those meetings by Cllr Sharpe.

5) District & County Councillor Reports – Cllr Connett had nothing to report at this time and invited questions from the council. Cllr Lake reported three cases of fly tipping in this region recently; he urged the meeting to report any flying tipping to TDC for removal. He thanked the council for the invitation to attend and was pleased to support such a productive council. Cllr J Goodey had nothing to report but invited questions from the council.

6) Update on matters arising from the last meeting for information only

a) Quarry at School Wood – Led by Cllr Sharpe on behalf of Cllr McCarthy. This item had been included on the agenda prompted by a member of the public however they were not present to deal with the enquiry. A representative from the quarry was present to take questions. A report had been prepared by Cllr McCarthy for this meeting and it was read out on his behalf (*see appendix 1*).

b) Parish Plan update– Led by Cllr Sharpe & Cllr Goodchild. A report prepared by Cllr McCarthy was read by Cllr Moor (*see appendix 2*)

Cllr Goodchild gave an update of actions since the Plan had been published. There are a few matters which have not been concluded but the overall feeling is that actions from the Plan have delivered some positive outcomes for the parish. At that time it was agreed that Dunchideock was not a large enough parish to commission a Neighbourhood plan. The Chair formally acknowledged the document, the immense amount of work done by a small

amount of people to produce it and the work that has been carried out since. She confirmed that this council will continue to work towards the goals suggested. The meeting agreed that due to the continued validity of the Plan a full consultation is not needed at this time. However a smaller questionnaire project could update key areas, led by a working group to report back to the council within 6mths (May 2019). Cllr Sharpe proposed to accept this action suggested by Cllr McCarthy and seconded by Cllr Moor and all were in favour.

7) Clerks Report - Mrs Retallick noted that under the Financial Regulations the November meeting should consider the budget for the forthcoming year and approve a Precept request. However, due to unusual circumstances this has not been possible. She suggested that the council resolve to move this process onto the January meeting. The Chair proposed the council accept the advice given and this was seconded by Cllr Moor with all in favour.

8) Donation to Royal British Legion - decision to donate and amount - Cllr Moor. In the past this council made annual donations to this charity. It has not been budgeted for in recent years. The Church provides a wreath for the council to lay but Cllr Moor would like to propose the council supports the British Legion and donate £25. Cllr Bean seconded the proposal and all were in favour.

9) Lime Tree update, decision on alternative contractor, approval of cost & decision on species for replacement tree - Cllr Ellis reported to the meeting that the previously agreed contractor was unable to fulfil the work the council had commissioned. Green Trees have now agreed that they could remove the tree next Thursday at a cost of £450 + vat or £675 if they remove the timber. The timber could be sold locally which would contribute toward the overall expense. Cllr Moor asked if a risk assessment had been submitted for the work and subject to that and appropriate public liability insurance, Cllr Moor proposed the work be carried out as soon as possible this was seconded by Cllr Bean. Cllr Ellis confirmed that the Lime tree is the property of the council and suggested a replacement Lime tree could be planted. Cllr McCarthy expressed an interest to be present during the tree removal and Cllr Ellis agreed to update him.

10) Defibrillators update, decision on which provider to use & agree sites - Cllr Sharpe. Following the unsuccessful grant application to the National lottery we have reassessed our position and aim to initially install 2 defibrillators, one at the village hall and one near the Lord Haldon Hotel driveway. At the moment grants have been secured from the TDC Councillors of £500 and £500 from DCC Cllr Connett. We have also applied to a South Devon charity for £300. There has been numerous very generous private and business donations.

There are several suppliers who offer various discounts and packages. The Chair has found that The Community Heartbeat Trust (charity) offer a subsidised unit at £800 plus £900 for the heated cabinets. They offer a more comprehensive package and ongoing support than other providers. They will insist on us using their trainers to deliver a defibrillator awareness session for the community and local business donors should also be able to send their staff to this as well. Should we continue to receive donations the fund could go towards on-going running costs or a 3rd unit, depending on the amount raised.

Cllr McCarthy has suggested an electrician who would install one of the units which represents a considerable saving.

There followed a full discussion about insurance and access to the units, then the councillors asked the Chair for advice and her recommendations would be the Community Heartbeat Trust as the chosen provider. The meeting agreed to follow her advice. A discussion took place regarding whether offers of donations from a local business could compromise the parish council position of impartiality. It was agreed to open this discussion up in the public forum for the public's opinion.

11) 1st Aid Course for the Community - Agreement to pay hall hire & refreshment costs - Cllr Sharpe has received an offer from a volunteer within the community to run a free first aid session on a Saturday. This could be arranged in January but delaying until February would allow an advert in the Country News to maximise attendance. The meeting agreed to that. Cllr Sharpe reported that there would be a session also available in Shillingford St George and we could offer either session to parishioners so that if they can't make one date they still have an opportunity to attend another.

12) Parish Noticeboards update and decision on future provision - Cllr Moor invited public comment concerning the proposed replacement or repair of the noticeboards. At the moment there are four boards, a large and three small. There have been a few responses but not enough to consider the matter fully therefore Cllr Moor asked if this could be on the January agenda, giving time for more comments from the community.

13) Training - Approval for Clerk to attend Election Training in New Year - Cllr Sharpe. The Chair proposed the council approve this essential training for the new clerk which was seconded by Cllr Bean and all were in favour.

14) Society of Local Council Clerks Membership decision to subscribe (£5 one off joining fee and £59 annual subscription – led by Cllr Sharpe. The Chair explained that membership was beneficial both to the council and the clerk, who would be able to access legal and other advice. She therefore proposed the council pay for the subscription, this was seconded by Cllr Moor and all were in favour.

15) Community Road Warden Scheme decision to join and whether to send councillors to free training - Cllr Robson explained the scheme to the meeting. Cllrs Robson and Bean have volunteered to undertake the free Chapter 8 training. Cllr Ellis also expressed an interest. The formal agreement between Dunchideock PC and Devon Highway has been received and this needs to be signed to join the Road Warden scheme. The community enhancement fund would be available to help with relevant expenses. Cllr Robson proposed the scheme and Cllr Moor supported the proposal and all were in favour and the Chair signed the agreement on the council's behalf.

16) Future Projects proposals and decision on how to progress- Cllrs Bean & Robson confirmed that the Road Warden scheme should be the main future project for the parish.

17) Litter Picks – Cllr Bean. A litter pick has been planned for this Saturday meeting at the village hall at 10am. Cllr Bean stated that all the equipment will be provided by TDC and the rubbish collected by them. The next litter pick event has been booked for Saturday 23rd February. These events traditionally take place in the spring but it was agreed to add an extra litter pick as it has been some time since the last one.

18) Public Rights of Way Community Walk – Cllr Bean. A speaker will attend the January meeting to give advice on applying for funds to improve footpaths, stiles etc. A community walk is planned for Sunday April 7th which will be combined with an Easter egg hunt; the event will be advertised on the website and village noticeboards.

19) Communities Together Fund decision on application - Cllr Robson explained the process and the amount of funds the council could apply for provided the criteria are met. The fund is available until 16th January 2019 and the Chair asked Cllr Robson to prepare a proposal for consideration at the January meeting which, subject to approval, could be submitted before the closing date. All were in favour.

20) Complaints Process – To agree a review – Clerk. As several complaints have been received recently the new Clerk proposed the policy is reviewed, it was agreed in her absence that the Employment and Complaints Committee will work with her to review the policy and report to the January meeting.

21) FINANCE

a. Expenditure –	Clerks final Salary (Carol Retallick)	= £ 83.96
	HMRC (C Retallick)	= £ 20.80
	(Expenses travel 30 miles @45p/mile July -Oct (C Retallick) = £ 13.50 Not Approved Incorrect information)	
	Clerks Salary (Sara Westcott)	= £107.30
	HMRC (S Westcott)	= £ 26.60
	Lime Tree Survey – Mr R.M.B Baker	= £ 80.00
	Weebly Connect subs (2 year) – Cllr McCarthy	= £ 48.00
	Greenwood Accountancy July - Sep 2018	= £ 12.00
		Total = £378.66

b. Bank Reconciliation and Statement - Consider and agree circulated documents. Mrs Retallick reported the bank balance was £2684.49 at 23rd October 2018, due to the new Clerk not being able to work the documents were not circulated but they were available to be viewed at the meeting. The Chair proposed the approval of the balance and the payment of the cheques presented apart from the travel expenses claim for Mrs Retallick as the information present was incorrect, Cllr Moor seconded the proposal and all were in favour.

22) Highways (standing item) – information related to local issues - Cllr Ellis has contacted highways with reference to the gullies at Blacksmiths Hill. Cllr Ellis will monitor that location.

23) PUBLIC DISCUSSION – (not to exceed 5 minutes)

The Chair invited the public to comment on matters raised this evening and introduced the representative from Aardvark to comment on enquiries raised by members of the public. Aardvark attended a meeting in July and since then the business has endeavoured to address the issues raised. They are not aware of any recent complaints involving a bus operator; the company have asked the community to notify them directly if there are any matters of concern. All of the lorries are now fitted with 4 way cameras which can be monitored live or after the event. The company is very keen to have a positive relationship with the community and they would like to donate towards the defibrillator fund. The meeting with the Neighbourhood Highways officer was supportive of warning signs however this not supported by the highways engineers, so the signs which have been erected have been funded privately

Cllr Ellis confirmed that there are 4 Aardvark lorries operating out of the yard. The only maintenance carried out on site is on those vehicles. The heavy goods volume has been greatly reduced as there were in excess of 30 lorries travelling in and out of Dunchideock Barton some years ago and some of these were of a considerable size. The improvements to the entrance are planned for December, the concrete needs 2 weeks to set , the lorries will be parked elsewhere as they are still needed for emergency call out.

Cllr Connett commended the business representative for attending the meeting. The meeting agreed that this matter has received a lot of time and attention. The council are satisfied that Aardvark is running a planning compliant business and any future concerns should be directed to Aardvark rather than through a council meeting.

The business offered £300 donation toward the defibrillator, the Chair asked the meeting for their thoughts and Cllr Connett suggested that the donation is in balance with others and should be

accepted. A discussion took place and the members of the public present were unanimous in their view that the donation should be gratefully accepted.

Noticeboards - the meeting agreed that the village hall board is well used and should remain along with the board at the Lord Haldon Hotel driveway.

Replacement of the Lime tree was discussed and the consensus was that it should be replaced with another Lime tree.

Cllr Robson spoke as a member of the Village Hall committee. The notices that they are placing for events are being removed or damaged she asked parishioners to be vigilant and report any suspicious behaviour.

The Chair thanked the public for their attendance and support.

Items for Information - The next council meeting will be on Tuesday 15th January 2019 at 7.30pm in the Village Hall

There being no other business the meeting finished at 9.45pm.

Items for the next agenda –

Complaint Policy

Presentation of the Budget and Precept Request

Communities Together fund proposal

Notice boards

Minutes Approved

Signed:

Date: