

# DUNCHIDEOCK PARISH COUNCIL

Clerk: Mr N R Harvey, TD, ACIB, 11 Loram Way, Alphington, Exeter, Devon, EX2 8GG  
Tel: 01392 422390, Email: [parishclerk@dunchideock.org.uk](mailto:parishclerk@dunchideock.org.uk)

To: Members of Dunchideock Parish Council.

**A Meeting of the Council will be held on Tuesday 19<sup>th</sup> November 2019 at 7.30 pm in the Village Hall, School Lane, Dunchideock, EX2 9UG.**

Members of the public and press are invited to attend the meeting.

N R Harvey, Clerk to the Council

Publication date: 11th November 2019

## AGENDA

1. **Election of Chairman** Cllr Moor  
Vice-chairman
  2. **Election of Vice-Chairman** Chairman
  3. **Public Discussion - (not to exceed 10 minutes)** Chairman  
*An opportunity for members of the public to make comments on any item on the agenda.*
- Members of the public cannot interrupt the meeting while the Council is in Committee.
4. **Community Matters** Cllr Robson and Cllr Cook  
To receive information of general interest for residents of the parish
  5. **Apologies for Absence**
  6. **Declarations of Interest and Dispensations:** (In accordance with the Code of Conduct)
  7. **Minutes** Chairman  
To approve as an accurate record and sign the minutes of the meeting held on 17<sup>th</sup> September 2019 and of the Extraordinary meeting held on 22nd October 2019
  8. **County and District Councillor Reports**
  9. **Clerks Report** Clerk
  10. **Governance Documents**
    - a. To receive a briefing on the progress with the review of the Complaints Procedure Clerk
    - b. To receive a briefing on a new Policy for Dealing with Unreasonable and Persistent Complainants, Vexatious Complainants and Unacceptable Behaviour Clerk
    - c. To receive a briefing on the NALC 2019 Financial Regulations Responsible Financial Officer
    - d. To consider preparation of a Safeguarding Policy Clerk
    - e. To request agreement to change of layout to Risk Assessment Clerk
  11. **Highways:** To receive briefings on the following matters
    - a. Drainage on Blacksmiths Hill Cllr Ellis
    - b. Road surface at entrance near School Wood Quarry Cllr Moor
    - c. Speed limit on road from School Wood Quarry to Manstree Cross Cllr Ellis
    - d. Closure of School Lane on 23<sup>rd</sup> January 2020 Clerk
  12. **DCC Community Road Warden Scheme:** To receive a briefing Cllr Robson
  13. **Planning:** To receive briefings on the following matters Cllr McCarthy
    - a. To consider and respond to the following applications:

Application Ref: 19/02093/VAR

Location: Pitman's Barn, Dunchideock, EX2 9TS

Proposal: Variation of condition 2 on planning permission 14/00933/COU (conversion of barn to dwelling) to amend design and layout of dwelling

Application Ref: 19/02094/LBC Location: Pitman's Barn, Dunchideock, EX2 9TS  
Proposal: Conversion of barn to a dwelling – Listed Building Consent for Minor alterations to  
Approved Listed Building Consent 14/00934/LBC for Grade II Listed Building

b. Grant of Planning Permission:

Application Ref: 19/01358/CLDE Location: Treetops, Higher Ashton  
Proposal: Non-compliance with an agricultural occupancy condition attached to Treetops

c. Grant of Conditional Planning Permission:

Application Ref: 19/01997/FUL Location: Old Mill Cottage, Dunchideock  
Proposal: Single storey side extension and associated works

d. To receive a report on present situation following an enquiry from a resident:

Application Ref: 15/02704/FUL and 18/00417/ENF Location: Lyalls, Dunchideock  
Decision: Failure to comply with planning decision regarding a caravan at the location

e. To receive a briefing on a change to TDC Planning Scheme of Delegation for the  
Call In of Applications to the Planning Committee

- |   |               |
|---|---------------|
| <b>14. Defibrillators</b>   | Cllr Moor     |
| a. To receive a briefing and consider provision of funds for payment of Annual Support Cost of £330 plus VAT of £66 (Total £396) due on 1/3/2020 as a decision is required for payment in this financial year or whether two payments are included in the next financial year |               |
| b. To receive a briefing on research of support for a further defibrillator at Underdown  | Cllr Moor     |
| c. To approve and confirm signature of the Direct Debit for payment of the un-metered electricity supply for third defibrillator  | Cllr Moor     |
| <b>15. Freedom of Information Act</b><br>To receive a further briefing on complaints and requests received  | Clerk         |
| <b>16. Climate Emergency:</b> To receive a briefing   | Cllr McCarthy |
| <b>17. Public Rights of Way</b><br>To consider and approve signature of Agreement to join the DCC Parish Paths Partnership Scheme and implementation of requirements  | Clerk         |
| <b>18. Notice Boards:</b> To receive a briefing on the following matters  |               |
| a. Notice Board at junction of School Lane (Dunchideock Bridge)   | Cllr Moor     |
| b. New Notice Board at bridge near Belvedere Park   | Cllr Moor     |
| <b>19. Grant Funds:</b> To receive briefings on the progress and result of applications   | Cllr Robson   |
| a. – DCC Locality Fund – b. – DCC Making the Connection Fund – c. – TDC Rural Aid Grant Fund  |               |
| <b>20. Tree Charter</b>   |               |
| a. To receive a briefing on present situation   | Cllr Moor     |
| b. To receive a briefing on Plant a Tree Day on Saturday 30 <sup>th</sup> November 2019 and a possible plaque.  | Cllr Cook     |
| <b>21. Community Event:</b><br>To receive a briefing on Parish Litter Pick on Sunday 24 <sup>th</sup> November  | Clerk         |
| <b>22. Bus Stop Shelter:</b> To receive a briefing on present situation   | Cllr Moor     |
| <b>23. Welcome Pack:</b> To receive a briefing on present situation   | Clerk         |
| <b>24. Telephone Box:</b> To receive a briefing on present situation and possible uses  | Clerk         |
| <b>25. Parish Benches:</b> To receive a briefing on present situation   | Clerk         |
| <b>26. Parish Map:</b> To receive a briefing on present situation   | Cllr Moor     |

27. **Dates of Meetings:** To consider a change to 2<sup>nd</sup> Tuesday Bi-monthly Cllr Moor
28. **Clerk's Hours of Working and Home Working Allowance** Cllr Moor  
To consider a request for an increase from 1<sup>st</sup> April 2020
29. **Royal British Legion:** To consider and approve a donation of £25 Cllr Moor
30. **Precept 2020/2021 Initial Review at Annex A**  
To consider items and amounts for inclusion in Budget Responsible Financial Officer
31. **Finance** Responsible Financial Officer
- a. To receive and agree Bank Reconciliation as at 31<sup>st</sup> October 2019
- b. To receive Budget/Actual Comparison for 2019/2020 as at 31<sup>st</sup> October 2019
- c. To consider and agree deletion and addition of signatory on Bank Mandate
32. **Expenditure and Income:** To approve the following items of expenditure and note the income
- | <b>Expenditure</b>  |                   | <b>£</b> |
|---|-------------------|----------|
| Greenwoods – Payroll fee for September and October                            | £10 + VAT £2      | 12.00    |
| Clerks Salary for September and October and arrears                           |                   | 262.27   |
| PAYE for above period   |                   | 65.40    |
| Clerks Expenses: Home/Office - £16.66 Consumables - £47.80 + VAT £7.60        |                   | 72.06    |
| Royal British Legion  |                   | 25.00    |
| Eon Defibrillator electricity for 16/8/19 to 30/9/19                          | £1.49 + VAT £0.07 | 1.56     |
| Information Commissioners Office – Annual Data Protection Fee by Direct Debit |                   | 40.00    |
| <b>Income</b>   |                   | <b>£</b> |
| Village Hall Trust Committee – balance repayment of part of grant             |                   | 725      |
| TDC – Precept for 2nd half year   |                   | 2,100    |
| DCC Locality Budget Grant (For new Notice Board)                              |                   | 500      |
33. **Public Discussion:** *(not to exceed 5 minutes) - An opportunity for members of the public to make comments on the process of the meeting or to request agenda items for future meetings.*
34. **Dates of Next Meetings (if approved at Item 27)**  
Tuesday 14<sup>th</sup> January, 10<sup>th</sup> March, 12<sup>th</sup> May (Annual Council Meeting) 2020  
Tuesday 19<sup>th</sup> May 2020 (Annual Parish Meeting)