

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

To: Members of Dunchideock Parish Council.

A Meeting of the Council will be held on Tuesday 14th January 2020 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: 7th January 2020

Presentation before commencement of the meeting to the previous Chairman

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 19th November 2019
8. **County and District Councillor Reports**
9. **Clerks Report** Clerk
10. **Governance Documents**
 - a. To approve and adopt the following documents that have been previously circulated
 - (1). Complaints Policy and Procedure 2019 Clerk
 - (2). Policy for Dealing with Unreasonable and Unreasonably Persistent Complainants, Vexatious Complainants and Unacceptable Behaviour 2019 Clerk
 - (3). Internal Control Policy 2019 Clerk
 - (4). Financial Regulations 2019 Responsible Financial Officer
 - b. To consider preparation of a Safeguarding Policy Cllr Cook
11. **Highways:** To receive briefings on the following matters
 - a. Drainage on Blacksmiths Hill Cllr Ellis
 - b. Road surface near entrance to 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 23rd January 2020 Clerk
 - e. Speed limit on Webberton Lane Clerk
 - f. Provision of road signs Clerk
12. **Planning:** To receive briefings on the following matters Cllr McCarthy
 - a. Application Ref: 19/00278/ENF
Location: Quarry at South Wood, Dunchideock
Proposal: Provision of soak away at entrance onto highway

- b. **Grant of Conditional Planning Permission**
 Application Ref: 19/01710/FUL
 Location: Pitman’s Barn, Dunchideock House, Dunchideock, Exeter EX2 9TS
 Proposal: Change of use of agricultural land to domestic curtilage, creation of new access and erect workshop/carport and associated hard standing and works
13. **Defibrillators**
 To approve payment by the Council of the electricity for the third defibrillator Cllr Moor
14. **Climate Emergency:** To receive a briefing Cllr McCarthy
15. **Public Rights of Way**
 To consider and approve signature of Agreement to join the DCC Parish Paths Partnership Scheme and implementation of requirements Clerk/Cllr Robson
16. **Notice Boards:** To receive a briefing on the following matters
 a. Notice Board at junction of School Lane at Dunchideock Bridge Cllrs Moor/Ellis
 b. New Notice Board at bridge near Belvedere Park Cllr Moor
17. **Bus Stop Shelter:** To receive a briefing on present situation Cllr Moor
18. **Telephone Box:** To receive a briefing on present situation and possible uses Clerk
19. **Teignbridge Association of Local Councils (TALC)**
 To receive a briefing on the meeting held on 28th November 2019 Cllr Moor
20. **Parish Map:** To receive a briefing on present situation Cllr Moor
21. **Clerk’s Terms of Employment:** To consider and approve Cllr Moor
 a. (1) A request for an increase in Hours of Working to 5 hours per week from 1st April 2020
 (2). A request for an increase in the Home Working Allowance to £3 per week from 1st April 2020
 (3). Payment of an incremental unit to SCP 10 of the NJC pay scales
 b. To note the possibility of a 2½ % increase in the National Joint Council pay scales
22. **Internal Audit**
 a) To approve appointment of the Internal Auditor for 2019/20 and cost of £55 Cllr Moor
 b) To approve an Application for Exemption and signature for the Annual Governance and Accountability Return for 2019/20
23. **Budget and Precept for 2020/2021** Responsible Financial Officer
 a. To receive a Budget Review of 2019/20 and Budget Statement for 2020/21
 b. To consider and agree the Budget proposal and Precept request for 2020/21
24. **Finance** Responsible Financial Officer
 a. To receive and agree the Bank Reconciliation as at 31st December 2019
 b. To receive the Budget/Actual Comparison for 2019/2020 as at 31st December 2019
25. **Expenditure and Income:** To approve payment of the items of expenditure and note the income:
- | Expenditure | | £ |
|--|-----------------|-------------------|
| Greenwoods – Payroll fee for December | £5 + VAT £1 | 6.00 |
| Clerks Salary for November and December | | 219.82 |
| PAYE for above period | | 55.00 |
| Clerks Expenses: Home/Office - £16.66 | | 16.66 |
| Eon Defibrillator electricity from 1/10/19 | To be confirmed | |
| Internal Audit fee for 2019/20 | | 55.00 |
| Community HeartBeat Trust – Defibrillators - Annual Support Cost Balance 2020/21 | | 256.65 (incl VAT) |
| SLCC – Annual Membership fee for 2020 | | 65.00 |
| Weebly – Renewal fee for Domain Name | | 24.00 (Tbc) |
| Income | | £ |
| VAT Refund to 31/3/2019 | | 158.05 |
26. **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.*
27. **Date of Next Meeting:** Tuesday 10th March