

DUNCHIDEOCK PARISH COUNCIL

Minutes of a meeting of the Council held on Tuesday 10th March 2020
at 7.30 pm in the Village Hall, School Lane, Dunchideock, EX2 9UG

Present: Cllrs Moor (Chairman), Bean, Cerio, Cook, Ellis, McCarthy, Robson.
Mr Harvey (Clerk)
9 members of the public

Pre-Meeting: Before the formal part of the meeting the Chairman welcomed Cllr Gervaise Cerio as a new councillor following her election on February 6th and having signed the Declaration of Acceptance of Office.

Coronavirus: The Chairman advised the Council and public that the prime sources of news, developments and action that should or will be taken are the BBC radio and television news broadcasts. Residents should try and listen to these as often as possible and not rely on other, possibly unreliable information. As and when the Parish Council receives any information it will be posted on the website and notice boards and this will be done as quickly as possible after the information is received.

A Google entry of "NHS/Coronavirus" will take you to both NHS and Government advice.

If the situation becomes more serious there may be the need to re-assess and change many matters including the need for some community action if there has to be some self isolation. In the meantime everyone should follow the guidance and basic personal hygiene action that has been widely advised.

Contingency plans are being considered by the Parish Council and the Parochial Church Council. The co-ordinator if these have to be put in place will be Steve Cook – 01392 832057 – srcook@btinternet.com.

PART 1 - OPEN TO THE PUBLIC AND PRESS

1. **Public Discussion:** No items were raised
2. **Community Matters:**
 - a. Cllr Robson gave details of the following Village Hall events:
Tea Afternoons were being held on Saturday 21st March, 18th April and 16th May
St Georges Pie Night will be held on Saturday 25th April
The Annual General Meeting will be held on Wednesday 13th May
 - b. Cllr Cook advised:
There will be the usual special services for Holy Week.
A Messy Church for children and young families had been held in November and January with over 90 people attending. The next Messy Church will be held on Saturday 28th March in the Teign Valley Community Hall.
The PCC Annual General Meeting will be held in April.
The Teign Valley Churches and other groups have an initiative to help people who may have to self-isolate in view of the Coronavirus and there will be a co-ordinator in each village. Further details will be in Country news and 3D's.
3. **Apologies for Absence:** Received from TDC Cllrs Nuttall and Andrew Swain
4. **Declarations of Interest and Dispensations: (In accordance with the Code of Conduct):** None

5. **Minutes:** The minutes of the meeting held on 14th January 2020 were presented for approval and signature. Proposed by Cllr Bean and seconded by Cllr McCarthy and resolved that they were an accurate record of the meeting and they were duly signed.
6. **County & District Councillor Reports:** None
7. **Clerks Report:** The Clerk reported that apart from the usual general matters to deal with, a considerable amount of time had been spent in collating information in connection with the Governments Website Accessibility Regulations. These require action to be taken by the Parish Council and all Councils in the country.
8. **Governance Documents:** The Clerk advised the situation on the following documents:
- a.(1). **Code of Conduct 2020:** A new paragraph regarding the Conduct of Electronic Communications and Social Media, including websites, was to be added which can be done under the Localism Act 2011. There may also have been a change from using the NALC 2012 version to that used by TDC. As there may be a new standard Code of Conduct later in the year that has to be used by all Councils in the country, this review has been delayed.
- (2) **Standing Orders 2018:** These have been reviewed. Item 19 has been amended as the Employment and Complaints Committee has been disbanded. The document and amended wording have been circulated to Councillors. Proposed by Cllr McCarthy and seconded by Cllr Moor and resolved to approve the revised Standing Orders.
- b. Cllr Cook gave a report on the possible preparation of a Safeguarding Policy following obtaining information from NSPCC. This was considered to be an extra policy that the Council should have. Proposed by Cllr McCarthy and seconded by Cllr Moor and resolved that Cllr Cook should prepare a policy for circulation and approval at the next meeting.
9. **Highways:** Briefings were received on the following matters:
- a. **Drainage on Blacksmiths Hill:** The Clerk advised that the scheme was still in the programme for the next financial year and some other potential drainage issues further down the hill may be included at the same time.
- b. **Road surface near entrance to School Wood Quarry:** Cllr Moor advised that DCC Highways had stated this would be repaired by the end of March. In fact the work was done on 27th January and has removed a lot of the undulations that were occurring.
- c. **Speed limit on road from School Wood Quarry to Manstree Cross:** The Clerk advised that the NHO has added this road to the list where speed readings need to be taken and will be subsequently analysed.
- d. **Road Closure problems:** Cllr Robson advised that the contractors who caused School Lane to be closed on 23rd January had left their signs in place for a further day giving the impression that the lane was still closed and they had been fined for doing this.
- e. **Speed limit on Webberton Lane:** The Clerk has been advised that this is a 60 mph road and it may not be possible to reduce the speed limit. Further investigations will be made in case this section of road meets any of the Highways criteria for speed reduction.
- f. **Road Signs:** The Clerk advised that Highways have no budget for new signs.
- g. **Drainage at junction of Footpath 1 with Webberton Lane:** A resident advised there was a problem at the last meeting. The Clerk has been advised by the NHO that there are two separate problems. The carriageway around the drain has sunk considerably causing ponding. A scheme is being put together to try and raise the levels to ensure that the water goes directly into the drain. Cllr Robson will deal with the second problem later.

h. Drainage Maintenance Responsibilities: DCC Highways has advised that the maintenance of ditches at the side of the road is the responsibility of the adjacent landowner together with the maintenance of the hedge between their land and the road.

10. Planning: Cllr McCarthy gave briefings on the following matters:-

a. Grant of Planning Permission by TDC.

Application Ref: 19/02093/VAR
Location: Pitman's Barn, Dunchideock
Proposal: Variation of condition 2 on planning permission 14/00933/COU (conversion of barn to dwelling) to amend design and layout of building

The Council raised no objection at the meeting on 19th November 2019.

b. Grant of Conditional Consent by TDC.

Application Ref: 19/02094/LBC
Location: Pitman's Barn, Dunchideock
Proposal: Conversion of barn to dwelling – Listed Building Consent

The Council raised no objection at the meeting on 19th November 2019.

c. Planning Application:

Application Ref: 20/00170/LBC/39
Location: Pitman's Barn, Dunchideock
Proposal: Listed building consent for increase in height of chimney stack

A small increase in the height of a chimney was proposed which would still be below the ridge of the roof and no objection was recommended. Proposed by Cllr Cook and seconded by Cllr Bean and resolved that the Council would raise no objection to the Application.

Post Meeting – Grant of Conditional Consent has been approved by TDC.

d. Planning Application:

Application Ref: 20/00265/FUL
Location: Land near Penhill Cross
Proposal: Demolition of agricultural building and erection of two dwellings

TDC gave Prior Approval to the original scheme at this site following no objection being raised at the meeting on 15th January 2019. The planning reference was 18/02553/NPA and the site was described as Treetops whereas the building is adjacent to Webberton Wood. Cllr McCarthy outlined the planning application and relevant issues. His report is at Annex A to the minutes. After discussion it was proposed there would be no objection subject to two areas of concern and that the Biodiversity report is formally approved before construction is commenced. Proposed by Cllr Robson and seconded by Cllr Ellis and resolved that no objection would be raised except for the above comments which will be included in the full amended copy of Annex A to be sent to TDC.

11. Public Rights of Way: Cllr Robson together with Cllr Moor had completed a perambulation of the four footpaths in the parish and reported:

Footpath 1 – Haldon Gate to opposite Mount Pleasant on Webberton Lane. The problems with water run off are dealt with below. A new sign is needed and the suitability of the route for riding will be investigated.

Footpath 102 – Biddypark Lane to School Lane. A gate could replace a stile and two other gates need to be investigated.

Footpath 103 – Biddypark Lane Cross to Idestone Barton. Generally in good condition. Better waymarking is required and steps and the bridge may need checking and improvements.

Footpath 104 – Northwest through School Wood from lane near quarry. Easy to use but gates have reduced access and need to be inspected.

Post Meeting: DCC advised that a grant of £1,100 will be paid to improve the footpaths.

Drainage at junction of Footpath 1 with Webberton Lane: The DCC Parish Paths Liaison Officer arranged for the problem to be inspected by the area Footpath Warden. Water from the whole length of the footpath needs to be channelled into the bottom ditch to prevent it from spilling over the road. This may be a major project and funds will have to be found for the work to be done. Cllr Robson will obtain quotations for the work that will include the provision of a concrete bund to direct water into a drainage ditch to reduce the problem.

12. Notice Boards: Cllr Moor reported on the following matters:

- a. New Notice Board at Kings Bridge near Belvedere Park. The three TDC Councillors have each agreed a grant of £100 towards the cost and received post meeting. The £300 increases the grants to £940 towards the quoted cost of £946 which with fixing could be a total of £1,000. This was the best value quotation of four obtained. Cllr Moor requested approval to the order being confirmed. Proposed by Cllr Cook and seconded by Cllr Bean and resolved to order the new Notice Board.
- b. Junction of School Lane at Dunchideock Bridge: Cllr Ellis reported that water was still getting into the Notice Board and he will look at it again to try and resolve the problem.
- c. Underdown: Cllr Moor advised that the existing Notice Board at Kings Bridge will replace the existing one at Underdown. Any repairs to the posts will be done at the same time as there is an amount in the Budget if necessary.

13. Bus Stop Shelter: Cllr Moor advised that he had found a contractor who had quoted a cheaper cost of £3,450.00 plus VAT who could also provide a concrete plinth at £400 plus VAT. When he has the drawings he will approach TDC Planning for their comments regarding getting planning permission. Following this there will be a need to liaise with the landowner, get an ecological survey, highways consent and minor replanting of the hedge on completion. The surplus notice board could be placed inside.

14. Teignbridge Association of Local Councils (TALC): The Clerk attended the last meeting on 23rd January 2020. The main speaker was Martin Flitcroft, Chief Financial Officer of TDC. The proposed increases in Council Tax are Band A £2, Band D £5 and Band H £10. TDC had reviewed many aspects of their services and finances and actions included a reduction in staffing costs and a review of the management structure. Pressures include additional refuse rounds due to building, Climate Change, Ash Die Back with possibly 3M trees to be felled. Cllr Jackie Hook spoke about Climate Change. A Working Party will review the structure, purpose and future of TALC.

15. Encouraging Children and Young People's Involvement with the Parish Council: Cllr Cook had circulated a paper to Councillors. This covered various areas of analysis including the comment from the NALC Diversity Report 2018 that stated "it is important that local councils are representative of the areas that they serve". It was agreed to form a small Working Group of Councillor's Cook, Cerio and McCarthy to report to the next meeting. The information is at Annex B.

16. Snow Warden: The Clerk reported that DCC Highways has a scheme for Snow Wardens who are community volunteers who work on behalf of the Parish Council to deliver winter maintenance support. Brief details were provided and the Clerk was requested to obtain further information for a decision to be made at the next meeting.

17. Litter Pick Saturday 14th March and Easter Egg Hunt Sunday 5th April:

- a. Cllr Bean advised arrangements had been completed for the Litter Pick. Those taking part were asked to be at the Village Hall for 9.45 am for a Risk Assessment briefing and signing of liability forms with a start at 10.00 am. Refreshments would be in the Village Hall.
- b. The Easter Egg Hunt on the above date will follow the same route as last year. The eggs had been donated by a sponsor. The start will be at 10.00 from the Village Hall.

Post Meeting: Both events were cancelled.

18. **Torbay Classic Reliability Trial Sunday 29th March:** The Clerk reported that this event was being organised by Torbay Motor Club and is along a route previously used. The route in the parish is from Windy Cross to Penhill Cross, down past School Wood Quarry and Webberton Cross and then turn right to Clapham. There will be about 90 vehicles passing at low speed at 1 minute intervals between 12.30 pm and 16.30 pm. The Club has advised that the route has been approved and they will carry out PR work with residents.

19. **Grant Funding:** Cllr Robson reported that after an approach by the Clerk a total grant of £300 from the three TDC Councillors had been agreed from the Councillors Community Fund towards the cost of the new notice board at Kings Bridge. The Village Hall kitchen is almost complete following the grant of £4,750 and a grant request will be sent to Calor Gas for Phase 2 of the work. A grant scheme "Better deal for Bus Users" may include grants for bus shelters.

20. **Devon Communities Together:** Cllr Moor advised that this organisation is part of a network across the country. They originally supported Village Halls and now also support Parish Councils. They provide support, assistance and training in matters not covered by DALC. Topics covered are community led planning, emergency planning, climate change, resilience and "zero carbon" and they cover many aspects of rural life. Membership would provide access to a range of services for a fee of £24 per annum which could provide benefit for the parish and this was recommended. Proposed by Cllr Moor and seconded by Cllr Robson and resolved that the Parish Council should become a member of Devon Communities Together at a fee of £24 per annum.

21. **Section 1(2) Public Bodies (Admission to Meetings) Act 1960:** Cllr Moor advised there were two matters that needed review by the Council. Both of these would require reference to personal data and the Council has obligations regarding the use of personal data under the Data Protection Act 2018. To comply with this Act it is necessary to exclude the public and press from this review and to hold the review in Part 2 of the meeting which will be confidential. In order to do so a resolution must be approved and this is recommended. Proposed by Cllr Moor and seconded by Cllr Bean and resolved that the public and press are excluded from Part 2 of the meeting.

22. **The Public Sector Bodies (Websites and Mobile Applications) (No.2)**

Accessibility Regulations 2018: The Clerk reported on the implications for the Parish Council. The Regulations require all Council's in the country to assess their website to ensure that it meets the Website Content Accessibility Guidelines known as WCAG 2.1 AA. Necessary action must be taken to make the website accessible by making it perceivable, operable, understandable and robust, in particular for people with disabilities. A full assessment of the current website must be completed which will determine the action that must be taken. This action will depend on the age of the website or the format used. Some Parish Councils have amended their website but others have had to buy a new website. This is a legal requirement that can be enforced through the courts by the Equality and Human Rights Commission and is beyond the control of the Parish Council.

23. **Budget and Precept for 2020/2021:** The RFO reported that after the meeting in January it became apparent that there was little independent guidance on the above Regulations apart from the Government documents. This was a cause for some concern and enquiries were made of the two national organisations that support local councils and clerks. There was far more concern when the RFO was advised that the cost of complying with the requirement if a new website was required could be as much as £1,000. The Council does not have this amount available to meet this legal requirement that is beyond the control of the Council. As a matter of urgency the RFO asked the Chairman to request that £1,000 was added to the Precept as a contingency amount in case it was needed. Subsequent research has confirmed that other Parish Councils have spent amounts up to this figure. The Council is requested to give retrospective approval to the action of the Chairman of requesting the addition of £1,000 to the Precept making a total of £10,100. Proposed by Cllr McCarthy and seconded by Cllr Cook and resolved to approve the action of the Chairman in requesting the addition of £1,000 to the Precept.

24. Finance: The Responsible Financial Officer advised that the Bank Statement for 29th February 2020 had not yet been received and presented:

- a. The Bank Reconciliation as at 31st January 2020 which was agreed. The funds available to the Parish Council were £2,834.83
- b. The Budget/Actual Comparison for 2019/2020 as at 31st January 2020 and projection to 31st March 2020.
- c. A request to sign a Standing Order to make monthly payments of £6.00 to the PAYE agent from 1/4/20 to avoid the need to sign cheques for small amounts.

Proposed by Cllr Bean and seconded by Cllr Ellis and resolved that both documents were accepted and that the Standing Order was signed.

25. Expenditure and Income: Items for payment need approval and income noting:

Expenditure	£
Greenwoods – Fee for November, January, February, March £20 + VAT£4	24.00
Clerks Salary for January and February	219.82
PAYE for above period	55.00
Clerks Expenses - Home Office £24.99 – Consumables £81.08 + VAT£14.76	120.83
Eon Defibrillator electricity from 1/1/20	To be confirmed
Devon Communities Together	24.00
DALC Being a Good Councillor Course-Cllr Cerio £30.00 + VAT £6.00	36.00
Hire of Village Hall – September to March (5 meetings)	125.00
Income	£
	NIL

Proposed by Cllr Moor and seconded by Cllr Cook and resolved that the payments are made and the income noted.

26. Public Discussion: Questions asked were:

- a. Why could not the Parish Council use the Village Hall membership of Devon Communities Together. Because the two organisations are separate bodies.
- b. Plans for the Bus Shelter. The contractor will provide these when they are finished.
- c. Why are the minutes of meetings for TALC not on the TALC webpage since September 2019. The Clerk will find out the reason. Post meeting – 28th November 2019 now on webpage.
- d. Would there be a CIL payment for the two dwellings near Penhill Cross. Possibly not because the Parish does not have a Neighbourhood Plan.
- e. Where would the spare notice board be used. Probably in the new bus shelter.
- f. About the lighting at the two dwellings near Penhill Cross. Cllr McCarthy advised that this would be included in his final report to TDC.

27. Dates of Next Meetings:

Tuesday 12th May 2020 - Annual Council Meeting and Ordinary Meeting

Tuesday 19th May 2020 - Annual Parish Meeting

Future Meetings 2020 - To be agreed at Annual Council Meeting

The meeting closed at 9.23 pm

Minutes Approved

Signed

Appointment

Date

PART 2 – NOT OPEN TO THE PUBLIC AND PRESS

1. Review of Item 6 of the minutes of the meeting held on 19th December 2018 and Item 23 of the minutes of the meeting held on 17th September 2019.

(1) Proposed by Cllr Moor and seconded by Cllr Cerio and resolved that the first resident mentioned at the Confidential Meeting would be advised that emails would now receive replies provided the number were not excessive or persistent and that the content or requests were considered to be reasonable.

(2) Proposed by Cllr Cook and seconded by Cllr Robson and resolved to delay any action regarding the second resident mentioned at the Confidential Meeting.

2. Review of the implications of items 22 and 23 of the Agenda for the meeting held 10th March 2020.

Proposed by Cllr McCarthy and seconded by Cllr Moor and resolved that a Working Party of Councillors Cerio, Cook and McCarthy and the Clerk will investigate the purchase of a new website and report to the Council at the May meeting.

Other matters are the software for the computer and Councillors email addresses.

The Meeting closed at 10.10 pm

Minutes Approved

Signed

Appointment

Date

The minutes of this Part 2 meeting recording the confidential resolutions without the confidential information were approved in Item 7 of the Parish Council meeting held on 12th May 2020