

# 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 8th September 2020 at 7.30 pm  
on Zoom

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

*N R Harvey*

N R Harvey, Clerk

Publication date: 1st September 2020

Link to join the meeting - Members of the public and press may join the meeting from 7.20 pm  
Only one device must be used and it is preferred that participants are both seen and heard

<https://zoom.us/j/95920775827?pwd=S0RFdGdWN0o0NHJobTFiZTdieEwwUT09>

Telephone numbers to join by telephone:

01203 481 5237      01203 481 5240      01203 901 7895      01208 080 6591  
01208 080 6592      01330 088 5830      01131 460 1196

Password: 020360      Meeting ID: 959 2077 5827

## AGENDA

1. Welcome  
Opening Remarks Chairman
2. Conduct of the Meeting  
To explain conduct of the meeting and the Standing Orders that apply Chairman
3. Confirmation of Attendance  
To receive confirmation of attendance from Councillors Chairman
4. Public Discussion  
(not to exceed 10 minutes – not to exceed 3 minutes per person) 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.
5. Apologies for Absence  
To receive any apologies Clerk
6. Declarations of Interest and Dispensations  
(In accordance with the Code of Conduct) Councillors
7. Minutes  
To approve as an accurate record and signature of the minutes of the meeting held on 14<sup>th</sup> July 2020. Chairman
8. Co-option of Councillors  
To consider the applications to fill two co-opted vacancies Chairman
9. County and District Councillor Reports  
To receive reports Councillors
10. Clerks Report  
To receive a report on previous two months Clerk

<b>11. Annual Governance and Accountability Return 2019/2020</b>		
To receive a report on matters related to this return		RFO
<b>12. Highways</b>		
To receive a report on the present situation with the following matters:		Clerk
A. Drainage on Blacksmiths Hill		
B. Proposed Haldon Forest Clearway Order		
C. School Wood Quarry		
D. Other matters that may have been reported		
<b>13. Planning</b>		
To receive a report on the following matters:		Clerk
A. Creation of access and removal of part of hedgerow		
Planning Ref: - 20/00155/ENF		
Location: - Webberton Lane near Borough, Dunchideock		
B. Demolition of existing building and possible rebuilding		
Planning Ref: - 20/00259/ENF		
Location: The Meadows, School Lane, Dunchideock		
<b>14. Notice Boards</b>		
To receive a briefing on the proposed new Notice Board at Kings Bridge		Cllr Moor
<b>15. Provision of New Website</b>		
To receive a report on situation with the new website and previous hosts		Clerk
<b>16. Coronavirus</b>		
A. To receive a report on the Home Support Scheme		Clerk
B. To receive a report on publication of information		Clerk
C. To receive a report on the impact on Council business		Clerk
D. Village Fruit & Vegetable Show and possible Village Party		Cllr Robson
<b>17. Footpaths</b>		
To receive a report on situation with improvements		Cllr Robson
<b>18. Asset Register</b>		
To confirm basis of valuation of Assets and approve minute		Clerk
<b>19. Operation London Bridge</b>		
To consider plan for the parish and village		Clerk
<b>20. Telephone Box</b>		
To receive a report on applying for Listed Building status		Clerk
<b>21. Parish Council computer upgrade of software</b>		
To receive report on present situation		Clerk
<b>22. Training - To agree attendance on the following course</b>		
Co-opted 2 councillors on DALC "Being a Good Councillor" at a cost of £72.00		Clerk
<b>23. Governance Documents</b>		
To consider the following matters		Clerk
A. New Social Media and Electronic Communication Policy		
B. Inclusion of items covering delegation in Financial Regulations & Standing Orders		
<b>24. Bank Mandate</b>		
To consider and approve changes to the signatories for authorising payments		RFO

25. Country News  
To consider making a grant of £50 Chairman
26. Clerks Terms of employment  
To approve salary increase following new NJC pay scales from 1st April 2020 Chairman
27. Finance
- A. To receive and agree Bank Reconciliation for 31<sup>st</sup> August 2020 RFO
- B. To receive Budget/Actual Comparison as at 31<sup>st</sup> August 2020 RFO
28. Expenditure and Income  
To approve payments and note the income RFO
- |   |                     |        |
|---|---------------------|--------|
| Expenditure   |                     | £      |
| Greenwoods – Payroll fee August and September - direct debit £10 + VAT £2 |                     | 12.00  |
| Clerks Salary for July and August   |                     | 379.76 |
| PAYE for above period   |                     | 95.00  |
| Clerks Expenses: Home/Office - £26.00 - Consumables - £12.25              |                     | 38.25  |
| Being a Good Councillor Courses for 2 new Cllrs                           | £60.00 + VAT £12.00 | 72.00  |
| Book of Condolence (Operation London Bridge)                              | To be confirmed     |        |
| Weebly Web Site Hosting - if needed pending change                        |                     | 48.00  |
| Ionos Domain name and Email Host (Confirmation)                           | £8.28 + VAT £1.66   | 9.94   |
| Income  |                     | £      |
|   |                     | Nil    |
29. 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. In accordance with Standing Order 3.h – a question shall not require a response at the meeting. Chairman
30. Date of Next Meeting  
10<sup>th</sup> November 2020 - This meeting will be held online and can be cancelled without further notice Chairman