

DUNCHIDEOCK PARISH COUNCIL

To: Members of Dunchideock Parish Council.

**A Meeting of the Council will be held on Tuesday 10th November 2020 at
7.30 pm on Zoom**

N R Harvey

N R Harvey, TD, ACIB, Clerk

Publication date: 3rd November 2020

11 Loram Way, Alphington, Exeter, Devon, EX2 8GG - Tel: 01392 422390,

Email: parishclerk@dunchideock.org.uk

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

Link to join the meeting - Members of the public and press may join the meeting from 7.20 pm
Participants should use only one device and it is preferred that they are both seen and heard

<https://zoom.us/j/91959831020?pwd=RFpRL2dnbjF6MVpHWVp1dlhlaXRfdz09>

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: 919 5983 1020

PART 1 - OPEN TO THE PUBLIC AND PRESS

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 8th September 2020. Chairman
- 8. Co-option of Councillor**
To consider the applications to fill the co-opted vacancy Chairman
- 9. County and District Councillor Reports**
To receive reports Councillors
- 10. Clerks Report**
To receive a report on previous two months Clerk

11. Highways

To receive a report on the present situation with the following matters: Clerk

- A. Drainage on Blacksmiths Hill B. Other matters that may have been reported

12. Planning

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

- C. Variation to Condition 2 of Conditional Planning Permission 20/00265/FUL to Cllr Griffin
Planning Ref: - 20/01936/VAR alter access
Location: Barns to the north of Penhill Cross adjacent to Webberton Wood

13. Notice Boards

To receive a briefing on the proposed new Notice Board at Kings Bridge Cllr Moor

14. Provision of New Website and Accessibility

To receive a report on the new website and accessibility requirements Clerk

15. Coronavirus

- A. To receive a report on the Home Support Scheme Cllr Cook

- B. To receive a report on publication of information and impact on Council business Clerk

16. Footpaths

- A. To receive a report on the situation with improvements Cllr Robson

- B. To receive a report on Historic or Lost Footpaths Clerk

17. Operation London Bridge

To consider plan for the parish and village Clerk

18. Governance Documents

To review and approve the following policies as advised to councillors Clerk

Code of Conduct (pending new national model code) Risk Assessment
Complaints Policy Sandbag Policy
Internal Control Policy Unreasonable, Unreasonably Persistent and Vexatious
Publication Scheme Complainants and Unacceptable Behaviour Policy

19. Devon Association of Local Councils (DALC) AGM

To receive a report Clerk

20. Section 1(2) Public Bodies Admission to Meetings) Act 1960

To consider a resolution to exclude the public and press from Part 2 of the meeting Chairman
in view of the confidential nature of the matters to be discussed and the requirements
of the Data Protection Act 2018

21. Shillingford Wood

To review a request for support from Friends of Shillingford Wood Chairman

22. Royal British Legion

To consider and approve a donation of £25 Chairman

23. Training – Being a Good Councillor Course

To approve attendance of 3 new councillors on DALC Zoom course at £180 Chairman

24. Clerk's Terms of Employment

To consider forming a Working Party to review these terms including: Chairman

- A. (1) Review of existing Hours of Working and Salary
- (2) Payment for additional hours worked in respect of Website Accessibility Requirements
- (3) Increase in Hours of Working and Home Working Allowance from 1/4/2021
- (4) Payment of an incremental unit to SCP 11 of the NJC pay scales from 1/4/2021
- B. To note possibility of 2 % increase in the NJC pay scales from 1/4/2021

25. Proposed DCC Haldon Forest Clearway Order

To receive a report on present situation Clerk

26. Litter Pick – Saturday November 14th

To receive a report on this proposed event in view of the lockdown Cllr Oxley

27. Budget/Precept 2021/2022 Initial Review

To receive a report RFO

28. Finance

- A. To receive and agree Bank Reconciliation for 31st October 2020 RFO
- B. To receive Budget/Actual Comparison as at 31st October 2020 RFO

29. Expenditure and Income

To approve payments and note the income RFO

Expenditure £

Greenwoods – Payroll fee October and November - direct debit £10 + VAT £2 12.00

Clerks Salary for September and October and arrears 414.46

PAYE for above period 103.80

Clerks Expenses: Home/Office - £26.00 - Consumables - £35.68 + VAT £4.43 66.11

Country News 50.00

Royal British Legion 25.00

DALC Training Courses - £180.00 + VAT £36.00 216.00

Book of Condolence (Operation London Bridge) To be confirmed

Eon Defibrillator Electricity 1/7 to 30/9/20 - £3.90 + VAT £0.20 4.10

Parish Council Websites – Balance of Website cost and annual fee To be confirmed

Information Commissioners Office – Annual Data Protection Fee by Direct Debit 35.00

Income £

TDC Precept 2nd Payment 5,050.00

DCC Locality Fund Grant for Website 300.00

30. 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

31. Date of Next Meeting

12th January 2021 - This meeting will be held online and can be cancelled without further notice Chairman

PART 2 – NOT OPEN TO THE PUBLIC AND PRESS

AGENDA

1. Review of minute 15 (b) of the meeting held on 12th May 2020

To review present situation and action to be taken Chairman

2. Review of minute 1 (2) of Part 2 of the meeting held on 12th May 2020

To review present situation and action to be taken Chairman