

# DUNCHIDEOCK PARISH COUNCIL

To: Members of Dunchideock Parish Council.

## A Meeting of the Council will be held on Tuesday 12th January 2021 at 7.30 pm on Zoom

*N R Harvey*

N R Harvey, TD, ACIB, Clerk

Publication date: 5<sup>th</sup> January 2021

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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/99760741603?pwd=V3I3WnA1WWdia0VHTjhsZTlONXkzZz09>

Meeting ID: 997 6074 1603

Passcode: 376808

Use one of these numbers to join by telephone – the Meeting ID and Passcode will be needed:

01203 481 5237

01203 481 5240

01203 901 7895

01208 080 6591

01208 080 6592

01330 088 5830

01131 460 1196

## PART 1 - OPEN TO THE PUBLIC AND PRESS

### AGENDA

#### 1. Welcome

Opening Remarks

Chairman

#### 2. Conduct of the Meeting

To explain the 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

A. To approve as an accurate record and signature of the minutes of the meeting held on 10<sup>th</sup> November 2020.

Chairman

B. To approve as an accurate record and signature of the minutes of the Extraordinary meeting held on 24<sup>th</sup> November 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 the previous two months Clerk

## 11. Highways

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

- A. Drainage on Blacksmiths Hill
- B. Closure of Haldon Gate to Haldon Plain
- C. Vehicle Activated Speed signs
- D. Grit Bins
- E. McDonalds Litter

## 12. Planning

To receive a report on the following matters: Cllr Griffin

- 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. TDC has granted Variation of Condition Following Planning Permission 20/00265/FUL  
(DPC Meeting 10.11.20)  
Planning Ref: - 20/01936/VAR Location: Land to the north of Penhill Cross  
Proposal: Variation to Condition 2 of Conditional Planning Permission 20/00265/FUL to alter access
- D. TDC has granted Conditional Planning Permission to this Application (DPC Meeting 24.11.20)  
Planning Ref: 20/01953/HOU Location: Webberton Cottage, Dunchideock  
Proposal: Single Storey Extension
- E. Erection of a Garage Planning Ref: 20/00413/ENF  
Location Webberton Cottage, Dunchideock

## 13. Notice Boards

- A. To receive a briefing on the proposed new Notice Board at Kings Bridge Cllr Moor
- B. To receive a report on the condition of the Notice Board at Dunchideock Bridge Cllr Ellis

## 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

To receive a report on the following matters: Cllr Robson

- A. Current situation with condition and improvements to footpaths
- B. Annual Parish Paths Partnership Finance Forms and Survey

## 17. Operation London Bridge

To consider a plan for the parish and village Clerk

## 18. Governance Documents

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

Financial Regulations – Revised Privacy Policy – Standing Orders

## 19. Queens Platinum Jubilee Friday 3<sup>rd</sup> June 2022

To discuss how this unique event may be celebrated in the parish Chairman

- 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 to discuss a confidential report about staffing matters. Chairman
- 21. Proposed DCC Haldon Forest Clearway Order**  
To receive a report on present situation Clerk
- 22. Internal Audit**  
To approve appointment of the Internal Auditor for 2020/21 and cost tbc RFO
- 23. Budget and Precept for 2021/2022**  
This item will be discussed in an Extraordinary meeting on 19<sup>th</sup> January Chairman
- 24. Finance**
- A. To receive and agree Bank Reconciliation for 31<sup>st</sup> December 2020 RFO
- B. To receive Budget/Actual Comparison as at 31<sup>st</sup> December 2020 RFO
- 25. Expenditure and Income**  
To approve payments and note the income RFO
- |   |          |                 |
|---|----------|-----------------|
| Expenditure   | <b>£</b> |                 |
| Greenwoods – Payroll fee December and January – S/O £10 + VAT £2      | 12.00    |                 |
| Clerks Salary for November and December                               | 390.12   |                 |
| PAYE for above period   | 97.40    |                 |
| Clerks Expenses: Home/Office - £26.00 - Consumables - £20.60 + VAT £0 | 46.60    |                 |
| Book of Condolence (Operation London Bridge)                          | 28.95    |                 |
| SLCC – Annual Membership fee for 2021                                 | 80.00    |                 |
| Eon Defibrillator Electricity D/D 1/10 to 31/12/20 - £ + VAT £        |          | To be confirmed |
| Internal Audit fee for 2019/20  |          | To be confirmed |
| SLCC Qualification Course for Clerk - £99.00 + VAT £19.80             |          | To be confirmed |
| Income  | <b>£</b> |                 |
|   |          | Nil             |
- 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. In accordance with Standing Order 3.h – a question shall not require a response at the meeting. Chairman
- 27. Date of Next Meetings**  
19<sup>th</sup> January 2021 and 9<sup>th</sup> March 2021 Chairman  
These meetings will be held online and can be cancelled without further notice

## PART 2 – NOT OPEN TO THE PUBLIC AND PRESS

### AGENDA

- 1. Appointment of Councillor to take minutes**  
To approve a councillor taking minutes in the absence of the Clerk Chairman
- 2. Clerk’s Terms of Employment**  
To review the confidential report of the Working Party regarding: Cllr Cook
- (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
- 3. Clerk’s Training**  
To consider Clerk completing SLCC qualification course at a cost of £118.80 Cllr Cook