

DUNCHIDEOCK PARISH COUNCIL

Minutes from the meeting on Tuesday 17th July 2018 in the Village Hall, Dunchideock

Present Cllrs Sharpe, Moor, Bean, Robson, McCarthy
DCC A Connett, TDC Cllr J Goodey and Mrs C Retallick (Locum Clerk) and 16 member of the public

The Chairman welcomed everyone to the meeting.

1) PUBLIC DISCUSSION

No issues raised

2) Apologies for Absence

Received from Cllrs E Ellis, Goodchild and K Lake

3) Declarations of Interest and Dispensations: (In accordance with the Code of Conduct)

Cllr McCarthy declared item 12 and 16 and will not take part in the decision related to these items.

4) Minutes – to approve and sign the Minutes of the meeting held on the 15th May 2018

These were signed as a true record of that meeting Proposed Cllr Sharpe and seconded by Cllr Moor

5) Quarry at School Wood – Led by Cllrs Sharpe and McCarthy

The Chair suspended the Standing Orders, Cllr McCarthy read out a prepared statement (*attached as appendix 1*).

The Chair explained that the council was not an enforcement organisation but on behalf of the community could establish facts, report its findings, facilitate an open discussion and report any non-compliance issues to the appropriate authority. . Representatives for the landowner and Aardvark were present and explained that it is their wish to work with parish and community. Since the site visit they have been in contact with the Bus Company and confirmed that all their drivers had received the latest bus timetables so the vehicles avoid meeting in the country lanes. They confirmed that they endeavour to keep the vehicles away from the yard during peak times and produced a log of vehicle movements demonstrating the number of vehicles accessing the quarry and typical movement times.

Signage – the owners are willing to erect warning signs for other highway users and Cllr Ellis has been in contact with SW Highways for authorisation. The site will require surveying for the final decision of the type of sign allowed.

Other business on the site – The owner of Aardvark confirmed that the other business at the site all related to his business interests. He also confirmed that this was in compliance with the approved planning conditions.

The land owner's representative agreed to ensure the road would be checked and swept on a daily basis until the entrance was resurfaced. . The work to resurface the entrance is planned for December and will be carried out to a high standard. Some members of the public still raised concerns over the amount of large vehicles using the roads and the frequency. The business owner replied that larger industrial estates are encouraging business to move out into the rural areas as there is a high demand for industrial sites, when asked if their site has any plans to expand the business owner explained that the company has plans to develop but not at the Dunchideock site.

The planning process was then discussed and the Chair explained the process of consultation for every application. She gave an undertaking that in the future any potentially controversial applications would be highlighted for the parishioners; she also confirmed that currently the Clerk receives a weekly list from TDC which is shared with Cllr McCarthy for assessment. This ensures that any application that may impact on this parish will be brought to the next council meeting.

The Chair thanked everyone for their participation and reminded the meeting of the offer by the business owner and land owner for anyone to visit the site and or enter into a conversation with them should there be an issue they wish to discuss.

The Chair reinstated Standing Orders for the remainder of the meeting.

6) District, County Councillor and Police Reports – To receive reports

Cllr Connett congratulated the council for allowing the time to debate the previous matter as it has created a lot of interest within the community.

Cllr John Goodey monitors the planning lists; he explained that as a District Councillor he has the ability to call in any applications to the full committee in a public meeting.

There will shortly be a press release about crowd funding initiatives and more information will be made available to parishes shortly.

The Chair thanked the councillors for their information and reports; she stated that grant funding opportunities are available to levy in additional funds and asked if a parish councillor take up the responsibility for leading on this. Cllr Robson agreed to do so.

7) Clerks Report

- **Jubilee bench** – Reported to council for tidying up, this has been carried out.
- **TDC Local Plan Review** – The deadline date has now passed. The consultation was advertised widely including on all the parish noticeboards.
- **Audit** – The audit documents were published within good time onto the village website, there was some down time on the website and the auditors have been informed.

8) Mirror – Decision on replacement and costing – Led by the Clerk

The mirror at Manstree Cross has been reported as damaged it will cost approximately £50 to replace. Cllr Bean proposed that this should be replaced and Cllr Robson supported the proposal. Cllr Ellis will be informed to go ahead and replace the mirror.

9) Country News - Discuss potential donation

In the past the Country News received donations from the parish council to help support this local publication, the last donation was in 2013 for £55. Neighbouring parishes continue to give donations ensuring its survival. The Chair asked the council to support a donation of £100, Cllr Moor supported the proposal and all were in favour.

10) Employment and Complaints Committee – Led by Cllr Moor

a. Consider and agree Terms of Reference – Cllr Moor gave a review of the aims of the committee, which will be a public document. The information has been circulated. All councillors agreed to adopt the document.

b. Membership – This is an advisory committee reporting back to full council, the members appointed were Cllrs Moor, McCarthy and Bean.

11) Recruitment of new parish clerk

- a. Review Contract of Employment
- b. Draft advertisement
- c. Agree the process of recruitment management

The Chair asked the new Employment and Complaints Committee to produce an advert, review the contract of employment and develop a recruitment process to be reported back to the full council at the next meeting

12) Website - Led by Cllrs Moor and McCarthy.

Cllr McCarthy declared an interest and refrained from taking part in the discussing or decisions. The Chair read out a prepared statement (*see appendix 2*). She proposed that £500 should be spent on the set up of the new site. An initial payment of £300 for the site and its content, followed by a final £200 payment once the site was fully operational to the satisfaction of the council.. Cllr Bean seconded the proposal and all present agreed.

13) Defibrillators – Approval of proposed sites and agreement for application to National Lottery for grant funding Led by Cllr Sharpe

Cllr Sharpe presented a proposal to apply to the National Lottery for funding to purchase and install defibrillators in the parish. Because of the layout of the village, 4 units were recommended. The final locations to be agreed later but in the vicinity of the village hall, the telephone box on Blacksmiths hill, the end of the Lord Haldon drive and either Underdown or near Dunchideock riding stables. This would

require 2x powered and 2x solar powered defibrillators. The on-going costs for maintenance and insurance were discussed. It was agreed that a grant application for £8710 would be submitted to cover the total cost of the project

Proposal – in principle agree the sites for 2 powered and 2 solar and submission of the grant funding application. The Chair invited comments. – All agreed and seconded by Cllr McCarthy.

14) Village Assets on-going care and maintenance - Led by Cllr Bean

Recently we have received a report of the Jubilee seat needed to be cleared of weeds, this has been carried out and also the Telephone box has been disinfected. Cllr Bean intends to walk the local footpaths over the summer and suggested that this could be a social event planned with the village hall committee. The annual litter pick has become challenging due to the need for risk assessments and operating restrictions; however there is still a strong wish to continue with this event in either early spring or autumn.

The Chair stated that some funding was available to help with maintenance of public rights of way; she also suggested looking for village volunteers to care for village assets. Planting projects were discussed and Cllr Bean agreed to prepare a proposal to consider at the next meeting. **15) Consultation on Mobile Library – Led by Parish Clerk**

The clerk gave details about the consultation. Cllr Bean offered to complete the questionnaire on behalf of the community and known users. Cllr McCarthy had included an article in the Country News giving details to the community about this service.

16) FINANCE

a. Finance: approval of invoice for hire of village Hall and proposed new VH charges.

Cllr Robson reported that the new charges will be a flat rate fee of £25 for each time it is hired. Cllr Sharpe proposed the village hall invoice be authorised for payment and this was seconded by Cllr Bean.

b. Expenditure-	Clerks Salary		= £302.64
	DALC Chairman's training		= £ 60.00
	DALC New councillors course	£25 + £5vat	= £ 30.00
	Internal Audit		= £ 50.00
	Dunchideock VH – Hall rental		= £ 87.50
	Donation to Country News		=£100.00
	1st payment for new website		=£300.00
Income –	HMRC VAT Refund	= £ 13.95	
	DALC refund	= £ 64.06	

The councillors discussed an invoice which had been submitted from the Webmaster, the documents related to this invoice had been circulated and the councillors agreed that the payments was not authorised. The Chair proposed the under the circumstances, it would not have been authorised and therefore should not paid, Cllr Moor seconded the proposal. The other payments were proposed to be authorised by Cllr McCarthy seconded by Cllr Moor and all were in favour of both proposals.

c. Bank Reconciliation and Statement - Consider and agree circulated documents. The Chair asked for authorisation, all present accepted in favour.

17) Councillors' Reports and meetings attended (for information)

None.

18) PUBLIC DISCUSSION – (not exceed 5 minutes) an opportunity for members of the public make comments on the process of the meeting or to request agenda items for future meetings.

The Webmaster stated that he rang 1&1 to investigate the reason for the village website being off line. Cllr McCarthy queried the ability to gain access to the parish council website without the password and PIN and asked the Webmaster for further details to which the reply was that a temporary access was provided. Cllr Robson queried why the Webmaster had not responded to the parish council queries regarding the website issues under discussion. The Webmaster stated that he was responding at the meeting. The Chair summarised that there has been an unfortunate a lack of communication and correspondence.

The Neighbourhood Watch representative brought leaflets available to anyone who would like to be involved.

Finally it was brought to the meeting attention the most recent telephone scam. Cold calls are being received about fictitious iTunes outstanding debt – please be aware.

19) Items for Information -

The next council meeting will be on Monday 10th September 2018, 7.30pm in the Village Hall

Email Circulation

Teignbridge Local Plan Review 2020-2040 - Display of Posters/ Mobile libraries and outreach service consultation/ Traffic sensitive streets consultation – 2018

Meeting closed at 9.40pm