

DUNCHIDEOCK PARISH COUNCIL

Minutes from the Annual Council meeting on Tuesday 16th May 2017 at 7.30 pm in the Village Hall, Dunchideock

Present – Cllr P Goodchild (Acting Chairman), Cllr. Baker, Cllr Dow, Cllr Ellis, Cllr. Eveleigh and Cllr. Swain.

Also in attendance Cllr K Lake and Cllr J Goodey (TDC), Mrs C Retallick (clerk) and 9 member of the public

1. Election of Chairman

Cllr Swain nominated Cllr Goodchild for the post and Cllr Dow seconded the nomination. No other nominations were offered and Cllr Goodchild accepted the post.

– **acceptance of declaration of Office.** Cllr Goodchild signed the document.

2. Election of Vice Chairman

Cllr Goodchild proposed Cllr Ellis for the post of vice Chair but he declined. Cllr Baker proposed Cllr Swain for the office of vice chair and was seconded by Cllr Ellis. Cllr Swain accepted the office.

3. Minutes – to approve the minutes of the last Annual council meeting held on 9th May 2016.

These were signed as a true record of that meeting.

4. Appointment of committees

a) Review terms and reference for committees

No committees were appointed.

5. Appointment of Councillor for specific responsibilities on outside bodies

TALC – Cllr Swain

Village Hall - Cllr Eveleigh

PCC - Cllr Dow

Neighbourhood Watch. - none

6. Review and adoption of Standing Orders and Financial regulations -

These documents were circulated and adopted with a view to review them in the next few months.

7. Fixed Asset Register

The councillors review the register and adopted the document.

8. Insurance cover

Two quote have been received and the councillors considered both, it was agreed that the chairman and clerk will study and compare the policies and agree the best value and a possible long term contract.

9. Establish a complaints procedure

The meeting agreed the chairman and clerk will investigate this.

10. Establish council procedure for handling requests made under the freedom of information act and review the Data protection Act 1990.

The document has been circulated to all and it was agreed and adopted.

11. Review the council's policy for dealing with press/media

It was agreed the document circulated should be incorporated within the SO.

12. Setting dates and times for ordinary council meeting for the year ahead.

The list of dates circulated was agreed.

Ordinary meeting of the parish council

1. PUBLIC DISCUSSION

An opportunity for members of the public to make representations, answer questions and give evidence in respect of any item of business on the agenda. The period of time designated for public participation shall not exceed 15 minutes. (Standing Orders 1d and 1e). Reminder that members of the public are not allowed to raise issues when Council is in committee.

No further comments were received

2. Apologies For Absence:

None received

3. Declarations of Interest:

In accordance with the Code of Conduct, members are required to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have, in items to be considered at this meeting. Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at Teignbridge District Council within 28 days of the change.

None were declared.

It was agreed to move item 8 to the next item

Casual Vacancy – Co-option of councillor

Mr Andrew McCarthy had expressed an interest in becoming a councillor and he was invited to join the council by majority agreement.

a) Declaration of acceptance of office

Mr McCarthy then signed the declaration and the clerk handed him a folder of information.

4. District and County Councillor Reports –

TDC Cllr Kevin Lake, welcomed Cllr McCarthy onto the council, he explained that he or Cllr J Goodey will be attending as many meetings as they can. He also thanked everyone for supporting him during the recent elections and gave a brief report of the results achieved.

TDC Cllr J Goodey noted that they receive the planning application list every week and suggested that he would be available if the council wanted to discuss them in advance of the parish meeting.

Cllr Goodchild asked whether the County councillor could attend a parish meeting. It was agreed a personal call from the chairman may help.

5. Minutes – to approve and sign the Minutes of the meeting held on the 21st March 2017.

These were signed as a true record of that meeting.

6. Clerks Report.

Since the last meeting most of my time has been answering emails and organising the filing into an order that make sense to me. The planning applications were returned to TDC with the comments agreed at the last meeting. I have prepared the final accounts for the end of year and the internal audit is visiting next week to go through these and carry out the internal audit. Our deadline date for submission to Grant Thornton is 12th July but I will ask for a extension to allow the council time to review the documents and sign them at the next scheduled meeting on the 18th July 2017.

The insurance quotes from 2 companies have been reviewed and agreed.

Cllr Swain asked if the Internal Auditor had been agreed, it was explained that it had been discussed at the last meeting and agreed with an approx fee of £50. He also enquired about the highway matter that Cllr Goodchild was dealing. Cllr Goodchild admitted he still is working on that matter.

Cllr Swain also enquired about the telephone box that was also mentioned in the last months minutes the meeting agreed to enquire with TDC if they are supporting the box to remain, if not the council will enquire how to adopt it and how much to insure it.

7. Matters raised by the Chairman (for information)

Cllr Goodchild mentioned that if councillors wished to add items to the agenda they must be sent to the clerk in good time at least within 7 clear days before a meeting. After discussion the meeting agreed that items should be sent to the clerk via the chairman approx 2 week before the meeting. Cllr Swain also asked about the disclaimer at the foot of the clerks emails, he felt it was unnecessary.

8. see above.

9. Planning Applications - Teignbridge District Council has asked for comments from the Parish Council on the following planning applications:

a) Any planning application arriving after the agenda has been published.

Planning Decisions – none received

10. FINANCE

Cllr Swain asked for a budgeted spread sheet, the chairman and clerk will investigate the best way to present the information.

Expenditure

Village hall hire		£ 100.75
Clerks salary	8wks @ £11.30ph	£ 180.80
Viking direct printer ink	11.49 + 2.29vat =	£ 13.78

Income

Precept		£1257.18
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Bank Reconciliation and Statement – these were circulated to all

All the payments were authorised for payment.

11. Councillors' Reports (for information)

The litter pick was discussed as TDC could not support it this year after the H&S had instructed authorities that the risk was too high on road of 40mph plus. Cllr Lake explained this is since there have been fatalities in other areas and other parishes have also not been able to carry out this annual event. Cllr Swain has agreed to discuss this at TALC. Cllr Lake agreed to seek further advice from TDC and direct that information directly to the clerk. Cllr Swain enquired if the old council records have been sorted and disposed? There was a discussion about purchasing a cabinet to hold the records, Cllr Eveleigh agreed to speak to Mr Mallet to arrange disposal of the waste paperwork. Cllr McCarthy thanked the council for inviting him to stand.

12. Meetings Attended – Reports and items for Information

None given

The next council meeting will be on Tuesday 18th July 2017, 7.30pm in the Village Hall

There being no further business the meeting finished at 9.32pm

Email Circulation

Recycling Update - Update Special Edition - Devon Funding News (updates 22 March 2017) - Online TDC Agendas and Report - Haldon Travellers Site – Expansion - Invitation to Haldon Forest Park on 11 May 2017 - Your monthly newsletter from Healthwatch Devon - Spring Meeting/ Management team - TALC Meeting 30th March 2017 - Draft Minutes - Reach new heights with Devon Communities Together - TDC new website - Your copy of Healthwatch Voices (Spring 2017) is now available to download - Funding News April 2017 - Your latest newsletter from Devon ALC - Teignbridge Area Neighbourhood Watch Spring Meeting - May Tour - Teignbridge CVS Learning Programme - Invitation to Haldon Forest Park - CHANGE OF DATE

Signed Date