



# MINUTES

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**Committee:** Parish Council  
**Date:** Tuesday, 3 December 2024  
**Time:** 19:00pm  
**Venue:** Community Club

## Present

Cllr Catherine Fileman-Wright  
Cllr Mike Warner  
Cllr Vivienne Hodges  
Cllr John Farrand-Rogers  
Cllr Richard Short  
Cllr Rob Austin  
Cllr Mike Jeffery  
Cllr Jan Evans  
Cllr Gordy Keep  
Cllr Gemma Hampton  
Cllr Chris Walden

## Also Present

County Councillor Jerry Brook

## PUBLIC PARTICIPATION

Before the meeting the Chairman Cllr Fileman- Wright explained that the Parish Clerk, Sam Parkin would be taking an extended leave of absence after an extremely busy year. Cllr Janette Evans would be taking minutes.

## 195/2024 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Bridger.

## 196/2024 DECLARATIONS OF INTERESTS / REQUESTS FOR DISPENSATIONS

Cllr Austin and Cllr Hampton declared an interest in items 12 and 15.1. No requests for dispensation were received. *Localism Act 2011 (sections 26-37 and Schedule 4)*

## 197/2024 MINUTES

It was proposed by Cllr Evans, seconded by Cllr Hodges, and **resolved to accept and sign** the minutes of the meeting held on 5<sup>th</sup> November 2024 as a correct record. *LGA 1972 Sch 12 para 41(1)*

## 198/2024 STANDING ITEM – CLIMATE AND ECOLOGY EMERGENCY:

The Council noted the Declaration to embed the climate and ecology emergency declaration across all Council services, activities, plans, and other relevant work, considering the environmental impact of decisions, ensuring a fully integrated approach to mitigating the impact of climate change.

## 199/2024 COUNCILLOR REPORTS

### District Councillor Report

Cllr Farrand-Rogers reported there was little to report as it was mid- cycle and there were changes occurring.

### **County Councillor Report**

Cllr Brook reported that DCC SEND services were in a serious financial position. The Government had allocated £1bn for bus services nationally but it was unclear how this would be allocated. He also praised Moretonhampstead on the magnificent display of Christmas lights.

The chair noted and thanked Cllr Brook for awarding £1000 to Moretonhampstead Swimming Pool from his Locality Fund. The Council expressed thanks for this. The Chair also reported to Cllr Brook the progress of the traffic project and stressed the importance of support of DCC.

*Cllr Brook left the meeting at 19.20pm.*

### **Dartmoor National Park Report**

Cllr Jeffery had nothing to report as the next meeting is on 6 December.

### **200/2024 MATTERS ARISING**

It was noted the clerk has arranged the memorial inspections, which will take place in March.

It was noted that a letter has been sent to Teignbridge District Council strongly objecting to the removal of the public toilets.

It was noted that the Open Spaces tender has been advertised.

The Chairman had responded to the Fire Service precept questionnaire.

### **201/2024 CHAIRMANS DISCRETION**

The Chairman recorded a massive thank you to Sam Parkin Parish Clerk for the organisation and running of the Christmas Fair, Parade and lights switch on.

Thanks were also recorded to Baskervilles, BNC Electrical Contractors, Dave Coleridge, the Union Inn, Thompsons, Marshals, musicians, drivers and Father Christmas.

It was proposed by Cllr Austin, seconded by Cllr Hampton and **resolved to send** a vote of thanks to Mr and Mrs Pike for their help with the organisation.

### **202/2024 OPEN SPACES REPORT**

The Open Spaces monthly report had been circulated prior to the meeting. The report was noted and is attached at appendix 1 on page 85.

The offer from a member of the public to replace the bench and concrete base at Church Hill was discussed. It was proposed by Cllr Keep, seconded by Cllr Short and **resolved to accept** the offer.  
*LGA 1972 s 139*

Parish Clerk to contact the member of the public in the New Year.

## 203/2024 CLIMATE CHANGE & ECOLOGICAL EMERGENCY WORKING GROUP

The Chair attended a talk by the Chief Executive of the Campaign for National Parks, who noted that there was concern about funding for national parks, and that there was a campaign to give nature greater priority in the work of national parks.

The chair requested assistance with monthly Green Tips starting with one for January's issue of the News in Moreton.

## 204/2024 INTERNAL CONTROLS COUNCILLOR REPORT

Cllr Bridger had sent apologies.

## 205/2024 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments.

It was proposed by Cllr Farrand-Rogers, seconded by Cllr Jeffery, and **resolved to approve** the schedule of payments at appendix 2 on page 85. Cllrs Austin and Hampton abstained from the vote. *LGA 1972 s.150(5)*

It was noted that the 2024 pay award has been agreed and the clerk has received the increase backdated to 1<sup>st</sup> April 2024.

## 206/2024 CORRESPONDENCE

1. Correspondence was received and circulated prior to the meeting from Devon Association of Local Councils requesting the council complete the consultation on allowing councils to use virtual attendance at meetings. It was proposed by Cllr Short proposed, seconded by Cllr Walden and **resolved** that the Council should note the correspondence and that individual councillors should respond on an individual basis.

2. Correspondence was received and circulated prior to the meeting from Dartmoor National Park consulting the council on its Local Validation Checklist. The Chairman noted this.

## 207/2024 2025 MEETING DATES

The suggested dates for meetings in 2025 had been circulated prior to the meeting.

It was proposed by Cllr Farrand-Rogers, seconded by Cllr Jefferys, and resolved to **approve** the 2025 meeting dates. The Chairman noted she would not be available for the annual Town Meeting on 5th April 2025. Cllr. Warner stated he would be in attendance and the meeting date remained unaltered.

## 208/2024 FINANCE AND POLICY COMMITTEE RECOMMENDATIONS

The draft minutes of the Finance and Policy committee held on 19<sup>th</sup> November 2024 had been circulated prior to the meeting.

It was proposed by Cllr Evans , seconded by Cllr Farrand-Rogers, and **resolved** to not budget for a lengthsmen in the year 2025/26 because of the increased cost of other areas within the budget resulting in a considerable rise to the precept. The council should trial alternative methods to control the weeds in core areas and have working parties during the year to achieve this. There were two abstentions, Cllr Austin, and Cllr Hampton.

It was proposed by Cllr Walden, seconded by Cllr Farrand-Rogers, and **resolved to approve** the draft budget 2025/26 attached at appendix 3 on page 87 and precept request of £55,940.00. There were two abstentions.

It was proposed by Cllr Fileman-Wright , seconded by Cllr Evans, and **resolved** that up to £17,500 be taken from general reserves and set aside for this scheme to pay for the traffic study, give money to approved applicants up front and then reclaim the funds from the funding.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Farrand-Rogers, and **resolved to approve** the Disciplinary and Grievance policy.

It was proposed by Cllr Fileman-Wright , seconded by Cllr Warner, and **resolved to approve** the Reserves policy.

Cllr Short had queries regarding the allocation of the reserves and it was agreed that the Chair of Finance and Policy and the Clerk would address these in the New Year.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Evans and **resolved** that any councillors with outstanding queries should send them in writing to clerk and chair of Finance and Policy so that they can be addressed at the next F&P committee. (one abstention)

It was proposed by Cllr Farrand-Rogers, seconded by Cllr Hodges, and **resolved to award** MED Theatre £470 to cover the Capital costs listed in the minutes and remind the applicant that applications should only be for capital costs and not running costs.

### **209/2024 SHOP FRONT GRANT PANEL MINUTES**

The draft minutes of the Shop Front Grant Panel held on 22<sup>nd</sup> November 2024 had been circulated prior to the meeting.

The Chair noted the very encouraging response of the applicants in view of the tight time scale. Further funding would not be sought in 2024/25 as the timescale was not manageable.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Jeffreys and **resolved to approve** the minutes of the shop front grant panel

### **210/2024 CHURCHYARD MAINTENANCE**

The quotes to carry out tree and hedge maintenance had been circulated prior to the meeting.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Austin , and **resolved to appoint** Contractor 2. It was noted that Contractor 2 would be prepared to submit the relevant application to the DNP as it is in a Conservation area.

### **211/2024 OFFICE LEASE**

The proposed office lease had been circulated with the agenda.

Cllr Evans stated that a meeting had been held with the officers of the Trust and queries had been raised re. the use of communal areas, in particular the landing area outside the Council Office. No response has been received.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Farrand-Rogers, and **resolved to accept** the office lease agreement subject to receipt of clarification regarding the communal landing area.

### **212/2024 TRAFFIC SAFETY**

The Traffic Safety Statement had been circulated with the agenda.

It was proposed by Cllr Warner, seconded by Cllr Hodges, and **resolved** that the chair makes final amendments and attends DNPA meeting on 6th December to present the statement.

## 213/2024 MEMORIAL INSPECTIONS

Cllr Short queried why these were carried out. Cllr Evans responded that as the cemetery was the responsibility of the Council this was necessary for safety and insurance purposes. The clerk had undertaken training and was going to attend the inspection with the qualified contractor.

It was proposed by Cllr Evans, seconded by Cllr Keep and resolved to approve the memorial inspection policy.

It was proposed by Cllr Evans, seconded by Cllr Walden and resolved to approve the draft press release.

The Chairman closed the meeting at 20.30pm

## TO DO ACTIONS

- Councillors approve payments online to make payments.
- Individual replies to the correspondence at min no. 206/2024.
- Cllr Evans and clerk to follow up use of communal area 2025 (office lease)
- Cllr Evans and Clerk to examine distribution of reserves 2025.

## *MPC Minutes 03.12.2024 Attachment no.1 – Open Spaces Report*

Inspection conducted by: S Parkin

Date: November 2024

<b>Area</b>	<b>Comments</b>	<b>Action</b>
<b>The Sentry</b>	Looks good.	Seating Area – benches need repairing.
<b>Churchyard</b>	The clerk has obtained quotes to trim the trees and hedges. See item 17.	None.
<b>The Play Area</b>	Looks good.	None.
<b>The Henge</b>	Looks good.	None.
<b>The Pound</b>	Looks good.	None
<b>Cross Tree</b>	Looks good.	None.
<b>Geneva Island/War Memorial</b>	Looks good.	None.
<b>Wheelwright's wheel</b>	Needs weeding.	None.
<b>Allotment</b>	Looks good.	Cllr Fileman-Wright reported that the asbestos issue has been resolved.
<b>Seats/benches/ Lamp posts</b>	Looks good.	The bench at Green Hill has been rehomed at the Swimming Pool – it is no longer the PC's responsibility. It was agreed at the March meeting that the bench could be disposed of.
<b>Gates and railings</b>	Looks good.	None
<b>Bus Shelter</b>	Looks good.	None

<b>Recycling bins</b>	Looks good.	None
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***MPC Minutes 03.12.2024 Attachment no.2 – List of payments December 2024***

**Finance**

To receive the Finance Report  
On 30 November, the Accounts stood at:

Lloyds Current Account	£27,169.36
Lloyds Deposit Account	£80,558.39

<b>Standing Orders</b>		<b>Date Cleared</b>
Moretonhampstead Development Trust Office Rent	£379.48	01/11/2024
BT Telephone and Broadband	£37.72	15/11/2024

<b>Direct Debit</b>		
Microsoft 365 subscription	£12.36	06/11/2024

<b>Mandatory Payments</b>		
Staffing payments (Salary, pension and quarterly HMRC)	£2,055.94	29/11/2024

<b>Card Payments</b>		
Trago Mills (Xmas event)	£7.20	13/11/2024
Clothing Your Way (Hi-Viz Jackets)	£134.76	29/11/2024

<b>Transfers</b>	£15,000.00	12/11/2024
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<b>Income</b>		
Interment payments	£220.00	Various
Christmas Stall payments	£40.00	Various
Bank Interest	£59.22	11/11/2024

**Invoices for payment –** to consider and approve invoices for payment itemised on the Payment Schedule

<b>Payment Method</b>	<b>Payee and reason</b>	<b>Budget</b>	<b>Power to spend</b>	<b>Net Payment</b>	<b>Payment inc VAT</b>
Bank Transfer	Community Club <i>Room hire 05/11/24</i>	EX5	Local Government Act 1972 s111	£15.00	£15.00
Bank Transfer	Moretonhampstead Development Trust <i>Photocopying Q3</i>	EX4	Local Government Act 1972 s111	£10.90	£10.90
Bank Transfer	Sam Austin <i>Lengthsman 4 days and waste</i>	EX15	Highways Act 1980 s43	£970.00	£970.00
Bank Transfer	M P Plumbing <i>Single grave 08/11/24</i>	EXCEM2	Local Government Act 1972 s214	£500.00	£500.00
Bank Transfer	DM Payroll Services Ltd <i>Payroll admin Oct - Mar</i>	EX8	Local Government Act s111	£60.00	£60.00
Bank Transfer	Teign Valley Nursery LTD Court Street basket refills	EX6	Open Spaces Act 1906 s10	£292.50	£351.00
Bank Transfer	Catherine Fileman-Wright Chairmans Allowance and Xmas confectionary	EX13 XMAS	Local Government Act 1972 s15(5) & s145	£114.95	£114.95
Bank Transfer	Sands Consultants <i>Transport Planning</i>	EX6 Reserves	Localism Act 2011 s1	£1,080.00	£1,296.00

MPC Minutes 03.12.2024 Attachment no.3 – 2025/26 Budget

RECEIPTS	Code	Budget 2021/22	Actual	Budget 2022/23	Actual	Budget 2023/24	Actual	Budget 2024/25	Actual Q2	Forecast	Budget 2025/26
	IN1	£ 40,090.00	£ 40,090.00	£ 42,820.00	£ 42,820.00	£ 42,030.00	£ 42,030.00	£ 55,270.00	£ 55,270.00	£ 55,270.00	£ 55,940.00
	IN2	£ 630.00	£ 630.00	£ 660.00	£ 660.00	£ 660.00	£ 660.00	£ 660.00	£ 660.00	£ 660.00	£ 660.00
	IN3	£ -	£ 4.55	£ -	£ 86.08	£ -	£ 623.52	£ -	£ 377.20	£ 700.00	£ -
	IN4	£ -	£ -	£ -	£ 2,080.00	£ -	£ 2,000.00	£ -	£ 3,000.00	£ 3,000.00	£ 1,000.00
	IN5	£ -	£ 1,113.38	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
	IN7	£ -	£ 1,312.72	£ -	£ 110.00	£ -	£ 149.05	£ -	£ 482.01	£ 500.00	£ -
	INCEM	£ 5,000.00	£ 8,351.00	£ 6,000.00	£ 6,703.00	£ 6,000.00	£ 7,969.00	£ 6,000.00	£ 12,165.00	£ 15,000.00	£ 6,000.00
	VAT	£ 1,329.18	£ -	£ -	£ 2,050.46	£ 2,750.00	£ 3,550.32	£ 3,000.00	£ 3,042.32	£ 3,042.32	£ 3,000.00
	Jubilee	£ -	£ -	£ -	£ 7,748.00	£ -	£ -	£ -	£ -	£ -	£ -
	XMAS	£ -	£ 2,154.50	£ -	£ 86.50	£ -	£ 2,137.50	£ 1,750.00	£ 90.00	£ 180.00	£ 150.00
	Total Receipts	£ 45,720.00	£ 54,985.33	£ 49,480.00	£ 62,344.04	£ 51,440.00	£ 59,119.39	£ 66,680.00	£ 75,086.53	£ 78,352.32	£ 66,750.00
	PAYMENTS										
	Staffing	£ 18,000.00	£ 16,301.41	£ 18,000.00	£ 18,501.15	£ 20,000.00	£ 21,353.43	£ 22,000.00	£ 10,676.70	£ 22,250.00	£ 25,000.00
	Rent	£ 4,200.00	£ 4,154.18	£ 4,400.00	£ 4,489.82	£ 5,000.00	£ 4,553.76	£ 5,200.00	£ 2,276.88	£ 5,200.00	£ 5,700.00
	Phone & broadband	£ 400.00	£ 319.77	£ 400.00	£ 303.18	£ 400.00	£ 395.57	£ 420.00	£ 227.73	£ 456.00	£ 470.00
	Office costs	£ 600.00	£ 587.10	£ 400.00	£ 601.87	£ 400.00	£ 496.97	£ 400.00	£ 278.66	£ 400.00	£ 1,400.00
	Room hire	£ 280.00	£ 213.91	£ 280.00	£ 255.95	£ 280.00	£ 195.00	£ 250.00	£ 105.00	£ 250.00	£ 250.00
	Open spaces	£ 8,500.00	£ 10,518.51	£ 10,000.00	£ 8,336.61	£ 10,000.00	£ 12,763.18	£ 10,000.00	£ 10,151.43	£ 15,000.00	£ 11,000.00
	Allotments	£ 100.00	£ 163.86	£ 100.00	£ 99.65	£ 100.00	£ 103.75	£ 100.00	£ 55.67	£ 110.00	£ 120.00
	Bank charges	£ 1,200.00	£ 1,847.74	£ 1,400.00	£ 1,398.20	£ 1,500.00	£ 1,700.13	£ 1,600.00	£ 1,516.32	£ 1,682.00	£ 1,600.00
	Professional fees	£ 840.00	£ 823.16	£ 900.00	£ 764.62	£ 850.00	£ 799.67	£ 850.00	£ 808.21	£ 808.21	£ 850.00
	Insurance	£ 250.00	£ 168.00	£ 250.00	£ 102.00	£ 150.00	£ 100.80	£ 200.00	£ 114.00	£ 220.00	£ 200.00
	Website maintenance	£ 500.00	£ 514.50	£ 1,300.00	£ 812.00	£ 1,000.00	£ 778.38	£ 500.00	£ 28.20	£ 200.00	£ 500.00
	Training	£ 300.00	£ -	£ 300.00	£ -	£ 300.00	£ 1,688.64	£ 400.00	£ -	£ 400.00	£ 400.00
	Election costs	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ -	£ 100.00	£ 100.00
	Chairman's allowance	£ 2,050.00	£ 9,164.00	£ 2,000.00	£ 2,100.00	£ 2,000.00	£ 1,500.00	£ 2,000.00	£ 1,162.41	£ 1,732.00	£ 2,000.00
	Grants given	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
	Lengthsman	£ 4,700.00	£ 5,163.00	£ 4,700.00	£ 10,230.60	£ 4,700.00	£ 8,228.57	£ 7,000.00	£ 3,840.00	£ 10,000.00	£ 2,500.00
	Cemetery maintenance	£ 3,000.00	£ 3,540.00	£ 3,000.00	£ 4,140.48	£ 3,000.00	£ 5,495.00	£ 3,000.00	£ 1,600.00	£ 3,000.00	£ 3,000.00
	Interments	£ 500.00	£ 2,213.88	£ 500.00	£ 1,437.69	£ 500.00	£ 1,890.08	£ 2,000.00	£ -	£ 800.00	£ 1,000.00
	Christmas	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
	One off events (VE Day)	£ -	£ -	£ 1,450.00	£ 8,812.35	£ 500.00	£ 925.66	£ -	£ -	£ -	£ 2,000.00
	Total Payments	£ 45,520.00	£ 55,793.02	£ 49,480.00	£ 62,486.17	£ 51,440.00	£ 63,068.59	£ 66,680.00	£ 35,421.89	£ 66,608.21	£ 66,750.00