



MINUTES

Committee: Parish Council
Date: Tuesday, 4 July 2023
Time: 7:00pm
Venue: Community Club

Present

Cllr Catherine Fileman-Wright (Chairman)
Cllr Vivienne Hodges
Cllr Mike Jeffery
Cllr John Farrand-Rogers
Cllr Gemma Hampton
Cllr Rob Austin
Cllr David Bridger
Cllr Christopher Walden
Cllr Jan Evans

Also Present

Samantha Parkin (Clerk)
County Councillor Brook
Two members of the public

PUBLIC PARTICIPATION

The member of the public attended to draw the council's attention to the recent Dartmoor Classic event. The member of the public was concerned for pedestrian safety at the zebra crossing in Ford Street. The member of the public asked the council to work with the Police and the event organisers to either find an alternative route for the event or to station marshals at the zebra crossing. The Chairman noted the council's concern and advised that although the council was unable to consider the matter at this meeting, the Highways working group would consider the matter and make recommendations to September's full council meeting.

The member of the public left the meeting.

The second member of the public attended in relation to the Queen's Road correspondence at min no. 131/2023.

121/2023 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Warner, Cllr Keep and Cllr Short.

122/2023 DECLARATIONS OF INTERESTS / REQUESTS FOR DISPENSATIONS

No declarations of interest or requests for dispensation were received. *Localism Act 2011 (sections 26-37 and Schedule 4)*

123/2023 MINUTES

It was proposed by Cllr Jeffery, seconded by Cllr Hampton and **resolved to accept and sign** the minutes of the meeting held on 6th June 2023 as a correct record. There was one abstention. *LGA 1972 Sch 12 para 41(1)*

124/2023 COUNCILLOR REPORTS

District Councillor Farrand-Rogers told the council about the Teignbridge 100 (T100) housing development project to increase the delivery of social and affordable housing across Teignbridge. The first phase has seen 21 houses completed, 47 underway, 40 being worked on with a partner and a further 83 are in the pipeline. Teignbridge are facing three challenges: the acquisition of land, staffing and setting up a housing revenue account. Cllr Fileman-Wright asked the Housing working group to find out more about T100 and how Moretonhampstead might benefit. Cllr Farrand-Rogers asked to be invited to the meeting.

Cllr Farrand-Rogers noted that one of Teignbridge's principal objectives is to make Teignbridge District Council more accessible to the public and parish and town councils. Cllr Farrand-Rogers asked the council to consider how accessible and open it finds Teignbridge to work with.

County Councillor Brook reported that he thinks it will be a struggle for Devon County Council (DCC) to come back into budget by the end of the financial year. DCC is struggling to keep children and young people services and adult care within budget. Government have yet to reach a decision on the SEND bill that hangs over DCC.

County Councillor Brook reported that this year's locality budget has been reduced by half to £5,000. He stressed that any grant applications must reflect as many people as it can within the community.

County Councillor Brook updated the council on DCC's devolution bid; DCC has collaborated with authorities to put a bid into central Government for devolved power. This doesn't necessarily mean more money but from a strategic planning perspective it will have quite an impact. Central Government are looking favourably on Devon's bid.

The Chairman drew the County Councillors attention to the following issues affecting Moretonhampstead:

- Library is operating a pop-up library due to the closure of the library building – does DCC have any plans to support the re-opening of the library?
- PC is working with Queens Road residents and Teign Housing to find a way forward on the urgent repairs that are needed to the road. Cllr Brook suggested contacting Dartmoor National Park as the road is part of the Dartmoor Way.
- Highways – the Clerk will propose to the Neighbourhood Highways Officer that they drive the parish to identify potholes.

Cllr Hampton asked Cllr Brook what projects his locality budget had funded in the past? Cllr Brook said that a wide range of projects had benefitted. Cllr Hampton had a project in mind and would discuss with the Clerk.

Cllr Farrand-Rogers declared an interest in the library because he is a trustee. Cllr Farrand-Rogers noted that there are several interested parties in the library; DCC, Libraries Unlimited, DNPA and the library trustees. Cllr Farrand-Rogers asked Cllr Brook what authority DCC's negotiators have to negotiate on behalf of DCC and how much flexibility do they have and under what authority are they negotiating. Cllr Brook confirmed the negotiators are with the property section of the finance group and they have full authority to negotiate but they are answerable to the leader of the council. Cllr Brook noted the building had been for sale for £1 in the past. He noted it is a historical building, it's very old and he thought it was a liability. The maintenance responsibility lies with DCC. Cllr Brook will have a discussion with the negotiators to find out where they are and what the hold up might be.

County Councillor Brook left the meeting.

Cllr Jeffery's report is attached at appendix 1 on page 46.

125/2023 MATTERS ARISING

It was noted the Clerk has submitted the Annual Governance and Accountability Return 2022/23 and commenced the period of public rights.

It was noted the Clerk has contacted the probation service to arrange the Churchyard project and removing weeds around the town.

It was noted the Chairman has commented on the results of the Housing Needs Survey; Mary Ridgeway also had some amendments.

126/2023 CHAIRMANS DISCRETION

The Chairman noted the Clerk had recently attended the SLCC branch meeting and had raised the issue of cyber security; the Clerk is going to investigate further.

The Chairman noted the council as an employer has a responsibility to meet health and safety legislation. The Chairman has asked the Clerk to complete a health and safety risk assessment.

The Chairman noted correspondence had been received from the War Graves Commission asking the council what work the council does for them in return for £6 a year payment.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Evans and **resolved to reply** to the War Graves Commission that the council will continue to look after the war graves in an appropriate manner but will no longer seek the £6 a year payment.

127/2023 OPEN SPACES REPORT

The Open Spaces monthly report had been circulated prior to the meeting. The report was noted and is attached at appendix 2 on page 46.

The Clerk noted that the council had received the annual play inspection report which had highlighted some minor issues. Cllr Keep had agreed to fix the minor issues.

It was proposed by Cllr Evans, seconded by Cllr Austin and **resolved to give** the Clerk authority to purchase the swing seats to make the swings safe.

It was noted that Mr Dodd had removed the graffiti mentioned in the report. The council noted its thanks.

Cllr Austin explained to the council that the bush at Geneva Island is redundant and suggested it was removed. He also suggested that the George Bidder information sign should be put in the bush's place. Cllr Keep and Cllr Austin offered to do the work.

It was proposed by Cllr Austin, seconded by Cllr Evans and **resolved to remove** the bush, pave the area and relocate the George Bidder information behind the George Bidder bust. Subject to approval from Highways position a bench on the island.

128/2023 CLIMATE CHANGE & ECOLOGICAL EMERGENCY WORKING GROUP

The Chairman noted the working group is meeting on 8th July. The Chairman noted July's Green Tip of the Month is on water saving. The Chairman had also attended a seminar on river water quality in the river Teign catchment. It was very interesting and the Chairman helped MDT submit a bid to Bupa for some work on the community wetland to provide safe access and provide information to the public.

129/2023 INTERNAL FINANCIAL REGULATOR REPORT

Cllr Bridger had checked the accounts for May.

It was proposed by Cllr Bridger, seconded by Cllr Evans and **resolved to transfer** £20,000 from the councils current account to the deposit account.

130/2023 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. The Clerk noted she had changed the format to give councillors more information on the councils finances.

It was proposed by Cllr Jeffery, seconded by Cllr Farrand-Rogers and **resolved to approve** the schedule of payments at appendix 3 on page 47. There was one abstention. *LGA 1972 s150(5)*

It was proposed by Cllr Hodges, seconded by Cllr Bridger and resolved to authorise a direct debit to be set up to pay Old Mill Payroll services. There were two abstentions. *LGA 1972 s111*

131/2023 CORRESPONDENCE

Correspondence was received and circulated prior to the meeting from a Queens Road resident requesting a contribution to repair the road.

The Chairman updated the council on the meeting held earlier in the day at appendix 4 on page 48 and noted the Clerk will add the item to the next Finance and Policy agenda. The Clerk will also see if there are any potential funding sources available to fund the repairs. The Clerk will also investigate the legalities of helping the residents with DALC and write to DNPA to clarify their position.

The member of the public left the meeting.

Correspondence was received and circulated prior to the meeting from Simon's Kitchen requesting permission to trade from the Sentry.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Farrand-Rogers and **resolved to allow** Simons Kitchen to go ahead on a trial basis for three months on his regular night for a fee of £10 per visit, that we ask him to abide by the Sentry Hirers Agreement and to provide bins and waste removal subject to seeking agreement from the landowner. To be reviewed by the Highways working group after three months.

Correspondence was received and circulated prior to the meeting from Devon Association of Local Councils and Moretonhampstead History Society requesting the Council's involvement in the D Day celebrations.

Cllr Jeffery volunteered to attend the History Society's meeting with Mardon Commoners.

Correspondence was received and circulated prior to the meeting from the PCC Secretary inviting Councillors to the community carol service. The correspondence was noted.

Correspondence was received and circulated prior to the meeting from the Moretonhampstead Development Trust Manager requesting the councils support for their application to erect a banner sign on lamppost No.5.

It was proposed by Cllr Evans, seconded by Cllr Fileman-Wright and **resolved to support** the development trusts application to erect a banner sign. There was one abstention.

Correspondence was received and circulated from a resident asking the council to share their survey on business broadband in Moretonhampstead.

It was proposed by Cllr Evans, seconded by Cllr Austin and **resolved** that the council remains neutral and does not share the survey.

132/2023 INTERNAL AUDITOR

The Clerk had circulated a paper prior to the meeting explaining that the council must undertake an effective internal audit, at least annually, to evaluate their internal controls, risk management and governance processes in accordance with the Account and Audit Regulations 2015, Reg 5. The Clerk had circulated three quotes prior to the meeting for the council to consider.

It was proposed by Cllr Hodges, seconded by Cllr Bridger and **resolved to appoint** Penny Clapham as the council's internal auditor on a trial basis for one year. *Accounts and Audit Regulations 2015, reg 5.*

133/2023 HIGHWAYS UPDATE

The Highways Working Group update had been circulated prior to the meeting and was noted.

134/2023 PHONE AND BROADBAND

PlusNet had informed the council that they are discontinuing their business services. The Clerk had circulated three quotes prior to the meeting for the council to consider.

It was proposed by Cllr Fileman-Wright, resolved by Cllr Bridger and **resolved to accept** the quote from BT. *LGA 1972 s.111*

135/2023 PLAYPARK FENCE

The council's weekly play inspections and the annual play inspection report had identified the playpark fence needs to be reinstalled. The Clerk had circulated two quotes prior to the meeting for the council to consider. The Clerk was unable to obtain a third quote despite contacting many local tradesmen.

It was proposed by Cllr Austin, seconded by Cllr Bridger and **resolved to accept** the quote from AR Rural Solutions. *Local Government (MP) Act 1976 s.19*

136/2023 SUMMER BREAK

It is usual practice for powers to be delegated to the Clerk, Chairman and Vice Chairman to enable the Council to function effectively during the summer break.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Evans that the Council's powers be delegated to the Clerk in consultation with the Chairman and Vice-Chairman over August.

Cllr Farrand-Rogers proposed an amendment to add the words 'for routine or emergency business'. This was not seconded.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Evans and **resolved** that the Council's powers be delegated to the Clerk in consultation with the Chairman and Vice-Chairman over August. *LGA 1972 s. 101*

137/2023 CLERKS SUMMER HOURS

It was proposed by Cllr Hodges, seconded by Cllr Evans and **resolved to approve** the Clerk using her accrued overtime hours to work three days a week during the summer holidays and to approve the Clerks requested annual leave. *Employment Rights Act 1996 s.1*

138/2023 MEET THE COUNCIL

The Chairman explained that she was keen for the council to write a letter to local businesses and Doccombe introducing the councillors and explaining what the council does.

It was proposed by Cllr Evans, seconded by Cllr Austin and **resolved** that the Chairman and Clerk investigate involving businesses and Doccombe and that members of the council agree to participate

in drop-in sessions if necessary to raise the profile of the council. There was one abstention. *LGA 1972 s. 142*

139/2023 LOCAL COUNCIL CLERK WEEK

The Society of Local Council Clerks (SLCC) had asked all councils to support Local Council Clerk Week, a week of celebration aimed at raising the profile of the role of the clerk and recognising the work clerks do for their communities.

[It was proposed by Cllr Evans, seconded by Cllr Austin and **resolved** to give the Clerk permission to share the SLCC resources to raise the profile of the role of the Clerk.

The Chairman noted the Clerk does a lot of networking which is of great benefit to the council.

The Chairman closed the meeting at 8.30pm

TO DO ACTIONS

- Clerk to investigate cyber security
- Clerk to write to the War Graves Commission
- Clerk to purchase swing seats
- Cllr Austin and Keep to make the alterations to Geneva Island
- Clerk to transfer £20,000 to deposit account
- Clerk to respond to all correspondence received in accordance with min no. 131/2023
- Clerk to make payments
- Internal auditor resolution
- Phone and broadband resolution
- Playpark resolution
- Chairman and Clerk to draft a letter introducing the council
- Clerk to promote Local Council Clerk week

MPC Minutes 04.07.2023 Attachment no.1 – Dartmoor National Park report

I went to the first meeting on Friday, I could not take part on the planning committee as I have to be trained first. This will be carried out on 2 days in July, all 4 parish reps have to do this plus any new members.

We could not sit in at the AGM either as DEFRA had not confirmed our appointments, DNP admin spent Thursday chasing DEFRA and it was promised for 1600 on that day, but nothing came through, it came through at 1120 on Friday which was part way through the meeting, so we were able to sit in and vote on the last part.

I have 2 committee postings, Access forum, and Rural crime forum, all parish reps have to sit on the latter committee apparently.

MPC Minutes 04.07.2023 Attachment no.2 – Open Spaces Report

Inspection carried out by: S Parkin

Date: July 2023

Area	Comments	Action
The Sentry	Contractor happy to cut the 'wildflower' area for an additional cost of £40 per cut as agreed at the June meeting. Kissing gate repaired – emergency repair to stop sheep escaping.	None
Churchyard	Looks good. Meeting contractor 3/7 to discuss hedge and tree pruning.	None.
The Play Area	Please see actions below from Annual Inspection.	Complete actions below.
The Henge	Ok	None
The Pound	Ok	None
Cross Tree	Ok	None
Geneva Island/War Memorial	Bush needs attention. Volunteer in process of weeding and clearing. Suggests waiting to plant new plants until the Autumn. Flag looking tired.	See recommendation below. Purchase new Flag.
Wheelwright's wheel Allotment	Looks good. Greenhouse blown over in storm and damaged boundary wall.	None Contacted Allotment Cttee'
Seats/benches/ Lamp posts	Coronation bench – Removed and awaiting delivery of new bench. A few benches in need of painting.	Seek volunteers to rub down and repaint benches
Gates and railings	Looks good.	None
Bus Shelter	Looks good.	None
Recycling bins	Looks good.	None

Graffiti – Graffiti has been reported to the council on the back of the Station Road carpark signs. This needs to be removed. DCC will not remove unless it is a safety defect.

Geneva Island recommendation – To remove the bush and pave the area. The George Bidder information sign to be relocated behind the George Bidder bust to improve pedestrian safety.

Annual Play Inspection Actions:

1. Swings

- a. Monitor splits in frame (remove all sharp edges)
 - b. Replace seat connectors on flat swings – recommend replace both seats
2. Climbing Frame
 - a. Monitor splits in frame and net (remove all sharp edges)
 - b. Consider HIC testing surface
3. Rocking Horse
 - a. Replace timber skirt
 - b. Replace split running board
4. Sweeping see-saw
 - a. Treat any rusting components and repaint
5. Swinging steps
 - a. Secure all fixings
6. Picnic bench – secure to ground
7. Bench against hedge
 - a. Rub down and repaint
 - b. Secure loose fixings
8. Fence – Reset posts
9. Gate
 - a. Reinstall
 - b. Gate is closing too quickly
 - c. Ground under the ground needs reinstating to level with surrounding surfaces
 - d. Rub down gate and repaint
10. Remove all weeds and grass growing around equipment
11. Reduce length of grass to an acceptable height around the perimeter

MPC Minutes 04.07.2023 Attachment no.3 – List of payments July 2023

Finance Report

To receive the Finance Report

As at 30 June, the Accounts stood at:

Lloyds Current Account	£28,978.80
Lloyds Deposit Account	£45,528.25

Standing Orders

		Date Cleared
Moretonhampstead Development Trust Office Rent	£379.48	01/07/2023
PlusNet Telephone and Broadband	£25.51	29/06/2023

Direct Debit

Microsoft 365 subscription	£11.28	07/06/2023
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Mandatory Payments

Staffing payments (Salary, pension and quarterly HMRC)	£1,990.63	30/06/2023
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Income

Bank Interest	£28.98	09/06/2023
Memorial payment	£116.00	30/06/2023

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

Payment Method	Payee and reason	Budget	Power to spend	Net Payment	Payment inc VAT
Bank Transfer	Community Club <i>Hire of the Hall 06/06/23</i>	EX5	LGA 1972 s111	£15.00	£15.00

47. Signed.....

5 September 2023

Bank Transfer	TDP Limited <i>Coronation bench and anchor</i>	EX6	Parish Council Act 1957 s1	£525.19	£630.22
Bank Transfer	Bradforas <i>Wood to repair picnic benches</i>	EX6	Local Govt. (MP) Act 1976 s19	£22.06	£26.47
Bank Transfer	Old Mill <i>Quarterly payroll administration</i>	EX8	LGA 1972 s111	£92.38	£110.86
Bank Transfer	Paul Harvey <i>2 x Sentry cuts, 2 x pound, Henge & Coronation bench cuts</i>	EX6	Open Spaces Act 1906 s10	£580.00	£580.00
Bank Transfer	S Parkin <i>Mileage to SLCC Branch meeting</i>	EX4	Local Govt. (Financial Provisions) Act 1963 s5	£13.50	£13.50
Bank Transfer	Flagmakers <i>Replacement Union flag</i>	EX6	LGA 1972 s137	£68.27	£81.92
Bank Transfer	Tomlinson Trees <i>Churchyard and Verges cut 5/06</i>	EXCEM1 EX6	Open Spaces Act 1906 s10	£912.00	£1,094.40
Bank Transfer	Tomlinson Trees <i>Churchyard cut 03/07</i>	EXCEM1	Open Spaces Act 1906 s10	£696.25	£835.50

MPC Minutes 04.07.2023 Attachment no.4 – Queens Road meeting summary

Cllr Fileman-Wright and the Clerk met remotely with Teign Housing (Naomi Metcalfe, Neighbourhood Communities Compliance Officer and Allison Humbles, Community Housing Officer) and a Queens Road resident to discuss developments since the MPC meeting held on 6th June.

The meeting started with introductions and Cllr Fileman-Wright summarised the above and noted that accidents had been reported to the PC.

The Queens Road resident reported that letters had been sent to all residents and all but 5 residents had replied confirming they would contribute to the repairs.

Naomi thanked the resident for all the work she had done. Naomi confirmed that the questionnaire had not been circulated to residents. After receiving the resident's correspondence Teign Housing felt it would be wrong to circulate their questionnaire.

Naomi explained that in order to contribute to the road repairs Teign Housing require three quotes to comply with their Financial Regulations. The resident had obtained two quotes. Naomi agreed to obtain the third quote.

Cllr Fileman-Wright suggested that Teign Housing have the wherewithal to coordinate the repairs. However, Naomi stated that Teign Housings Financial Regulations do not allow them to set up payment plans with residents. Naomi also noted that Teign Housing will only pay for the contributions of the four properties they own.

Naomi suggested a cheaper option would be to repair the potholes. Teign Housing would pay for the repairs to potholes outside the properties they own but would not contribute to the remaining potholes. Teign Housing will ask Templer Homebuild to quote for the pothole repairs.

Naomi asked if Queens Road had a resident's association. Sarah confirmed there wasn't one, but she was happy to investigate. Naomi was happy to help set one up and could provide Terms of Reference.