



MINUTES

Committee: Parish Council
Date: Tuesday, 5 December 2023
Time: 7:00pm
Venue: Community Club

Present

Cllr Fileman-Wright (Chairman)
Cllr John Farrand-Rogers
Cllr Rob Austin
Cllr David Bridger
Cllr Richard Short
Cllr Gordy Keep
Cllr Vivienne Hodges
Cllr Mike Jeffery

Also Present

Samantha Parkin (Clerk)
One member of the public

PUBLIC PARTICIPATION

198/2023 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Evans, Cllr Hampton, Cllr Walden and Cllr Warner.

199/2023 DECLARATIONS OF INTERESTS / REQUESTS FOR DISPENSATIONS

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

200/2023 MINUTES

Cllr Farrand-Rogers questioned if the Chairman was correct to say that the council is apolitical. The Chairman explained that the council does not make points that are of a party-political nature and stands by her comments in min no. 183/2023.

It was proposed by Cllr Jeffery, seconded by Cllr Austin, and **resolved to accept and sign** the minutes of the meeting held on 7th November 2023 as a correct record. There was one objection. *LGA 1972 Sch 12 para 41(1)*

201/2023 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.

202/2023 COUNCILLOR REPORTS

Dartmoor National Park Representative

Cllr Jeffery will circulate his report to all councillors.

District Councillor Report

71. Signed.....

9 January 2024

District Councillor Farrand-Rogers reported that Teignbridge District Council (TDC) is working on its budget. The Finance Officer has provided members with three estimates: best case scenario, real expectation, and worst-case scenario. The Finance Officer is insisting that members take the worst-case scenario. If members take the worst-case scenario Teignbridge is heading for bankruptcy, however this is not the realistic expectation.

203/2023 MATTERS ARISING

It was noted the Chair and Clerk had visited the Primary School to explain what the council does.

It was noted a letter has been sent to TDC setting out the councils concerns regarding car parking charges. The Clerk noted that it wasn't acknowledged until Cllr Farrand-Rogers chased it. Cllr Farrand-Rogers noted that it is concerning that officers are not maintaining the flow of correspondence.

It was noted that training has been arranged for all councillors on 12th March 2024.

204/2023 CHAIRMANS DISCRETION

The Chairman noted that Teign Housing had sent correspondence regarding Queens Road. Teign Housing informed the council that Surveyors have been out to review Queens Road and have reported back that no works are considered necessary at the moment. The Clerk will ask for a copy of the report and add it to the January agenda for discussion.

205/2023 OPEN SPACES REPORT

The Open Spaces monthly report had been circulated prior to the meeting. The report was noted and is attached at appendix 1 on page 75.

It was noted with thanks that Cllr Jeffery has repaired the bench and Cllr Austin and Cllr Keep and volunteers have returned the benches to the square.

206/2023 CLIMATE CHANGE & ECOLOGICAL EMERGENCY WORKING GROUP

Cllr Fileman-Wright and Cllr Farrand-Rogers had attended a meeting with South West Water about questions she had raised regarding the new housing development and the performance of the water company. South West Water informed them of plans they had for improving the sewage treatment works and associated storm overflows in the catchment that will take place over the next few months and years. Cllr Fileman-Wright will share the report of the meeting with the council.

207/2023 INTERNAL FINANCIAL REGULATOR REPORT

Cllr Bridger had checked the accounts for October.

208/2023 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments.

It was proposed by Cllr Jeffery, seconded by Cllr Short, and **resolved to approve** the schedule of payments at appendix 2 on page 75. There was one abstention. *LGA 1972 s150(5)*

It was noted that the 2023 pay award has been agreed and the Clerk has received the increase backdated to 1st April 2023.

209/2023 CORRESPONDENCE

Correspondence was received and circulated prior to the meeting from Citizens Advice regarding their Q2 report. The correspondence was noted.

Correspondence was received and circulated prior to the meeting from the Principle Highways Development Management Officer (West Devon and Dartmoor National Park) replying to the councils correspondence. Cllr Short questioned if the council had taken this matter as far as it can. Cllr Short

noted that the latest speed survey was completed seven years ago. Cllr Fileman-Wright was concerned that the council had received several reports of near misses around the junction and felt that the council should be seen to be making firm but polite enquiries. Cllr Farrand-Rogers noted that 85% of motorists were respecting the speed limit but more than 15% are exceeding the speed limit and there is no measure of by how much they are exceeding it.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Short and **resolved to write** to County Councillor Brook setting out the facts, what the officers have decided and that the council is concerned that this does not adequately address the safety concerns of the council and residents.

It was noted that there is an opportunity to discuss further when considering planning application 0490/23.

Correspondence was received and circulated prior to the meeting from Climate Action Bovey and Heathfield introducing themselves and inviting the council to link up with them to share information. The correspondence was noted, and Cllr Fileman-Wright is happy for her details to be shared with the group.

Correspondence was received and circulated prior to the meeting from a member of the public regarding Electric Vehicle charge points. Cllr Short provided some background to Devons Electric Vehicle charging strategy.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Austin, and **resolved to delegate** the response to Cllr Short to provide an update on EV charge points based on updates provided by Devon County Council.

210/2023 2024 MEETING DATES

The suggested dates for meetings in 2024 had been circulated prior to the meeting.

It was proposed by Cllr Austin, seconded by Cllr Fileman-Wright and **resolved to approve** the dates of meetings for 2024.

211/2023 FINANCE AND POLICY RECOMMENDATIONS

The draft minutes of the Finance and Policy committee held on 21st November 2023 had been circulated prior to the meeting. Cllr Fileman-Wright summarised the resolutions.

It was proposed by Cllr Farrand-Rogers, seconded by Cllr Austin, and **resolved** to make **provision** of £10,000 in the 2024/25 budget to cover the cost of a lengthsman.

Cllr Short had concerns over what the lengthsman will do and how it will relate to what TDC and DCC do in the parish.

It was proposed by Cllr Farrand-Rogers and seconded by Cllr Austin that the Clerk should investigate and seek comparative costs from local contractors to establish the most cost-effective lengthsman service.

Cllr Short proposed an amendment to add the words 'establish a job brief'. Cllr Farrand-Rogers was happy to add the amendment to his proposal.

It was proposed by Cllr Farrand-Rogers, seconded by Cllr Austin, and **resolved** that the **Clerk** should establish a job brief and investigate and seek comparative costs from local contractors to establish the most cost-effective lengthsman service.

It was proposed by Cllr Farrand-Rogers, seconded by Cllr Bridger, and **resolved to approve** the draft budget 2024/25 attached at appendix 3 on page 77 and precept request of £55,270.00.

It was proposed by Cllr Farrand-Rogers, seconded by Cllr Keep, and **resolved to appoint** DM Payroll Services as the councils payroll provider.

It was proposed by Cllr Hodges, seconded by Cllr Farrand-Rogers, and **resolved to change** the Financial Regulations to enable the Clerk to commission work for under £500 and review in 12 months' time.

It was proposed by Cllr Keep, seconded by Cllr Farrand-Rogers, and **resolved to appoint** AR Solutions as the council's approved maintenance and handyman.

212/2023 HIGHWAY MATTERS

Cllr Short's report had been circulated prior to the meeting.

It was proposed by Cllr Short and seconded by Cllr Farrand-Rogers to support single yellow lines at Old Gale Saw Mills limiting daytime parking on the basis this would still allow overnight parking for residents while not encouraging night-time operations by the businesses.

It was proposed by Cllr Austin, seconded by Cllr Keep to change the word 'single' to 'double'. The amendment passed by 5 votes to 3. The amendment becomes the substantive motion and is resolved by 5 votes to 2. There was one abstention.

213/2023 GRANT APPLICATION

The Teignbridge District Council Prosperity Fund presentation and draft Expression of Interest questions had been circulated prior to the meeting. Cllr Evans and Cllr Warner have drafted answers to the questions which are attached at appendix 4 on page 77.

The Chairman gave an overview of the UK Shared Prosperity Fund and noted that the expression of interest form must be returned by 12th January. The Highways working group would like to use the money to commission a feasibility study to look at the traffic flow around the square and options to manage the traffic flow and improve the square to provide a central space for markets and community events.

It was proposed by Cllr Short, seconded by Cllr Austin, and **resolved to support** the application and delegate to Cllr Fileman-Wright to finalise the Expression of Interest form in consultation with the Highways working group.

214/2023 CHRISTMAS EVENT

The 2023 Christmas event report had been circulated with the agenda. Cllr Austin congratulated the Clerk for organising the event and the Chairman noted it was a fantastic event.

It was proposed by Cllr Austin, seconded by Cllr Fileman-Wright, and **resolved to write** a letter of thanks to the volunteers who gave up their time to make the event a success.

The Chairman closed the meeting at 8.23pm

TO DO ACTIONS

- Clerk to request a copy of Teign Housings Surveyors report
- Clerk to make payments
- Clerk to respond to all correspondence received in accordance with min no. 209/2023
- Clerk to action the resolutions made at min no. 211/2023
- Clerk to inform DCC of the council's resolution made at min no. 212/2023
- Chairman to submit the expression of interest form to TDC
- Clerk to write a letter of thanks to Xmas volunteers

MPC Minutes 05.12.2023 Attachment no.1 – Open Spaces Report

Inspection carried out by: S Parkin

Date: December 2023

Area	Comments	Action
The Sentry	Looks good.	None
Churchyard	Looks good. Concrete base completed for bench.	None
The Play Area	Looks good.	None.
The Henge	Ok	None
The Pound	Ok	None
Cross Tree	Open Spaces committee to consider replacing tree.	None.
Geneva Island/War Memorial	Looks good. Remembrance wreaths have been secured.	None.
Wheelwright's wheel	Looks good.	None
Allotment	Looks good.	None
Seats/benches/ Lamp posts	Coronation bench has been installed. 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

MPC Minutes 05.12.2023 Attachment no.2 – List of payments December 2023

Finance Report

To receive the Finance Report

On 30 November, the Accounts stood at:

Lloyds Current Account	£8,068.20
Lloyds Deposit Account	£65,786.91

Standing Orders

Moretonhampstead Development Trust Office Rent	£379.48	01/12/2023
BT Telephone and Broadband	£32.78	15/11/2023

Direct Debit

Microsoft 365 subscription	£11.28	06/11/2023
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Mandatory Payments

Staffing payments

(Salary, pension and quarterly HMRC) £2,129.97 30/11/2023

Card Payments

Trago Mills (Grotto presents & Tree lights) £147.19 06/11/2023
 Amazon (Office Supplies) £42.98 30/11/2023

Income

Bank Interest £69.71 09/10/2023
 5 Christmas stall payments £50.00 Various
 16 Xmas tree payments £400.00 Various
 Interment payments £628.00 10 & 26/10/2023
 Memorial payments £48.00 27/11/2023
 Grotto Entry fee £147.50 28/11/2023
 Interment administration £50.00 28/11/2023

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 07/11</i>	EX5	LGA 1972 s111	£15.00	£15.00
Bank Transfer	Bradforas <i>Plywood and Tarpaulin</i>	XMAS	GPoC	£73.43	£88.12
Bank Transfer	Bradforas <i>Bench brackets</i>	EXCEM1	Open Spaces Act 1906 s10	£4.50	£5.40
Bank Transfer	Tomlinson Trees <i>Churchyard and Verges Cut 31/10</i>	EXCEM1 EX6	Open Spaces Act 1906 s10	982.00	1,178.40
Bank Transfer	Paul Harvey Sentry, Pound & Henge grass cut 15/11	EX6	Open Spaces Act 1906 s10	£280.00	£280.00
Bank Transfer	AR Rural Solutions <i>Xmas Tree Trunk trimming</i>	XMAS	GPoC	150.00	£150.00
Bank Transfer	AR Rural Solutions <i>Concrete pad for bench</i>	EXCEM1	Open Spaces Act 1906 s10	£365.40	£365.40
Bank Transfer	S Parkin <i>Xmas refreshments</i>	XMAS	GPoC	£23.68	£23.68
Bank Transfer	Steers Chagford Christmas Trees <i>74 Small Xmas Trees</i>	XMAS	GPoC	£814.00	£814.00
Bank Transfer	Wooldridge <i>Install Coronation bench</i>	EX6	Parish Council Act 1957 s1	£115.00	£115.00
Bank Transfer	M P Plumbing 1 x ashes interment 24/11	EXCEM2	LGA 1972 s214	£100.00	£100.00

MPC Minutes 05.12.2023 Attachment no.4 – 2024/25 budget

Budget Financial Year 2024 - 2025										
Column1	Column4	Column12	Column13	Column2	Column3	Column5	Column6	Column7	Column8	Column9
RECEIPTS	Code	Budget 2020/21	Actual	Budget 2021/22	Actual	Budget 2022/23	Actual	Budget 2023/24	Actual Q2	Budget 2024/25
Precept	IN1	£ 39,420.00	£ 39,420.00	£ 40,090.00	£ 40,090.00	£ 42,820.00	£ 42,820.00	£ 42,030.00	£ 42,030.00	£ 55,270.00
Allotments	IN2	£ 630.00	£ 1,260.00	£ 630.00	£ 630.00	£ 660.00	£ 660.00	£ 660.00	£ 660.00	£ 660.00
Interest	IN3	£ -	£ 11.45	£ -	£ 4.55	£ -	£ 86.08	£ -	£ 221.30	£ -
Grants	IN4	£ -	£ 11,500.00	£ -	£ -	£ -	£ 2,080.00	£ -	£ 2,000.00	£ -
Open spaces	IN5	£ -	£ -	£ -	£ 1,113.38	£ -	£ -	£ -	£ -	£ -
Website	IN6	£ 300.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Other income	IN7	£ -	£ 6.00	£ -	£ 1,312.72	£ -	£ 110.00	£ -	£ 149.05	£ -
Cemetery income	INCEM	£ 5,000.00	£ 9,674.00	£ 5,000.00	£ 8,351.00	£ 6,000.00	£ 6,703.00	£ 6,000.00	£ 2,230.00	£ 6,000.00
VAT	VAT	£ -	£ 1,202.62	£ -	£ 1,329.18	£ -	£ 2,050.46	£ 2,750.00	£ 3,550.32	£ 3,000.00
Covid-19	CV19	£ -	£ 400.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Jubilee	IN8	£ -	£ -	£ -	£ -	£ -	£ 7,748.00	£ -	£ -	£ -
XMAS	XMAS	£ -	£ -	£ -	£ 2,154.50	£ -	£ 86.50	£ -	£ 60.00	£ 1,750.00
Total Receipts		£ 45,350.00	£ 63,474.07	£ 45,720.00	£ 54,985.33	£ 49,480.00	£ 62,344.04	£ 51,440.00	£ 50,900.67	£ 66,680.00
PAYMENTS										
Staffing	EX1	£ 20,200.00	£ 15,670.93	£ 18,000.00	£ 16,301.41	£ 18,000.00	£ 18,501.15	£ 20,000.00	£ 9,971.05	£ 22,000.00
Rent	EX2	£ 4,000.00	£ 4,126.99	£ 4,200.00	£ 4,154.18	£ 4,400.00	£ 4,489.82	£ 5,000.00	£ 2,276.88	£ 5,200.00
Phone & broadband	EX3	£ 400.00	£ 352.41	£ 400.00	£ 319.77	£ 400.00	£ 303.18	£ 400.00	£ 173.07	£ 420.00
Office costs	EX4	£ 1,100.00	£ 627.62	£ 600.00	£ 587.10	£ 400.00	£ 601.87	£ 400.00	£ 231.92	£ 400.00
Room hire	EX5	£ 280.00	£ 158.90	£ 280.00	£ 213.91	£ 280.00	£ 255.95	£ 280.00	£ 75.00	£ 250.00
Open spaces	EX6	£ 6,000.00	£ 5,503.41	£ 8,500.00	£ 10,518.51	£ 10,000.00	£ 8,336.61	£ 10,000.00	£ 7,477.85	£ 20,000.00
Allotments	EXA1	£ -	£ -	£ -	£ -	£ -	£ -	£ 660.00	£ -	£ 660.00
Bank charges	EX7	£ 100.00	£ 92.10	£ 100.00	£ 163.86	£ 100.00	£ 99.65	£ 100.00	£ 50.98	£ 100.00
Professional fees	EX8	£ 1,200.00	£ 1,342.60	£ 1,200.00	£ 1,847.74	£ 1,400.00	£ 1,398.20	£ 1,500.00	£ 1,182.93	£ 1,600.00
Insurance	EX9	£ 820.00	£ 800.96	£ 840.00	£ 823.16	£ 900.00	£ 764.62	£ 850.00	£ 799.67	£ 850.00
Website maintenance	EX10	£ 1,500.00	£ 858.80	£ 250.00	£ 168.00	£ 250.00	£ 102.00	£ 150.00	£ -	£ 200.00
Training	EX11	£ 500.00	£ 144.00	£ 500.00	£ 514.50	£ 1,300.00	£ 812.00	£ 1,000.00	£ 13.50	£ 500.00
Election costs	EX12	£ 300.00	£ -	£ 300.00	£ -	£ 300.00	£ -	£ 300.00	£ 1,688.64	£ 400.00
Chairman's allowance	EX13	£ 100.00	£ -	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ -	£ 100.00
Grants given	EX14	£ 1,700.00	£ 1,100.00	£ 2,050.00	£ 9,164.00	£ 2,000.00	£ 2,100.00	£ 2,000.00	£ 1,000.00	£ 2,000.00
S137 grants	EX17	£ 50.00	£ 940.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Cemetery maintenance	EXCEM1	£ 4,500.00	£ 3,640.00	£ 4,700.00	£ 5,163.00	£ 4,700.00	£ 10,230.60	£ 4,700.00	£ 6,421.07	£ 7,000.00
Interments	EXCEM2	£ 2,200.00	£ 3,570.00	£ 3,000.00	£ 3,540.00	£ 3,000.00	£ 4,140.48	£ 3,000.00	£ 525.00	£ 3,000.00
Christmas	EX15	£ 400.00	£ 1,607.61	£ 500.00	£ 2,213.88	£ 500.00	£ 1,437.69	£ 500.00	£ 39.49	£ 2,000.00
Covid-19	CV1	£ -	£ 323.40	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Coronation event	EX15	£ -	£ -	£ -	£ -	£ 1,450.00	£ 8,812.35	£ 500.00	£ 925.66	£ -
Total Payments		£ 45,350.00	£ 40,859.73	£ 45,520.00	£ 55,793.02	£ 49,480.00	£ 62,486.17	£ 51,440.00	£ 32,852.71	£ 66,680.00

MPC Minutes 05.12.2023 Attachment no.3 – Prosperity Fund Draft Expression of Interest

1. Question 2 Please enter a brief outline of your project, including cost?

The project we would like to develop is the creation of an improved traffic arrangement to allow our central area to be used as a community space, allowing for additional street traders, improved safe pedestrian flow and space for a regular open market.

This would increase visitor flow to the town as evidenced by the increased footfall generated by the mobile fishmonger and the bread van on the days that they attend and use street parking spaces. Their success has highlighted the need to re-evaluate traffic flow, parking, and pedestrian safety in the centre.

Question 3 What experience does your organisation have in carrying out such work?

The steering group for our project is led by elected Councillors who have professional experience in this field and are supported by others who have extensive involvement with, and knowledge of, the local community.

The Steering group includes:

Cllr Catherine Fileman Wright has a professional background in environment, flood risk management, climate change and sustainability. Until retirement she was a Director of Operations for the Environment Agency (EA), where she worked for over 30 years.

Cllr Richard Short is a retired town planner and has worked for local councils for most of his career, for the last fourteen years as Head of Planning and Building Control at Exeter City Council.

Cllr Janette Evans is a retired Finance Manager and Grant administrator for Exeter University with previous lengthy experience with London and Manchester Assurance Company.

Cllr Mike Warner is a retired Chartered Surveyor and formerly EMEA head of Project Management and Building Consultancy at CBRE, a global property consultant.

Question 4 Are you collaborating with other Teignbridge Towns?

Yes

Question 5 Please detail what towns you will be collaborating with?

At this stage we have had preliminary discussions with our neighbouring Bovey Tracey Parish Council and have enquiries out with the Clerk's group who serve other Parish Councils in the area. We are seeking to benefit from any relevant experience we can gain from others and if others are starting out along this route, to partner up wherever possible.

No single Council seems to have identical challenges and most are at different stages of project gestation, but when our project is a reality we would be very happy to collaborate on areas such as promotion and market management through the forum Teignbridge have now established.

Question 6 Are there any project dependencies and consents required?

Yes

Question 7 If so, please detail them below

The completion of the initial feasibility study will establish all necessary consents we need and project dependencies, but our main determinant of success is likely to be the support of the DCC Highways, as we may be seeking to change traffic patterns within the town.

Question 8

Yes

Question 9 Please detail evidence of consultation undertaken and support in respect of this project, including with the local community, businesses and (if you have a) local chamber of commerce?

Dependent upon the outcome of the feasibility report, the initial physical capital works needed may not be significant, but as the project develops further, additional works should be self-funding together with assistance and support from the Parish Council.

Our most recent public consultation was undertaken on 14 October 2023 where public views were solicited and public concerns, to which we are responding. The latest meeting with traders took place on 21 September 2023 and further meetings will be taking place if a scheme is 'green lighted'.

Question 10 Details of how your project will address the UKSPF priority area, intervention and outputs?

Covid has adversely affected many of our businesses especially hospitality and tourism and reduced opening hours are par for the course. We wish to change the notion that Moretonhampstead is a town to go through and make it a town to go to.

TOWN CENTRE MANAGEMENT

By changing the traffic patterns and creating a pedestrian area which could serve to support local arts, cultural, heritage and creative activities, Moreton could regain a heart around which all other arteries could flourish.

In the centre, we have a number of vacant retail units which are adversely affected by excess traffic movement and which pedestrianisation would bring back into operation to further enhance the total retail offer of the town.

We anticipate that our project would meet the following UKSPF specific objectives:

78. Signed.....

9 January 2024

E16: Investment in open markets and improvements to town centre retail and service sector infrastructure, with wrap around support for small businesses.

E17: Funding for the development and promotion (both trade and consumer) of the visitor economy, such as local attractions, trails, tours and tourism products more generally.

Outcomes would create new retail employment and by increasing demand safeguard and enhance jobs in the hospitality sector. We would anticipate increased footfall both from locals and an increase in visitor numbers with reduced vacancy rates and consequently an improved perception of the town.

Our first step, once grant approval is received is to commission the feasibility study to seek changes to the traffic pattern, once that receives consent, the physical measures required are relatively minor and could be undertaken in a matter of four months with a preliminary budget at this stage of approximately £100k. This would be verified within the initial feasibility study, which we hope to secure for a budget of £5k. We would need to call on UKSPF funding but would seek to raise local contributions additionally.

We hope the foregoing sets out our vision for Moretonhampstead's future, which in essence could take us back to the prosperity enjoyed in 1207 with our Royal market charter.