



MINUTES

Committee: Parish Council
Date: Tuesday, 6 June 2023
Time: 7:00pm
Venue: Community Club

Present

Cllr Catherine Fileman-Wright (Chairman)
Cllr Vivienne Hodges
Cllr Mike Warner
Cllr Gordy Keep
Cllr Mike Jeffery
Cllr John Farrand-Rogers
Cllr Gemma Hampton
Cllr Rob Austin
Cllr David Bridger
Cllr Richard Short
Cllr Christopher Walden

Also Present

Samantha Parkin (Clerk)
Ten members of the public
Ines Pfister, Neighbourhood Highways Officer, Devon County Council
Naomi Metcalfe, Communities & Compliance Manager, Teign Housing

PUBLIC PARTICIPATION

The Council invited members of the public to an informal meeting at 6.30pm regarding min no. 104/2023. The Chairman opened the informal meeting by stating that the Parish Council recognises the value that all the food and drink businesses bring to Moretonhampstead. She stated that two issues had been raised with the council: parking, and safety and obstruction. The Chairman also stated that the council does not wish to close down food vans. The Chairman invited members of the public to express their views and suggest any improvements to Moretonhampstead's shopping experience.

46 members of the public attended the informal meeting; the majority in support of allowing street vendors to trade in the centre of Moretonhampstead. The main points raised are listed below:

- Street vendors bring people into Moretonhampstead who then go on to visit the local shops and cafes. A shop-based business reported they experience a significant increase in takings on days vans are operating*
- Street vendors offer products not on offer in the existing businesses; diversity is important for both locals and visitors*
- Value the social aspect of shopping with the street vendors*
- Long tradition to have street traders which enriches the community*
- Concerns raised about missing passing trade if street vendors were relocated which would impact on existing businesses*
- Concerns raised about the potential of street vendors trading in Moretonhampstead that duplicate the existing offer of local businesses*
- Concerns raised about creating a bad reputation for Moretonhampstead*

- Suggestion to redesign the 'square' to allow traders to trade from there with permits which will alleviate the parking and safety issues
- Suggestion to look at parking issues and investigate pedestrian areas / one-way traffic
- Suggestion to relocate the street vendors to the car park with electrical charge points or the loading bay on Court Street and take a revenue which can go back into the community

101/2023 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Evans.

102/2023 DECLARATIONS OF INTERESTS / REQUESTS FOR DISPENSATIONS

Cllr Hampton declared an interest in min no. 104/2023 because she is a street vendor. No requests for dispensation were received. *Localism Act 2011 (sections 26-37 and Schedule 4)*

103/2023 MINUTES

It was proposed by Cllr Jeffery, seconded by Cllr Austin and **resolved to accept and sign** the minutes of the meeting held on 16th May 2023 as a correct record. There were two abstentions. *LGA 1972 Sch 12 para 41(1)*

104/2023 HIGHWAYS

The Highways Working Group report and correspondence received had been circulated prior to the meeting.

Cllr Short explained that Devon County Council (DCC) do not licence traders to trade from the Highways but they also don't seem to enforce this; the only enforcement they take is if there has been a contravention of a traffic order. Teignbridge District Council (TDC) only has a system of licencing street traders in the centre of Teignmouth and Newton Abbot; the Highways working group are looking into the possibility of TDC introducing a licencing system in Moretonhampstead. Cllr Short noted that the Highways working group recognises that street vendors have significant benefits to the town but equally there is a potential downside in terms of concerns of narrowness of the pavements, loss of parking spaces and obstruction of shops. Cllr Short reminded councillors of the five recommendations made in the above report.

The Neighbour Highways Officer (NHO) advised the council that whilst she sympathises with the street vendors, she cannot help the council due to the large quantity of correspondence received; allegations that vendors have been subject to aggressive behaviour, and allegations of the NHO being biased. The NHO informed the council that there is a police investigation taking place; that DCC has received Freedom of Information requests; and that there may be a formal scrutiny of the drop-in session she held in Moretonhampstead on 18th April 2023.

The NHO reminded the council and members of the public that future correspondence must be sent through the parish clerk or DCC customer services so that it can be logged in the proper manner. The NHO advised that she had spoken to the TDC Parking Manager about permits to trade in the car park. TDC is happy to accept applications. The NHO confirmed that she is not stopping them trading but she cannot stop them from getting parking tickets.

It was noted that DCC has not received any formal written complaints regarding the street vendors. The Chairman confirmed that concerns had been raised by a local business owner at the full council meeting held on 7th March 2023. It was also noted that two members of the council's Highways working group had met a number of Moretonhampstead Food and Drink traders to seek their views at an informal meeting held on 5th June 2023.

It was proposed by Cllr Hodges, seconded by Cllr Jeffery and **resolved to allow** the Highways working group to take forward the actions in the report. Cllr Hampton abstained from the vote.

It was proposed by Cllr Walden, seconded by Cllr Austin to record in the minutes that there is a large level of support for established street vendors and that the Parish Council recognises the value that all food and drink businesses bring to Moretonhampstead.

Cllr Farrand-Rogers proposed an amendment to add that the council has no immediate plans to change anything whilst the Highways working group investigations is being undertaken. Cllr Walden was happy to add Cllr Farrand-Rogers amendment to his proposal.

It was proposed by Cllr Walden, seconded by Cllr Austin, and **resolved to record** in the minutes that there is a large level of support for established street vendors and that the Parish Council recognises the value that all food and drink businesses bring to Moretonhampstead. The council has no immediate plans to change anything whilst the Highways working group investigations is being undertaken. Cllr Hampton abstained from the vote.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Warner and **resolved to reply** to all correspondence received by the council with a copy of min no. 104/2023 so that people are aware of how the council is taking the matter forward.

The Chairman thanked the NHO for attending the meeting. The NHO advised that she is happy to work with the Clerk following the Highways working groups investigations.

The NHO and the members of the public left the meeting.

105/2023 QUEEN'S ROAD

The Clerk had circulated background information prior to the meeting.

The Teign Housing Community and Compliance Manager introduced herself to the council and explained she manages the housing offices. Naomi reminded the council she had attended the public Queens Road meeting in February 2020. Naomi informed the council that Teign Housing own and manage four properties in Queen's Road. Teign Housing would like to work with the council to see how repairs to the unadopted road could be moved forward. Naomi would like to circulate a questionnaire to Queen's Road residents to establish residents understanding of an adopted road and if they are willing to contribute to repairs.

It was proposed by Cllr Warner, seconded by Cllr Farrand-Rogers and **resolved to support** Teign Housing in furnishing residents of Queens Road with a questionnaire to see how they feel about the making up and adoption of Queens Road.

The Chairman thanked Naomi for attending the meeting and she left the meeting.

106/2023 COUNTY COUNCILLOR REPORT

County Councillor Brook was unable to attend the meeting. It was proposed by Cllr Fileman-Wright, seconded by Cllr Hampton and **resolved to express disappointment** that Cllr Brook was unable to attend the meeting and to share the minutes of the meeting so that Cllr Brook is aware of the issues discussed.

107/2023 MATTERS ARISING

It was noted Devon County Council has announced the following communities have been chosen for 20mph schemes: Black Torrington, Bridgerule and Dolton in Torridge, Cockwood and Dawlish in Teignbridge and Uffculme in Mid Devon.

The Clerk had circulated a recap of council business.

It was noted the Clerk has requested delineated parking spaces at the Motor Museum.

It was noted that the Clerk has purchased the Coronation bench.

108/2023 INTERNAL AUDIT REPORT

The Internal Auditor, Mrs Sian Colridge had completed her report on the council's accounts. Sian was unable to attend the meeting but had sent the completed Annual Internal Audit Report prior to the meeting and had no issues to report. Cllr Hodges noted that the report was very satisfactory. Cllr Fileman-Wright noted the council's thanks to Mrs Colridge who had announced she was retiring from the role after many years of service.

109/2023 ANNUAL GOVERNANCE STATEMENT

A copy of the Annual Governance Statement had been circulated prior to the meeting. It was proposed by Cllr Farrand-Rogers, seconded by Cllr Hodges and **resolved** that the Annual Governance Statement for the financial year 1 April 2022 – 31 March 2023 be approved.

110/2023 ACCOUNTING STATEMENTS

A copy of the Accounting Statements had been circulated prior to the meeting. It was proposed by Cllr Hodges, seconded by Cllr Farrand-Rogers and **resolved** that the Accounting Statements for the financial year 1 April 2022 – 31 March 2023 be approved.

111/2023 PERIOD OF PUBLIC RIGHTS

It was proposed by Cllr Warner, seconded by Cllr Bridger and **resolved** that the dates for the period for the exercise of public rights be set as Monday 12 June to Friday 20 July 2023.

112/2023 CHAIRMANS DISCRETION

The Chairman reminded councillors to activate their gov.uk email address. The Chairman also reminded Councillors to provide the Clerk with bios and photos for the Councils website.

113/2023 DISTRICT COUNCILLOR'S REPORT

Cllr Farrand-Rogers reported that he had attended the Annual meeting of Teignbridge District Council. The meeting was very calm if not tedious due a group of councillors who tried to protract the meeting.

Cllr Farrand-Rogers has been appointed to the TDC Planning committee; he had queried what issues the planning committee dealt with that affected the Moretonhampstead ward since the ward is in the Dartmoor National Park. The proper officer informed him that the only planning issue is high hedges.

Cllr Farrand-Rogers reminded the council that Teignbridge District Council has no influence over Teign Housing which he finds very worrying.

Cllr Farrand-Rogers apologised to anyone who has tried emailing him, but he has had great difficulty in accessing his District emails.

Cllr Short noted that historically there have been separate items for District and County Councillors. It was proposed by Cllr Short, seconded by Cllr Austin and **resolved to change** the item to 'reports of the County Councillor, District Councillor and the Dartmoor National Park representative if available'

The Chairman invited the above councillors and representatives to submit written reports in advance of the meeting.

114/2023 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 .

Cllr Keep noted that he has replaced the cradle swing seat, trimmed the Geneva Island bush and Station road hedges. The Clerk noted that the picnic benches have been removed from the playpark and Cllr Jeffery is repairing them. The Chairman thanked Cllr Keep and Cllr Jeffery for their efforts.

115/2023 CLIMATE CHANGE & ECOLOGICAL EMERGENCY WORKING GROUP

The Chairman noted that Penny Simpson continues to write the Green Tip of the Month. The Chairman informed the Council that she has completed the Carbon Cutters training and has been networked in with a group of people across Teignbridge who are working with their councils and other organisations on initiatives to understand carbon.

The Chairman informed the council that as part of the work the working group do with Moretonhampstead Development Trust (MDT) she had met with the Devon Wildlife Trust to discuss the wetland owned by MDT to get some ideas on how to get the community more engaged with the community wetland.

Cllr Hampton noted the Clerk had sent an article to the working group written by SLCC which highlights the responsibilities of the council on environmental issues. The Clerk will circulate the document to the full council.

116/2023 INTERNAL FINANCIAL REGULATOR REPORT

Cllr Bridger had checked the accounts for April. He noted that the Clerk is doing a good job of keeping the accounts.

117/2023 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments.

It was proposed by Cllr Farrand-Rogers, seconded by Cllr Hampton and **resolved to approve** the schedule of payments at appendix 2 on page 31. *LGA 1972 s150(5)*

118/2023 CORRESPONDENCE

Correspondence was received and circulated prior to the meeting from Moretonhampstead Development Trust providing more information on the Christmas trees.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Short and **resolved to reply** to Moretonhampstead Development Trust (MDT) that the council is willing to take on the administration of the Christmas trees but is not willing to organise the volunteers and install the trees so would need the support of MDT subject to further clarification and details of administrative role.

Correspondence was received and circulated prior to the meeting from the 'Secret Sheds' organiser requesting permission to place a temporary shed in the Churchyard.

It was proposed by Cllr Warner, seconded by Cllr Walden and **resolved to reply** that the council supports the event and is happy for a temporary shed to be placed in the Churchyard.

Correspondence was received and circulated prior to the meeting from the Flag Festival organisers requesting permission to put up the flags on Saturday 10 June, and take them down on 25th June.

It was proposed by Cllr Warner, seconded by Cllr Jeffery and **resolved to grant** permission to put the flags up.

119/2023 OPEN SPACES COMMITTEE RECOMMENDATIONS

The draft minutes of the Open Spaces committee meeting held on 23rd May had been circulated prior to the meeting.

It was proposed by Cllr Jeffery, seconded by Cllr Keep and **resolved to cut** all the verges in the contract plus the verge around the bench at Chagford Cross and the roundabout as per the current contract (Cut a 1m wide stretch of grass from the curb 3 times a year in April, June, and August plus a 4th cut from the curb to the bank in October.) There was one abstention.

It was proposed by Cllr Keep, seconded by Cllr Walden and resolved to de-weed the churchyard paths, remove the old gravel, lay a weed membrane, and put similar gravel back.

It was proposed by Cllr Hampton, seconded by Cllr Bridger and resolved that the Clerk enquires with the Probation Service if they can remove the weeds around the town.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Hodges and **resolved to ask** both contractors for clarification of their quotes to reinstall the playpark fence. Contractors to meet with Cllrs Keep and Austin and to provide an itemised quote following the meeting.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Jeffery and **resolved** that Cllr Hodges looks at the Cross Street tree in the autumn with a tree expert and look at the possibility of removing the pot.

120/2023 HOUSING NEEDS SURVEY

It was proposed by Cllr Short, seconded by Cllr Farrand-Rogers and **resolved to delegate** authority to the Chairman in consultation with the Housing working group to comment on the results of the Housing Needs Survey.

The Chairman closed the meeting at 8.23pm

TO DO ACTIONS

- Highways working group to take forward the 5 actions in their report
- Clerk to respond to all correspondence received in accordance with min no. 104/2023
- Clerk to write to County Councillor Brook
- Clerk to send AGAR to PKF Littlejohn and advertise the period of public rights
- All councillors to activate their council email address, provide a bio and photo for website
- Clerk to circulate the SLCC article
- Clerk to make payments
- Clerk to make the agreed actions and replies to correspondence
- Clerk to take forward the resolutions made at min no.119/2023

MPC Minutes 06.06.2023 Attachment no.1 – Open Spaces Report

Inspection carried out by: S Parkin

Date: June 2023

Area	Comments	Action
The Sentry	Looks good. Contractor commented on dog fouling. Picnic bench has been moved into adjacent field.	Social media post re dog fouling. Move bench back to the Sentry.
Churchyard	Looks good. Grass cut scheduled for 5/6	None.
The Play Area	Wood needs replacing on 2 benches – Cllr Jeffery has purchased wood; benches have been removed. Ground support loose on climbing frame. Seats loose on rotating seesaw. Obtaining quotes to reinstall park fence.	Repairs needed.
The Henge	Ok	None
The Pound	Ok	None
Cross Tree	Looks good.	None.
Geneva Island/War Memorial	Looks good.	None
Wheelwright's wheel	Looks good.	None
Allotment	Greenhouse blown over in storm and damaged boundary wall.	Contacted Allotment Cttee'
Seats/benches/ Lamp posts	A few benches in need of painting.	Paint benches
Gates and railings	Looks good.	None
Bus Shelter	Looks good.	None
Recycling bins	Looks good.	None

MPC Minutes 06.06.2023 Attachment no.2 – List of payments June 2023

MANDATORY PAYMENTS FOR May 2023	AMOUNT (inc VAT)	PAYMENT METHOD
MDT (office rent) - paid 01/06/2023 <i>LGA 1972 s.111</i>	379.48	Direct Debit
Plusnet (telephone and internet – due 30/05) <i>LGA 1972 s.111</i>	£22.70	Direct Debit
S PARKIN (Clerk's salary 1 March - 31 March 2023) – due 31/05/2023 <i>LGA 1972 s.112</i>	£1,149.88	Online Transfer
PENINSULA PENSIONS (employer's and employee's contribution) –due 31/05 <i>LGA 1972 s.112</i>	£347.57	Online Transfer
HMRC (PAYE and NI) – due July <i>LGA 1972 s.112</i>		Online Transfer
OTHER PAYMENTS AUTHORISED 06 June 2023		
Hire of the Community Club – 16/05/2023 <i>LGA 1972 s.111</i>	£15.00	Online Transfer
Bradford's – Wood to repair picnic benches <i>Local Government (Misc. Provisions) Act 1976 s19</i>	£63.50	Online Transfer
Moor Pressure Washers – Cleaning of signs, benches, and sentry floor <i>Open Spaces Act 1906 s.10</i>	£900.00	Online Transfer
Paul Harvey – 2 x sentry cuts, 2 x Pound, Henge and Coronation bench cut <i>Open Spaces Act 1906 s.10</i>	£480.00	Online Transfer
ONLINE BANK CARD PAYMENTS FOR May 2023		
Norton – Annual Antivirus subscription <i>LGA 1972 s.111</i>	£99.99	Monthly payment
TOTAL	£3458.12	