



Minutes of Full Council meeting 4th April 2017

Present	Chairman Cllr Willis, Vice Chairman Cllr Dodd, Cllrs Simpson, Wimberley, Hodges, Payne and Jeffery.		
In attendance	County Councillor Gribble and Julie Lammin (Clerk)		
Apologies accepted	Cllrs Austin, Chudley, Musialski, Arnold and Jones		
Dispensations	None		
Public Session:	Two members of the public were present. PCSO Paul Wilson circulated the crime report for last 2 months. Rural communities are being advised to consider ways of best access the police in the future such as video conferencing. The contact for information about changes to the service is Sector Police Inspector Andrew Tomlinson. There is also information on the police website.		
Item No	Topic	Discussion points	Outcome/action
38/2017 Cllr Jane Willis	Draft minutes of the Council meeting dated 07.03.17	Draft minutes had been circulated with the agenda.	Proposal: Accept as a true record Proposer: Cllr Hodges Seconder: Cllr Jeffery Carried
39/2017 Cllr Mike Jeffery	Matters arising from approved minutes: 1. Item 2/2017 no.1. Car park grit bins (c/f from Jan meeting)	Grit bins have arrived at Teignbridge District Council (TDC). TDC's health and safety department are required to assess the situation before approving their use. Car park charges have not been updated for this year.	Noted Cllr Jeffery will monitor
Cllr Jane Willis	2. Item 17/2017 Devon Air Ambulance Trust (DAAT) helipad	DAAT's preferred night land site choices have been circulated. The Sentry is the preferred option but it was thought that planning permission to erect 30ft lights could be difficult. The Sports Centre is equally suitable. The Sports Centre has agreed to offer its facility for night landings. Lynn Bartlett has raised £200.00 towards material costs.	Proposal: To respond to DAAT supporting the Sports Centre as the night landing site Proposer: Cllr Jeffery Seconder: Cllr Payne Carried
Cllr Jane Willis	3. Item 31/2017 On Street Parking regulation changes	Devon County Council (DCC) failed to change penalty signs as agreed in Court Street and Pound Street. The community has been informed of the	Proposal: To write a strong letter to DCC suggesting they take responsibility for their error, to discontinue Sunday patrols and rectify the issue urgently

		error via Facebook and News In Moreton. There was great concern that visitors and residents are likely to be confused and fined. Cllr Payne shared a Freedom of Information Request asking DCC for information on penalty notices and fines for parking bay offences for 2014-16. This showed a considerable increase in income generated. It was questioned whether DCC's aim was to create revenue rather than improve traffic flow.	Proposer: Cllr Hodges Seconded: Cllr Jeffery Carried
40/2017	Matters under the Chairman's discretion	There were no matters.	
41/2017 Cllr Jane Willis and Margaret Spittles	Marketing Moreton Working Group (MMWG) <i>Activity report for 2016/17 (Attachment no.1) and new map illustration</i>	Standing orders were suspended to allow Margaret Spittles (Info Centre) to speak to this item. Cllr Willis briefly explained that in response to a Hidden Britain Report assessment of the town the MMWG has worked on a number of recommendations. The activity report for 2016/17 outlined its achievements. For 2016/17 the focus has been on a new town map. Margaret stated the task was a big undertaking. The aim was to produce a creative image of the town listing its attractions and local activities for circulation throughout Dartmoor to encourage visitors to come to the town. Both Michael Edwards and James Deville worked with Margaret to produce a comprehensive map, examples were circulated. It was agreed that the map was excellent. One amendment was suggested. Unfortunately there had been an error in printing costs. In order to print 12,500 copies MMWG were requesting approval for a most of its budget to support printing costs (see report). The request was not for additional funding but to agree an amount and authorise payment. The Info Centre would use the artwork to generate revenue for future print runs. Standing orders were resumed.	Proposal: That the Council agrees the following: 1. To supports the request for £1,350.00 to enable 12,500 copies of the new map to be printed 2. That part of the remaining MMWG budget is used to offset any overspend on the website updating/maintenance costs for 2016/17 anticipated being approx. £200.00 3. That the remaining MMWG balance is carried forward to the Marketing Moreton budget for 2017/18 4. Note the achievements and contributions of the following individuals of the MMWG: <ul style="list-style-type: none"> • James deVille for his design skills, hard work and quiet competence in everything he has done for towards the effective marketing of our Town • Margaret Spittles for her ceaselessly determined approach to the Map –leading to the excellent product we now have • Michael Edwards for a very imaginative and creative approach to the design of the Map • Julie Lammin for keeping the MMWG “show” on the road with her usual rigorous efficiency. Proposer: Cllr Willis Seconded: Cllr Payne Carried

		<p>of the plan and specification to enable tenders to be requested for this part of the project. Bradfords Building Supplies have offered materials to build picnic benches and some of the ground work materials. The cost to build all picnic benches from sleepers is around £1,700.00. The Clerk requested approval to proceed with the building of picnic benches. All were supportive of the plans and agreed for the Clerk to continue work on the project.</p>	<p>Proposer: Cllr Dodd Seconder: Cllr Payne Carried</p>
	<p>3. Accident in the play area</p>	<p>A parent reported that her child had broken her leg on the rotating see-saw. The parent was deeply concerned about the safety of the equipment. The Clerk informed the Council's insurers, Came and Co, equipment manufacturer, Yates Play Equipment and equipment installers and inspectors Playdale. All required safety inspections were in place. The Clerk suggested getting the rotating see-saw re-inspected.</p>	<p>Proposal: to authorise re- inspection of the rotating seesaw Proposer: Cllr Dodd Seconder: Cllr Simpson Carried</p>
<p>47/2017 Cllr Mike Jeffery</p>	<p>District Councillor's Report</p>	<p>Nothing to report.</p>	<p>Noted</p>
<p>48/2017 County Cllr George Gribble</p>	<p>County Councillor's Report</p>	<p>Cllr Gribble commented as follows:</p> <ul style="list-style-type: none"> • Cattle grids at Stiniel will be installed early May. • He continues to assist Cllr Payne regarding the Bowring Library building • He is arranging a meeting with DCC officers to discuss seating on the Wray Valley Trail <p>Cllr Gribble's new ward will not include Moretonhampstead. He thanked the town for all it does and stated he has been proud to represent it. Cllr Gribble was thanked for all his help and support.</p>	<p>Noted</p>
<p>49/2017 Julie Lammin Clerk</p>	<p>Approve accounts (Attachment no. 3)</p>	<p>A list of payments was circulated.</p>	<p>Proposal: Agree payment with the amendment Proposer: Cllr Jeffery Seconder: Cllr Payne Carried</p>

<p>50/2017 Julie Lammin Clerk</p>	<p>Correspondence</p>	<p>All correspondence had been circulated by email. A number of replies from groups/clubs had been received acknowledging Parish Council 1st round grant awards for 2017/18. Mel Stride response to the Council's letter regarding proposed PCSO cuts stated he has written to the Police Commissioner about the concerns.</p>	<p>Noted.</p>
<p>The Chairman closed the meeting at 8.40 pm</p>			
<p>Signed:</p>		<p>Cllr Jane Willis (Chairman)</p>	<p>Date:</p>

**Marketing Moreton Working Group
Activity Report and Recommendation 2016/17**

The MMWG continues to work on recommendations from the Hidden Britain Report. This work is ongoing and overlaps financial years therefore budget under spends have been carried forward. This year's work has focussed on the following specific topics:

Branding – this is finished with the Parish Council, MDT and Info Centre adopting the branding in full. The roundel “Moretonhampstead a real Dartmoor town” can be seen around the town, on the website and local publications. A neighbouring parish has expressed a wish to copy our town branding model.

Website – from Jan 2017 the Parish Council was responsibility for all aspects of the site. New fees were introduced for 2017-18 including free business entries. The site is monitored regularly and the calendar of events updated weekly. Google analytics monitor activity which is healthy.

Social Media – Facebook is extremely popular in the town. The Visit Moreton page is updated regularly with news and information which is also shared on the Moretonhampstead Hub page. A recent update was seen by over 2,000 people. Instagram is updated regularly with topical images of the town and surrounding areas.

Town Map – this project has been led by the Info Centre working with the MMWG. Michael Edwards produced an excellent illustration of the town. Once businesses saw an extract of the map they were keen to advertise. Margaret Spittles has put a lot of her time into the map which the MMWG agree is superb. It is hoped that the map will be available in the Info Centre and other tourist attractions by Easter. Unfortunately due to an error in the printing quote the funds available will not cover the planned print run of 12,500 copies. Whilst the Info Centre is able to fund up to £400.00 towards the printing costs this would come from funding allocated for running costs. It is possible 12,000 copies could be done in two separate print runs but this would cost an additional £500.00. Costings are as follows:

	Revenue	Expenses	Shortfall
DCC/TDC grants (rec'd)	900.00		
MPC first payment (rec'd)	600.00		
Business adverts (rec'd)	975.00		
Info Centre	0.00 – 400.00		
Illustration (paid)		400.00	
Design (50% paid)		1940.00	
Printing (12,500)		1485.00	
Total	2475.00- 2875.00	3825.00	
			950.00 – 1350.00

MMWG Finances:

Carry forward from 2015/16	£ 960.00
Budget for 2016/17	<u>£1,500.00</u>
Total	£2,460.00

Less:

First contribution to map (paid)	£ 600.00
Second contribution to map (subject to Parish Council approval)	<u>£ 950.00 - 1350.00</u>

Balance	£ 910.00 - 510.00
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Recommendation

The MMWG recommends to the Parish Council that:

1. It supports the request for funding to enable 12,500 copies of the new map to be printed.
2. Part of the remaining budget is used to offset any overspend on the website updating/maintenance budget for 2016/17 anticipated being approx. £200.00.
3. The remaining balance is carried forward to the Marketing Moreton budget for 2017/18.

Recognising achievement

I wish to place on record the contribution to the work of MMWG of the following individuals over the past few months:

- James deVile for his design skills, hard work and quiet competence in everything he has done for towards the effective marketing of our Town.
- Margaret Spittles for her ceaselessly determined approach to the Map –leading to the excellent product we now have
- Michael Edwards for a very imaginative and creative approach to the design of the Map
- Julie Lammin for keeping the MMWG “show “on the road with her usual rigorous efficiency.

Richard Foxwell
Chair
April 2017

MPC Minutes 4/4/17 (Item 46/2017) Attachment no.2

The Sentry Seating Area – Specification of works

1.0

- 1.1 Prices provided are to be total costs for the work items. Therefore include here for any preliminary costs required such as plant, skips etc as well as management costs etc. All prices should include VAT and any other taxes etc.
- 1.2 Definitions: Unless stated otherwise all items include for the supply and installation of works.
- 1.3 The builder is to ensure that all works conform with the building regulations.
- 1.4 The builder is to be aware that the Sentry is in public use at all times. The builder is to ensure that the site area is properly secure and safe from access by members of the public and children.
- 1.5 Ensure the site is left clean, tidy and safe at all times.
- 1.6 The builder is to provide evidence of contractors public liability insurance.
- 1.7 This specification is to be read in conjunction with drawing 17/007/DC/01. Any discrepancies between the drawing and the specification should be brought to the attention of the Consultant Surveyor.
- 1.8 Materials:
 - Bradford’s Builders Merchants have agreed to supply 5 tonnes of Ballast and 40 bags of cement. Allow for removing this cost from your price.
 - The Parish Council is arranging for a local joinery company to make the benches and tables off site for fixing down by the builder
 - It is hoped that the Parish Council will be able to acquire 4 (say) large granite

boulders which will be delivered and off-loaded by a digger into their final position. The builder is only expected to allow for arranging a suitable time for this delivery at this time.

- 1.9 All setting out to be agreed with the Client/Surveyor. The drawing provided is only intended as an indicative design and to allow for comparing tender prices at this stage.
- 1.10 All references to left and right assume the reader is standing facing north looking at the seating area with their back to Exeter Road.
- 1.12 Where tenderers wish to make alterations to the specification or where alternative products are priced for under items using the words 'or similar approved', the tenderers are required to provide alternative details with their tender price documentation.

2.0 Planter/Seating

- 2.1 Excavate ground as required and set aside soil for later reuse.
- 2.2 Pour concrete foundations as shown on the drawing. Ensure there is a gap between the front and rear foundations to allow for drainage from the planter.
- 2.3 Build new planter structures as shown on drawing. Section A-A indicates where the ground level rises to the rear of the site. The builder can use concrete block below ground level or inside the seat (ie where unseen). All exposed wall to be granite.
- 2.4 For the purposes of pricing Hammered brown granite stone from the Lantoom Quarry (lantoom.co.uk) is specified for all exposed areas of wall. Builders are welcome to provide additional prices for granite from other sources if desired. Use standard bricklayers mortar to construct walls.
- 2.5 Form seat slats with 30x20mm oak battens laid in a fan arrangement to follow curvature of bench (ie not as hatching on drawing). Battens to be fixed with stainless steel screws countersunk into wood.
- 2.6 Construct 1nr. Curved planter/seat at north of site as shown on drawing. NB. Outer wall length – 5.7m, inner seat face length – 4.2m, height of planter from existing slab/tarmac level – 0.8m.
- 2.7 Construct 1nr S-shaped planter/seat at south of site as shown on drawings. NB. Outer wall length – 6.5m, inner seat face length – 6.3m, height of planter from slab/tarmac level – 0.8m
- 2.8 Allow for lining walls internally with 1200 gauge DPM. Broken up waste concrete can be used to back-fill base of planters and any excavated material.
- 2.9 Allow for supplying 1 tonne of good quality topsoil to fill top of planters.

3.0 Seating/Tables

- 3.1 Oak benches and tables to be provided separately through client. Tables/benches to be constructed with Oak railway sleepers and assembled by others on site.
- 3.2 Allow for cutting 12 nr. 600x300mm and 6nr 300x250mm holes in the existing concrete slab, digging out to a depth of 200mm, setting in the oak sleeper table/bench legs and backfilling with concrete. Ensure tables are level. Positioning and height to be agreed with client.

4.0 Concrete slab

- 4.1 Allow for pouring new areas of concrete slab as shown on drawing. Allow for digging out existing topsoil and compacting subsoil ready to receive new slab. Assume depth of 100mm slab.
- 4.2 Provide permanent 100x25 treated timber formwork edges formed in curves as shown to new concrete areas and straight to existing right edge. Leave proud of concrete ready to receive resin bonded gravel surface. Allow for liasing with specialist resin gravel contractor (as nominated by client) to agree setting out. All posts securing formwork to

be hidden below concrete/ground level.

- 4.3 Allow for forming new 750mm diameter holes in concrete for trees to be planted by the parish council. Remove all gravel, compacted material etc and back fill with good quality top soil. Allow for formwork as 4.2 to sides of hole to finish edges.
- 4.4 Allow for cutting 4nr 750x500mm holes in the existing concrete/tarmac to receive granite boulders provided by others. No formwork edging will be required however some additional concrete will need to be poured around the edges of the boulder after it has been positioned by a digger.
- 4.5 Allow a provisional area of 1m² of 100mm deep concrete around the edges of the boulders subject to re-measurement.
- 4.6 Leave site ready for resin gravel finish

MPC mins 4/4/17 (Item 49/2017) Attachment no.3

MANDATORY PAYMENTS MAR 2017 (APR MEETING)	AMOUNT	PAYMENT METHOD
MDT (office rent)	308.82	Direct debit
OFFICE RATES	0.00	
J. LAMMIN (Clerk's salary)	949.07	Online transfer
PENINSULA PENSIONS (employer's and employee's contribution)	280.32	Online transfer
HMRC (PAYE and NI)	376.33	Cheque
OTHER PAYMENTS FOR AUTHORISATION		
TALK TALK (telephone and internet)	27.31	Direct debit
COMMUNITY CLUB (venue hire 4/4)	15.00	Cheque
MDT (photocopying - housing project)	465.00	Online transfer
BEN PELL (ashes interment)	45.00	Online transfer
MDT (electricity Dec - Mar)	11.20	Online transfer
GEORGIANA LINGARD (social media updates - Mar)	70.00	Online transfer
J LAMMIN (Refreshments/postage/land reg fees)	22.80	Online transfer
DALC (membership)	379.20	Cheque
SOUTH WEST HIGHWAYS (mosaic area - paving)	2,520.00	Online transfer
R J AUSTIN (cemetery grass cut)	390.00	Online transfer
TOTAL	5,860.05	