



**Minutes of the meeting of Moretonhampstead Parish Council held on Tuesday 1<sup>st</sup> October 2019 at 7.00pm at the Community Club, Moretonhampstead**

<b>Present</b>	Cllr Anna Adnitt Cllr Malcolm Chudley Cllr Paul Dodd Cllr John Farrand-Rogers Cllr Vivienne Hodges (Chairman) Cllr Mike Jeffery (arrived late) Cllr Gordy Keep Cllr Penny Simpson Cllr Mike Warner
<b>In attendance</b>	4 members of the public Sarah Jenkins – Locum Clerk

**Public Session:**

A member of the public enquired as to whether the Parish Council had any influence over Teign Housing's allocation policy for housing in Moretonhampstead. The Parish Council advised that although it had no influence or involvement in the allocation system, under Teign Housing's policy priority should be given to people with a local connection.

Two members of the public raised the matter of the very poor road surface in Queen's Road. Cllr Jerry Brook advised that he had arranged for core samples to be tested which would confirm the condition of the sub-base and the work required to bring the road up to the standard for adoption by Devon County Council. A public meeting would be arranged once more information was available following core sample testing.

*Two members of the public left the meeting.*

A member of the public advised that the road signage for the closure of the B3212 had been badly handled and that the response from staff working on the ground had been poor. Cllr Brook agreed that there was a general problem with poor signage for road works and that this was being followed up at County level.

<b>Item No</b>	<b>Agenda item</b>	<b>Discussion points</b>	<b>Outcome/action</b>
149/2019	To accept apologies for absence.		Apologies were accepted from Cllr Nicky Cardew, Cllr Rose Mogeni and Cllr Bas Payne.
150/2019	To receive declarations of interest in items on the agenda and requests for dispensations.		None received.
151/2019	To approve the draft minutes of the meeting of the Parish Council held on 3 <sup>rd</sup> September 2019.	Draft minutes of the meeting had been circulated with the agenda.	Cllr Malcolm Chudley proposed that the minutes of the meeting held on 3 <sup>rd</sup> September 2019 be approved and signed as a correct record. Seconded by Cllr Paul Dodd and <b>resolved</b> .

152/2019	To receive the County Councillor's report.	<p>Cllr Jerry Brook reported on the recent survey of poor road surfaces as follows:</p> <ul style="list-style-type: none"> <li>• Smallridge road – 8 potholes had been reported – it was unlikely that funding would be available for repairs</li> <li>• Cross Street to Tollhouse – the noisy manhole cover was safe but would be dealt with</li> <li>• Brinning Lane – the road was not considered to be a priority for repairs</li> <li>• Clifford Hill Cottages, Clifford Cross – concrete haunching would be installed</li> <li>• Road north of Bughead Cross – work would start on 28<sup>th</sup> October, weather permitting</li> <li>• Willingstone Lane – no budget was available for repairs</li> </ul> <p>Cllr Brook also advised the following:</p> <ul style="list-style-type: none"> <li>• The autumn spending review would allocate additional funding for social care. To date, adult and social care had a serious overspend</li> <li>• Work was planned to bring providers, including GPs, together in the primary care network to allow for shared access</li> <li>• DCC had taken delivery of salt for winter gritting. Grit bins should be checked and DCC advised of bins which need to be stocked as soon as possible</li> <li>• Blue Badge holders – the criteria had widened to include more people who experienced difficulty walking</li> <li>• The increase in online gambling was a serious cause for concern</li> </ul> <p>In response to a question regarding the road width and improving the signage at Wray Barton, Cllr Brook would pursue the matter with Highways.</p> <p>The Chairman thanked Cllr Brook for his report.</p> <p><i>Cllr Brook left the meeting at 7.37pm.</i></p>	<p>Noted.</p> <p>Cllr Mike Jeffery agreed to make a plan of grit bins and to check the level of salt in the bins.</p> <p>Noted.</p> <p>Noted.</p>
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153/2019	<p>Matters arising not on the agenda – for report only.</p> <ol style="list-style-type: none"> <li>1. 136/2019 – Update on recruitment of the new Clerk</li> <li>2. 136/2019 – Update following the walk around the Churchyard with the Bio Blitz Group on 11<sup>th</sup> September</li> </ol>	<p>The Chairman welcomed the new Clerk, Sam Parkin, to the meeting.</p> <p>Cllr Paul Dodd reported that the Open Spaces Committee would meet with the Bio Blitz Group in January to mark out small areas in the Churchyard which would be set aside to encourage biodiversity.</p>	Noted.
154/2019	To note matters under the Chairman's discretion.	There were no matters to report.	
155/2019	To receive the District Councillor's Report.	There were no matters to report.	
156/2019	To receive the Open Spaces monthly report.	The Open Spaces monthly report was tabled at the meeting.	The report was received and is attached at appendix 1 on page 42.
157/2019	<p>To consider the following planning applications:</p> <p>19/0050 – Conservation area: proposed tree works, Ponsford House, Moretonhampstead.</p> <p>0359/19 – Amended plans - alterations and additions to existing dwelling including conversion and raising part of roof space at Kestor, Moretonhampstead.</p>	<p>A briefing note had been circulated previously.</p> <p>It was noted that the Parish Council had previously supported this application and, due to the deadline for comments of 8<sup>th</sup> October, it was agreed to consider the minor amendment for reduced glazing on the first floor.</p>	<p>Cllr Malcolm Chudley proposed that the Parish Council <b>supports</b> the application. Seconded by Cllr Paul Dodd and <b>resolved</b>.</p> <p>Cllr Malcolm Chudley proposed that the Parish Council <b>supports</b> the amended application. Seconded by Cllr Paul Dodd and <b>resolved</b>.</p>
158/2019	To agree to request that DNPA places a Tree Preservation Order on trees at Ford Street as per planning application 0228/18 – Forder Meadow tree protection measures – and specifically T7 (oak), T9 (ash) and T10 – T13 (4x lime).	A plan showing the tree protection measures proposed under planning application 0228/18 had been circulated in advance.	Cllr Paul Dodd proposed that the Parish Council requests that DNPA place a Tree Preservation Order on trees at Ford Street as per planning application 0228/18 – Forder Meadow tree protection measures – specifically T7 (oak), T9 (ash) and T10 – T13 (4x lime). Seconded by Cllr Malcolm Chudley and <b>resolved</b> .

159/2019	To receive a briefing note on the draft Local Plan and to agree either 1. To delegate to the Local Plan Response Group (meeting 8 <sup>th</sup> October) to agree and submit the Council's response, or 2. To call an extraordinary Parish Council meeting.	A briefing note from Cllr Bas Payne had been circulated in advance.  <i>Cllr Mike Jeffery joined the meeting at 7.54pm</i>	Cllr Malcolm Chudley proposed that the Parish Council delegates authority to the Local Plan Response Group to agree and submit the Council's response to the Local Plan consultation. Seconded by Cllr Paul Dodd and <b>resolved</b> .
160/2019	To receive the Report and Certificate of the external auditor (PKF Littlejohn LLP) for the financial year ended 31 March 2019 and to note the publication of the Notice of Conclusion of Audit by 30 <sup>th</sup> September 2019.	The Notice of Conclusion of Audit had been published prior to 30 <sup>th</sup> September 2019.	The external auditor's Report and Certificate were received and noted.
161/2019	To receive a report from the Internal Financial Regulator and to agree to keep the Council's accounts by way of Excel spreadsheets and on a receipts and payments basis.	A report from the Internal Financial Regulator had been circulated in advance.	Cllr Vivienne Hodges proposed that the Parish Council accounts be kept by way of Excel spreadsheets and on a receipts and payments basis, starting with the current financial year. Seconded by Cllr John Farrand-Rogers and <b>resolved</b> .
162/2019	To appoint Cllr Anna Adnitt to the Open Spaces Committee.	It was noted that there are currently only three members on the Open Spaces Committee.	Cllr Paul Dodd proposed that Cllr Anna Adnitt be appointed to the Open Spaces Committee. Seconded by Cllr Gordy Keep and <b>resolved</b> .
163/2019	To agree to form a Climate Change Working Group.	Following the declaration of climate emergency at the September Council meeting, Cllr Anna Adnitt and Cllr Penny Simpson were of the view that the Council should form stronger links with community groups and provide a focal point for support. Terms of Reference for a Working Group could include compiling a directory of community groups and actions taken so far.	Cllr Anna Adnitt proposed that a Climate Change Working Group be formed. Seconded by Cllr Penny Simpson and <b>resolved</b> .  Cllr Vivienne Hodges, Cllr Anna Adnitt and Cllr Penny Simpson were appointed to the Working Group.

164/2019	To approve the list of payments.	The list of payments was tabled at the meeting.	The list of payments is attached at appendix 2 on page 43. Cllr Malcolm Chudley proposed that the list of payments be approved. Seconded by Cllr John Farrand-Rogers and <b>resolved.</b>
165/2019	<p>To receive correspondence and to agree any response:</p> <ol style="list-style-type: none"> <li>1 Notification of litter pick from Moreton Action on Plastics in conjunction with Surfers Against Sewage.</li> <li>2 Letter from Dartline regarding restricted road width at Wray Barton.</li> <li>3 Request from a resident for a grit bin at Station Road car park.</li> </ol>	<p>The letter had been discussed with Cllr Jerry Brook at minute 152/2019.</p> <p>The request was noted. Cllr Mike Jeffery advised that Teignbridge District Council would not agree to install a grit bin at their car parks due to liability for any damage to vehicles.</p>	<p>Noted.</p> <p>A response would be sent to Dartline.</p> <p>Noted.</p>
166/2019	To receive reports from Councillors with particular responsibilities.	<p><u>TALC</u> Cllr John Farrand-Rogers had attended the recent meeting of the Teignbridge Association of Local Councils which had focussed on waste disposal. It was noted that waste from Teignbridge does not leave the UK. More public information was needed as to what could be recycled to reduce waste going in to black bins. Black plastic is impossible to recycle and its use should be discouraged.</p> <p>Councillors and Clerks are welcome to attend the next meeting when Cllr John Hart would discuss the Devon County Council budget.</p> <p><u>Development Trust (MDT)</u> Cllr Penny Simpson had attended the AGM. It was noted that MDT had taken the lease on the hospital. Visitor numbers at Green Hill were high, the Business Association had been relaunched as a network and MDT finances were healthy.</p>	

		<p><u>Wellmoor</u> Cllr Anna Adnitt would attend the next Wellmoor meeting the following week.</p> <p><u>Post Office Working Group</u> Cllr Mike Warner advised that the Working Group would meet shortly to review progress. It was noted that the Post Office is still for sale on the open market.</p>	
<p>Public session</p> <p>The Chairman thanked the members of the public for attending the meeting.</p> <p><i>The members of the public left the meeting.</i></p>			
167/2019	To agree to exclude the public due to the confidential nature of the business to be transacted. Reason for exclusion: information relating to the employment of staff would be discussed.		It was <b>resolved</b> to exclude the public due to the confidential nature of the business to be transacted.
168/2019	To ratify the appointment of the new Clerk and RFO and to approve the contract of employment and arrangements for handover from the Locum Clerk.	A draft contract of employment had been circulated before the meeting.	<p>Cllr Anna Adnitt proposed that, subject to the amendment to the probationary period, the contract of employment for the new Clerk and RFO be approved and that up to 100 hours of support be provided by the Locum Clerk during the probationary period. Seconded by Cllr John Farrand-Rogers and <b>resolved</b>.</p> <p>The appointment of Samantha Parkin as Clerk and RFO with effect from 1<sup>st</sup> November 2019 for 20 hours per week at SCP 13 was thereby ratified.</p>
The Chairman closed the meeting at 8.28pm.			
Signed: (Chairman)			
Next meeting: Tuesday 5th November 2019			

**MPC Minutes 01.10.2019 Attachment no. 1 – Open Spaces report October 2019**

**Inspection carried out by: Cllr Paul Dodd**

**Date: October 2019**

Area	Comments	Action
The Sentry	Lot of Mole hills appeared. Two holes dug by dogs.	Groundsman to rectify if possible.
Churchyard	Bio Blitz group walk around	Some suggestions were made about wild flower area and other parts.

<b>The Play Area</b>	All ok	None
<b>The Henge</b>	Looks good	Grass cut
<b>The Pound</b>	Looks good	Grass cut.
<b>Cross Tree</b>	Looks good	None
<b>Geneva Island/War Memorial</b>	Ok	None
<b>Wheelwright's wheel</b>	Looks good	None needed
<b>Allotment</b>	All ok	None
<b>Seats/benches/ Lamp posts</b>	All look good	None
<b>Gates and Railings</b>	All ok	None
<b>Bus Shelter</b>	All ok	None
<b>Recycling</b>	All checked once a week	OK

Plastic cable ties and posters removed around the town.  
Litter pick around the town.  
Branches cut back in the lower Churchyard.

#### **MPC Minutes 01.10.2019 Attachment no.2 – List of payments October 2019**

<b>MANDATORY PAYMENTS FOR SEPTEMBER 2019 (approved October meeting)</b>	<b>AMOUNT (inc VAT)</b>	<b>PAYMENT METHOD</b>
MDT (office rent) - paid 01/09/2019	308.82	Direct debit
S JENKINS (Locum Clerk's salary 1 - 30 September 2019)	838.36	Cheque
HMRC (PAYE and NI - next quarterly payment September)	104.49	Cheque
<b>OTHER PAYMENTS AUTHORISED 1 October 2019</b>		
TALK TALK (telephone and internet) - paid 02/10/2019	38.32	Direct debit
PKF Littlejohn LLP external audit fee	360.00	Cheque
DALC membership, including NALC affiliation fee April 19 - March 20	395.53	Cheque
Hire of Community Club - 3 September 2019	15.00	Cheque
Community Club green waste bin (previously agreed)	40.00	Cheque
Tim Sutcliffe - 2 x Sentry cuts @ £145 per cut. 1 x verges cut August @ £210	600.00	Cheque
Rob Austin - Churchyard Sept £420, 2 x ashes inter £65, 2 x Henge & Pound £35	620.00	Cheque
Sports and Community Centre grant	300.00	Cheque

Wellmoor grant	300.00	Cheque
Community swimming pool grant	150.00	Cheque
Friends of Moretonhampstead School grant	200.00	Cheque
Knead to Connect grant	250.00	Cheque
<b>TOTAL</b>	<b>4,520.52</b>	