



MINUTES

Committee: Parish Council
Date: Tuesday, 04 May 2021
Time: 7:00pm
Venue: Virtual meeting via Zoom

Present

Cllr Vivienne Hodges (Chair)
Cllr Malcolm Chudley
Cllr Gordy Keep
Cllr Mike Warner
Cllr Mike Jeffery
Cllr Penny Simpson
Cllr Anna Adnitt
Cllr Jan Evans
Cllr Rose Mogeni
Cllr Farrand-Rogers
Cllr Paul Dodd

Also Present

Samantha Parkin (Clerk)
Cllr Jerry Brook, Devon County Council

PUBLIC PARTICIPATION

The Chairman invited Councillors to ask County Councillor Jerry Brook questions in the public session as Cllr Brook had a lot of meetings to attend. Cllr Brook had circulated his report to the Council prior to the meeting. Cllr Warner asked Cllr Brook if further towns will be noted as priority in the next wave of road repairs or is it those who shout the loudest that will be prioritised. Cllr Brook outlined the process involved in prioritising the road repairs. If there is extra money available, Tegan Faulkner (Highways Maintenance team), looks at the roads that she thinks are worthy of considering and prioritises the roads most in need of repairs based on the road surface and number of commuters.

Cllr Brook thanked the Council for their support over the last four years and he feels extremely lucky to have been able to represent a beautiful part of Devon. The Chairman thanked Cllr Brook for attending the meeting and Cllr Brook left the meeting.

62/2021 ELECTION OF CHAIRMAN

It was proposed by Cllr Warner, seconded by Cllr Jeffery and **resolved that Cllr Vivienne Hodges** be elected Chairman of the Council for the ensuing year.

[Note: Due to the current Government restrictions, the Declaration of Acceptance of Office would be signed at a later date]

63/2021 ELECTION OF VICE-CHAIRMAN

It was proposed by Cllr Chudley, seconded by Cllr Evans and **resolved that Cllr Mike Warner** be elected Vice-Chairman of the Council for the ensuing year.

[Note: Due to the current Government restrictions, the Declaration of Acceptance of Office would be signed at a later date]

64/2021 APOLOGIES FOR ABSENCE

No apologies for absence were received.

65/2021 DECLARATIONS OF INTERESTS / REQUESTS FOR DISPENSATIONS

No declarations of interest or requests for dispensation were received. The Chairman reminded Councillors that any change in interests need to be notified to the Clerk.

66/2021 MINUTES

It was proposed by Cllr Evans, seconded by Cllr Jeffery and **resolved to accept and sign** the minutes of the meeting held on 6th April 2021 as a correct record. There were two abstentions.

67/2021 APPOINTMENT OF COUNCIL COMMITTEES AND WORKING GROUPS AND APPOINTMENT OF MEMBERS

The Council agreed to appoint members to the following committees:

- Planning Committee – Cllr Hodges, Cllr Warner, Cllr Jeffery, Cllr Chudley, Cllr Farrand-Rogers, Cllr Keep, Cllr Adnitt and Cllr Evans
- Finance and Policy Committee – Cllr Hodges, Cllr Warner, Cllr Evans, Cllr Farrand-Rogers and Cllr Keep
- Open Spaces Committee – Cllr Hodges, Cllr Warner, Cllr Dodd, Cllr Jeffery, Cllr Adnitt and Cllr Keep
- Climate Change & Ecological Emergency Working Group – Cllr Hodges, Cllr Adnitt and Cllr Simpson
- Post Office Working Group – Cllr Warner, Cllr Mogeni, Cllr Chudley and Cllr Adnitt
- Electrical Charge Point Working Group- Cllr Hodges suggested this comes under the CC&EE Working Group
- Pedestrian Scheme Working Group – Cllr Warner, Cllr Chudley, Cllr Adnitt and Cllr Keep

68/2021 APPOINTMENT OF CHAIRMAN OF PARISH COUNCIL COMMITTEES

It was proposed by Cllr Chudley, seconded by Cllr Evans and **resolved to elect Cllr Jeffery** as Chairman of the Planning Committee.

It was proposed by Cllr Hodges, seconded by Cllr Warner and **resolved to elect Cllr Evans** as Chairman of the Finance and Policy Committee.

It was proposed by Cllr Adnitt, seconded by Cllr Chudley and **resolved to elect Cllr Dodd** as Chairman of the Open Spaces Committee.

69/2021 APPOINTMENT OF COUNCILLORS TO OUTSIDE BODIES

The Council agreed to make the following appointments to the following outside bodies:

- Friends of Moretonhampstead Library (FoML) – Cllr Hodges
- Wellmoor – Cllr Adnitt
- Moretonhampstead Development Trust (MDT) – Cllr Simpson and Cllr Warner

- Moretonhampstead Information Centre – Cllr Dodd
- Moretonhampstead Association of Youth (MAY) – Cllr Mogeni
- Trustees, Bowring Library Trust – Cllr Hodges
- Devon Association of Local Councils (DALC) – No representative
- Teignbridge Association of Local Councils (TALC) – Cllr Farrand-Rogers
- Moretonhampstead Action on Plastics (MAPS) – Cllr Simpson

70/2021 APPOINTMENT OF INTERNAL FINANCIAL REGULATOR

Cllr Evans and Cllr Farrand-Rogers were both happy to take on the role. Some of the Council were concerned about the Chairman of the Finance and Policy Committee checking the accounts.

It was proposed by Cllr Jeffery to appoint Cllr Farrand-Rogers as Internal Financial Regulator. The Clerk confirmed it was acceptable for the Chair of the Finance and policy Committee to check the accounts and quoted the following from the Practitioners Guide ‘Approval of the bank reconciliation by the authority or the Chair of finance or another authority nominee is not only good practice but it is also a safeguard for the RFO’. Cllr Jeffery withdrew his proposal.

It was proposed by Cllr Adnitt and seconded by Cllr Warner to **appoint Cllr Evans** as Internal Financial Regulator. Cllr Chudley proposed an amendment to appoint Cllr Farrand-Rogers as Internal Financial Regulator. The amendment was seconded by Cllr Mogeni. 4:3 voted against the amendment and so the amendment fails.

The original motion was then put to the vote. The motion is carried and **resolved** with three abstentions.

71/2021 CHAIRMANS ALLOWANCE

It was proposed by Cllr Farrand-Rogers, seconded by Cllr Evans and **resolved to pay the Chairman** a £100 allowance.

72/2021 REVIEW AND ADOPTION OF PARISH DOCUMENTATION

It was proposed by Cllr Warner, seconded by Cllr Jeffery and **resolved to adopt** the standing orders and the following parish documentation:

- Code of Conduct (Approved Mar 2020)
- Complaints (Approved Nov 2019)
- Coronavirus Risk Assessment (Mar 2020)
- Data Protection (Approved Dec 2020)
- Disciplinary and Grievance (Approved Mar 2020)
- Financial Regulations (Approved May 2018, reviewed May 2021 by Finance and Policy committee)
- Grant Awarding Policy (Approved Mar 2021)
- Health and Safety (Approved Dec 2019)
- Pensions and Discretions (Approved Mar 2018)
- Risk Assessment (Approved Dec 2019, reviewed May 2021 by Finance and Policy committee)
- Sickness Absence (Approved Mar 2020)
- Terms of Reference Planning Committee (Approved May 2018)
- Terms of Reference Finance and Policy Committee (Approved May 2018)
- Terms of Reference Open Spaces Committee (Approved May 2018)
- Virtual Meetings Protocol (Approved Jun 2020)

73/2021 BANK SIGNATORIES

It was proposed by Cllr Jeffery, seconded by Cllr Keep and **resolved to confirm** the Council’s current duly authorised bank signatories as follows:

View and submit level of access: Samantha Parkin

View and authorise level of access: Cllrs Vivienne Hodges, Mike Warner, Jan Evans and Paul Dodd.

74/2021 APPOINTMENT OF INTERNAL AUDITOR

It was proposed by Cllr Farrand-Rogers, seconded by Cllr Chudley and **resolved to appoint** Sian Colridge as the Parish Council's Internal Auditor.

75/2021 INTERNAL CONTROLS

The Clerk had written a statement of internal controls prior to the meeting which Cllr Evans had gone through with the Clerk and she is satisfied the Council's controls are sound.

76/2021 COUNTY COUNCILLOR REPORT

County Councillor Jerry Brook had circulated his report prior to the meeting.

77/2021 MATTERS ARISING

It was noted the Clerk has submitted the VAT return for 2020/21.

It was noted the Clerk has arranged for a new gate post to be fitted at the Allotment.

It was noted the Clerk has arranged the repairs to the phone box with Wellmoor.

It was noted the Council has signed the Devon Climate declaration.

78/2021 CHAIRMANS DISCRETION

Cllr Julian Edwards had tendered his resignation on Tuesday 27th April due to the sale of his house. Cllr Hodges had accepted his resignation and thanked him for all his work. The Clerk has notified Teignbridge of the vacancy.

The Chairman had been made aware of Baker Estates intention to purchase the land between their site at Thompsons and the Wray Valley Trail to put a path through linking the estate to the trail. The Chairman asked the Council to think about what the interest of the community is for this piece of land and this will be discussed at a future meeting.

79/2021 DISTRICT COUNCILLOR'S REPORT

Cllr Jeffery advised there had been no meetings so there is nothing to report.

80/2021 OPEN SPACES REPORT

The Open Spaces monthly report was circulated prior to the meeting. The report was noted and is attached at appendix 1 on page 29. Cllr Hodges thanked Cllr Dodd for his work on open spaces. Cllr Dodd asked Cllr Keep if he could trim the bush at Geneva Island, Cllr Keep is happy to do this.

81/2021 CLIMATE CHANGE & ECOLOGICAL WORKING GROUP REPORT

Cllr Adnitt noted May's Green tip of the Month is 'No Mow May'.

82/2021 INTERNAL FINANCIAL REGULATOR REPORT

Cllr John Farrand-Rogers hadn't been able to check the accounts due to national Government restrictions.

83/2021 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Jeffery, seconded by Cllr Dodd and **resolved to approve** the schedule of payments at appendix 2 on page 29.

84/2021 CORRESPONDENCE

Correspondence was received and circulated prior to the meeting from Devon and Somerset Fire and Rescue service regarding 'Understanding risk in our communities – a request for information'. The Clerk had already advertised the survey on the Council's Facebook page. Cllr Jeffery is happy to complete the survey on the Council's behalf.

Correspondence was received and circulated prior to the meeting from a member of the public requesting a reduction of churchyard fees. It was proposed by Cllr Dodd, seconded by Cllr Farrand-Rogers and **resolved to allow** a one off reduction of the fees to allow the family to pay £65 to inter the ashes. There was one abstention.

85/2021 INSURANCE

Cllr Warner gave an overview of the insurance review he carried out with the Clerk. Cllr Warner recommended the asset register is updated over the next year and the Clerk will establish the assets replacement costs.

It was proposed by Cllr Adnitt, seconded by Cllr Warner and **resolved to continue** with the current insurer for this year and meanwhile the Clerk will update the asset register and valuations and obtain new quotes for next year's insurance policy.

86/2021 GEORGE BIDDER MEMORIAL

Cllr Hodges confirmed the official opening date of the George Bidder memorial is the 24th July 2021. David Cannon is hoping to arrange a reception at the White Hart.

It was proposed by Cllr Warner, seconded by Cllr Dodd and **resolved to appoint** the Chairman of Finance to discuss with the organisers of the event the numbers attending and the costs involved for the event and refer back to Council to agree a contribution to the non-alcoholic festivities.

The Clerk will arrange a meeting between Cllr Evans and David Cannon.

87/2021 ACCESSIBILITY STUDY

Cllr Hodges suggested this item should be referred to the open spaces committee to discuss at their next meeting. A previous study on accessibility in Moretonhampstead has been done and this should be made available for the Council to look at. The Council need to determine what Wellmoor want from the Council.

The Chairman closed the meeting at 8.27pm.

TO DO ACTIONS

- Cllr Keep to trim the bush at Geneva Island
- The Clerk to make payments
- Cllr Jeffery to complete the Fire Service survey on the Council's behalf
- The Clerk to renew the Council's Insurance policy with Came & Company
- The Clerk to arrange a meeting between Cllr Evans and David Cannon
- The Clerk to add the Wellmoor accessibility Study to the open Spaces Agenda

MPC Minutes 04.05.2021 Attachment no.1 - Open Spaces Report

Area	Comments	Action
The Sentry	"Greenies" asked for area to let wild flowers grow.	Area bottom right allocated. Groundsman informed. Grass cut 3/5
Churchyard	5 graves predug.	Soil against wall from graves, part removed. Seats see below.
The Play Area	Checked most days.	Seat on rotating see saw to be tightened.
The Henge	Looks good.	None.
The Pound	Looks good.	None.
Cross Tree	OK	None
Geneva Island/War Memorial	Union flag to be replaced and weight to be repaired.	Flag will be ordered this month.
Wheelwright's wheel	OK	None
Allotment	OK	None
Seats/benches/Lamp posts	See at end of report.	As shown
Gates and Railings	Ok	None
Bus Shelter	Ok	None
Recycling	OK	None

Memorial seat in Ford Street next to phone box - Re varnished and memorial plaque polished.

Cemetery - Three memorial seats re varnished and plaques cleaned.

The Square - Two benches have had some small areas of rot remove and been re varnished. One table has been re varnished and the bolt heads painted gold. One seat and table awaits.

Paul Dodd. Chair open spaces.

MPC Minutes 04.05.2021 Attachment no.2 - Schedule of Payments April 2021

	AMOUNT (inc VAT)	PAYMENT METHOD
MANDATORY PAYMENTS FOR April 2021		
MDT (office rent) - paid 01/05/2021	£331.57	Direct debit
S PARKIN (Clerk's salary 1 April - 31 April 2021) – paid 30/04/2021	£969.19	Online Transfer
PENINSULA PENSIONS (employer's and employee's contribution) –paid 30/04	£283.24	Online Transfer
HMRC (PAYE and NI) – next payment June '21		
Plusnet (telephone and internet – paid 29/03)	£27.96	Direct Debit
OTHER PAYMENTS AUTHORISED 4 May 2021		
Old Mill – Payroll services	£414.00	Online Transfer
Community Swimming Pool – 1 st round grants	£250.00	Online Transfer
South West Ambulance Charity – 1 st round grants	£59.00	Online Transfer
Greenhill Arts – 1 st round grants	£350.00	Online Transfer
Wellmoor – 1 st round grants	£530.00	Online Transfer
Skate and Ride – 1 st round grants	£250.00	Online Transfer
Community Swimming Pool – One off grant from Teignbridge business support	£7,500.00	Online Transfer
Teignbridge District Council – Emptying of bins in Sentry 2020/21	£2,089.00	Online Transfer
DALC – Year End Accounts and Audit webinar	£36.00	Online Transfer
DALC – Annual subscription fee	£389.61	Online Transfer
X2 Connect – Phone box replacements	£1,103.52	Online Transfer
R Austin – 2 interments, 5 predigs, churchyard cut	£2,100.00	Online Transfer
Chairman's Allowance	£100.00	Online Transfer
Came & Company – Annual Insurance premium	£823.16	Online Transfer
T.A.Sutcliffe – Sentry cut	£174.00	Online Transfer

ONLINE BANK CARD PAYMENTS FOR MARCH 2021		
Zoom – Online Meeting room	£14.39	Bank Card
TOTAL	£17,794.64	