



MINUTES

Committee: Parish Council
Date: Tuesday, 01 June 2021
Time: 7:00pm
Venue: Greenhill meeting room

Present

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

Also Present

Samantha Parkin (Clerk)

PUBLIC PARTICIPATION

There were no members of the public present.

88/2021 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Simpson.

89/2021 DECLARATIONS OF INTERESTS / REQUESTS FOR DISPENSATIONS

No declarations of interest or requests for dispensation were received.

90/2021 MINUTES

It was proposed by Cllr Jeffery, seconded by Cllr Farrand-Rogers and **resolved to accept and sign** the minutes of the meeting held on 4th May 2021 as a correct record.

91/2021 COUNTY COUNCILLOR REPORT

County Councillor Brook had sent his apologies prior to the meeting and the Clerk read his report:

The council had its first full meeting on the 27th of May. Jeff Trail from Exmouth division was elected chairman for the ensuing year. I reported all of the highway issues you had brought to my attention.

Ines Pfister is the new highway engineer for our division. He is going to be busy!!!!

92/2021 MATTERS ARISING

It was noted Cllr Keep has trimmed the bush at Geneva Island. Cllr Hodges thanked him.

It was noted Cllr Jeffery has completed the Fire Service survey on the Council's behalf.

It was noted the Clerk has renewed the Council's Insurance policy with Came & Company.

It was noted Teignbridge District Council has notified the Clerk that the Council can co-opt a person to fill the vacancy left by Cllr Julian Edward's vacancy. The Clerk will advertise the vacancy.

93/2021 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.

94/2021 ANNUAL GOVERNANCE STATEMENT

A copy of the Annual Governance Statement had been circulated prior to the meeting. It was proposed by Cllr Warner, seconded by Cllr Dodd and resolved that the Annual Governance Statement for the financial year 1 April 2020 – 31 March 2021 be approved. There was one abstention.

95/2021 ACCOUNTING STATEMENTS

A copy of the Accounting Statements had been circulated prior to the meeting. It was proposed by Cllr Evans, seconded by Cllr Mogeni and resolved that the Accounting Statements for the financial year 1 April 2020 – 31 March 2021 be approved. There was one abstention.

96/2021 PERIOD OF PUBLIC RIGHTS

It was proposed by Cllr Farrand-Rogers, seconded by Cllr Jeffery and resolved that the dates for the period for the exercise of public rights be set as Monday 14 June to Friday 23 July 2021.

97/2021 CHAIRMANS DISCRETION

Cllr Hodges explained Cllr Adnitt and the Clerk had looked at the management of the churchyard following the open spaces committee meeting. The Clerk had contacted the primary school to ask if they would be interested in helping to clear up the pathways in the churchyard and Cllr Hodges asked the council if they were happy for the school to work with the council.

It was proposed by Cllr Farrand-Rogers, seconded by Cllr Evans and **resolved to invite** the school teacher and children to help care for the churchyard. There was one abstention.

Cllr Chudley stated the council should let the contractor know that the school are helping to care for the pathways.

Cllr Hodges was concerned about the number of email discussions on various issues. She reminded the council that decisions of the council are made by the council as a whole and not by individuals. If any Councillor has any items they wish to be discussed please talk to her or the Clerk who will add it to the next Agenda. All decisions will then be decided at a council meeting and recorded in the minutes.

Cllr Hodges had received a request from the clerk to attend a First Aid training course provided by MDT. It was proposed by Cllr Hodges, seconded by Cllr Jeffery and **resolved to send** the Clerk on the First Aid training course.

98/2021 DISTRICT COUNCILLOR'S REPORT

Cllr Jeffery circulated his report prior to the meeting. Cllr Hodges asked Cllr Jeffery if TDC are still making payments towards playparks that the parish council provides. Cllr Jeffery doesn't think they do.

99/2021 OPEN SPACES REPORT

The Open Spaces monthly report was tabled at the meeting. The report was noted and is attached at appendix 1 on page 36.

100/2021 CLIMATE CHANGE & ECOLOGICAL WORKING GROUP REPORT

Cllr Adnitt noted there was nothing to report.

101/2021 INTERNAL FINANCIAL REGULATOR REPORT

Cllr Evans explained that she had caught up on all of the checks that had not been done because of the Government restrictions. Cllr Evans was happy that the council's accounts are in order. There was one query on the payment made for the green tip of the month template, Cllr Evans was unsure if this had been agreed at a meeting. Cllr Hodges recollected this being agreed and reminded councillors of the importance of checking the minutes.

102/2021 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Farrand-Rogers, seconded by Cllr Jeffery and **resolved to approve** the schedule of payments at appendix 2 on page 36.

103/2021 CORRESPONDENCE

Correspondence was received and circulated prior to the meeting from the Allotment Secretary requesting a new gate post. Cllr Evans suggested the council wait until next year as it had not been budgeted for and the council had already had some unexpected payments. Cllr Evans noted the gate was in a bad state of repair and would probably need replacing as well.

It was proposed by Cllr Farrand-Rogers to refer the request to the Finance and Policy committee to look at the finances and the Open Spaces committee to consider the request. The Clerk recommended the council wait until the next year as the Allotment committee are happy to wait and include the repair in next year's budget. Cllr Farrand-Rogers withdrew his proposal.

It was proposed by Cllr Evans, seconded by Cllr Jeffery and **resolved to respond** to the letter that the council will consider the request in the new financial year.

Correspondence was received and circulated prior to the meeting from 'Old Mill Payroll Services' regarding their updated terms of business. It was proposed by Cllr Evans, seconded by Cllr Farrand-Rogers and **resolved to accept** the updated terms of business. There was one abstention.

Correspondence was received and circulated prior to the meeting from Devon Communities Together requesting the Council complete their survey. The survey has been completed by a number of Councillors.

104/2021 OPEN SPACES COMMITTEE RECOMMENDATIONS

The draft meetings had been circulated prior to the meeting and Cllr Hodges gave an overview of the recommendations.

Cllr Farrand Rogers was unhappy with the wording of recommendation no. 4 – Recommendation to the full council to support a more pragmatic approach to the study for the time being rather than supporting Wellmoor's accessibility study. A lot of the historic parts of the town don't allow for a lot of the proposals. It was proposed by Cllr Farrand-Rogers to change the wording to: The Council agrees

to support a more pragmatic approach to an accessibility study. The motion was not seconded and so fell. It was proposed by Cllr Jeffery, seconded by Cllr Dodd and **resolved that the wording** stays as it is. There was one abstention. Cllr Farrand-Rogers stated the wording is nonsense.

It was proposed by Cllr Warner, seconded by Cllr Farrand Roger and **resolved to accept** the following recommendations:

- Recommendation to the full council to install bat boxes in the Churchyard
- Recommendation to the full council to have a 'meet and greet' in the churchyard in July
- Recommendation to the full council to review the Open Space's tender in November
- Recommendation to the full council to adopt Cllr Warner's report

It was proposed by Cllr Warner, seconded by Cllr Jeffery and **resolved to accept** the following recommendation:

- Recommendation to the full council to support a more pragmatic approach to the study for the time being rather than supporting Wellmoor's accessibility study. A lot of the historic parts of the town don't allow for a lot of the proposals

There was one abstention and one opposed.

105/2021 'A YEAR IN MORETONHAMPSTEAD' BOOK

MDT's Finance Officer had completed the final accounts of the book and this had been circulated prior to the meeting along with the Clerk's report. It was noted that the price of the book had been decreased from £15 to £5 but the books had still not sold out.

The Chairman and Clerk suggested that the remaining copies of the book give one copy of the book to each family of children at the Primary School and any remaining copies could be distributed to hospitality businesses in the town.

It was proposed by Cllr Evans, seconded by Cllr Farrand-Rogers that the Council accept the loss and dispose of the surplus copies as suggested by the Chairman.

Cllr Chudley suggested an amendment to the proposal that if a parent wanted to make a contribution to the parish council for receiving a book they could. The amendment was not seconded and so fell.

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

106/2021 ESTIMATE

The agreement between 10 Pound Street and the Council and the estimate had been circulated prior to the meeting. Cllr Warner noted the agreement states the council must maintain the works installed and repaint the wall every 5 years. He noted the wall has not been repainted for at least 7 years.

Cllr Evans was concerned at first as she thought the estimate was an invoice and it had not been agreed at a meeting. Cllr Hodges stated that as things stand the council are committed to pay under the agreement. Cllr Evans noted the council had not budgeted for the expense and the monies may need to come out of the council's reserves and the council should be cautious in our approach to future liabilities.

It was proposed by Cllr Farrand-Rogers, seconded by Cllr Evans and **resolved** to firstly, authorise the expenditure of up to £1,050. Secondly, authorise the chairman of the open spaces committee to examine the colours and to agree with the owner of the house which colour is most appropriate and thirdly, ask the finance and policy committee to see where from the reserves we take the money to make up the necessary money. There were two abstentions.

Cllr Warner made a point that the Council don't have a very good record within the council of the assets and responsibilities. The Council need to review its assets, maintenance responsibilities and costs involved before setting future budgets.

The Chairman closed the meeting at 8.16pm.

TO DO ACTIONS

- Clerk to advertise Councillor vacancy
- Clerk to submit Annual Governance and Accountability Return 2020/21
- Clerk to invite the school teacher and children to help care for the churchyard
- Clerk to make payments
- Clerk to reply to Allotment Secretary email
- Clerk to arrange the July 'meet and greet' outside the churchyard
- Clerk to liaise with contractor to install bat boxes
- Clerk to arrange the distribution of the 'A year in Moretonhampstead' books
- Cllr Dodd to agree the colour of the wall with 10 Pound Street and agree estimate up to £1,050
- F&P committee to see where from the reserves the council takes the money – min no. 106/2021
- Council to review assets/maintenance responsibilities

MPC Minutes 01.06.2021 Attachment no.1 – Open Spaces Report

Area	Comments	Action
The Sentry	Grass has been cut and looks good. Lock on main gate missing.	Lock replaced with same lock from back gate into cemetery.
Churchyard	Needs strimming.	Not urgent.
The Play Area	Checked most days.	Rubber on gate to be replaced.
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 replaced this month.
Wheelwright's wheel	OK	None
Allotment	Not visited.	None
Seats/benches/Lamp posts	One seat in square to be painted and play area seat also.	This month I hope.
Gates and Railings	Ok	None
Bus Shelter	Ok	None
Recycling	OK	None

MPC Minutes 01.06.2021 Attachment no.2 – Schedule of Payments June 2021

	AMOUNT (inc VAT)	PAYMENT METHOD
MANDATORY PAYMENTS FOR May 2021		
MDT (office rent) - paid 01/06/2021	£347.51	Direct debit
S PARKIN (Clerk's salary 1 May - 31 May 2021) – paid 31/05/2021	£969.19	Online Transfer
PENINSULA PENSIONS (employer's and employee's contribution) –paid 31/05	£283.24	Online Transfer
HMRC (PAYE and NI) – next payment June '21		
Plusnet (telephone and internet – paid 01/06)	£24.46	Direct Debit
OTHER PAYMENTS AUTHORISED 1 June 2021		
J Coombes – Replace Allotment gate post and re hang gate	£350.00	Online Transfer
Cllr Dodd – Union Jack Flag and fittings	£62.93	Online Transfer
SJB Signs – Wray Valley Trail signs and installation	£1,560.00	Online Transfer
S Parkin – Mileage to Devon Heritage Centre and engraving chain of office	£27.05	Online Transfer
MDT - rent adjustment	£15.94	Online Transfer
R Austin – Churchyard cut, 1 x interment, 2 x ashes and the henge cut	£1,005.00	Online Transfer
Viking – Stationary order, ink, paper, clear pockets	£67.93	Online Transfer
ONLINE BANK CARD PAYMENTS FOR MAY 2021		
Zoom – Online Meeting room	£14.39	Bank Card
Norton Antivirus	£94.99	Bank Card
Ironmongery Direct – Lock for phone box	£49.02	Bank Card
Screwfix – Sealant for phone box	£4.49	Bank Card
TOTAL	£4,876.14	