



# MINUTES

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**Committee:** Parish Council  
**Date:** Tuesday, 02 November 2021  
**Time:** 7:00pm  
**Venue:** Community Club

## Present

Cllr Vivienne Hodges (Chair)  
Cllr Malcolm Chudley  
Cllr Mike Warner  
Cllr Mike Jeffery  
Cllr Farrand-Rogers  
Cllr Paul Dodd  
Cllr Penny Simpson  
Cllr Gordy Keep  
Cllr Laurence Cosnett  
Cllr Jan Evans

## Also Present

Samantha Parkin (Clerk)  
Catherine Fileman-Wright (Councillor Applicant)  
Two members of the public

## PUBLIC PARTICIPATION

*There was a member of the public present interested in filling the vacancy left by Cllr Adnitts' resignation.*

## 164/2021 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Rose Mogeni.

## 165/2021 DECLARATIONS OF INTERESTS / REQUESTS FOR DISPENSATIONS

No declarations of interest or requests for dispensation were received.

## 166/2021 MINUTES

It was proposed by Cllr Farrand-Rogers, seconded by Cllr Cosnett and **resolved to accept and sign** the minutes of the meeting held on 5<sup>th</sup> October 2021 as a correct record.

## 167/2021 COUNTY COUNCILLOR REPORT

Apologies were received from County Councillor Brook.

### 168/2021 MATTERS ARISING

It was noted the Clerk had attended the Memorial Safety and Administration course. The Clerk explained that unfortunately the course did not give her the qualifications to carry out the safety checks. The Clerk is looking into the City & Guilds qualification to enable her to carry out the safety checks.

### 169/2021 HOUSING

Apologies were received from Mary Ridgeway, TDC Housing Enabling Officer. The Council hope to rearrange a meeting with her at a later date.

### 170/2021 CHAIRMANS DISCRETION

The Chairman noted the Council had received the Council's Remembrance Day wreath. The Chairman asked if any Councillor was available to represent the Council at the service. Cllr Dodd and Cllr Chudley offered to undertake this.

### 171/2021 DISTRICT COUNCILLOR'S REPORT

Cllr Jeffery noted there had been no meetings.

### 172/2021 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 59.

### 173/2021 CLIMATE CHANGE & ECOLOGICAL WORKING GROUP REPORT

Cllr Simpson noted the group had been unable to have a full meeting but they have circulated Novembers Green Tip of the Month 'Reduce and Recycle Plastic Waste'. There is a meeting of the Climate Emergency group on Friday with the Development Trust to work out some common goals.

Cllr Hodges reported the Scout Group had worked with the Biodiversity Group to plant wildflower seeds in the designated wildflower meadow area of the Sentry. It was proposed by Cllr Simpson, seconded by Cllr Keep and **resolved to agree** the wildflower meadow area in the Sentry. There was one abstention.

### 174/2021 INTERNAL FINANCIAL REGULATOR REPORT

Cllr Evans reported the accounts for August and September had been checked and everything is in order.

### 175/2021 SCHEDULE OF PAYMENTS

It was proposed by Cllr Evans, seconded by Cllr Jeffery and **resolved to donate** £25 to the Royal Legion as per the Clerks recommendation.

The Council considered its monthly schedule of payments. It was proposed by Cllr Dodd, seconded by Cllr Jeffery and **resolved to approve** the schedule of payments at appendix 2 on page 59.

### 176/2021 CORRESPONDENCE

Correspondence was received and circulated prior to the meeting from Moretonhampstead Development Trust querying the phone box budget. The Clerk noted a restoration budget had been agreed previously by the Council which has been spent.

It was proposed by Cllr Cosnett, seconded by Cllr Warner and **resolved to reply** to the Development Trust that the Council have no objection to the Development Trust installing a light in the telephone box but it is up to the Development Trust and not the council and they will be responsible for any electricity supply. There was one abstention.

Correspondence was received and circulated prior to the meeting from a member of the public concerned about the 'Greenway Trail'. The Greenway working group had attended the January 2021 meeting and in min. no 05/2021 the Council agreed to support the feasibility study in principle and to be happy to be kept informed of any fundraising efforts and progress. Since that meeting the Council have had no communication from the group.

It was proposed by Cllr Jeffery and seconded by Cllr Farrand Rogers that until the Council receive some information from Sustrans the Council cannot comment. Cllr Evans proposed an amendment to the original motion to reply to the letter that the Council have read her comments but as we have no concrete documentation to consider, at this point in time the Council cannot make any comment. If the sender of the letter has any documentation that they feel the Council should see, please pass it to the Clerk. The amendment was seconded by Cllr Chudley. The amended motion was then put to the vote and it was **resolved to send** the aforementioned reply. There were two abstentions to the amendment.

*Cllr Cosnett left the meeting at 19.30pm.*

Correspondence was received and circulated prior to the meeting from a member of the public concerned about the management of the verges in Moretonhampstead. This letter will be considered by the Open Spaces Tender Working Group.

Correspondence was received and circulated prior to the meeting from the Allotment Association asking if there was an Allotment Constitution. Cllr Farrand-Rogers thought an Allotment Constitution was an excellent idea. The Clerk will work on a Constitution and present it at the next Finance and Policy Committee meeting.

Correspondence was received and noted after the Agenda had been issued from Teignbridge District Council regarding the proposed introduction of winter car parking charges. The letter had been circulated prior to the meeting. Cllr Jeffery noted parking will be free between 6pm and 9am.

### **177/2021 QUEENS PLATINUM JUBILEE**

An update from the working party had been circulated prior to the meeting. Cllr Evans will investigate if there are any grants available to Councils to fund the celebrations.

The Council agreed to use the budget figure in the report purely for budgeting purposes.

### **178/2021 COUNCILLOR VACANCY**

The Council had received one application for the casual vacancy which had been circulated to Councillors prior to the meeting.

*It was proposed by Cllr Hodges, seconded by Cllr Farrand-Rogers and **resolved to suspend** standing orders.*

TDC had given permission for the Council to co-opt to the casual vacancy created by Anna Adnits' resignation. The Council had received one formal application; Catherine Fileman-Wright who was invited to introduce herself.

Catherine introduced herself; she has lived in the town for 30 years and raised her family here. Catherine is keen to see a sustainable community for the future, both environment sustainability and having enough housing for the community's children. Catherine works for the Environment Agency and has a background in climate, flood risk and the environment. Catherine used to be a parent governor and has a keen interest in music.

*It was proposed by Cllr Jeffery, seconded by Cllr Dodd and **resolved to reinstate** standing orders.*

It was proposed by Cllr Dodd, seconded by Cllr Jeffery and **resolved to co-opt** Catherine Fileman-Wright. The Chairman congratulated Catherine and explained the formal paperwork needed to be completed in time for the December meeting.

#### **179/2021 WELLMOOR WHAT'S ON GUIDE**

Wellmoor's proposal had been circulated prior to the meeting. Cllr Warner was concerned that the proposal of an online guide shows lots of duplications of the information in other publications. Cllr Simpson thought that it was a good idea in principle.

It was proposed by Cllr Evans, seconded by Cllr Warner and **resolved to reply** that the Council think it is an admirable idea, but at this moment in time the Council feel they cannot commit to monetary support. The Council are prepared to look at it again in the New Year. There was one abstention.

#### **180/2021 OPEN SPACES TENDER WORKING GROUP**

It was proposed by Cllr Warner, seconded by Cllr Farrand-Rogers and **resolved to appoint** Cllrs Cosnett, Fileman-Wright, Simpson, Dodd, Jeffery and Keep to the Open Spaces Tender Working Group. The Working Group will also consist of the Council's current contractors and a Biodiversity Group representative.

#### **181/2021 STAFFING COMMITTEE**

The Clerk's report and the draft Staffing Committee terms of reference had been circulated prior to the meeting.

It was proposed by Cllr Hodges, seconded by Cllr Evans and resolved to form a staffing committee of three members and to accept the draft terms of reference. There was one Cllr opposed to the proposal.

It was proposed by Cllr Chudley, seconded by Cllr Jeffery and resolved to appoint Cllrs Warner, Evans and Fileman-Wright to the Staffing committee. There was one abstention.

#### **182/2021 CHRISTMAS LIGHT SWITCH ON**

An update from the Christmas working party had been circulated prior to the meeting. Cllr Hodges noted local businesses' and individuals had donated £1,900 towards purchasing additional Christmas lights.

It was proposed by Cllr Warner, seconded by Cllr Evans and **resolved to agree** the proposed grotto budget of £1/£1.50 per present and to purchase 150 presents.

It was proposed by Cllr Warner, seconded by Cllr Farrand-Rogers and **resolved to agree** to accept responsibility for stall holders with no public liability to sell homemade produce as advised by the Councils' insurance company, Came & Co.

#### **183/2021 DEVON'S BEST CHURCHYARD COMPETITION**

The report from the Devon's best Churchyard competition judges had been circulated prior to the meeting. The Chairman thanked the Clerk for getting the Council involved in the competition. The Council received a Certificate of Merit. The report will form a good agenda to improve the churchyard and work towards winning the competition in the future.

#### **184/2021 HINGSTON VIEW SITE VISIT**

The Planning Committee thought it would be a good idea to visit the site. Cllr Dodd noted that it is probably too dangerous for the council to visit at present. Cllr Dodd stated there are a couple of good viewing points from an adjacent property and the Wray Valley Trail.

The Chairman closed the meeting at 8.16pm.

## **PUBLIC PARTICIPATION**

The members of the public had attended in respect of item 7 but unfortunately the housing enabler was unable to attend. The Chairman apologised.

### **TO DO ACTIONS:**

- Clerk to make authorised payments
- Clerk to make the agreed reply's stated in min nos. 176/2021 and 179/2021
- Cllr Evans to investigate Queen's Jubilee grants

### MPC Minutes 02.11.2021 Attachment no.1 – Open Spaces Report

Area	Comments	Action
The Sentry	Looks good. Wildflower area cut.	5 new dog fouling signs erected.
Churchyard	Half dead Rowen tree needs removal, to be replaced by Oak sapling. Gravestone fallen over.	Tree removed. Awaiting Rowan tree early November. Clerk informed.
The Play Area	Checked most days.	All OK.
The Henge	Looks good.	None
The Pound	Looks good.	None.
Cross Tree	OK	None
Geneva Island/War Memorial	Memorial box needs re-varnishing.	Now re-varnished and sand turned over and moss removed.
Wheelwright's wheel	Not visited.	None
Allotment	One visit.	Looks OK.
Seats/benches/Lamp posts	All OK.	None
Gates and Railings	Ok	None
Bus Shelter	Ok	None
Recycling	Ok	None

### MPC Minutes 02.11.2021 Attachment no.2 – Schedule of Payments November 2021

	AMOUNT (inc VAT)	PAYMENT METHOD
<b>MANDATORY PAYMENTS FOR October 2021</b>		
MDT (office rent) - paid 01/11/2021 <i>LGA 1972 s.111</i>	£347.51	Direct debit
S PARKIN (Clerk's salary 1 October - 31 October 2021) – paid 29/10/2021 <i>LGA 1972 s.112</i>	£969.19	Online Transfer
PENINSULA PENSIONS (employer's and employee's contribution ) –paid 29/10 <i>LGA 1972 s.112</i>	£283.24	Online Transfer
HMRC (PAYE and NI) – next due December <i>LGA 1972 s.112</i>		
Plusnet (telephone and internet – paid 29/10) <i>LGA 1972 s.111</i>	£25.09	Direct Debit
<b>OTHER PAYMENTS AUTHORISED 2 November 2021</b>		
Old Mill payroll services – Q2 <i>LGA 1972 s.111</i>	£208.03	Online Transfer
SLCC Memorial Safety and Administration course <i>LGA 1972 s.111</i>	£36.00	Online Transfer
Hire of the Community Club – 05/10/2021 <i>LGA 1972 s. 111</i>	£15.00	Online Transfer
R Austin – Oct Churchyard cut, Clear waste from churchyard, Cut and remove ivy in churchyard, 1 x Pound & Henge cuts <i>Open Spaces Act 1906 s.10</i>	£746.50	Online Transfer
T.A.Sutcliffe – Sept 2 x sentry cut, Oct 2 x Sentry cut <i>Open Spaces Act 1906 s.10</i>	£696.00	Online Transfer
S Parkin- Face coverings and grotto presents <i>LGA 1972 s. 111 &amp; LGA 1972 s. 145</i>	£21.80	Online Transfer
ICO – Data Protection fee <i>LGA 1972 s. 111</i>	£40.00	Online Transfer
Mary Jones – War memorial plants <i>Open Spaces Act 1906 s.10</i>	£14.66	Online Transfer
SLCC – Membership fee <i>LGA 1972 s. 111</i>	£166.00	Online Transfer
DALC – Attendance of Cllr Farrand-Rogers at AGM and 4 sessions <i>LGA 1972 s. 111</i>	£40.00	Online Transfer
Royal Legion donation – <i>LGA 1972 s. 137</i>	£25.00	Cheque
<b>ONLINE BANK CARD PAYMENTS FOR October 2021</b>		
The Range – Grotto Presents <i>LGA 1972 s. 145</i>	£93.98	Card Payment
The Works – Grotto Presents <i>LGA 1972 s. 145</i>	£61.67	Card Payment

<b>TOTAL</b>	£3789.67
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*LGA 1972 = Local Government Act 1972*