



MINUTES

Committee: Parish Council
Date: Tuesday, 03 May 2022
Time: 7:00pm
Venue: Community Club

Present

Cllr Vivienne Hodges (Chair)
Cllr Malcolm Chudley
Cllr Gordy Keep
Cllr Mike Warner
Cllr Mike Jeffery
Cllr Penny Simpson
Cllr John Farrand-Rogers
Cllr Catherine Fileman-Wright

Also Present

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

PUBLIC PARTICIPATION

A Trustee from NED Care came to tell the Council about the difficulties the charity was facing. He welcomed any suggestions Councillors had to solve the shortage of care workers.

A member of the public asked if the Council had any staff vacancies, the Chairman suggested they enquire with Teignbridge District Council.

71/2022 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.

72/2022 ELECTION OF VICE-CHAIRMAN

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

73/2022 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Evans, Dodd, Mogeni and Short.

74/2022 DECLARATIONS OF INTERESTS / REQUESTS FOR DISPENSATIONS

Cllr Fileman-Wright declared an interest in item 28. No requests for dispensation were received.

75/2022 COUNTY COUNCILLORS REPORT

County Councillor Brook apologised for missing the last few meetings due to illness.

County Councillor Brook informed the council of the County Councils bid for devolution. Devolution involves the 8 District Councils, Torbay and Plymouth. The bid will mean a larger capital for Devon through the local councils.

County Councillor Brook also reported on the pressures the County Council are facing on the budget. He thinks this will be the first year that they don't meet the budget. This is due in part to the rules restricting the use of red diesel and the increasing demand on social services.

76/2022 MINUTES

It was proposed by Cllr Farrand-Rogers, seconded by Cllr Fileman-Wright and **resolved to accept and sign** the minutes of the meeting held on 5th April 2022 as a correct record. There was one abstention.

77/2022 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 and Cllr Short
- Finance and Policy Committee – Cllr Hodges, Cllr Warner, Cllr Evans, Cllr Farrand-Rogers and Cllr Keep
- Open Spaces Committee – Cllr Hodges, Cllr Warner, Cllr Jeffery, Cllr Keep and Cllr Fileman-Wright
- Climate Change & Ecological Emergency Working Group – Cllr Hodges, Cllr Fileman-Wright and Cllr Simpson
- Queens Jubilee Working Group – Cllr Warner, Cllr Keep and Cllr Hodges
- Housing Working Group – Cllr Warner, Cllr Short, Cllr Farrand-Rogers and Cllr Fileman-Wright

78/2022 APPOINTMENT OF CHAIRMAN OF PARISH COUNCIL COMMITTEES

It was proposed by Cllr Warner, seconded by Cllr Farrand-Rogers and **resolved to elect Cllr Jeffery** as Chairman of the Planning Committee.

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

It was proposed by Cllr Hodges, seconded by Cllr Warner and **resolved to elect Cllr Keep** as Chairman of the Open Spaces Committee.

79/2022 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 Fileman-Wright
- Moretonhampstead Development Trust (MDT) – Cllr Simpson
- Moretonhampstead Information Centre – Cllr Warner
- Moretonhampstead Association of Youth (MAY) – Cllr Mogeni
- Trustees, Bowring Library Trust – Cllr Hodges and Cllr Farrand-Rogers

- Devon Association of Local Councils (DALC) – No representative
- Teignbridge Association of Local Councils (TALC) – Cllr Farrand-Rogers
- Moretonhampstead Action on Plastics (MAPS) – Cllr Simpson

80/2022 APPOINTMENT OF INTERNAL FINANCIAL REGULATOR

It was proposed by Cllr Warner and seconded by Cllr Hodges to **appoint Cllr Evans** as Internal Financial Regulator. There was one abstention.

81/2022 CHAIRMANS ALLOWANCE

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

82/2022 REVIEW AND ADOPTION OF PARISH DOCUMENTATION

It was proposed by Cllr Farrand-Rogers, seconded by Cllr Warner and **resolved to adopt** the standing orders and the following parish documentation with the highlighted amendments:

- Asset Register (Reviewed May 2022) **include PAT testing of electronic items**
- 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)
- Equalities Policy (Agreed April 2022 by Finance and Policy committee)
- 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 2022 by Finance and Policy committee) **include loss of IT**
- Sickness Absence (Approved Mar 2020)
- Terms of Reference Planning Committee (Approved May 2018)
- Terms of Reference Finance and Policy Committee (Approved May 2018, reviewed May 2022)
- Terms of Reference Open Spaces Committee (Approved May 2018)
- Virtual Meetings Protocol (Approved Jun 2020)

83/2022 BANK SIGNATORIES

It was noted the Council's current duly authorised bank signatories are 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.

84/2022 APPOINTMENT OF INTERNAL AUDITOR

It was noted Sian Colridge is the Parish Council's Internal Auditor.

85/2022 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.

It was proposed by Cllr Warner, seconded by Cllr Fileman-Wright and **resolved to accept** the Internal Control report.

86/2022 MATTERS ARISING

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

It was noted the Clerk has added the Council's support to the CEE Bill and written to Mel Stride MP.

87/2022 CHAIRMANS DISCRETION

The Chairman had nothing to report.

88/2022 DISTRICT COUNCILLOR'S REPORT

Cllr Jeffery reported the District Council had agreed to contribute £600,000 to the link road between Forches Cross and Newton Abbot Hospital. Some Councillors thought the money should be spent on public transport.

Cllr Jeffery reported that Teignmouth had asked TDC for a new health centre. There was some disagreement over the location of the health centre.

89/2021 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 31.

The Clerk reported that the Annual Play Inspection had been carried out last week, the Inspector found the rotating see-saw to be a high risk. The see-saw has been isolated from use pending repairs. The report will be looked at by the Open Spaces committee.

The council is taking part in Plantlife's No Mow May campaign in the Sentry. The Clerk had also met with the Probation Officer to discuss potential community payback projects in the Churchyard and the Allotments.

90/2022 CLIMATE CHANGE & ECOLOGICAL WORKING GROUP REPORT

Cllr Simpson noted that May's Green Tip is reducing water use.

The working group had a meeting with MDT; Cllr Simpson reported that they have had one candidate apply for the vacancy on the reducing Agricultural plastic waste project. The field off of the cycle path is now in the ownership of MDT, this will be turned into a picnic and wetland area. They are looking for a joint project to support the community; Cllr Simpson is investigating solar panel grants.

Cllr Simpson asked the council to report sightings of Swifts and Swallows to the working group.

Cllr Simpson explained that the working group had looked at the consultation on environmental targets but they felt that they were not qualified to comment. Cllr Fileman-Wright felt there were three main points; 1. It is important to have clear targets. 2. Important that targets are independently monitored and reported on. 3. There should be suitable education and awareness raising on reducing waste. The Chairman asked Cllr Fileman-Wright to follow this up. Cllr Farrand-Rogers mentioned the soft plastic recycling the coop offers, Cllr Simpson will ask the Coop how this works.

91/2022 INTERNAL FINANCIAL REGULATOR REPORT

The Clerk reported Cllr Evans had checked the accounts for March.

92/2022 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. It was proposed by Cllr Jeffery, seconded by Cllr Farrand-Rogers and **resolved to approve** the schedule of payments at appendix 2 on page 31.

93/2022 CORRESPONDENCE

Correspondence was received and circulated prior to the meeting from Mel Stride MP replying to the Council's letter regarding supporting the Climate and Ecology Bill.

Correspondence was received and circulated prior to the meeting from successful grant applicants.

94/2022 VAS SIGN

Cllr Dodd had requested this item as he was concerned about the speed vehicles travel along Station Road and the increase in pedestrians using the footpath from the new development.

Cllr Chudley noted speed checks had been carried out in the past which highlighted the issue. The Clerk noted that DNPA had agreed to Baker Estates installing new pavements to address the issue. The Clerk also noted that the signs had not been budgeted for in this year's budget. The Council felt that more investigations were needed.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Warner and **resolved to continue to investigate** the VAS Signs and find out if there are any grants available to purchase the signs. There was one abstention.

95/2022 CORONATION BENCH

The Council were in favour of purchasing a bench to commemorate the Queen's Platinum Jubilee. Cllr Keep thought the Coronation Bench might be salvageable.

It was proposed by Cllr Warner, seconded by Cllr Farrand-Rogers and **resolved to purchase** a Jubilee bench and allow the Open Spaces committee to decide on a suitable location.

96/2022 INSURANCE

The Clerk explained that she had received quotes after the Agenda had been circulated but unfortunately the Council's current insurer had not sent a renewal price.

It was proposed by Cllr Warner, seconded by Cllr Hodges and **resolved to refer** the item to the Finance and Policy committee meeting on Tuesday, 17th May and allow them delegated authority to decide on the council's insurance provider from 1st June 2022.

97/2022 QUEEN'S PLATINUM JUBILEE

An update from the working party had been circulated prior to the meeting. Cllr Warner noted that planning was going well. He hoped all Councillors can help with the events.

98/2022 OPEN SPACES TENDER

The draft minutes of the meeting of the Open Spaces tender Working Group held on 19th April 2022 were received and noted.

Cllr Keep had met with Tomlinson Trees who answered his questions and he recommended them to the council.

It was proposed by Cllr Warner, seconded by Cllr Fileman-Wright and **resolved to award Contract 1** (St Andrews Churchyard) to Tomlinson Trees. Cllr Chudley was against the proposal. There was one abstention.

It was proposed by Cllr Jeffery, seconded by Cllr Keep and **resolved to award Contract 2** (Sentry and Play Area) to Mr R Austin.

It was proposed by Cllr Keep, seconded by Cllr Jeffery and **resolved to award Contract 3** (Pound, Henge & Coronation Bench) to Mr R Austin.

It was proposed by Cllr Farrand-Rogers, seconded by Cllr Jeffery and **resolved to award Contract 4** (Grass Verges) to Mr R Austin.

It was proposed by Cllr Simpson, seconded by Cllr Fileman-Wright and **resolved to award Contract 5** (Grave digging) to Mr R Austin.

The Chairman closed the meeting at 8.12pm.

TO DO ACTIONS

- Clerk to update policies and upload to website
- Cllr Fileman-Wright to follow up on the consultation on environmental targets
- Clerk to make approved payments
- Clerk to continue investigating VAS Signs
- Clerk to purchase Jubilee bench
- F&P Committee to decide on insurance
- Clerk to inform contractors of tender decision

MPC Minutes 03.05.2022 Attachment no.1 – Open Spaces Report

Area	Comments	Action
The Sentry	Looks good.	None.
Churchyard	Looks good.	None.
The Play Area	Looks good. One of the seats on the rotating seesaw needs replacing.	Replace seat.
The Henge	Looks good.	None.
The Pound	Looks good.	None.
Cross Tree	Looks good.	None.
Geneva Island/War Memorial	Looks good.	None.
Wheelwright's wheel	Not visited.	None.
Allotment	Gate and post need replacing. A few trees have ash dieback.	Obtain quotes. Tree surgeon to look at trees.
Seats/benches/Lamp posts	Looks good.	None.
Gates and Railings	Railings and gates are being shot blasted and powder coated.	None.
Bus Shelter	Looks good.	None.
Recycling	Cardboard bank full.	Reported, emptied the following day.

MPC Minutes 03.05.2022 Attachment no.2 – Schedule of Payments May 2022

	AMOUNT (inc VAT)	PAYMENT METHOD
MANDATORY PAYMENTS FOR April 2022		
MDT (office rent) - paid 01/05/2022 <i>LGA 1972 s.111</i>	£347.51	Direct debit
S PARKIN (Clerk's salary 1 April - 30 April 2022) – paid 29/04/2022 <i>LGA 1972 s.112</i>	£982.05	Online Transfer
PENINSULA PENSIONS (employer's and employee's contribution) –paid 29/04 <i>LGA 1972 s.112</i>	£288.79	Online Transfer
HMRC (PAYE and NI) – next due July 2022 <i>LGA 1972 s.112</i>		
Plusnet (telephone and internet – paid 29/04) <i>LGA 1972 s.111</i>	£24.73	Direct Debit
OTHER PAYMENTS AUTHORISED 03 May 2022		
Hire of the Community Club – 05/04/2022 <i>LGA 1972 s. 111</i>	£15.00	Online Transfer
Old Mill – Payroll services <i>LGA 1972 s. 111</i>	£106.60	Online Transfer
Brandon Hire Station – Hire of toilets for Jubilee Beacons <i>LGA 1972 s.145</i>	£120.00	Online Transfer
S Parkin – Bolt and padlock for Gravediggers shed and safety warning tape <i>LGA 1972 s.214, Local Government (MP) Act 1976 s19</i>	£36.94	Online Transfer
Playdale – Annual Play inspection <i>Local Government (MP) Act 1976 s19</i>	£234.00	Online Transfer
R Austin –Churchyard cut, pound & henge and compost site clearance <i>LGA 1972 s.214, Open Spaces Act 1906 s.10</i>	£595.00	Online Transfer
ONLINE BANK CARD PAYMENTS FOR April 2022		
Running Imp – Jubilee street and table decorations <i>LGA 1972 s.145</i>	£189.35	Card payment
TOTAL	£2939.97	

LGA 1972 = Local Government Act 1972

Grant Payments agreed at April meeting, min no. 68/2022:

Moretonhampstead Swimming Pool - £500 **Local Government (Miscellaneous Provisions) Act 1976 s.19**

Tennis Club - £250.00 **Local Government (Miscellaneous Provisions) Act 1976 s.19**

Twining Association - £400.00 **Local Government Act 1972 s.137**