



# MINUTES

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**Committee:** Parish Council  
**Date:** Tuesday, 07 June 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 Rose Mogeni  
Cllr Farrand-Rogers  
Cllr Penny Simpson  
Cllr Richard Short

## Also Present

Samantha Parkin (Clerk)  
Ines Pfister (Neighbourhood Highway Officer)  
2 members of the public

## PUBLIC PARTICIPATION

*The member of the public was the council's current contractor who had attended the meeting to inform the council that he no longer felt able to carry on with the awarded contracts. The Chairman asked him to formally inform the Clerk of his decision.*

## 99/2022 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Evans, Fileman-Wright and Dodd.

## 100/2022 DECLARATIONS OF INTERESTS / REQUESTS FOR DISPENSATIONS

No declarations of interest or requests for dispensation were received.

## 101/2022 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 3<sup>rd</sup> May 2022 as a correct record.

## 102/2022 COUNTY COUNCILLOR REPORT

County Councillor Brook was unable to attend the meeting.

### 103/2022 NEIGHBOURHOOD HIGHWAY OFFICER REPORT

Ines introduced herself to the council; she is responsible for any highway related issue such as potholes and drainage. If there is an issue that she can't deal with because it is not a highways issue she is very happy to pass it onto the right department.

Ines informed the council that the budget is very tight this year which has made it difficult to do anything. If something is a safety defect which meets the safety defect criteria it can be fixed but anything else will go onto a list and be dealt with when the budget permits. Ines is still happy for issues to be passed to her but they will be triaged on priority and certain criteria.

Cllr Warner asked Ines if she had a priority list ranking which problems will get attention. Ines reiterated that safety comes first and will email the clerk the matrix. Cllr Warner also enquired about the EV charging points in Court Street. The clerk will email Ines and Ines will chase the progress.

Cllr Short noted that the council had resolved to investigate the possibility of VAS signs in Station Road; he asked Ines if it would be possible to carry out vehicle speed checks in Station Road to assess if a VAS sign is necessary. The clerk will email Ines to request Station Road is put forward for a speed reading to be carried out as the council feel there is a speeding issue.

Cllr Short also asked Ines if it would be possible to extend the footpath from Betton Way to the unofficial entrance to Court Street car park as it was recently the scene of an accident between a pedestrian and cyclist. Ines informed the council that getting a new footpath is really difficult unless there is a new development. Cllr Hodges noted that a footpath had been requested in the past but the council were told that the highway was not wide enough to accommodate a footpath. Ines noted that if the adjoining hedge is overgrown it can be reported on the Devon County Council website.

Cllr Hodges enquired about the road warden scheme. Ines explained that she was still learning about the scheme but the council can put up to three people forward. The council have to find a Chapter 8 trainer but DCC will fund the training. Once the volunteers have completed their training they can carry out road closures for special events and fill in potholes that do not meet the safety defect criteria. Ines will send further information to the clerk.

Cllr Short asked Ines if she knew anything about the Dartmoor National Park 'Infrastructure Delivery Plan (sept 2019). The report suggested Moretonhampstead is listed with 'priority to be assessed' for a new car park. Cllr Short asked Ines if there was a long term intention to undertake the study. Ines did not know about the study but asked the clerk to email her with details and she will investigate.

Cllr Hodges thanked Ines for attending the meeting.

### 104/2022 MATTERS ARISING

It was noted Cllr Farrand-Rogers had drafted a reply to Mel Stride MP asking him to express his view on the shortage of NHS Dentists in Devon and the Clerk had sent it. It was noted that a reply to the letter had not been received.

It was proposed by Cllr Farrand-Rogers, seconded by Cllr Short and **resolved** that Cllr Farrand-Rogers will draft a follow up letter to Mel Stride MP expressing disappointment that a reply had not been received and ask him to put pressure on the Prime Minister to address the issue. There was one Cllr against the proposal. Cllr Farrand-Rogers will also take the matter up with DALC.

### 105/2022 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.

It was proposed by Cllr Chudley, seconded by Cllr Farrand-Rogers and **resolved to send** a letter of thanks to the Internal Auditor.

#### **106/2022 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 Keep and **resolved** that the Annual Governance Statement for the financial year 1 April 2021 – 31 March 2022 be approved. There was one abstention.

#### **107/2022 ACCOUNTING STATEMENTS**

A copy of the Accounting Statements had been circulated prior to the meeting. It was proposed by Cllr Warner, seconded by Cllr Short and **resolved** that the Accounting Statements for the financial year 1 April 2021 – 31 March 2022 be approved.

#### **108/2022 PERIOD OF PUBLIC RIGHTS**

It was proposed by Cllr Farrand-Rogers, seconded by Cllr Mogeni and **resolved** that the dates for the period for the exercise of public rights be set as Monday 13 June to Friday 22 July 2022.

#### **109/2022 CHAIRMANS DISCRETION**

The Chairman noted that the council will need to advertise the Open Spaces tenders that the Contractor has withdrawn from. The clerk will add the item to the Open Spaces agenda.

Cllr Jeffery noted three footpaths that need to be reported to DNPA; the gate at the entrance to Courtney Park, Halscombe to Mardon and Court Street to Beelands is overgrown. The clerk will report to Andrew Watson.

#### **110/2022 DISTRICT COUNCILLOR'S REPORT**

Cllr Jeffery reported that Councillor Charles Nuttall had been elected as the new Chairman of Teignbridge District Council and Cllr Chris Clarence had been elected as vice chair. Cllr Jeffery noted he remained on the Planning committee.

#### **111/2022 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 37. The clerk noted that the seesaw had been fixed and the churchyard had been cut.

#### **112/2022 CLIMATE CHANGE & ECOLOGICAL WORKING GROUP REPORT**

Cllr Simpson noted that the Green Tip of the Month for June is about avoiding plastic waste in the kitchen.

Cllr Simpson had been investigating solar panel schemes with Moretonhampstead Development Trust. Cllr Simpson is trialling free solar panels funded by electricity companies and distributed by local councils. If it is a success she will publicise the scheme.

#### **113/2022 INTERNAL FINANCIAL REGULATOR REPORT**

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

#### **114/2022 SCHEDULE OF PAYMENTS**

The Council considered its monthly schedule of payments. Cllr Farrand-Rogers questioned some of the payments listed and the Clerk explained that a lot of the payments related to the Jubilee celebrations and had been funded by the grant the council had received from the National Lottery Community Fund.

It was proposed by Cllr Warner, seconded by Cllr Farrand-Rogers and **resolved to approve** the schedule of payments at appendix 2 on page 37.

### **115/2022 CORRESPONDENCE**

Correspondence was received and circulated prior to the meeting from the Moorland Flower Club regarding the donation discussed at the April meeting, min no 65/2022. Cllr Warner suggested the Flower Club liaise with Moretonhampstead Development Trust and plant the trees in the amenities area they are managing at Hingston View.

Correspondence was received and circulated prior to the meeting from Moretonhampstead Development Trust regarding an increase in service charges. The council noted the increase in service charges and agreed to send a reply requesting that in the future the council would require more notice for budgeting purposes.

### **116/2022 INSURANCE**

The clerk explained that as RFO she had to renew the council's insurance policy as the Finance and policy committee meeting was not quorate and the previous policy expired on the 31<sup>st</sup> May. (*Financial Regulations: 13.1 The RFO ensures the Council is adequately insured and reports any changes to the F&P Committee. All Councillors, employees and volunteers are covered, fidelity guarantee insurance is included.*) The clerk had discussed the options with Cllr Warner and Cllr Evans and they had chosen BHIB who provided a good level of cover at a reasonable price.

It was proposed by Cllr Hodges, seconded by Cllr Farrand-Rogers and **resolved to retrospectively** agree the insurance cover.

### **117/2022 PHONE AND BROADBAND**

It was noted the Clerk had renewed the phone and broadband contract with PlusNet at a cost of £18 per month exc. Vat.

### **118/2022 QUEEN'S PLATINUM JUBILEE**

Cllr Hodges noted the Queen's Platinum Jubilee events had been hugely appreciated by the community and she thanked the working group and the clerk who did a huge amount of work to make the events work so successfully.

Cllr Simpson noted that the Beacon site had been beautifully cleared up. Cllr Hodges thanked the community for being litter conscious.

The Chairman closed the meeting at 8.00pm.

### **TO DO ACTIONS**

- Clerk to submit Annual Governance and Accountability Return 2021/22
- Clerk to make payments
- Clerk to email the Neighbourhood Highways Officer
- Cllr Farrand-Rogers to draft a letter to Mel Stride MP
- Clerk to report footpaths to DNPA
- Clerk to advertise tenders and add to Open Spaces Agenda
- Clerk to make the agreed replies to correspondence

*MPC Minutes 07.06.2022 Attachment no.1 – Open Spaces Report*

Area	Comments	Action
The Sentry	Looks good. Grass has been cut.	None.
Churchyard	Grass needs cutting.	Cut grass.
The Play Area	Looks good. The rotating seesaw is scheduled to be fixed.	Actions from Clerk's report.
The Henge	Grass needs cutting.	None.
The Pound	Grass needs cutting.	None.
Cross Tree	Looks good. Granite post has been snapped off.	Repair granite stone.
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.	Awaiting quotes. Tree surgeon to look at trees.
Seats/benches/Lamp posts	Looks good.	None.
Gates and Railings	Churchyard railings are back and look fantastic.	None.
Bus Shelter	Looks good.	None.
Recycling	OK	None.

*MPC Minutes 07.06.2022 Attachment no.2 – Schedule of Payments June 2022*

	AMOUNT (inc VAT)	PAYMENT METHOD
<b>MANDATORY PAYMENTS FOR May 2022</b>		
MDT (office rent) - paid 01/06/2022 <i>LGA 1972 s.111</i>	£347.51	Direct debit
S PARKIN (Clerk's salary 1 May - 31 May 2022) – paid 31/05/2022 <i>LGA 1972 s.112</i>	£1017.12	Online Transfer
PENINSULA PENSIONS (employer's and employee's contribution ) –paid 31/05 <i>LGA 1972 s.112</i>	£304.07	Online Transfer
HMRC (PAYE and NI) – next due July 2022 <i>LGA 1972 s.112</i>		
Plusnet (telephone and internet – paid 30/05) <i>LGA 1972 s.111</i>	£27.79	Direct Debit
SLCC – CILCA Qualification fee, authorised min no. 50/2022 - <i>LGA 1972 s.111</i>	£410.00	Online Transfer
<b>OTHER PAYMENTS AUTHORISED 07 June 2022</b>		
Hire of the Community Club – 03/05/2022 <i>LGA 1972 s. 111</i>	£15.00	Online Transfer
Vivienne Hodges – Chairmans Allowance <i>LGA 1972 s.15(5)</i>	£100.00	Online Transfer
Classic Gates and Railings – Railing restoration <i>LGA 1972 s.214(2)</i>	£5,435.00	Online Transfer
Cyan – Platinum Jubilee bench <i>Local Government (Miscellaneous Provisions) Act 1976 s.19(1)</i>	£685.00	Online Transfer
DALC – CILCA support programme <i>LGA 1972 s.111</i>	£360.00	Online Transfer
Yates Playground – Parts for rotating seesaw <i>Local Government (MP) Act 1976 s19</i>	£265.20	Online Transfer
HCI Data – Renew domain name for 2 years <i>LGA 1972 s142</i>	£102.00	Online Transfer
Angharad Barlow – Jubilee project 03/05/2022 – 05/06/2022 <i>LGA 1972 s.145</i>	£850.00	Online Transfer
Angharad Barlow – Jubilee project 06/06/2022 – 05/10/2022 <i>LGA 1972 s.145</i>	£1,350.00	Online Transfer
Green Hill Arts – Jubilee project <i>LGA 1972 s.145</i>	£150.00	Online Transfer
S Parkin – TENS licence, Jubilee decorations <i>LGA 1972 s.145</i>	£57.98	Online Transfer
News in Moreton – Flyer insertion fee <i>LGA 1972 s.145</i>	£20.00	Cheque
Green Hill Arts – Jubilee project management <i>LGA 1972 s.145</i>	£300.00	Online Transfer
BHIB – Insurance <i>Local Government Act 1972 s140</i>	£764.62	Online Transfer
Mary Jones – War memorial expenses <i>Open Spaces Act 1906 s10</i>	£5.89	Online Transfer

Moor Print – Jubilee booklets, banners and flyers <i>LGA 1972 s.145</i>	£1,688.50	Online Transfer
Melinda Schwakhofer – Jubilee project <i>LGA 1972 s.145</i>	£375.00	Online Transfer
Harveys Bus Ltd – Shuttle bus for Jubilee Beacon <i>LGA 1972 s.145</i>	£150.00	Online Transfer
Ian G Goodwin – PA services for Jubilee celebrations <i>LGA 1972 s.145</i>	£350.00	Online Transfer
The Dockneys – Provision of ‘The Dockneys’ at the Jubilee celebrations <i>LGA 1972 s.145</i>	£350.00	Online Transfer
T.A.Sutcliffe – 1 x April Sentry cut, 3 x May sentry cut and 1 x verges cut <i>Open Spaces Act 1906 s.10</i>	£948.00	Online Transfer
Ray Cole – Piper at the Jubilee Beacon <i>LGA 1972 s.145</i>	£20.00	Online Transfer
Cllr Keep – Hire of the toilets for the Beacon <i>LGA 1972 s.145</i>	£120.00	Online Transfer
MDT – Rent Adjustment <i>LGA 1972 s.111</i>	£31.97	Online Transfer
<b>ONLINE BANK CARD PAYMENTS FOR May 2022</b>		
Coop - 12 2 <sup>nd</sup> class stamps <i>LGA 1972 s.111</i>	£8.16	Card payment
Norton – Antivirus 12 month subscription <i>LGA 1972 s.111</i>	94.99	Card payment
Lidl – Refreshments for Jubilee Street Party <i>LGA 1972 s.145</i>	78.26	Card payment
<b>TOTAL</b>	£16,782.06	

*LGA 1972 = Local Government Act 1972*