



MINUTES

Committee: Parish Council
Date: Tuesday, 06 December 2022
Time: 7:00pm
Venue: Community Club

Present

Cllr Vivienne Hodges (Chairman)
Cllr Mike Warner (Vice-Chairman)
Cllr Gordy Keep
Cllr Penny Simpson
Cllr Jan Evans
Cllr Catherine Fileman-Wright
Cllr Malcolm Chudley
Cllr Rose Mogeni

Also Present

Samantha Parkin (Clerk)
Mary Ridgway, Teignbridge Housing Enabler
2 members of the public

PUBLIC PARTICIPATION

The first member of the public was a representative from the Community Sports Centre who attended to report to the council how successful their Firework display was; 957 people attended.

The second member of the public attended in respect of min no. 209/2022.

204/2022 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Dodd, Cllr Farrand-Rogers. Cllr Short and Cllr Jeffery.

205/2022 DECLARATIONS OF INTERESTS / REQUESTS FOR DISPENSATIONS

Cllr Fileman-Wright declared an interest in the correspondence received from Wellmoor and MDT because she is a Trustee. No requests for dispensation were received.

206/2022 MINUTES

It was proposed by Cllr Simpson, seconded by Cllr Evans and **resolved to accept and sign** the minutes of the meeting held on 1st November 2022 as a correct record.

207/2022 COUNTY COUNCILLOR REPORT

County Councillor Brook was unable to attend the meeting.

208/2022 MATTERS ARISING

It was the Fire and Rescue Service consultation has been completed and a letter has been sent to the Chief Fire Officer. The Chairman informed the council a reply had been received today. Cllr Fileman-Wright informed the council that the Regional Manager for the Torbay Area has seen the council's letter and is happy to meet with the council.

It was noted the Clerk has set up individual councillor email addresses.

It was noted the Clerk has passed the Certificate in Local Council Administration (CILCA). The council congratulated her on her achievement.

209/2022 HOUSING NEEDS SURVEY

The Clerk's reports and the draft Housing Needs Survey had been circulated prior to the meeting. Mary Ridgway, Teignbridge Housing Enabler, gave an overview of the Housing Needs Survey including:

- Teignbridge District Council (TDC) and Dartmoor National Park (DNP) have agreed to jointly fund the Housing Needs Survey
- Mary is waiting for clarification from DNP regarding if the survey must be carried out in the adjoining parishes as per the DNP Local Plan or if it can be focussed on Moretonhampstead
- The Survey will be carried out by Devon Communities Together (DCT) to ensure consistency
- The quote received includes postage therefore it would be appreciated if the council can help with delivery
- Timescale: Council to agree the covering letter and Housing Need Surveys before Christmas; Survey delivered to community the first week of January and Council to receive the first draft report in February/March
- Section on older peoples needs so that TDC and the council can gain a better understanding of older people's needs
- Moretonhampstead has a constant need but a slow turnover; on average there are 47.5 bids per property

The council suggested adding sustainability as an option in Part 2, qu. 16 and adding purchasing a first house as an option in Part 3, qu.20. Mary will suggest this to DCT.

The council also expressed concern about reaching people who are hard pressed for time and if there is an advisor available to help respondents and to attend local groups such as Friendly Fridays and the Library.

Cllr Evans thought that some questions were intrusive and may put people off responding. Cllr Fileman-Wright suggested including on the form why the information was required. Mary was happy to discuss the councils' ideas with DCT.

The council suggested postage and thought it would be a good idea to ask the Scouts to deliver on the council's behalf for a small donation.

It was proposed by Cllr Warner, seconded by Cllr Simpson, and **resolved to support** the Housing Needs Survey.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Evans, and **resolved to ask** the Scouts if they would be willing to deliver the Housing Needs Survey in return for a donation.

The Chairman thanked Mary for attending the meeting.

The Housing Enabler and the two members of the public left the meeting.

210/2022 CHAIRMANS DISCRETION

The Chairman noted the council had received a letter from the Parochial Church Council Secretary advising the council of the results of the recent Quinquennial Inspection of Fabric. The inspector had identified a vertical crack in the fabric of the boundary wall of the churchyard. The boundary wall is owned by the adjacent properties. The council agreed to send a letter to the owners to ask them to repair the wall.

The Chairman noted the council had received a letter from a local stonemason requesting to install a slate headstone. The council's cemetery rules state that only granite may be used.

It was proposed by Cllr Warner, seconded by Cllr Chudley and resolved to stick to the rules and only permit granite headstones.

The Chairman informed the council she was attending the Devon County Council Autumn Briefing with Cllr John Hart on Wednesday 7th December. The Chairman also noted Teignbridge District Council is holding Budget Briefing for Town and Parish Councils 2022 – 2023 on Thursday 15th December is any Councillor wished to attend.

211/2022 DISTRICT COUNCILLOR'S REPORT

Cllr Jeffery had sent his apologies and noted there was nothing to report.

212/2022 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 79. It was noted that the wildflower area in the Sentry needed cutting; Cllr Keep and Cllr Fileman-Wright agreed to discuss the area.

213/2022 CLIMATE CHANGE & ECOLOGICAL WORKING GROUP REPORT

Cllr Simpson informed the Council that December's Green Tip of the Month focussed on energy saving advice. The minutes of the recent Carbon Reduction meeting had been circulated prior to the meeting.

214/2022 INTERNAL FINANCIAL REGULATOR REPORT

Cllr Evans had checked the accounts for October.

215/2022 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Mogeni and **resolved to approve** the schedule of payments at appendix 2 on page 79.

216/2022 CORRESPONDENCE

Correspondence was received and circulated prior to the meeting from the Community Club asking the council to reimburse them for the garden waste service.

It was proposed by Cllr Warner, seconded by Cllr Keep and **resolved to reimburse** the Community Club for the garden waste service.

Correspondence was received and circulated prior to the meeting from Libraries Unlimited sending the council their 2021-22 Annual Report and advising them of the free services they are offering. The council agreed to publicise the services on the council website. The Clerk suggested she worked from the Library on a Tuesday morning as it would make the council more accessible to the public.

Correspondence was received and circulated prior to the meeting from the Chair of Wellmoor requesting support for it's 'Friendly Fridays' and support fund.

Cllr Fileman-Wright explained that Wellmoor had received funding which pays for Friendly Fridays and to support the Cost of Living crisis over the winter. One of the ways they are doing that is by setting up a winter household support fund. Wellmoor will allocate small grants of up to £100 on a regular basis on a fair, transparent, confidential way. Wellmoor would like a councillor to be a member of the allocation panel. Cllr Evans offered to be on the panel. The council agreed to publicise Wellmoor's activities on the council website.

Correspondence was received and circulated prior to the meeting from a member of the public concerned about pedestrian safety at the Zebra Crossing in Ford Street. The Chairman noted traffic issues will be discussed at min no.219/2020.

Correspondence was received and circulated prior to the meeting from Moretonhampstead Development Trust inviting Councillors to attend their annual meeting. Cllrs Fileman-Wright and Simpson noted they would attend and report back.

217/2022 MEETING DATES

The suggested dates for meetings in 2023 had been circulated prior to the meeting.

It was proposed by Cllr Chudley, seconded by Cllr Fileman-Wright and **resolved to approve** the dates of meetings for 2023.

218/2022 FINANCE AND POLICY RECOMMENDATIONS

The draft minutes of the Finance and Policy committee held on 15th November 2022 were noted.

It was proposed by Cllr Hodges, seconded by Cllr Fileman-Wright and **resolved to approve** the attached draft budget 2023/24 and precept request of £42,030.00.

The draft Grant Awarding Policy had been circulated prior to the meeting.

It was proposed by Cllr Evans, seconded by Cllr Mogeni and **resolved to approve** the Grant Awarding policy.

The draft Data Retention policy had been circulated prior to the meeting.

It was proposed by Cllr Evans, seconded by Cllr Fileman-Wright and **resolved to approve** the Data Retention policy.

219/2022 HIGHWAY MATTERS

Cllr Shorts' report had been circulated prior to the meeting. The Chairman noted that it would be a good idea to discuss in an additional meeting to enable more time to the discussion.

Cllr Fileman-Wright thought the paper was very useful and it was important the council took action on the following points:

1. Apply for a 20 mph speed limit
2. Write to Mel Stride MP to support the idea of a national 20 mph speed limit
3. Work with the local school to design signage to deter speeding

It was proposed by Cllr Evans, seconded by Cllr Fileman-Wright and **resolved to hold** an additional meeting on Tuesday 13th December at 10.00am.

220/2022 MODEL PUBLICATION SCHEME

The model Publication Scheme had been circulated prior to the meeting. The Clerk explained that under the Freedom of Information Act 2000, s.20, the Information Commissioner's Officer expects the Council to adopt the model scheme in full without edits.

It was proposed by Cllr Warner, seconded by Cllr Keep and **resolved to approve** the model Publication Scheme.

221/2022 DEVON'S BEST CHURCHYARD COMPETITION

The report had been circulated prior to the meeting. The Churchyard received a Certificate of Merit. The Clerk explained that the Churchyard had overall received positive comments. The inspector pointed out that there is no welcome sign which the council is aware of and hopes to work with the Church to rectify this.

The Chairman closed the meeting at 8.08pm.

TO DO ACTIONS

- Clerk to make payments
- Clerk to make the agreed actions and replies to correspondence
- Clerk to email the Scouts to enquire about delivery of the HNS
- Council to write to the Churchyard boundary wall owners informing them of the required repairs
- Clerk to inform the stonemason of the headstone decision
- Clerk to update the approved policies and upload to the council website
- Clerk to issue summons for next week's Highways meeting
- Council to work with the Church to design a Welcome sign

MPC Minutes 06.12.2022 Attachment no.1 – Open Spaces Report

Inspection carried out by: Sam Parkin (Clerk)

Date: December

Area	Comments	Action
The Sentry	Looks good, final cut of the year done. Biodiversity area – needs a cut, written out of open spaces contract, no response received from biodiversity group	Needs cutting
Churchyard	Final cut of the year done. Sign purchased for wildflower area.	None
The Play Area	Looks good. Graffiti removed.	None
The Henge	OK	None.
The Pound	OK	None.
Cross Tree	Looks good.	None.
Geneva Island/War Memorial	Looks good.	None.
Wheelwright's wheel	Not visited.	None.
Allotment	Gate has been replaced. Wooden post removed. A few trees have ash dieback – tree surgeon has had a look and advised they are not dangerous but will need felling.	Awaiting quote.
Seats/benches/Lamp posts	Looks good. Coronation bench needs weeds removing.	None. Remove weeds from bench.
Gates and Railings	Looks good.	None.
Bus Shelter	Looks good.	None.
Recycling	OK	None.

MPC Minutes 06.12.2022 Attachment no.2 – Schedule of Payments December 2022

MANDATORY PAYMENTS FOR November 2022	AMOUNT (inc VAT)	PAYMENT METHOD
MDT (office rent) - paid 01/12/2022 <i>LGA 1972 s.111</i>	£379.48	Direct debit
S PARKIN (Clerk's salary 1 November - 30 November 2022) – paid 30/11/2022 <i>LGA 1972 s.112</i>	£1,445.44	Online Transfer
PENINSULA PENSIONS (employer's and employee's contribution) –paid 30/11 <i>LGA 1972 s.112</i>	£473.90	Online Transfer
HMRC (PAYE and NI) – next payment Jan <i>LGA 1972 s.112</i>		Online Transfer
Plusnet (telephone and internet – paid 29/11) <i>LGA 1972 s.111</i>	£24.49	Direct Debit
OTHER PAYMENTS AUTHORISED 06 December 2022		
Hire of the Community Club – 01/11/2022 <i>LGA 1972 s.111</i>	£15.00	Online Transfer
S Parkin – Mileage to SLCC Conference <i>LGA 1972 s.111</i>	£14.40	Online Transfer
SJB Signs – Wildflower sign <i>Open Spaces Act 1906 s.10</i>	£57.60	Online Transfer
Paul Harvey – Sentry cut, and Pound & Henge cut <i>Open Spaces Act 1906 s.10</i>	£240.00	Online Transfer
AR Rural Solutions – Supply and fit Allotment gate <i>Small Holdings & Allotments Act 1908 s.26</i>	£280.60	Online Transfer

MDT – Tidy Teignbridge Project <i>LGA 1972 s.111</i>	£980.00	Online Transfer
M P Plumbing – 2 x interments <i>LGA 1972 s.214</i>	£900.00	Online Transfer
ONLINE BANK CARD PAYMENTS FOR November 2022		
Trago Mills – Christmas Grotto presents <i>LGA 1972 s.145</i>	£49.79	
Baskervilles Post Office – Christmas Wrapping Paper <i>LGA 1972 s.145</i>	£3.50	
TOTAL	£4,864.20	

LGA 1972 = Local Government Act 1972