



# MINUTES

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**Committee:** Parish Council  
**Date:** Tuesday, 28 March 2023  
**Time:** 7:00pm  
**Venue:** Community Club

## Present

Cllr Vivienne Hodges (Chairman)  
Cllr Mike Warner  
Cllr Jan Evans  
Cllr Catherine Fileman-Wright  
Cllr Malcolm Chudley  
Cllr Richard Short

## Also Present

Samantha Parkin (Clerk)  
1 member of the public (arrived at 19.06).

## 54/2023 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Dodd, Cllr Mogeni and Cllr Jeffery.

## 55/2023 DECLARATIONS OF INTERESTS / REQUESTS FOR DISPENSATIONS

Cllr Fileman-Wright declared an interest in min no.66/2023 because she is a trustee of Wellmoor. No requests for dispensation were received. *Localism Act 2011 (sections 26-37 and Schedule 4)*

## 56/2023 MINUTES

It was proposed by Cllr Fileman-Wright, seconded by Cllr Short and **resolved to accept and sign** the minutes of the meeting held on 7<sup>th</sup> March 2023 as a correct record. There was one abstention. *LGA 1972 Sch 12 para 41(1)*

## 57/2023 COUNTY COUNCILLOR REPORT

County Councillor Brook was unable to attend the meeting.

## 58/2023 MATTERS ARISING

It was noted the Clerk has written to Moretonhampstead Development Trust to request further details on the organisation of the small Christmas trees. A reply had not been received.

It was noted the Council has entered the '2023 Devon's Best Churchyard Competition'. Cllr Fileman-Wright noted the Clerk had advertised the Competition on social media.

## 59/2023 CHAIRMANS DISCRETION

The Chairman noted the Clerk had set up council email addresses for all Councillors re-standing for election in May and encouraged councillors to access and use their council email addresses to comply with GDPR legislation.

## 60/2023 DISTRICT COUNCILLOR'S REPORT

Cllr Jeffery was unable to attend the meeting.

### 61/2023 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 23.

The Clerk will add 'to consider purchasing a Coronation bench' and 'to consider the relocation of the Green Hill bench' to the May agenda.

### 62/2023 CLIMATE CHANGE & ECOLOGICAL WORKING GROUP REPORT

Cllr Fileman-Wright's report on Teignbridge District Council's Action on Carbon Teignbridge Carbon Cutters training had been circulated prior to the meeting. Cllr Fileman-Wright gave an overview of the report.

### 63/2023 INTERNAL FINANCIAL REGULATOR REPORT

Cllr Evans had checked the accounts for February.

### 64/2023 SCHEDULE OF PAYMENTS

The Council considered its monthly schedule of payments. The Clerk noted that Tomlinson Trees had submitted an invoice for 28<sup>th</sup> October; the Clerk was happy that it was not a duplicate invoice and the work had been carried out.

It was proposed by Cllr Chudley, seconded by Cllr Fileman-Wright and **resolved to approve** the schedule of payments at appendix 2 on page 23. *LGA 1972 s150(5)*

### 65/2023 CORRESPONDENCE

Correspondence was received and circulated from Teignbridge District Council Parking Services Manager regarding the new Off-Street Parking Places Order. The Clerk reported that due to the timescales there had not been enough time for the council to comment.

It was proposed by Cllr Evans, seconded by Cllr Fileman-Wright, and **resolved** that the Clerk sends the following response to Teignbridge District Council Parking Services:

*There was insufficient time to consult which is not good enough. The Council would like to note its continued opposition to increases in charges which puts additional pressure on parking spaces in the town. There is already increased pressure on parking spaces around the town due to the introduction of year-round charging.*

Correspondence was received and circulated prior to the meeting from the Independent Returning Officer for DNPA regarding the nomination of Parish Members to Dartmoor National Park Authority.

Cllr Short reported that there are 19 members of DNPA, 4 of which are Parish Council representatives. Representatives tend to be from larger settlements.

The Clerk noted that Cllr Jeffery intended to stand if he is re-elected to the Council.

It was proposed by Cllr Short, seconded by Cllr Evans and resolved to delegate to the Clerk nomination of Cllr Jeffery if he wishes to stand.

Correspondence was received and circulated prior to the meeting from a member of the public asking the council to consider a 20mph speed limit in Moretonhampstead.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Evans, and **resolved** that Cllr Short drafts a reply setting out the work the council is doing to move forward with a 20mph limit.

Correspondence was received and circulated prior to the meeting from a member of the public complaining about the dog mess in the Churchyard.

It was proposed by Cllr Evans, seconded by Cllr Fileman-Wright and **resolved** for the Clerk to purchase signage advising dog owners that dogs must be on a lead in the churchyard and to issue a statement on social media outlining the reasons for the signage.

Correspondence was received and circulated prior to the meeting from a Sloncombe resident concerned at the state of the roads. The Clerk reported that the Neighbourhood Highways Officer was aware of the problem.

The Clerk will reply to the correspondence and advise the resident to write to County Councillor Brook to put pressure on Highways to repair the road.

Correspondence was received and circulated prior to the meeting from Moretonhampstead Information Centre concerned about the maintenance and weed control in the centre of town. The Chair noted this was the next item on the agenda.

## **66/2023 FINANCE AND POLICY COMMITTEE RECOMMENDATIONS**

The draft minutes of the Finance and Policy meeting held on 21<sup>st</sup> March had been circulated prior to the meeting.

Cllr Evans explained to the council that there are two rounds of grants per year. The budget for 2023/24 is £2,000 and the committee had decided to allocate £1,000 for each round.

It was proposed by Cllr Warner, seconded by Cllr Evans, and **resolved to pay** the following grants in accordance with F&P minute 12/2023:

- Moretonhampstead Community Swimming Pool - £500.00
- Moretonhampstead Parish Hall Management Committee - £400.00
- Tennis Club - £100.00

Total Awarded £1,000.00

It was proposed by Cllr Fileman-Wright, seconded by Cllr Warner, and **resolved to approve** the draft Financial Regulations.

The Chairman gave an overview of the Tidy Teignbridge grant application. The committee had recommended that the council advertise the weed clearing position on an hourly rate. Cllr Fileman-Wright thought that contractors should have a discussion with the council about how they will manage the weeds.

It was proposed by Cllr Evans and seconded by Cllr Warner **to advertise** the Tidy Teignbridge position with the following wording: *'The council has been successful in the award of a grant from Teignbridge District Council to tidy Moretonhampstead and keep weeds under control during the summer months. The Council is seeking applicants to undertake this work.'* Once the tender has been fulfilled, the council should look at further options.

Cllr Fileman-Wright proposed an amendment to add the following wording: 'When the work specification is advertised, contractors should be referred to good practice on weed control'. Cllr Evans and Cllr Warner were happy to add the amendment to the proposal.

It was proposed by Cllr Evans, seconded by Cllr Warner, and **resolved to advertise** the Tidy Teignbridge position with the following wording: *'The council has been successful in the award of a grant from Teignbridge District Council to tidy Moretonhampstead and keep weeds under control during the summer months. The Council is seeking applicants to undertake this work.'* When the work specification is advertised, contractors should be referred to good practice on weed control'. Once the tender has been fulfilled, the council should look at further options.

### 67/2023 KINGS CORONATION

The notes of the working party meeting held on 20<sup>th</sup> March had been circulated prior to the meeting and were noted. Cllr Evans asked the council to volunteer at the event.

### 68/2023 CONNECTION BETWEEN HINGSTON VIEW AND WRAY VALLEY TRAIL

The Chair noted that the Climate Change & Ecological working group and the Open Spaces committee were trying to establish ownership.

Cllr Short reported that the Neighbourhood Highways Officer had referred to the latest agreement plan, Cllr Short was unsure if this meant it was a finalised plan. The agreement plan showed an area marked with a red line which is the area for adoption under section 38 – if adopted it would become Highways responsibility. The marked area does not go to the Wray Valley Trail.

It was proposed by Cllr Fileman-Wright, seconded by Cllr Evans, and **resolved to pursue** the following three points:

1. Get absolute clarity from the Neighbourhood Highways Officer
2. Seek a further meeting with Baker Estates to enable further discussion on the connection
3. Follow up with Hingston View residents

### 69/2023 PAYMENT AUTHORISATION

It was proposed by Cllr Warner, seconded by Cllr Evans and **resolved** that the Council's powers be delegated to the Clerk under the supervision of the Chairman and Vice-Chairman in accordance with the Scheme of Delegation. *LGA 1972 s101*

Cllr Short noted that the Scheme of Delegation needs reviewing in the future.

### 70/2023 FOOD VANS

Cllr Short's report and correspondence from Devon Highways had been circulated prior to the meeting. Cllr Short noted that he had tried to give an even-handed view on issues arising in town centres relating to shops and trading vans.

It was proposed by Cllr Short, seconded by Cllr Evans, and **resolved to** hold back from recommending a suspended traffic order until the council has got more information from the traders involved.

Cllr Warner, Cllr Fileman-Wright and Cllr Short will form a working group and conduct research and report back to the council at the June meeting.

*Cllr Chudley left the meeting at 8.02pm.*

### 71/2023 CLERKS REPORT

The Clerk's report had been circulated prior to the meeting. The Chairman read out the Clerks report which reminded Councillors to delete all council emails and documents at the end of their term of office and listed the council's achievements throughout their term of office.

### PUBLIC PARTICIPATION

The member of the public had attended the meeting in respect of min no. 70/2023 because he was a food van trader and was interested to hear the council's discussion. The member of the public will cooperate with the working group.

The Chairman closed the meeting at 8.11pm

### TO DO ACTIONS

- Clerk to make payments

- Clerk to make the agreed actions and replies to correspondence
- Clerk to add the approved grant payments to the next payment list
- Clerk to advertise the Tidy teignbridge position
- Clerk to pursue the resolution made at min no. 68/2023
- The working group formed at min no. 70/2023 to conduct research

***MPC Minutes 28.03.2023 Attachment no.1 – Open Spaces Report***

**Inspection carried out by: Sam Parkin (Clerk)**

**Date: March**

<b>Area</b>	<b>Comments</b>	<b>Action</b>
<b>The Sentry</b>	Contacted the contractors to arrange the first grass cut.	None
<b>Churchyard</b>	Looks good. Contacted the contractors to arrange the first grass cut. Cllr Keep has made repairs to the churchyard wall. Complaints received regarding dog fouling.	None.
<b>The Play Area</b>	Play Park – Wood needs replacing on 2 benches. Ground support loose on climbing frame.	Repairs needed.
<b>The Henge</b>	Ok Contacted the contractors to arrange the first grass cut.	None
<b>The Pound</b>	Ok Contacted the contractors to arrange the first grass cut.	None
<b>Cross Tree</b>	Looks good.	None
<b>Geneva Island/War Memorial</b>	Looks good.	None
<b>Wheelwright's wheel</b>	Looks good.	None
<b>Allotment</b>	Plot holders sheds have been removed from the boundary wall to allow repairs.	None.
<b>Seats/benches/Lamp posts</b>	Seat at Old Primary School site will need relocating soon. Coronation bench – I have been advised that the bench cannot be welded and repaired.	Find a site for bench  Consider purchasing a new bench to commemorate the Kings Coronation.
<b>Gates and railings</b>	Looks good.	None
<b>Bus Shelter</b>	Looks good.	None
<b>Recycling bins</b>	Looks good.	None

Play area benches – one bench is in a bad state and if the council is unable to fix at this time, the bench should be removed from the park.

***MPC Minutes 28.03.2023 Attachment no.2 – Schedule of Payments March 2023***

<b>MANDATORY PAYMENTS FOR March 2023</b>	<b>AMOUNT (inc VAT)</b>	<b>PAYMENT METHOD</b>
Plusnet (telephone and internet – due 29/03) <i>LGA 1972 s.111</i>	£25.54	Direct Debit

23. Signed.....

16 May 2023

S PARKIN (Clerk's salary 1 March - 31 March 2023) – due 31/03/2023 <i>LGA 1972 s.112</i>	£1,135.18	Online Transfer
PENINSULA PENSIONS (employer's and employee's contribution) –due 31/03 <i>LGA 1972 s.112</i>	£341.32	Online Transfer
HMRC (PAYE and NI) – due 31/03 <i>LGA 1972 s.112</i>	£433.72	Online Transfer
<b>OTHER PAYMENTS AUTHORISED 28 March 2023</b>		
Hire of the Community Club – 07/03/2023 <i>LGA 1972 s.111</i>	£15.00	Online Transfer
Viking – Office supplies (paper, ink, note pads, glue) <i>LGA 1972 s.111</i>	£62.40	Online Transfer
Moretonhampstead Parish Hall – Annual Parish Meeting Hall hire <i>LGA 1972 s.150(2)</i>	£45.00	Online Transfer
Teignbridge District Council – Emptying of Sentry Bins <i>Litter Act 1983 s5&amp;6</i>	£2260.08	Online Transfer
G Keep – Churchyard wildflower area, purchase of seeds and machinery hire <i>Open Spaces Act 1906 s.10</i>	£432.00	Online Transfer
Harveys Bus Limited – Hire of 2 minibuses for Beating of the Bounds <i>LGA 1972 s137</i>	£220.00	Online Transfer
Tomlinson Trees – Full Cemetery cut and grass verges (28/10) <i>Open Spaces Act 1906 s.10</i>	£1,094.40	Online Transfer
MDT – Photocopying since 29/09 <i>LGA 1972 s.111</i>	£78.74	Online Transfer
<b>ONLINE BANK CARD PAYMENTS FOR March 2023</b>		
Microsoft – Microsoft 365 Business Standard <i>LGA 1972 s.111</i>	£11.28	Monthly payment
Wordpress – Annual website hosting fee <i>LGA 1972 s.111</i>	£100.80	Monthly payment
Coop – Annual Parish Meeting refreshments <i>LGA 1972 s.150(2)</i>	£7.95	Monthly payment
<b>TOTAL</b>	<b>£6,263.41</b>	

*LGA 1972 = Local Government Act 1972*