

## Morebath Parish Council

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### **Minutes of the Annual Parish Council Meeting held on Tuesday, 15 May 2018 held in Morebath Village Hall on the rising of the Annual Parish Meeting.**

**Present:** Cllr J Wescot (Chair) (\*), Cllr M Adams, Cllr J Andrew, Cllr T Conway (\*), Cllr B Hatton, Cllr Mrs P Reed (\*), Mrs S Squire (Clerk).

\* Cheque signatories.

**1819-001**      **Members brought their completed Register of Members Interests forms for 2018/19.**

**1819-002**      **Election of Chairman of the Council.**

**Cllr Hatton proposed Cllr Wescott, seconded by Cllr Mrs Reed. There were no other nominations and Cllr Wescott was willing to stand. Unanimously agreed.**

**1819-003**      **The Chairman read and signed the Declaration of Acceptance of Office.**

**1819-004**      **Election of Vice Chairman of the Council.  
No Vice Chairman was elected as in past years.**

**1819-005**      **Apologies.** Cllr Briden, County Councillor Mrs P Colthorpe.

**1819-006**      **Declarations of Interest.  
Cllr Adams declared a Prejudicial Interest in Minute No. 1819-020-5 – Finance. Payment to his Company.**

**1819-007**      **Dispensations to Councillors.** No Dispensations were requested.

### **Working Committees, Councillor Representatives, Members Remuneration.**

**1819-008**      **Election of Working Committees:**

**It was RESOLVED to adopt the following working committee arrangements:**

- a. Environment: the informal working group will bring any proposals to full Council for discussion and decision
- b. Road Safety: the informal working group will bring any proposals to full Council for discussion and decision
- c. Planning: the process set out in Supplementary Information 1 on the Agenda will be adopted
- d. Personnel: all matters are dealt with by full Council
- e. Finance: Cllr Hatton to review bank transactions at least quarterly in accordance with Financial Regulation 2.2.  
All other financial matters will be dealt with by full Council

**Proposed by Cllr Wescott, seconded by Cllr Hatton. Unanimously agreed.**

**1819-009**      **Areas of liaison for Councillors:**

- a. Highways: Cllr Adams
- b. Footpaths: Cllr Hatton

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- c. Communication: Cllr Wescott and the Clerk
- d. Church: Cllr Mrs Reed
- e. Village Hall: Cllr Conway
- f. Planning: Cllr Conway

**Proposed by Cllr Wescott, seconded by Cllr Mrs Reed. Unanimously agreed.**

### **1819-010 Councillors Remuneration.**

**It was RESOLVED that Councillors should claim reasonable expenses for attending training but not for attending meetings and that Councillors receive no expenses for carrying out their duties.**

### **1819-011 Annual Review of Governance and Accounts**

- a. It was RESOLVED to approve the new version of Standing Orders supplied by the National Association of Local Councils and the currently adopted Financial Regulations.  
**Proposed by Cllr Conway, seconded by Cllr Wescott. Unanimously agreed.**  
Councillors confirmed they have copied of the Code of Conduct, Standing Orders and Financial Regulations.
- b. It was RESOLVED to continue membership of the Devon Association of Local Councils.
- c. It was RESOLVED to accept the following documents as set out in Supplementary Information 1 to the Agenda:
  - Complaints Procedure
  - Procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998
  - Policy for dealing with the press/media
  - Statement of Financial Controls
- d. The assets held by the Council as set out in Supplementary Information 2 on the Agenda were noted.  
An Acer Laptop valued at £ and road signs valued at £1,000 to be added.  
Councillors noted the car park light will be tested every 6 years.
- e. Councillors had been circulated with the insurance renewal documents and, subject to the addition of the Acer laptop and road signs, RESOLVED to accept the Policy as set out in the renewal quote.
- g. Council RESOLVED to accept the Risk Register as set out in Supplementary Information 3 to the Agenda and agreed the following mitigating actions:  
  
**Actions:** Clerk to circulate the General Risk Assessment adopted by her other Councils, considered appropriate by those Councils' internal auditor.

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- h. Council RESOLVED to approve and adopt the following Policies as set out in Supplementary Information 4 to the Agenda:
- Equal Opportunities Policy
  - Grant Giving Policy
  - Safeguarding Policy
  - Data Protection Policy and Privacy Notice

**Proposed by Cllr Andrew, seconded by Cllr Conway. Unanimously agreed.**

**1819-012 Internal Audit:** Councillors noted the internal audit was in the process of being carried out.

**1819-013 Accounts for the year ended 31 March 2018.**

**Proposed by Cllr Hatton, seconded by Cllr Conway. Unanimously agreed.**

**1819-014 2018 Annual Governance Statement Section 1:**  
The Clerk read the questions to the meeting.  
**Proposed by Cllr Mrs Reed, seconded by Cllr Adams and unanimously agreed that the Chairman and Clerk should sign it.**

**1819-015 2018 Accounting Statement Section 2:**  
**Proposed by Cllr Hatton, seconded by Cllr Adams and unanimously agreed that the Chairman and Clerk should sign it.**

### General Council Business

**1819-016** Open Forum.  
Representations received about sunken drains and potholes.  
Cllr Adams advised these had been reported.

**1819-017** Minutes of the meeting held on 19 March 2018.  
**Agreed and signed as a correct record.**

**1819-018** Actions Arising:

Visit by Cllr Heal (MDDC Chairman) will take place at the meeting on 3 July 2018.

Cllrs Conway and Adams had complained direct regarding excess material in potholes dumped by the laurel tree near the Village Hall.

The Clerk had contacted the PCSO who had given a report at the Annual Parish Meeting.

Cllr Conway had obtained two Allen keys for the notice board; removed rusty chain and reminded Post Office Ltd that a reply was awaited.

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The Post Office had advised the post box would not be removed unless it can be proved there is a problem.

**Action:** Cllr Conway will organise slabs to be laid to ensure a clean surface to the post box and will also organise some planting.

Cllr Conway advised that the present tarpaulin for grit salt storage was adequate, there being very little grit salt remaining.

The Clerk had included details of how to report potholes and other issues via the DCC interactive website in Signpost.

Cllr Hatton had walked Footpath 3 to investigate an alleged electric fence. There was no cattle in the area at the time of investigation.

**Action:** The Clerk to write to DCC Public Rights of Way asking them to contact the landowner to draw their attention to the fact that insulation points should be provided.

It was noted that the field was being blocked grazed.

The Clerk had checked that MDDC had noted details of grass cutting for 2018 and this had been confirmed with details of cuts given.

The forecasted grass cuts were:

13/3/18; 25/4/18; 9/7/18; 14/8/18 & 25/10/18.

Councillors were disappointed that there were no scheduled cuts in May and June,

**Action:** The Clerk to ask for a cut to be factored in and the one planned for October did not take place.

Cllr Wescott clarified with former Clerk on action agreed at the January meeting regarding the defibrillator. Councillors were in agreement for the funds to be transferred as a non Parish Council payment.

**1819-019 Report of the County Councillor.** When tendering her apologies, Cllr Mrs Colthorpe had sent the following report:

Some of you may have seen on Spotlight last week Somerset County Council's suggestion that the county might want to consider going unitary. D.C.C. was quick to issue a press release to the effect that Devon is not looking to follow suit but, should Somerset and its districts decide to pursue that course of action, there is a chance that the 'Heart of the South West's proposals to persuade central government to devolve more powers to the area's authorities could be affected and HotSW representatives will be meeting on 25<sup>th</sup> May to discuss the way forward.

At County Hall Cllr.Hart has re-shuffled his cabinet in light of John Clatworthy (Dawlish) having decided to step down as portfolio-holder for Finance and Asset Management, a role he has held since the present administration was elected in 2009 (and as shadow for two years before that). He will be replaced by Stuart Barker (Ashburton and Buckfastleigh) whose present portfolio responsibility for Economy and Skills will be taken over by Rufus Gilbert (Salcombe) with the addition of Skypark. At the Annual Meeting on 24<sup>th</sup> May, Mid Devon's

Ray Radford will stand down as Chairman of the County Council to be replaced by Caroline Chugg (Braunton Rural), a long-serving chairman of the Farms Estate Committee.

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Devon's cabinet recently agreed that, working with its partner agencies in neighbouring authorities, the county should host a 'Regional Adoption Agency', bringing together the core adoption services of Devon, Somerset, Plymouth and Torbay. Work has now commenced to recruit to the post of service manager, while consultation and engagement with staff and stakeholders continues. On a related topic – which caused some controversy earlier this year – work to review the current structure of foster carer fees is also continuing, the aim being to develop a fair and equitable fee structure which is acceptable to all parties.

Several people have asked me recently what has happened to the leat in Tiverton which hasn't been seen since last year. It hasn't dried up or been re-routed; it was turned off because a pipe at the junction of Barrington Street and Water Lane had collapsed and the leat was exacerbating the damage. The necessary work should have been done last autumn but unfortunately the weather intervened and it had to be postponed. It is now scheduled to begin on Tuesday 15<sup>th</sup> May so, unexpected complications notwithstanding (fingers crossed!), the leat should shortly be running again.

As 'ash dieback' begins to bite an increase in tree inspections is recommended to D.C.C.'s cabinet in a report due to be considered on Wednesday. With an estimated 13,500 ash trees on county council land (and a further 440,000 estimated to be owned by third parties or on unregistered land within falling distance of the highway) it is recommended that tree inspections be increased to every two years and potentially to annually. Ash trees account for about 20% of all trees in Devon and the report also recommends a number of important principles, including adoption of the 'Devon 3/2/1 formula' whereby each large tree lost is replaced with three new ones, a medium-sized tree with two and a small tree with one.

Please be aware that the new 'IKEA' opened last Thursday (10<sup>th</sup> May) and is expected to continue to affect traffic on approach roads to the store. Devon County Show starts on Thursday 17<sup>th</sup> May and on Saturday 19<sup>th</sup> the Exeter Chiefs Premiership semi-final at Sandy Park will be added to the mix! For those of you who prefer someone else to do the driving when you have a day out, the Sunday trains between Okehampton and Exeter will be resuming for the summer on 20<sup>th</sup> May with four trains running each way.

**1819-020**      **Report of the District Councillor:** Cllr Moore spoke on the following points:

- MDDC are delivering GDPR training on 30/5/18.
- Local Plan. The inspection is due in the Autumn and expected to be adopted by the end of the year.
- A new Lidl store is planned for Tiverton. The Planning Application is yet to be received and parishioners views are invited.
- Three Rivers Development. The main works are expected to commence in June.
- Premier Inn. Work has started with phase 1 expected to be completed by June and completion due in Autumn 2019.
- Palmerston Park. A comment from District Cllr Stanley is being obtained.

**1819-021**      **Report of the Police.** PCSO Roberts advised there had been eight crimes.

She spoke about Devon and Cornwall Alert in place of community messaging.

PCSO Goodyear will assist parishioners as well as herself.

Various scams are circulating at the present time.

Traffic calming project was discussed.

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**1819-022 Planning.** There were no Planning Applications to consider or planning correspondence to note.

**1819-023 Finance 2018/19**

- a. The current financial position was noted.
- b. Allocation of reserves from the budget was deferred to the July meeting.
- c. Council **RESOLVED** to approve an inflationary increase of 1.7% in the Clerk's salary in line with the NALC 2018 recommended pay rates, payable from 1 April 2018.
- d. Council **RESOLVED** to approve the following payments:

	Ch.No.	
• Mrs S Squire salary / HMRC PAYE (March / April / May)	509 / 510	£314.52
• Mrs S Squire expenses	509	£ 13.70
• DALC 2018/19 subscription	511	£ 77.36
• Community First Insurance Renewal due on 1/6/18	512	£336.85
• Adams & Ellicott Ltd. Footpath repair, rehangng gate, gate posts	513	£146.40
• DALC. Training. Incorrect cheque issued at the March meeting	514	£ 30.00

**1819-024 NatWest Bank Contact details.**

**Action:** The Clerk to obtain forms for signature at the July meeting for the bank's system to be updated following her appointment.

**1819-025** Other items for noting only:

- a. Cllr Conway has attended MDDC Planning Training on 28/3/18
- b. Clerk has attended GDPR training on 19/4/18 in Exeter
- c. Clerk is attending MDDC GDPR training on 30/5/18 in Tiverton
- d. Clerk is attending Making Good Decisions Course in Exeter on 12/7/18

**1819-026** Next meeting: **Tuesday 3 July 2018, 8pm in Morebath Village Hall.**

The meeting ended at 9.34pm.

**Summary of Decisions:**

- **Election of Chairman**
- **Election of Working Committee**
- **Areas of liaison for Councillors**
- **Councillors remuneration limited to expenses in connection with training**
- **New NALC version of Standing Orders; Financial Regulations; continued membership of DALC; Complaints Procedure, Freedom of Information Act Publication Scheme; Policy for dealing with the press/media; Statement of Financial Control; 2018/19 insurance' Risk Register; Equal Opportunities Policy; Grant Giving Policy; Safeguarding Policy; Data Protection Policy;**

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- **Accounts for the year ended 31 March 2018**
- **Sections 1 and 2 of the Annual Governance and Accounting Statements**
- **Minutes of 19 March 2018**
- **Inflationary increase of 1.7% in the Clerk's salary from 1/4/18**
- **Payments**

**Signed as a correct record:**

**Date:**

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