

Minutes of Morebath Annual Parish Council Meeting postponed from May 2020 due to the coronavirus epidemic, held on Tuesday, 21 July 2020 in Morebath Village Hall at 7.30pm.

A Risk Assessment had been carried out by the Committee of Morebath Village Hall and a separate Risk Assessment carried out by the Parish Council.

The face to face meeting was deemed necessary as members of the public had made representations that over the coronavirus lockdown, it was not known what the Parish Council was doing and a physical meeting sought to address these concerns.

Present: Councillors J Westcott (Chairman), T Conway, Miss L Hagenbrock, Mrs P Reed, Mrs S Shipperley, A Wilson.

District Councillor R Stanley.
One member of the public.

Clerked by Mrs S Squire, Parish Clerk.

2021 - 022 Election of Chairman

**Councillor Mrs Reed proposed Councillor Wescott.
Seconded by Councillor Miss Hagenbrock.**

**Councillor Conway proposed Councillor Wilson.
Seconded by Councillor Mrs Shipperley.**

Vote: In favour of Councillor Conway's amended proposal in favour of Councillor Wilson – 3

In favour of Councillor Mrs Reed's proposal in favour of Councillor Wescott – 3

Councillors Wescott and Wilson left the room while Councillors gave their reasons for supporting Councillors Wescott and Wilson.

No agreement could be reached and the matter was deferred until the next meeting.

2021 - 023. Chairman to read and sign Declaration of Acceptance of Office.

Deferred until the next meeting.

2021 - 024. Election of Vice Chairman. Councillors decided not to

2021 - 025. Open Forum.

The member of the public present spoke about lack of communication and people did not know what was happening.

It was explained there was a problem uploading items to the website, an item which was on the Agenda for discussion later and for the protection of Councillor Conway and others who he may meet, items for the notice board had been restricted.

For the future, more items to be put on the notice board and as a minimum the Agenda and Minutes.

Action: A list of meeting dates until May 2021 to be prepared for the notice board.

2021 - 026. Apologies. Councillor Mrs S Shaw, County Councillor Mrs P Colthorpe.

2021 - 027. Declarations of Interest. None.

2021 - 028. Dispensation to Councillors. None.

2021 - 029. Reports.

2021 – 029.1 County Councillor Mrs P Colthorpe. A written Report had been circulated to Councillors as follows:

Devon's reported cases of coronavirus continue to fall and the downward trajectory has so far remained the same, in spite of sunny weather and the crowds flocking to the moors and beaches. Out of 150 upper tier authorities, Devon sits 146th – 1,208 laboratory-confirmed cases to date were reported to the Health and Well-being Board at its meeting on 16th July, and 211 deaths. We have the lowest incidence of outbreaks in care homes in the South West and, as at 9th July, only one care home in Devon had a reported case of Covid-19 and no deaths from the virus have been reported in any of the county's hospitals for nearly a fortnight. In the South Hams and North Devon, the number of registered deaths from all causes has been lower than is the norm for the time of year.

Every upper tier authority has been instructed by government to produce a Covid 19 Local Outbreak Management Plan (L.O.M.P.) and Devon's was published on Monday 29th June. You might have seen Dr. Virginia Pearson, Devon's Head of Public Health, talking about it on Spotlight and there is an L.O.M.P. website which includes a list of 'Frequently Asked Questions' and much more detail. Essentially the plan is a wide-ranging blueprint for how any local outbreaks – such as Leicester is currently suffering – should be managed and future outbreaks prevented. It also identifies preventative and early intervention measures for key settings such as schools and care homes to make sure that they and the community are supported.

Our schools have coped brilliantly throughout the crisis: Devon has on occasion recorded twice the national average of children in school and numbers remain high. Some of our schools are running out of space to accommodate both children and social distancing! It is expected that all our state-funded schools will be open for all pupils to return full time in September though currently it is intended that year groups will be invited back one at a time so that each group can get used to the new arrangements before the next group arrives. All groups are anticipated to be back by the end of the first fortnight. The transport team is expecting further guidance from government by the end of next week (24th July) as to any additional requirements for school transport.

We have normally had a new bus time table by this time but, owing to all the disruption, it has been decided not to publish a paper book with a short shelf life but to rely (for now) on the on-line version to be found at: http://www.devonbustimetables.info/mid_devon_new/







I thought you might be interested in some of the economic figures associated with Covid-19 – these are broad-brush costs to D.C.C. up to Friday 19th June:

£39,180,000 on covid-19 related items - £36,711,000 received from government
£26,500,00 spent on adult social care and health of which £5,000,000 was P.P.E.
£5,700,000 additional costs on social care support for children.

£95,000,000 thought to be the approximate cost to Devon across all councils.

To end on a happier note, Stover Country Park's bid for £3.5m was unanimously backed by the National Lottery Heritage Fund's trustees last month. After £340,000 of initial development work, delivery (2022 to 2025) will include restoration of the old stables, the ornamental lake and the gatehouse as well as the creation of new walks and access routes.

2021 – 029.2 District Councillor R Stanley.

-  £22 million business fund grants have been distributed to help businesses affected by coronavirus. The money has been provided by the government.
-  £1 million discretionary business grant received by Mid Devon for allocation.
-  Government bounce back loans will be available through the Devon County Council hub.
-  It is hoped that the Local Plan will be approved the week commencing 26 July.
-  Within the Plan, Bampton will be a village for planning reasons. This means that developments will be restricted.
-  Greater Exeter Strategic Plan (GESP). This involves the amalgamation of five Local Authorities of which Mid Devon is part with Exeter and other surrounding District Councils. It has been formed to look at how Exeter's need for more housing can be satisfied. There is an 8 week public consultation about the Plan which will also incorporate climate change and transport.
It will have a dramatic effect on Mid Devon with 63,500 more houses included in the Strategic Plan in the next 20 years.
Conurbations will develop up to Junction 27 of the M5 to Junction 28.

The Environmental Policy has highlighted this area as prime development for solar panels and wind turbines and the Strategic Plan will over-ride the Local Plan.

- ✚ The cost of coronavirus has cost Mid Devon £2 million. £990,000 has been received from the government. It is hoped more funds will be received from the government to help the shortfall.
- ✚ Mid Devon's reserves were £2.5 million until the new administration took over in May 2019. Since then half a million has been taken from reserves.
- ✚ Next year budget saving of around £1.5 million has to be found.

2021 - 030. Review of Compliance and other Council matters.

- **Standing Orders**
- **Financial Regulations**
- **Code of Conduct**
- **General Risk Assessment**
- **Equal Opportunities Policy (New version for this year)**
- **Grievance Policy (New for this year)**
- **Dignity at Work/Bullying and Harassment Policy**
- **Grant Giving Policy**
- **Complaints Procedure**
- **Freedom of Information Publication Scheme**
- **Data Protection Policy (Updated for this year)**
- **Data Privacy Policy (New for this year)**
- **Subject Access Requests Policy (New for this year)**
- **Safeguarding Policy**
- **Protocol for filming and the press**
- **Agreement for Councillors to receive communications by email**
- **Insurance – Policy has been renewed from 1 June 2020**
- **Asset Register**

The above documents had been circulated to Councillors.

Proposed by Councillor Conway to adopt all the Policies and other Council documents enbloc.

Seconded by Councillor Wilson and unanimously agreed.

2021 - 031. Approval of the Minutes of the Parish Council Meeting held on 18/5/20.

Approved and signed as a correct record.

The Minutes of the meetings held on 3/20 and 5/5/20 were also signed which could not be done before this face to face meeting.

2021 - 032. Matters Arising from the Minutes.

2021 – 032.1 Picnic Bench and Seat 106 money.

Councillor Wilson advised that Mole Valley Farmers did not supply picnic benches. He had obtained a price from McVey Parker which was £143 inclusive of VAT. Mole Valley Farmers could supply a seat at a cost of £199 inclusive of VAT.

Councillor Conway had been quoted an hourly rate for fixing, estimated to be approximately £140.

Action: Councillor Wilson to obtain a written quotation.

Councillor Conway to contact the landowner for permission to site the items.

Proposed by Councillor Conway that the Clerk proceeds with the application to MDDC when the above information was received.

Seconded by Councillor Mrs Shipperley and unanimously agreed.

2021 – 032.2 Visit of the Environment Agency Flood Resilience Office.

Confirmation received that this has been rescheduled for Tuesday, 19 January 2021.

2021 – 032.3 Alleged camping at Whitehall Farm Garden.

Councillors had spoken to the owner and clarification were given for the reason a tent and barbecue was in the garden. Councillors had been advised.

2021 – 032.4 Defibrillator in The Anchor Inn, Exbridge.

The Clerk had circulated the Invoice from St John Ambulance giving details of the cost of the defibrillator and cabinet which was felt to be high, as if it had been obtained from the British Heart Foundation, the cost would have been half that paid by Brushford Parish Council.

Action: The Clerk to ask County Councillor Mrs Colthorpe if she would grant £500 towards the facility from her Locality grant allocation.

The historic details of the Morebath defibrillator was given. Councillors felt that the Parish Council should look to pay for replacement batteries in 2021.

Standing Orders were suspended to allow the member of the public to speak.

The resident advised that a discussion on the Morebath defibrillator had been minuted which recorded that the Parish Council had declined to set up the defibrillator as the Parish Council did not wish it to be an asset and the £500 grant from County Councillor Mrs Colthorpe's Locality grant allocation had been returned as it would compromise the position of the Parish Council.

Standing Orders were reinstated.

2021 – 032.5 Grass Cutting. Councillor Conway had spoken to Mr S Kelland who had said he had not been invited to cut the grass.

The Clerk pointed out that Mr Kelland had not supplied a quotation when invited to do so and in those circumstances, it was assumed he did not wish to continue.

Mr Kelland was happy to continue cutting the grass on the same basis. He had carried out an extra two cuts this year as the Mid Devon team had not cut any grass. He would carry on as in the past.

2021 – 032.6 Fly Tipping. Councillor Conway had reported this and given a reference number.

More fly tipping had occurred so are requested to give their opinions as a result of the report at the meeting on 18 May 2020.

TC had told them, got ref number, removed, but more put there. It has to be reported individually if it is within the councils area and a lot on private land. RS offered to help.

2021 – 033 Planning.

2021 – 033.1 Planning Applications to consider. There were no Applications to consider.

2021 – 033.2 Planning Correspondence: The following MDDC Decision Notices were noted:

Approvals for:

- **19/02017/FULL** – Alterations to access and provision of driveway to serve residential parking area and adjacent land, provision of six residential parking spaces and erection of boundary walls and fences at Holwell Farm, Bampton
- **20/00111/FULL** – Variation of condition (2) of planning permission 16/01007/FULL to allow the holiday lodge to be used as a permanent dwelling at Gilberts Lodge, Morebath
- **20/00489/PNCOU** – Prior notification for the change of use of an agricultural building to 1 dwelling under Class Q – South Combe Farm, Shillingford

2021 – 034 Finance.

2021 – 034.1 Balances:

NatWest Current Account as at 1 July 2020: £19,165.39

NatWest Business Reserve Account as at 1 July 2020: £6,229.23

Reserves were tabled.

No funds were allocated to the reserves.

2021 - 034.2 The following payments were approved:

▪ Mrs S Squire Salary and Expenses *	£256.33
▪ HMRC	£ 50.80
▪ Mrs A Marshall 2019/20 internal audit	£100.00
▪ Brushford Parish Council 50% contribution towards defib	Not authorised
▪ JAG Signs Road Traffic Sign	£126.88

* The increase in photocopying and postage is due to significant paperwork being sent to Councillor Mrs Reed as a result of communication in connection with the coronavirus epidemic.

2021 – 034.3 2019/20 Audit.

It was noted that the details were submitted to the internal auditor and the subsequent Report had been circulated to Councillors.

Items raised will be dealt with at subsequent meetings.

The Certificate of Exemption had been submitted to the external auditors.

Action: The appointment of an internal auditor to be an item on the next Agenda. The 3 year contract with the existing internal auditor had come to an end.

2021 – 035 Communication with Parishioners.

2021 – 035.1 Councillors considered a new dedicated Parish Council only website or agreement to pay Mid Devon Council to update and maintain the Parish Council link on the MDDC website.

District Councillor Stanley offered to ask MDDC Member Services for assistance.

Proposed by Councillor Wilson that the MDDC IT Department bring the current website up to date, at a maximum cost of £30.

Seconded by Councillor Mrs Shipperley and unanimously agreed.

Councillors have been forwarded details of the Parish website accessibility audit carried out by MDDC on 9 June 2020. Noted.

2021 – 035.2 Councillors considered a communications strategy to maintain effective dialogue with parishioners.

It was felt that the website, notice board and articles in Signpost would address this.

2021 – 036 Correspondence. All circulars had been forwarded to Councillors.

2021 – 036.1 MDDC. Email explaining the late start for grass cutting due to Covid-19.

2021 – 037.2 Tania Weeks, DCC Public Rights of Way. In connection with the Definitive Map Review, Tania would like to read the old Parish Minutes. She has found there is a Minute Book for the period 1894 until 1921 in the Heritage Centre in Exeter, but cannot find any later Minute Books. She is specifically looking for Minute Books since 1921 and asks if they could have been deposited at the Bampton LARC.

Action: Councillor Conway to make enquiries.

2021 – 037.3 Councillor Advocate Scheme registration (Office of the Police and Crime Commissioner). Details were forwarded to Councillors on 30 May 2020. Councillor Wilson had expressed an interest.

**Proposed by Councillor Conway to nominate Councillor Wilson.
Seconded by Councillor Mrs Shipperley and unanimously agreed.**

2021 – 037.4 MDDC. Code of Conduct Consultation.

Councillors preferred to wait until the draft is issued before commenting.

2021 – 038 Items raised by Councillors / Clerk

2021 – 038.1 Clerk's Leave. 21 – 31 August inclusive.

2021 – 039.2 November 2020 and January 2021 meetings. The Clerk has other meetings on the same day in Tiverton making it difficult to attend by 7.30pm and requested that the meetings commenced at 8pm. Councillors did not have any objections to this.

In the case of the January meeting, the Environment Agency officer is due to give a talk, so that meeting could, in effect, commence at 7.30pm and the actual Parish Council business commence when it has concluded around 8 – 8.15pm.

2021 – 039.3 Off roading vehicles stuck in green lane.

The incident had happened at approximately 12.45am with a lot of damage being caused.

Action: Councillor Wescott will ascertain if it is a Bridleway or a Byway Open to all Traffic (BOAT).

2021 – 039.4 Overgrown vegetation at Roundhouse, Exebridge.

The Clerk had reported the details to DCC Highways and a reference number given.

2021 – 040 Next meeting: Tuesday, 15 September 2020 at 8pm in Morebath Village Hall.

The meeting ended at 9.01pm.

Summary of Decisions:

- **Election of Chairman to be on the September Agenda**
- **Adoption of compliance documents and other Parish Council Policies and documents**
- **Minutes of the Parish Council Meeting held on 18 May 2020**
- **S106 funding to be applied for by the Clerk to MDDC when supporting documentation is received from Councillors Wilson and Conway**
- **Payments**
- **Cost MDDC IT Department updating website up to a maximum of £30**
- **Councillor Wilson nominated on the Councillor Advocate Scheme (Office of the Police & Crime Commissioner)**

Chairman

Date