

Minutes for the meeting of Morebath Parish Council
held in the Village Hall, Morebath on Tuesday 09 September 2014 at 7.30pm

PRESENT

Cllr Andrew Moore (Chairman) Cllr Tony Conway (Vice Chairman)
Cllr Jose Chorley (*) Cllr Peggy Reed (*) Cllr Colin Rowland Cllr John Wescott

Cllr Polly Colthorpe - County & District Council Representative
2 member of the public present

1. Clerk appointment

- a. Suitability for the post of Financial Officer
The Chairman confirmed that the Sub Committee (as agreed at the July meeting) have selected and employed a new clerk, Martin French, who has experience in clerking in Devon. The Chairman has taken up references and can confirm that he is suitable able to carry out the position of Proper and Financial Officer.

2. Apologies

Cllr Merv Adams (*), District Cllr Ray Stanley

3. Declaration of interest

None

4. Dispensation for councillors

None

5. Open Forum

- Carla Dawes raised the following matters
 - If and when funding is received from the Ironman event it would be nice to have a dog bin, a picnic table, and a notice board
 - Is the MDDC Enforcement Officer attending to the Loyton Farm matter ?
 - Fly tipping on the Shillingford road is continuing to be an issue
 - There are still rusty items under the old railway bridge
 - The finger post for Morrell's Cross is still not in place and this has been ongoing for over a year
 - Please will the Council consider joining with Bampton Town Council to fund a seat to go at Chilton Cross
- Jeff Gregory asked that in the minutes from the previous meeting a note was made of the bank balance and of the various balances allocating money to certain projects. He would like more discussion on the emergency response equipment proposal. On the agenda time allocation to a parishioner to speak in Open Forum he feels is too short (3 minutes), and in his opinion it should be longer.

6. Minutes of the meetings held on 29 July 2014

Adjustments made to Page 1 para 6, changed 2009 to 2010, also on Page 5 showing a bank balance of £12538.27 with balances for P3 £540, Memorial Gardens £293, Community Plan £217. With these addition the minutes were **agreed** by all councillors and **signed** by the chairman

7. Reports

- a. County Councillor Polly Colthorpe
More work is to be done at the **Black Cat Junction** probably without the closure of the road. **School Meals provision** is being funded by the Government with £1.28m which leaves a shortfall of £275k. The **Waste Plan Consultation** is available on the country web site (Devon.gov.uk). Health Watch Devon is looking for a greater take up in **Flu Vaccinations**, currently only 50%. The **Care Act** – if anyone is a carer they can apply for financial assistance – Devon Carers Voice, Sally Collins and Lindsay Self (08456 434435). **Planning for Emergencies** fair at Tiverton Town Hall, 16 October 3 – 7pm. There is still money available in the TAP fund.
- b. District Councillor
See above (7a)
- c. Police
An e-mail from PCSO has been received and circulated to councillors.
- d. P3 update – Carla Dawes

Morebath has 5.5 miles of footpaths and bridleways. They have all been walked recently and some vegetation cleared. The footpath along the River Exe from the Anchor Inn to Masons is still missing a gate which was washed away in the floods of 2012. The new gate is currently with Adams and Ellicott awaiting installation. Carla hopes to attend the P3 Workshop on 17 October; there is a place for an additional delegate and Carla would welcome another person to assist with general footpath administration.

8. Planning Advisory Committee authorisation

- a. Currently the Parish Council shows on the web site a process for responding to Planning Applications provided by MDDC

This current system was discussed the following points raised :-

- the Planning Committee should consist of 2 councillors
- The planning Committee to have delegated powers to comment on minor planning applications
- That one or more councillors can request a full meeting on any application
- That all major application come before a full meeting.

- b. It is **proposed** that the Council adopt this process, as shown on the web site, for responding to Planning Applications provided by MDDC **moved to amend**

It was **proposed** (AM prop JW sec) that the current system be amended to increase the Planning Committee to two members, that the Committee has delegated powers to comment on minor applications, that one or more councillors may call for any application to go before a full meeting, and that all major applications come before a full meeting. This was **agreed** unanimously. The flow chart will be adjusted and amended on the web site.

It was **proposed** (AM prop JW sec) that Cllr Tony Conway will join with Cllr John Wescott on the Planning Committee. This was **agreed** unanimously

9. Personnel Subcommittee authorisation

- a. It was **proposed** that the attached terms of reference apply to the Personnel Committee. This was rejected; however, it was **agreed** unanimously that all personnel matters come before the full council.

10. Standing Orders

- a. It was **proposed** that the attached Standing Orders, as provided by Devon Association of Local Councils, are accepted by the Council. This was **agreed** in principle and to be confirmed at the next meeting with the bracketed items completed.

11. Code of Conduct

- a. Confirmation adopted on 11/09/12 and that all councillors have a copy
All councillors **confirmed** that they have a copy of the Code of Conduct

12. E-mail communication

- a. Agenda and minutes
- i. To **agree** the electronic communication by e-mail of Council business
It was **agreed** that the Clerk can communicate by e-mail on matters of business for the Council. The Clerk confirmed that hard copy would always be available for councillors.

13. Morebath Play Area

- a. Audit of Play Area installation
- i. Update on the financial position of the project
The Chairman circulated financial analysis spread sheet showing receipts of £28503 and payments of £30354 (excl VAT), a shortfall of £1851. In 2010 the Council **agreed** that no money would be provided for this project from the precept, but would include the £1000 grant received from Mary Turner (County Councillor at the time).
The Chairman further confirmed that in contact with Cllr Ray Stanley funding has been secured from MDDC to cover the shortfall of £1851. The Chairman asked that the Clerk write to MDDC to secure payment.
- b. Completion of project
- i. Waste bin, Hedging, Maintenance plan, and any additional matters
- a. The waste bin is in place, work done by Adams and Ellicott
- b. Hedging is important and part of a condition on the application as confirmed by Tina Maryan (MDDC Planning). Adams and Ellicott have confirmed that this will be done in November
- c. There is no maintenance plan in place so it was **agreed** by all that the Chairman should draft a simple plan.

- c. Handover to Play Area Committee
 - i. It was **proposed** (AM prop TC sec) that a formal agreement be set up between the Parish Council and the Play Area Committee to delegate responsibility for the management of the area and that discussions take place to define this agreement. The proposal was amended to add that subject to discussions that are ongoing, and that an agreed proposal be put to the next Council meeting on 12 November. This was **agreed** on a vote (5 for 1 abstain)
 - ii. It was **proposed** that all ongoing costs, and the costs of any legal agreement, are the responsibility of the Play Area Committee. There was **no agreement** on this proposal but a request to withdraw the cost on legal agreement. It was **agreed** to defer any decision on this.
 - iii. It was **proposed** that the Parish Council provide a representative on the Play Area Committee and that this person should be appointed annually. There was **no agreement** on this but the Council **agreed** to defer any decision until the next meeting.
 - iv. It was **proposed** (AM prop TC sec) that the Parish Council reserved the right on the use of this area of land as a Play Area subject to the proper management of the area. After some discussion the proposal was **agreed** on a vote (5 for 1 abstain)

14. Village Hall

Cllr Conway updated the Council on Village Hall matters. There had recently been a meeting to grade the Hall with in the Hall Mark scheme. It is hoped that the hall will attain a grade 1 and 2 which will give access to funding for a new hall. 19th September is a skittles evening.

15. Website

- a. Website maintenance
The Chairman is regularly updates the Morebath web site and is prepared to continue until May next year. The time involved is minimal and recommends that the Council ask the Clerk to do this next year.

16. First Aid training

- a. The chairman will make a **proposal** regarding funding of First Aid training. After some discussion on costs and products available no proposal was put to the meeting.

17. Highways

- a. Winter salt proposal
The Clerk had spoken with Steve Leigh (Highways) who confirmed that there should be salt stored in a barn at Mr Phillips Farm. He also stated that it was unlikely that additional salt would be available this winter.
- b. Graffiti at Timewell Hill
No action at this time
- c. Bus shelter maintenance
It was **proposed** (Am prop JC sec) that wood treatment of two bus shelters is authorised to the maximum value of £50. The clerk was asked to contact Adams and Ellicott.
- d. Moor Farm Railway Bridge
A tree specialist is to look at the bridge. Fly tipping is continuing to be an issue here.

18. Community Plan

- a. The way forward
It was **agreed** to spend some time on this at the January meeting.

19. Actions delegated to the clerk

- a. Respond to Landscape sensitivity Study
The Clerk confirmed that a letter has been sent regarding this matter
- b. Letter re Iron Man litter 2014
The Clerk confirmed that a letter has been sent regarding this matter
- c. Heritage Assets
The Chairman confirmed that an e-mail has been sent regarding this matter
- d. Signs for commemorative trees
The Clerk has been to see the trees and has contacted Cllr Merv Adams regarding this matter

20. Parish Council Assets

- a. To confirm the value of assets held by Morebath Parish Council
 - i. Listed as £8925 on 31 March 2014
 - ii. Insurance cover is held on the following :-

- a. 2 bus shelters £5394.37
There was a feeling that the value is too high
 - b. 3 seats £1429.43
There are only 2 seats, and there was a feeling the value is too high
 - c. Car park lighting £2369.00
Correct, but there should be a value on the ground
 - d. Gate and fencing £7500.00
This is for the new Play Area fencing
- b. Any land owned by the Council
 - The Play Area
 - The Car Park
 - c. Play Area asset value
 - i. To **agree** a value, or to **agree** a process to value this area of land
No proposal was made, and no value, or process to value, this land was agreed

21. Finance

- a. Bank balance to date £
No up to date cash balance was available as bank details have not been transferred to the new clerk.
- b. M French (Clerk) Hours supplied £66 **agreed** to pay
The time sheet for the clerk is available on request
- c. Cash Book
A printed cash book spreadsheet has been circulated to all councillors and explained by the clerk
- d. Income and Expenditure account
An up to account has been provided to councillors showing a forward projection of figures.
- e. Budget 2015/16
 - i. Administration, community, and ongoing costs
The Clerk stated that budget discussions should take place at the November meeting ready for the Precept to be set in January
- f. Bank mandate signatories
 - i. Currently 3 signatories Cllrs Adams, Chorley, and Rowland
This information had been provided by the bank to the Clerk but councillors confirmed that Cllr Rowland was not a signatory and that Cllr Reed was a signatory.

22. Planning

- a. 14/01048 comments to MDDC
Comments have been made to MDDC
- b. Distribution of application documents
It was confirmed that any hard copies of planning applications should be circulated swiftly
- c. Update on any other planning issues
None

23. Points of information

- a. (letter) MDDC – Landscape Sensitivity Assessment Supplementary Planning Document Scoping Report (replied 13/08/14)
- b. (e-mail) DCC – Consultation on Waste Management Plan
- c. (letter) MDDC – 2015/16 Parish Precept – Council Tax Reduction Scheme

24. Date of Next Meeting

- a. Parish Council Meeting Tuesday 11 November 2014 in Village Hall at 7:30pm

..... Cllr Andrew Moore (Chairman)
(*) Bank Mandate Signature

Dated:- 11 November 2014