

**Annual Meeting of the Parish**  
**7pm on Tuesday 9<sup>th</sup> May 2017, Morebath Village Hall**

**Members of the Public are Welcome**

1. Apologies for absence
2. Minutes of the last meeting held 24 May 2016
3. Matters arising from the minutes of 24 May 2016
4. Chairman's Report for 2016/17
5. Parish Council financial report 2016/17
6. Other matters raised by those present

Followed by:

**Annual Meeting of Morebath Parish Council**  
**7.30pm on Tuesday 9<sup>th</sup> May 2017, Morebath Village Hall**

MEMBERS: Cllr Jeffrey Andrew, Cllr Tony Conway (\*), Cllr Merv Adams (\*),  
Cllr Bob Hatton Cllr Peggy Reed (\*) Cllr John Wescott (\*) Cllr John Briden

All members are summoned.

Clerk: Karen Ward

**Invited**

<b>Cllr Polly Colthorpe</b>	-	County & District Council Representative
<b>Cllr Ray Stanley</b>	-	District Council Representative
<b>Cllr Andrew Moore</b>	-	District council Representative

Members of the public are also invited to attend and have the opportunity to speak in item 13 only

**AGENDA**

**Election of Chairman**

1. Election of Chairman of the Council
2. Election of Vice Chairman of the Council

**Apologies and Declaration of interests**

3. Apologies
4. Declarations of interest
5. Dispensations to councillors

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

6. Election of Working Committees:
  - 6.1 Environment: it is proposed the informal working group bring proposals to full Council for discussion and decision
  - 6.2 Road Safety: it is proposed the informal working group bring proposals to full Council for discussion and decision
  - 6.3 Planning: to agree the process for dealing with planning matters – see Supplementary Information 1
  - 6.4 Personnel: it is proposed that all matters are dealt with by full Council
  - 6.5 Finance:
    - 6.5.1 Council to select one Member (not Chairman or bank signatory) to review bank transactions at least quarterly in accordance with Financial Regulation 2.2.
    - 6.5.2 It is proposed that all other financial matters are dealt with by full Council
7. Areas of liaison: to select representatives for the following:
  - 7.1 Highways
  - 7.2 Footpaths
  - 7.3 Communication
  - 7.4 Church
  - 7.5 Village hall
  - 7.6 Planning
8. Councillors remuneration
  - 8.1 It is proposed that Councillors should claim reasonable expenses for attending training but not for attending meetings
  - 8.2 It is proposed that councillors receive no expenses for carrying out their duties

## **Annual Review of Governance and Accounts**

9. Annual review of matters in accordance with Council Standing Orders and Financial Regulations:
  - 9.1 Review Standing Orders and Financial Regulations: it is proposed to approve the existing Standing Orders and Financial Regulations.
  - 9.2 Councillors to confirm they have copies of the Code of Conduct, Standing Orders and Financial Regulations.
  - 9.3 To confirm subscriptions to the following bodies:
    - Devon Association of Local Councils

### In Supplementary Information 1

- 9.4 To review and approve the council's complaints procedure
- 9.5 To review and approve the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998
- 9.6 To review and approve the council's policy for dealing with the press/media
- 9.7 To review and approve the statement of financial controls

### In Supplementary Information 2

- 9.8 To review of the Council's inventory of assets
- 9.9 To confirm arrangements for insurance cover in respect of all insured risks  
Information

### In Supplementary Information 3

- 9.10 To review the risk assessment for the council and approve any mitigating actions required.

10. Internal Audit: To note the findings and recommendations from the internal audit

11. Annual Governance Statement: To approve and sign the Annual Governance Statement for 2016/17
12. Accounting Statements 2016/17: to consider, approve and sign the Accounting Statements

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### **General Council Business**

13. Open Forum – members of the public, and councillors with an interest have the opportunity to address the meeting (limiting their contribution to 3 minutes)
14. Minutes of the meetings held on 14<sup>th</sup> March 2017 (minutes have been circulated)
  - 14.1 To be agreed as true and accurate record and to be signed by the Chairman
  - 14.2 Actions arising:
    - Clerk to prepare letter of support for the cricket club grant application. - emailed 16/3/17
    - Clerk to chase progress on Locality Fund bid, and subject to the outcome, place the order for the replacement noticeboard - completed.
    - Cllr Andrew to prepare a parish update for the April edition of Signpost - completed.
    - Cllr Hatton to contact DCC to get a timescale on the signage review and contact a contractor direct for an estimate of the works and costs required to remove a centre white line and report back to council.
    - Cllr Briden to contact DCC to see what arrangements they have in place to remove salt.
    - Clerk to contact MDDC regarding number and timing of grass cuts – email sent 15/3/17
    - Clerk to contact Mr Kelland to confirm grass cutting arrangements and price – email sent 15/3/17
    - Clerk to forward MDDC consultation on Enforcement Plans to Cllr Wescott – email sent 15/3/17
15. Reports
  - 15.1 County Councillor (PC)
  - 15.2 District Councillor (RS) (AM)
  - 15.3 Police (PCSO)
16. Improvements to centre of Morebath (deferred from March meeting). Council to consider proposals for improvements to the centre of Morebath.
17. Communication Working Group: update and recommendations (BH)
18. Traffic calming: update (BH)
19. Footpaths: ongoing work and proposals (BH)
20. Environment: update (JB)
  - 20.1 Play area maintenance

## 21. Planning

### 21.1 Notifications from Mid Devon District Council:

- 17/00091 Timewell House, Morebath - Alterations to include repair of existing outbuildings, erection of a haystore, and re-profiling of garden – permitted with conditions
- 17/00092/ Timewell House, Morebath - Listed Building Consent for alterations to include demolition of a wall, repair of existing outbuildings, erection of a haystore, and re-profiling of garden – permitted with conditions

### 21.2 Planning applications received since last meeting

- 17/00109 Hukley Hill Farm, Bampton - Certificate of lawfulness for the existing use of a building as a residential dwelling and associated use of land as residential garden and parking area for a period in excess of 4 years – “no comments” submitted
- 17/00592 Pumping Station Exebridge erection of shed for sand bags – **deadline for comments 12 May 2017**

## 22. Finances 2017/18 (Clerk)

### 22.1 Current financial position

### 22.2 Agree the allocation of reserves of £1070.00 from the budget

### 22.3 Clerks salary: to approve an inflationary increase of 1.7% in the Clerk’s salary in line with the NALC 2017 recommended pay rates, payable from 1 April 2017

### 22.4 Devon Air Ambulance – request from Bampton Town Council for a contribution toward the costs of lighting

### 22.5 Payments to ratify:

- Cheshire Sign Co Ltd 50% deposit for new noticeboard £550 (£462.50+ VAT)

### 22.6 Payments to approve:

- Adams & Ellicott work to commemorative trees £480.00 (£400.00 + VAT) (fund from Amenity and P3 reserves)
- K Ward/ HMRC – wages £195.88 and expenses £9.87
- Cheshire sign Co Ltd remaining balance on new noticeboard £550.00 (£462.50 + VAT)
- DALC for Clerk training £138.00 (£115.00 + VAT) – awaiting invoice
- A Marshall for internal audit £104.63

## 23. Transparency Code – The Council to note that grant of £650 has been awarded for the purchase of IT equipment for the council. The council to consider and approve any equipment required.

## 24. Other items for noting only

- Request by MDDC Chairman to attend a parish meeting

## 25. Next meeting: **Tuesday 11<sup>th</sup> July 2017, 7.30pm**

Karen Ward (Clerk) Dated: 2 May 2017

(\*) Bank Mandate Signature