

Drewsteignton Parish Council.

Minutes of the Parish Council Meeting held on Monday 18th November 2019 in Whiddon Down Village Hall at 7:30pm.

Parish Councillors Present: Ysanne James (Chair), Peter Brennan(vice-chair), John Redman, Ian Rowe, Anna Imrie & Paul Ridgers.

Parish Clerk: Alice Turner

Also in attendance: Guest Speaker Heather Kay – National Trust, Castle Drogo.

BUSINESS TRANSACTED

1.11.19 Welcome: – Chair of the Parish Council welcomed everyone and called the meeting to order.

2.11.19 Apologies for absence: No apologies were received.

3.11.19 Minutes of the Last Meeting –

- a) to consider the approval of the Minutes of the meeting held 21st October 2019.
- b) to consider the approval of the Minutes of the Extra-ordinary meeting held 26th October 2019.

Cllr Rowe proposed that the minutes of the 21st October 2019 and the 26th of October 2019 be approved as true and accurate records, seconded Cllr Brennan. All in Favour – Motion Carried (RR2019/020)

4.11.19 Declarations of Interest: No declarations received.

5.11.19: Guest Speakers from Castle Drogo – Heather Kay.

At the Castle:

- Main scaffolding came down over the summer and now works continue at low level (places where we were unable to reach with the scaffold in the way)
- We continue to be challenged with complicated works, but everything is progressing and we now estimate (if the weather is kind) to finish in late spring 2020. Unfortunately, weather is often not so kind so we are very hopeful the winter will not be a bad one.
- The Chapel Garden was reinstated this year and there will be significant works in 2020 to reinstate other areas as the construction site is dismantled (forecourt surface, lawns, paths) – we are finalising designs and then all appropriate consents/permissions will be sought.
- We are also planning a series of celebration/thank you events to recognize the completion of the major conservation project and this will definitely include invitations for the local community who have been with us every step of the way!

On the Estate:

- Rectory woods fencing has been completed and just being checked before we will be moving the ponies down from Piddledown across to Rectory for around 4-6 weeks.
- Tom Wood, Area Ranger also wanted to make sure that we addressed some rumours that we were cutting down all of the beech trees on the drive which is not the case. We are planning to thin these next winter in line with typical silvicultural practice. The trees removed will mostly come from the middle strand, leaving the outer ones as a wind barrier and ensuring the visual appearance of the stands doesn't change too much.

6.11.19 Public Speaking Time (max. 10 minutes) – No members of the public present.

7.11.19 Council Policies: to consider the approval and ratification of the following Policies:

a) DPC 006 Internal Audit Policy V1.0

Cllrs decided to defer this policy until changes could be made. **ACTION: Clerk & Cllr Brennan to liaise.**

b) DPC 007 Anti-Fraud & Corruption Policy V1.0

Cllr Imrie proposed that the policy DPC 007 Anti-Fraud and Corruption Policy V1.0 be approved and ratified with immediate effect, seconded Cllr James. All in Favour – Motion Carried (RR2019/021)

c) DPC 008 Lone Worker Policy V1.0

Cllr Brennan proposed that the policy DPC 008 Lone Worker Policy V1.0 be approved and ratified with immediate effect, seconded Cllr Ridgers. All in Favour – Motion Carried (RR2019/022)

d) DPC 009 Equality and Diversity Policy V1.0

Cllr Imrie proposed that the policy DPC 009 Equality and Diversity Policy V1.0 be approved and ratified with immediate effect, seconded Cllr Brennan. All in Favour – Motion Carried (RR2019/023)

8.11.19 Highways

a) Doing What Matters – Clerk provided Cllrs with paperwork which they agreed to look at prior to the next meeting when action would be agreed.

9.11.19. Matters carried over from the last meeting:

a) Climate Change – Update of formation of Working group – Cllr James

Cllr James reported that the Climate Change group had a meeting on the 9th of November, very few attended. Some ‘next steps’ were identified, including contacting other councils to see how they have progressed.

Cllr James proposed that the Council declare a Climate Emergency and take steps to be carbon neutral by 2025, seconded Cllr Ridgers. All in Favour – Motion Carried (RR2019/024)

b) Community Day – Maintenance in Drewsteignton – Cllr Redman

Cllr Redman reported that he had not received any interest in the community day on the 30th of November at 10am.

Cllr Imrie suggested that Chagford Conservation group may be able to help with maintenance.

c) Purchase of Mobile Vehicle Activated Speed sign for Crockernwell – Cllr Brennan provided a summary document to Cllrs. It was felt that there is no justification for an additional device in light of speed data received from Police. It was suggested that the sign be moved on a 2-3 week pattern for the 2x3 months of the year which DPC have the unit. Under the agreement we would be able to hire out the unit to other parishes, Cllr Ridgers agreed to put Spreyton Parish Council in contact with us if they are interested in hiring the unit.

It was suggested that the Council look at new site in Crockernwell. **Action: Cllr Brennan to provide Clerk with location information so she can contact DCC highways as to suitability. Cllr Brennan to look into a possible new site in Whiddon Down which would require new post.**

Cllrs agreed that a method statement and deployment plan would be required for volunteers moving the unit.

Cllrs agreed to operate the unit on a "fix on fail" basis and thereby avoid the cost of a £318 (+ VAT) annual maintenance agreement.

The existing agreement with Sticklepath Parish Council expires in June 2021.

Action: Clerk to ensure sign is included on asset register.

d) Lease of Drewsteignton WC's – Update on current situation.

The current trust was set up to run Drewsteignton WC's so that the Council would not have to pay business rates. New trustees needed to take on lease as notice has been served of surrender of lease.

Clerk has been told by trustees that there is Public Liability insurance on the toilets.

Action: Cllr James to draft article for Parish Post to ask for people to take on lease.

Cllrs have requested that a letter be sent to contractors asking them not to use the public WC's as there are additional cleaning costs being incurred by the Council. **Action: Clerk to send letter.**

10.11.19 Planning:

a) Decisions received:

0405/19	Torr, Drewsteignton	Erection of 2 stables and feed store	Granted
0443/19	Castle Drogo, Drewsteignton	Installation of a timber framed interpretation panel for the turbine house of the hydroelectric scheme	Granted
0411/19	Ford House, Drewsteignton	Retrospective installation of water source heat pump in plant room (former garage)	Granted
0400/19	Sandsgate, Chagford	Demolition of cottage, sheds and store and erection of replacement dwelling	Granted
0448/19	Stone Farm Stone Lane, Chagford	Proposed installation of 4.3Kw ground mounted solar array	Granted

b) Other Planning matters, for information only:

0514/19: Formalisation of existing dirt track (retrospective) at Dog Marsh Field, Mill End, Chagford. The Deadline for Council Comment is Tuesday 3rd December.

The Farm shop Appeal Ref: APP/Q1153/W/19/3230781 has been allowed – conditions can be found on the WDBC website. There is further planning application for farm shop which is still pending.

11.11.19 New Items:

a) Electric Car Charging point in Drewsteignton Car Park – Cllr Imrie

Council owned Car park which could have an Electric car charging point. There is funding available, would need 25% capital from DPC. Would require 3 phase supply on site. No action at present but something for future consideration.

b) Apple Day – Cllr James

Cllr James suggested that as the apples in the Drewsteignton car park are not being used that an Apple Day be held next October. **Cllr James proposed that the Council support her arranging a community apple day, with details to be brought to the Council for final approval, seconded Cllr Ridgers. All in Favour – Motion Carried (RR2019/025)**

12.11.19 Clerks reports:

a) Banking update.

The Clerk reported that she is in the process of setting up a new Lloyds Bank account and with report back when she has more information. She presented a NatWest change of address form so that she can receive bank statements and bank books until the change over is complete.

b) Web Content Accessibility Guidelines and possible costs.

The Clerk reported that the existing website is already mobile compatible and Roundash believe that they can make the necessary adjustments to make the site compliant but there will need to be content changes.

c) Interim Internal Audit report.

Cllr Brennan proposed that the Interim Internal Audit report be accepted and that recommended actions be undertaken, seconded Cllr James. All in Favour – Motion Carried (RR2019/026)

d) Reminder to Cllrs to return their completed Register of Interests Forms.

Clerk reminded Cllrs that she needed their completed forms to update the website.

e) Request for approval for Clerk to undertake DSE Training £25 +VAT.

Cllr Ridgers proposed that the Clerk undertake DSE training at a cost of £25+VAT, seconded Cllr Redman. All in Favour – Motion Carried (RR2019/027)

f) Request for increase size of December edition of Parish Post magazine.

Additional £19 for increased size so total cost for edition will be £93. Cllr Ridgers proposed that the Council approve the additional size and cost of the December edition of the Parish Post, seconded Cllr James. All in Favour – Motion Carried (RR2019/028)

13.11.19: Finance: Clerk

a) To approve financial schedule of payments: as presented by the Clerk at the meeting. (see Appendix A)

Cllr James proposed that the financial schedule of payments as presented by the Clerk be approved, seconded Cllr Brennan. All in Favour – Motion Carried (RR2019/029)

b) Budget 2020-21 – consideration of first draft Budget document.

Cllrs gave feedback on first draft and Clerk reported that it is still a work in progress.

14.11.19 Cllr reports: Councillors are to use this opportunity to report matters of information not included elsewhere on the Agenda. This is not an opportunity for debate or decision making.

Cllr James reported that attended the Drewsteignton fireworks display on the 9th of November as the Parish Council representative to ensure that they were covered by our insurance and laid the poppy wreath on Sunday 10th November at the memorial in the Drewsteignton Garden.

Cllr Brennan reported that the public consultation period for proposed changes to the Local Gov't Finance Settlement 2020/21 had ended. The outcome would be shared by mid February 2020, with the expectation that Parish Councils will lose their ability to increase local (precept) spending until 2022.

15.11.19: Items for future agenda's: None

16.11.19 Confirmation of next meeting date:

The next meeting of the council will be on Monday 16th December 2019, 7.30pm at the Church Rooms, Drewsteignton.

17.11.19 Part II Public Bodies (Admission to Meetings) Act 1960 s1(2)

Cllr Ridgers proposed that the Council move to Part II, seconded Cllr James. All in Favour – Motion Carried (RR2019/030)

- a) Hedge cutting at Drewsteignton WC's - To receive quote.
No quotes received – Cllr Redman agreed to do as part of Community day on 30th November.
- b) Chair's Allowance – To discuss.
Cllrs agreed to defer decision until next meeting.

The Chair returned the meeting to public session and closed the meeting at 9.26pm.

Appendix A:

Drewsteignton Parish Council Financial Schedule

Agenda Item 13.11.19 (a).

Meeting date: 18th November 2019

Payments made (pre-authorized) since last meeting 21st October 2019

Pymt Ref	Amount	Payee	Details	Power	Expenditure approval Minutes Ref & RR
PM2020/053	£400.00	Drewsteignton Playing Field Committee	Donation towards Fireworks	LGA 1972 S.137	14.10.19 a)
	£400.00				

Payments for authorisation

Pymt Ref	Amount	Payee	Details	Power
PM2020/054	£80.00	MJ Rowe	Cleaning of Drewsteignton Toilets Oct 2019	Public Health Act 1936 S.87
PM2020/055	£74.00	Parish Mag Printers Ltd	Parish Magazine	LGA 1972 S.142
PM2020/056	£158.10	Melanie Bickell	Interim Internal Audit	LGA 1972 S.111
PM2020/057	£40.00	Merton Parish Council	SLCC Training Seminar	LGA 1972 S.112
PM2020/058	£207.52	Alice Turner	Clerks Expenses Nov.	LGA 1972 S.112
PM2020/059	£488.00	Alice Turner	Clerks Salary 21.10.19 - 17.11.19	LGA 1972 S.112
TOTAL	£1,047.62			

RECEIPTS SINCE 21st October 2019

Payment ref	Pymt method	Details	Amount
PR2020/021	dep	Drewsteignton Car Park Honesty Box	£51.88
PR2020/022	dep	Drewsteignton Toilets Honesty Box	£11.57
		TOTAL	£63.45

Monies held as Reserves

Amount	Details
£1,000	Election
£3,000	General
£3,600	Unpresented Invoice
£12,338	DAAT night landing light
3423.93	Grant from WDBC for ?
£23,362	TOTAL

As of 30th Sept	Bank Total	£38,007.35
	Payments presented 1-10-19 to date.	£3,278.05
	Plus Receipts since last statement	£63.45
	Less Money in reserves	£23,361.79
	Available Balance	£11,430.96

Signed as a true record: _____ Chair/Vice-Chair

Name: _____ Date: _____