

Drewsteignton Parish Council.

Clerk: Alice Turner, Rowans, Kings Farm Lane, Winkleigh, EX19 8HF
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Minutes of the Parish Council Meeting held on Monday 16th December 2019 in Drewsteignton Church Rooms at 7:30pm.

Parish Councillors Present: Ysanne James (Chair), Peter Brennan(vice-chair), John Redman, Ian Rowe, Anna Imrie and Paul Ridgers (arrived 8.07pm).

Parish Clerk: Alice Turner.

Also in attendance: 1 Trustee of Drewsteignton public toilets.

BUSINESS TRANSACTED

1.12.19 Welcome: – Cllr James welcomed everyone and called the meeting to order.

2.12.19 Apologies for absence: Resolution required to approve apologies (with reasons) made to the Clerk prior to the meeting. – None.

3.12.19 Minutes of the Last Meeting – to consider the approval of the Minutes of the meeting held 18th November 2019.

Cllr Brennan proposed that the minutes of the meeting held on the 18th of November be approved as a correct record, seconded Cllr James. All in Favour – Motion Carried. (RR2019/031)

4.12.19 Declarations of Interest: None

5.12.19 Public Speaking Time (max. 10 minutes) – No members of the public addressed the Council.

6.12.19 Council Annual Planner: to consider the approval of the Annual Planner to May 2020 – Clerk

Cllr James proposed that the annual planner as circulated in the agenda support document be approved with the discussed amendments, seconded Cllr Rowe. All in Favour – Motion Carried. (RR2019/032)

7.12.19 Highways

a) Doing What Matters – To agree selection of dates and times when Cllrs are available for meeting before early January 2020. To consider feedback on questions – Clerk.

Action: Cllrs to submit feedback to Clerk along with availability in early to mid-January 2020 for meeting with Highways' Doing what matters team.

8.12.19. Matters carried over from the last meeting:

a) Climate Change – Update from Working group – Cllr James

Cllr James reported that the group hope to contact Terra cycle to help promote a wider range of recycling and will ask local pubs if they would be willing to hold boxes depending on size.

b) Community Day – Maintenance in Drewsteignton Update – Cllr Redman

Cllrs Rowe, Brennan and Redman attended the community day along with 2 members of the public. The hedge by the toilets was cut back and gully's were cleared. Special thanks to the two parishioners who attended and their work clearing the Church grounds and the overgrowth around the well & corner bank.

Cllrs suggest that edging and drain clearing is done in the spring with the 4th of April suggested as suitable date. It was suggested that the church committee be invited to attend in the hope that works in the Churchyard can also be carried out at this time.

c) Mobile Vehicle Activated Speed sign – Cllr Brennan

Cllr Brennan reported that he has emailed the Clerk with possible sites for the MVAS sign. Action: Clerk to check suitability with the Highways NHO when the return to the office in the New Year.

A new location in Whiddon Down was suggested by Cllr Imrie and Cllr Brennan agreed to amend the map and resend to Clerk for Highways approval, giving a total of 3 locations which the council are seeking approval for.

d) Drewsteignton WC's – Cllr Rowe.

Cllr Rowe reported that the Plaster board ceiling in gents' toilets fell down, and as a result the toilets have been temporarily locked to ensure public safety.

The trustees confirmed that they are liable for the upkeep and maintenance of the building under the terms of their lease.

The ceiling requires new plasterboard and the skylight needs resealing to resolve leak and remedial work to the roof which is immediately adjacent to the leaking skylight.

Cllrs Rowe and Redman reported that the back wall will need new rafter ends and bargeboards in the future and confirmed that they are happy to remove the fallen plasterboard and to seal around skylight to prevent leak into gents' toilets. **Action:** Clerk to contact National Trust Dartmoor portfolio to ask if they have any keys for the toilet block.

{Cllr Ridgers arrived}

Cllr Ridgers reported that it might be worth approaching WDBC to see if they have any available funding and what the criteria is.

Action: Clerk to approach WDBC re available funding and criteria, also to approach County Cllr McInnes to see if he has any funding available.

Cllr Brennan reported that there may be people interested in taking over the lease on the Drewsteignton public toilets.

Action: Clerk to contact Drewsteignton village hall committee to ascertain if there are people interested in taking over lease and what action if any has been taken.

Cllr James proposed that Cllrs Rowe, Redman and Brennan be authorised to carry out temporary repairs on the Drewsteignton gents' toilets in order that they can be reopened for public use, seconded Cllr Imrie. All in Favour – Motion Carried. (RR2019/033)

e) Drewsteignton Car Park –review required improvements and ongoing maintenance plan – Cllr Redman

Cllrs Redman, Rowe and Brennan reported that the pothole on the access road needs repairing and drainage works to help prevent future issues. Cllr Rowe reported that he understood it to be an adopted green track.

Cllrs reported that the carpark needs work as some parking spaces are being lost to mud and grass and footpath requires work and 3 posts for the handrail are rotting.

Cllr Brennan agreed to forward a complete list of required works to the Clerk

Cllr Brennan also agreed to put up a temporary notice in the car park stating that the Council accepts no liability for damage loss etc, **Action:** Clerk to obtain price for permanent sign for discussion and resolution at January meeting.

9.12.19 Planning:

a) New Applications:

i) 0542/19 – Alternation to roof to install dormers to the rear and flue at Highfields, Crockernwell. Mr & Mrs Hellier (consultation deadline 27th December 2019), Clerk arranged a site visit for Cllrs.

Cllrs James, Brennan and Imrie attended the site visit on Saturday 14th December with the homeowner. Cllr Brennan reported on site visit to Council and explained that the owner intended to retain access for bats in roof space to prevent loss of habitat. Cllr Brennan

proposed that the Council support this application as it is sympathetic to original design and retains habitat for Bats, seconded Cllr Imrie. All in Favour – Motion Carried. (RR2019/034)

b) Decisions received:

| | | | |
|---------|---|---------------------------|---------|
| 0464/19 | Barley Meadows Camping and Caravan Park, Crockernwell | Static Caravan for Warden | Refused |
|---------|---|---------------------------|---------|

c) Other Planning matters, for information only:

Hill Rising – DNPA decision pending.

Dog marsh – DNPA decision pending.

Farm shop – application 2530 – WDBC decision pending.

Farm Shop 2701 appeal – applicant objected to 75% local produce – WDBC decision pending.

10.12.19 New Items:

a) Beating the Bounds – Consideration of holding event in 2020 -Cllr Brennan

Deferred to January meeting.

b) Purchase of Projector and screen for use at meetings – Clerk

Cllr Ridgers proposed that the Council authorise the purchase of the projector only, as listed in the agenda support document for the display of documents at council meetings in order to help reduce the Councils carbon footprint, seconded Cllr James. All in Favour – Motion Carried. (RR2019/035)

11.12.19 Clerks reports:

a) Date of Parish Meeting. – Must be held between the 1st of March and the 1st of June.

Cllrs agree to hold the April Parish Council Meeting at 6pm on 20th April 2020 in the Drewsteignton Church Rooms and to hold the Annual Parish meeting at 8pm on the same night. Cllr James suggested a guest speaker on climate change and agreed to forward contact details to the Clerk.

Action: Cllr James to forward contact details for climate change speaker to Clerk.

Clerk to Book Drewsteignton Church rooms from 6pm to 10pm for Monday 20th April 2020 for PCM and Annual Parish meeting. To invite Climate change speaker and advertise once confirmed.

b) Web Content Accessibility Guidelines and website upgrade costs.

Deferred to January meeting.

c) Overtime arrangements – request for flexible overtime.

Following discussion Cllr Ridgers proposed that the Council approve up to 2 hours per week overtime as required until the end of January 2020, seconded Cllr James. All in Favour – Motion Carried. (RR2019/036)

d) Clerks Annual Leave: 19th December 2019 – 2nd January 2020 (1.5 weeks holiday to be taken). Noted

e) Proposed Tree works at Holy Trinity Church, Drewsteignton.

Cllrs had no strong feelings either way and agreed to make no comment on the consultation.

f) Approval of Cllrs to attend the DALC being a good employer course 23rd January 9.45am to 4pm £55+Vat/person (see agenda support doc.)

Cllr Brennan proposed that the Council approve the attendance of Cllr James on the DALC being a good employer course on Thursday 23rd January 2020 9.45am to 4pm at a cost of £55+VAT, seconded Cllr Ridgers. All in Favour – Motion Carried. (RR2019/037)

It was requested that this course be added to the Chair's training record. The Clerk asked all Cllrs to confirm via email what Council related training they had undertaken to ensure that records are up to date.

Action: Cllrs to email Clerk with information on any Council related training they have completed.

12.12.19: Finance: Clerk

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

Cllr James proposed that the financial schedule of payments as presented by the Clerk at the meeting be approved, seconded Cllr Imrie. All in Favour – Motion Carried. (RR2019/038)

b) Budget 2020-21 – consideration of draft Budget document. (Circulated to Cllrs and available from the Clerk).

Cllr Ridgers proposed that the budget and the 2% increase to the precept request be approved giving a budget of £28160.00 and a precept request of £14101.50 for the 2020-21 financial year and that the reserve marked WDBC Grant be rename as Asset Maintenance fund, seconded Cllr Redman. All in Favour – Motion Carried. (RR2019/039)

13.12.19 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.

- Cllrs asked for a verbal update on DAAT night landing light. Clerk reported that the paperwork has been completed and that WPD are seeking wayleave consents from landowners and will then be in a position to give an estimated start date for works.
- Cllrs asked for a banking update. Clerk reported that the matter was in hand and that it was progressing slowly.
- Cllrs asked the Clerk to include a separated article drawing people’s attention to the DCC website link for online reporting of potholes in the next edition of the Parish Post.

14.12.19: Items for future agenda’s:

Road Warden Training for Cllr Redman – Clerk to look into and put on January Agenda for discussion and resolution.

15.12.19 Confirmation of next meeting date:

The next meeting of the council will be on Monday 20th January 2020, 7.30pm at the Village Hall, Whiddon Down.

16.12.19 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. (RR2019/040)

a) Chair’s Allowance – To discuss.

The Chair returned the meeting to public session.

No resolution made.

The Chair closed the meeting at 21.21pm

Appendix A:

Drewsteignton Parish Council Financial Schedule

Agenda Item 12.12.19 (a).

Meeting date: 16th December 2019

Payments made (pre-authorized) since last meeting 18th November 2019

| Pymt Ref | Amount | Payee | Details | Power | Expenditure approval Minutes Ref & RR |
|----------|--------|-------|---------|-------|---------------------------------------|
| | £0.00 | | | | |

Payments for authorisation

| Pymt Ref | Amount | Payee | Details | Power |
|--------------|----------------|----------------------------|---------------------------------------|-----------------------------|
| PM2020/060 | £103.99 | MJ Rowe | Cleaning of Drewsteignton Toilets Oct | Public Health Act 1936 S.87 |
| PM2020/061 | £107.00 | Parish Mag Printers Ltd | Parish Magazine | LGA 1972 S.142 |
| PM2020/062 | £38.95 | DAAT | overpayment of grant | LGA 1972 S.137 |
| PM2020/063 | £156.97 | Alice Turner | Clerks Expenses Dec. 2019 | LGA 1972 S.112 |
| PM2020/064 | £390.80 | Alice Turner | Clerks Salary 18.11.19 - 15.12.19 | LGA 1972 S.112 |
| PM2020/065 | £20.00 | Drewsteignton Village Hall | Hall Hire 2 meetings | LGA 1972 S.111 |
| PM2020/066 | £10.00 | Whiddon Down Village Hall | Hall Hire | LGA 1972 S.111 |
| PM2020/067 | £17.69 | Alice Turner | Additional expenses Dec 19 | LGA 1972 S.112 |
| TOTAL | £845.40 | | | |

RECEIPTS SINCE 18th November 2019

| Payment ref | Pymt method | Details | Amount |
|--------------|-------------|---------------------------------------|---------------|
| PR2020/023 | dep | Drewsteignton Car Park Honesty Box 2x | £68.08 |
| PR2020/024 | dep | Drewsteignton Toilets Honesty Box 2x | £11.86 |
| TOTAL | | | £79.94 |

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 ? |
| 1000 | Lengthsman |
| £24,362 | TOTAL |

| | | |
|-----------------|--|-------------------|
| As of 30th Sept | Bank Total | £38,007.35 |
| | Payments presented 1-10-19 to date. | £4,123.45 |
| | Plus Receipts since 30th Sept. 2019 | £143.39 |
| | Less Money in reserves | £24,361.79 |
| | Availible Balance | £9,665.50 |

Signed as a true record: _____ Chair/Vice Chair

Printed: _____ . Date: _____