

Drewsteignton Parish Council.

Clerk: Alice Turner, Rowans, Kings Farm Lane, Winkleigh, EX19 8HF
Clerk.DrewsteigntonPC@outlook.com / 01837 83484

Minutes of the Parish Council Meeting held on Monday 16th March 2020 in Whiddon Down Village Hall at 7:30pm.

Parish Councillors Present: Peter Brennan (Vice-Chair), John Redman, Anna Imrie & Paul Ridgers.

Parish Clerk: Alice Turner.

No members of the public in attendance.

BUSINESS TRANSACTED

1.3.20 Welcome: – Cllr Brennan took the Chair and called the meeting to order.

2.3.20 Apologies for absence: Resolution required to approve apologies (with reasons) made to the Clerk prior to the meeting.

The Clerk reported that she had received apologies from Cllr James (family commitment) and Cllr Rowe (prior commitment).

Cllr Redman proposed that apologies for absence from Cllr James (family commitment) and Cllr Rowe (prior commitment) be approved, seconded Cllr Ridgers. All in Favour – Motion Carried. (RR2019/065)

3.3.20 Minutes of the Last Meeting – to consider the approval of the Minutes:

a) of the meeting held on Monday 17th February 2020.

Cllr Imrie proposed that the minutes of the meeting held on the 17th of February 2020 be approved as a correct record, seconded Cllr Ridgers. All in Favour – Motion Carried. (RR2019/066)

b) of the extra-ordinary meeting held on Monday 24th February 2020.

Cllr Imrie proposed that the minutes of the extra-ordinary meeting held on the 24th of February 2020 be approved as a correct record, seconded Cllr Ridgers. All in Favour – Motion Carried. (RR2019/067)

4.3.20 Declarations of Interest: Cllr Imrie declared a prejudicial interest in Agenda item 9.3.20 a) i) & ii) (DOI/004)

5.3.20 Public Speaking Time (max. 10 minutes) – None.

6.3.20 Council Policies: to consider the approval & ratification of policies:

- a) DPC 012 Complaints & Grievances Procedure V1.0
- b) DPC 013 Data Protection Policy V1.0
- c) DPC 015 Internal Control Policy V1.0
- d) DPC 016 Financial risk Assessment
- e) DPC 017 Disciplinary Procedure V1.0
- f) DPC 018 Training Policy V1.0

Following discussions: Cllr Ridgers proposed that the following policies be approved and ratified with immediate effect: DPC 012 Complaints & Grievances Procedure V1.0, DPC 013 Data Protection Policy V1.0, DPC 015 Internal Control Policy V1.0, DPC 016 Financial risk Assessment V1.0 and DPC 018 Training Policy V1.0, seconded Cllr Imrie. All in Favour – Motion Carried. (RR2019/068)

Cllrs asked the Clerk to use WDBC disciplinary procedure as a basis for our Procedure.

Action: Clerk to email revised Disciplinary Procedure to Councillors for consideration at the next Council meeting. Cllr Ridgers agreed to contact WDBC to request a copy of their Procedure for the Clerk to use.

7.3.20 Highways, for information unless listed:

Some actions from doing what matters have been done. Cllrs are keen for Parishioners to report issues (potholes, blocked drains, etc.) directly to highways by visiting <http://devon.cc/report-it>.

8.3.20 Matters carried over from the last meeting:

a) Drewsteignton WC's – Cllrs Rowe, Redman & Brennan/Clerk

The Clerk reported that she has had no update on surrender of the Lease other than that the National Trust are looking to confirm if they received the letter of surrender from the Tenant. Cllr Redman reported that remedial works on the toilets have been carried out, the leak has been sealed and toilets are presentable. The Clerk was asked to ask the Cleaner to clean toilets and re-open as soon as possible.

b) Drewsteignton Car Park – Cllrs Redman & Clerk

Cllr Redman has collected information on the car park works and will forward to the Clerk. Other works – the Clerk agreed to liaise with Cllr Redman to create a detailed list of works required so prices/quotes can be obtained. The Clerk reported that the A4 sign is on order and Council agreed that Cllr Redman should to get an addition A5 sign and install.

9.3.20 Planning:

a) New Applications:

i. 0093/20: Installation of battery infrastructure for approved ground mounted solar array at Stone Farm, Chagford – Mr T. Imrie

Cllr Imrie had declared a prejudicial interest and left the room.

Cllr Redman proposed that the Council support the listed building consent application 0093/20, seconded Cllr Brennan. All in Favour. Motion carried. (RR2019/069)

Cllr Imrie returned to the room.

ii. 0104/20: Improvements to disabled access, stone ramp and automated glazed door at main entrance to castle. Resurfacing of landscape to forecourt, servants' garden and east terrace at Castle Drogo, Drewsteignton – Full planning application

Cllr Redman proposed that the Council support the full planning application 0104/20, seconded Cllr Imrie. All in Favour. Motion carried. (RR2019/070)

iii. 0105/20: Improvements to disabled access, stone ramp and automated glazed door at main entrance to castle. Resurfacing of landscape to forecourt, servants' garden and east terrace at Castle Drogo, Drewsteignton – Listed building consent

Cllr Redman proposed that the Council support the listed building consent application 0105/20, seconded Cllr Imrie. All in Favour. Motion carried. (RR2019/071)

b) Decisions received:

0003/20	3 Fulford Cottages, Crockernwell	Replace and raise chimney pots (Full planning application)	Conditional planning permission Granted
0004/20	3 Fulford Cottages, Crockernwell	Replace and raise chimney pots (Listed building consent)	Conditional planning permission Granted

c) Other Planning matters, for information only unless listed:

- i. Update on application 2701/18 Farm Shop, Whiddon Down – Cllr Brennan reported that the Secretary of State has squashed the decision to approve the application and has ordered the Planning Inspectorate to review the application and give all parties the opportunity to comment on the applicants Retail Impact Assessment.

Cllr Brennan also reported that application 0031/20 – Smallacre, Chapel Hill, Whiddon Down had conditional planning permission granted. Also, that application 0464/19 Static Caravan for Warden at Barley Meadows Appeal was still with the Planning inspectorate.

10.3.20: New Items:

a) Dartmoor National Park Management Plan Consultation: Clerk to put on April agenda for decision.

b) Devon Communities Together membership: The Clerk confirmed that DPC are not members. Membership would be £50/year. Councillors discussed at felt that there was no need to join at present but could review in the future.

c) Appointment of Internal auditor for the 2020-21 financial year

Cllr Brennan proposed that the Council appoint Mrs Melanie Bickell as Internal Auditor for the 2020-21 financial year including the 2019-20 year-end audit, seconded Cllr Imrie. All in Favour. Motion Carried (RR2019/072)

d) Community Day in Drewsteignton – Deferred until COVID-19 situation improves.

e) Flooding issues in the Parish - No reports of flooding in the parish, advise that any flooding on the road should be reported to DCC highways via <http://devon.cc/report-it>.

f) Insurance cover. - Cllr Brennan shared his concerns with the Council and following discussion Cllrs asked the Clerk to update the assets list and send to insurance company to ensure future cover is adequate.

g) Community advice from DCC on coronavirus (COVID-19): Clerk to keep Council informed and put link to DCC website and gov.uk webpage on DPC website.

11.3.20 Clerks reports to include:

a) Arrangements for Annual Parish meeting – including refreshments.

Councillors decided that due to COVID-19 situation to postpone the Guest speaker until situation is over. **Action: Clerk to contact guest speaker and postpone.**

b) Approval for the Clerk to book the ROSPA inspection for the play equipment.

Cllr Brennan proposed that retrospective approval be given for the Clerk to book the ROSPA inspection for the play equipment at the Playing field, seconded Cllr Ridgers. All in Favour. Motion Carried (RR2019/073)

c) Overtime for preparation of year-end accounts & Internal Audit in consultation with the Chair.

Cllr Imrie proposed that the council authorise overtime for preparation of year end account and year end internal audit following consultation and approval from the Chair, seconded Cllr Brennan. All in Favour. Motion Carried (RR2019/074)

d) Considerations for criteria for Website quotes.

Cllrs asked Clerk to obtain prices for upgrading existing site and for a new site in order for them to make an informed decision. Cllr Ridgers asked the Clerk to send him any information she has on the Website accessibility regulations.

12.3.20: Finance: Clerk

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

((Appendix A) listed as agenda item 11.3.20 a.)

Cllr Brennan 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. (RR2019/075)

13.3.20 Cllr reports:

Shrub & tree planting group has been set up to facilitate planting in Whiddon Down.

Events at Whiddon Down Village Hall have been cancelled in response to COVID-19 situation.

Pumping of water from building in Drewsteignton is causing concern – Clerk to contact DCC highways for advice.

14.3.20: Items for future agenda's: Cllr Imrie requested that the DAAT night landing light be added to a future agenda for an update.

15.3.20 Confirmation of next meeting dates:

The next meeting of the council will be on Monday 20th April 2020, **6pm** at Drewsteigton Church rooms followed by the Annual Parish Meeting at **8pm**.

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

Cllr Ridgers proposed that the Council move to Part II due to the sensitive nature of the items under discussion, seconded Cllr Imrie. All in Favour. Motion carried. (RR2019/076)

- a) Annual Parish Award nominations (personal data covered under GDPR) – Chair/Clerk
- b) Car Park - Quotes for works (commercially sensitive information) – Clerk
- c) Gateway signage – to receive quotes (commercially sensitive information) – Clerk
- d) Return to public session
- e) To hear any Resolutions made relating to items a – c.
 - Item b) Cllr Brennan proposed that the quote from the DCC contractor be accepted on the understanding the DCC Highways will contribute financially, seconded Cllr imrie. All in Favour. Motion carried. (RR2019/077)
 - Item c) Deferred

Cllr Brennan closed the meeting at 9.10pm

Appendix A:**Drewsteignton Parish Council Financial Schedule****Agenda Item 11.3.20 (a).****Meeting date: 16th March 2020**

Payments made (pre-authorised) since last meeting					
Pymt Ref	Amount	Payee	Details	Power	Expenditure approval Minutes Ref & RR
	£0.00				

Payments for authorisation					
Pymt Ref	Amount	Payee	Details	Power	
PM2020/080	£74.00	Parish Mag Printers Ltd	Parish Magazine	LGA 1972 S.142	
PM2020/081	£80.00	M.J Rowe	Cleaning of Toilets (Feb 2020)	Public Health Act 1936 S.87	
PM2020/082	£10.00	Drewsteignton Village Hall	Hall Hire	LGA 1972 S.111	
PM2020/083	£390.80	Alice Turner	Clerks Salary	LGA 1972 S.112	
PM2020/084	£69.06	Alice Turner	Clerks Expenses	LGA 1972 S.111 & S.112	
PM2020/085					
TOTAL	£623.86				

RECEIPTS SINCE 17th February 2020

Payment ref	Pymt method	Details	Amount
PR2020/027	Dep	HMRC PAYE refund	£97.20
PR2020/028	Dep	Honesty Boxes (2x Car Park@£57.75 + 2x WC's@£8.50)	£66.25
TOTAL			£163.45

Monies held as Reserves

Amount	Details
£1,000.00	Election
£3,000.00	General
£3,600.00	Unpresented Invoice
£1,076.35	DAAT night landing light (original £12337.86)
£3,423.93	Asset Maintainance Fund
£1,000.00	Lengthsman
£13,100.28	TOTAL

As of 30th Sept	Bank Total	£38,007.35
	Payments presented 1-10-19 to date.	£17,639.38
	Plus Reciepts since 30th Sept. 2019	£306.84
	Less Money in reserves	£13,100.28
	Avialible Balance	£7,574.53

Signed as a true record: _____ Chair/Vice Chair

Printed: _____ . Date: _____