

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 15th February 2021 at 7.30pm via Zoom.

Councillors Present: Ysanne James (Chair), Peter Brennan (Acting Chair for this meeting), Anna Imrie, Paul Ridgers, Ian Rowe & John Redman.

Also in Attendance: Alice Turner (Parish Clerk). Guest Speaker Toby Russell from DAAT, Mrs Payne (Drewsteignton Post Office Owner), Judith Colton (Fingle Bridge) No other members of the public in attendance.

BUSINESS TRANSACTED.

1.2.21: Welcome.

At the request of the Chair, Cllr James, Cllr Brennan took the Chair for this meeting and opened by giving a brief explanation as to meeting protocols. The meeting was informed the meeting that recording was in progress to aid the Clerk in the preparation of the minutes and that, the recording would be deleted once the draft minutes were published to the council website.

Cllr Brennan advise the meeting that 9.2.21 d) Post office in Drewsteignton will be moved to just before 6.2.21 public speaking to allow owner to report to council at Chair's discretion.

2.2.21: Apologies for absence. No Apologies received.

3.2.21: Minutes of the Last Meeting.

Cllrs to consider the approval of the Minutes of the meeting held on Monday 18th January 2021.

Cllr Imrie proposed that the minutes of the virtual meeting held on Monday 18th January 2021 be approved as a true and accurate record with signing to take place once physical meetings resume, seconded Cllr James. All in Favour – Motion Carried. (RR2020/097)

4.2.21: Declarations of Interest. None declared.

5.2.21: Guest Speaker: Toby Russell - Devon Air Ambulance Trust.

To formally open the Drewsteignton night landing site for the Devon Air Ambulance.

The Chair welcomed Toby to the meeting and invited him to speak. Toby thanked the Council and the community for all the hard work that has gone into the installation of the night landing light.

Toby was given permission to share a short presentation with the meeting and agreed to send a copy of the presentation to the Clerk to circulate to the Cllrs. He explained how a decision is made to dispatch the air ambulance, and the process of activating the light in preparation for the air ambulances' arrival.

[Cllr Redman left the meeting due to technical issues]

9.2.21: d) Post Office in Drewsteignton (Cllr Imrie/Clerk) – Moved at Chairs' discretion.

Update on current situation and discussion on possible next steps by the Council.

The Chair invited Mrs Payne co-Owner of the Drewsteignton Village Shop to update the Council. Mrs Payne thanked the council for inviting her to the meeting. She reported that the Drewsteignton sub-sorting office would be closed and moved to Cheriton Bishop Post Office within the next 6 months (August 2021). However, the Royal Mail could leave earlier but would have to pay to the end of the notice period. The income from the rental of the space, for the sub-sorting office, forms a significant portion of the shop's monthly income and without this income, the shop would have difficulties to continue. Parishioner's support has been fantastic and the pandemic has highlighted

the need to retain a shop in the village. A petition has been started and the owners would like the Council to support them by writing to Mel Stride MP and the Postal services MP.

Cllr Brennan proposed that the Clerk write to Mel Stride MP and the Postal Services MP using the template letter provided, seconded Cllr James. All in Favour – Motion Carried. (RR2020/098)

[Cllr Redman re-joined the meeting]

9.2.21 c) Road & Drainage issues at Fingle Bridge (Cllr Redman) – Moved at the Chairs discretion.

Cllr Redman gave the meeting an overview as to the current situation.

The Chair invited Judith Colton from Fingle Bridge Inn to address the meeting. She gave a history as to the issues of flooding/pot holes and the need for the logs lining the road to be removed to allow water to drain. Highways are aware of the road condition. Cllrs discussed the matter.

Cllrs asked the Clerk to write to owner of logs and ask if they would remove the logs as they are a contributory cause of the road surface breaking up.

6.2.21: Public Speaking Time (max. 10 minutes).

7.2.21: To receive a report from County Cllr. McInnes

Not present and no report received.

8.2.21: Council Policies & Documents.

Cllrs to consider the policies presented for review. (circulated to Cllrs & available from the Clerk).

- a) **DPC 007 Anti-fraud & Corruption Policy V1.0 R1**
- b) **DPC 008 Lone Worker Policy V1.0 R1**
- c) **DPC 009 Equality & Diversity Policy V1.0 R1**
- d) **DPC 010 Health & Safety Policy V1.0 R1**
- e) **DPC 011 Confidential Reporting Policy V1.0 R1**
- f) **DPC 012 Complaints & Grievances procedure V1.0 R1**
- g) **DPC 013 Data Protection Policy V1.0 R1**

Cllrs discussed the policies, Cllr Brennan proposed that the following policies be approved as reviewed with no amendments and marked accordingly; DPC 007007 Anti-fraud & Corruption Policy V1.0 R1, DPC 008 Lone Worker Policy V1.0 R1, DPC 009 Equality & Diversity Policy V1.0 R1, DPC 010 Health & Safety Policy V1.0 R1, DPC 011 Confidential Reporting Policy V1.0 R1, DPC 012 Complaints & Grievances procedure V1.0 R1 and DPC 013 Data Protection Policy V1.0 R1, seconded Cllr Imrie. All in Favour – Motion Carried. (RR2020/099)

1.9.2.21: Planning

a) Planning decisions pending – Noted by Cllrs.

Note that 0014/21 Improvements to trackways at Hannicombe and Charles Wood at Castle Drogo, Drewsteignton is outside our parish but has been granted by DNPA.

Number	Location	Proposal
0319/20	Woodland Springs, Drewsteignton	Use of land as 14 touring pitches (in lieu of previously approved camping pods ref. 0690/14) and the relocation of two pods onto two existing touring pitches
0609/20	East Tordown, Drewsteignton	Construction of outdoor riding school for private use and small lean-to extension to existing barn
0011/21	Rose Cottage, Drewsteignton	Use of existing garden building for ancillary living accommodation (retrospective)

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

It was reported that since the publication of the agenda that 0609/20 Construction of outdoor riding school for private use and small lean-to extension to existing barn at East Tordown, Drewsteignton has been Withdrawn.

9.2.21: Current & New Business.

a) Update on contact with Highways including Bus stop safety concerns (Cllr Rowe)

Responses from DCC Highways:

Hittisleigh bus stop – Highways think in reality that there is very little they can do here to resolve the problem the issue is with parents taking some responsibility for their behaviour/actions. They have emailed the public transport team to make them aware and ask if there has been some change to the bus service or numbers of students catching the bus. If there has, they maybe able to look into a more appropriate location such as taking the bus into Whiddon Down to utilise the laybys. Unfortunately, we do not have the funds to install laybys and this is not a suitable location for DY lines. Driving on the verge should not be encouraged because of the likely damage over winter and the possibility of dragging mud out onto the carriageway.

b) Snow Warden (Cllrs Redman/Brennan/Clerk) – documents circulated to Cllrs and available from the Clerk.

Cllr Brennan discussed the information which was made available to Cllrs on the Google Drive, following discussions Cllr Redman volunteered to become a snow warden, the Clerk agreed to look into implementation of this.

Cllr Redman suggested purchase of small shovels for each of the 6 grit bins, the Clerk agreed to look into and bring to next meeting.

c) Road & Drainage issues at Fingle Bridge (Cllr Redman) – Moved at Chairs discretion.

d) Post Office in Drewsteignton (Cllr Imrie/Clerk) – Moved at Chairs discretion.

e) Consideration of contribution to Clerks attendance at 3-day Virtual SLCC Practitioners Conference 23rd-25th February 2021 total cost is £90 inc. VAT. (Clerk)

Cllr Brennan proposed that the Council approve the Clerks attendance at the SLCC 3day virtual Practitioners Conference 23rd to 25th February 2021 inclusive and agree to pay £30 (inc. VAT) towards the total cost, seconded Cllr James. All in Favour – Motion Carried. (RR2020/100)

f) Update on Ownership of Village Garden, Drewsteignton (Clerk)

The Clerk reported that she had been informed by a resident that they believed that the land belonged to the Parish Council, however there is no registration with the Land Registry to support this, the Clerk agreed to continue researching the matter and update Cllrs at March meeting.

g) Minutes book – To consider using loose pages in file rather than bounding books (Clerk)

The Clerk requested that the council consider keeping the signed minutes in a lever arch file rather than having them bound which cost £80 plus the clerk's mileage to Exeter and time.

Cllr Ridgers proposed that the Council approve keeping signed minutes in a lever arch file rather than having them bound in a book, seconded Cllr James. All in Favour – Motion Carried. (RR2020/101)

10.2.21: Finance (Clerk).

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

The Clerk shared the financial schedule with the meeting and answered Cllrs questions following discussions, Cllr Imrie proposed that the financial schedule of payments as presented by the Clerk at the meeting be approved, seconded Cllr James. All in Favour – Motion Carried. (RR2020/102)

11.2.21: Cllr & Clerks Reports: to include.

Councillors are reminded that this is not an opportunity for debate or decision making merely items for information.

a) Update on Website (Clerk)

The Clerk reported that she was expecting the new website to have been live by now, She will chase Roundash to find out what the delay is.

b) Update on IA Actions (Clerk) Reminder that disciplinary procedure is still outstanding.

Cllr Ridgers agreed to obtain a copy of WDBC Council Policy and have to the Clerk by the 8th of March.

c) Clerks additional employment (Clerk)

Under the terms of her contract the Clerk reported that she has accepted the position of Clerk & R.F.O to Exbourne with Jacobstowe Parish Council, and will be shadowing their clerk next week before taking over the position completely at the start of March.

d) Update on return to physical meetings from DALC/NALC (Clerk)

Clerk updated Cllrs on the latest DALC Guidance that legislation for virtual meetings ends at 11.59pm on the 6th of May 2021.

e) Cllr James verbally tendered her resignation as Chair with immediate effect.

The Clerk will put election of Chair on the Agenda for the March meeting.

f) Cllr Imrie reported on ongoing Highways actions by the Post Inn, Whiddon Down.

She also reported that Darryl Jagger will be leaving as of the end of April.

g) Cllr Rowe, reported that the MVAS is back in Whiddon Down at one of the new locations.

Cllr Rowe reported also that Whiddon Down Village Hall has a grant and are hoping to replace the remaining windows.

h) Conclusion of External Audit (Clerk)

Due to technical issues the original documents were not received, the Conclusion of Audit Notice and External Auditors Certificate will be published this week, it will be on the March Agenda for formal receipt by the Council.

12.2.21: Confirmation of next meeting:

The next Council meeting will be held on Monday 15th March 2021 7.30pm via Zoom.

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

a) Resolution to move the council to part II

Cllr Brennan proposed that the Council move into Part II due to the commercially sensitive nature of the items under discussion, seconded Cllr Rowe. All in Favour – Motion Carried. (RR2020/103) Under DPC-001-A 8b (Addendum to Standing Orders – Remote meetings) Each councillor present shall declare that there are no other persons present who are not entitled to be (hearing or seeing), and/or recording the meeting.

Cllrs confirmed that there were no persons present who were not entitled to be and the Clerk confirmed that the meeting recording had been paused.

b) To receive quotes associated with Toilet Block lease. (Clerk)

c) To receive quote for works to apple trees in Car park (Clerk)

d) To discuss contracts for Maintenance contractors (Clerk)

e) To receive quotes for Printing of Winning Poster from competition (Clerk/Chair)

f) The Chair returned the meeting to public session.

g) Resolution(s)

Item b: Cllr James proposed that the Council approve the increase in Foot Anstey's fees by £300 to include work on the Statutory Declaration, seconded Cllr Redman. All in Favour – Motion Carried. (RR2020/104)

Item c: Cllr Brennan proposed that the budget of £200 for works to the apple trees be approved and that the Clerk ask if the contractor can carry out the work for this fee by the end of February, the Council authorise the Clerk to amend the job specification at her discretion to enable the work to be carried out within budget and by the end of February at the latest, else the work must be deferred until the autumn, seconded Cllr Imrie. All in Favour – Motion Carried. (RR2020/105)

Item e:

Cllr James proposed that the Clerk instruct Hedgerow Print to reproduce 6 A3 Posters at a cost of £14.00 + VAT, seconded Cllr Brennan. All in Favour – Motion Carried. (RR2020/106)

There being no further business the Chair declared the meeting closed at 9.25pm.

Appendix A: Financial schedule.

Payments for Authorisation/(Retrospective) approval:

Payment Ref	Amount	Payee	Details	Power	Funding Source
PM2021/067	£240.00	PKF Littlejohn LLP	External Audit	LGA 1972 S.111	Prof Fees. /Audit Fees
PM2021/068	£74.00	Parish Mag Printers Ltd	February Invoice (Parish Post)	LGA 1972 S.142	Admin/Parish Post
PM2021/069	£80.00	M.J. Rowe	Jan. Invoice (Cleaning of Toilet Block)	Public Health Act 1936 S.87	Running Costs/ WC's
PM2021/070	£540.00	Foot Anstey LLP	Legal Fees for Toilet block Lease.	Public Health Act 1936 S.87	Running Costs/ WC's
PM2021/071	£53.37	EDF Energy	Electric for Public Toilets	Public Health Act 1936 S.87	Running Costs/ WC's
PM2021/072	£385.39	Alice Turner	Clerks Salary (18.01.21 - 14.02.21)	LGA 1972 S.112	Staff costs/Clerks Salary & Costs
PM2021/073	£89.58	Alice Turner	Clerks Expenses (Jan & Feb)	LGA 1972 S.111 & S.112	Staff costs/Clerks Salary & Costs & Staff Costs/Office Exp.
TOTAL	£1,462.34				

Receipts received:

Payment ref	Payment method	Details	Amount
PR2021/018	Bacs	DCC Locality Grant (Toilets associated costs)	£700.00
PR2021/019	Bacs	Interest (Reserve Account)	£0.18
PR2021/020	Bacs	Interest (Reserve Account)	£0.16
PR2021/021	Bacs	WDBC Locality Grant (Toilets associated costs)	£500.00

TOTAL:

£1,200.34

Monies held as Reserves:

Amount	Details
£1,500.00	Election (Earmarked Reserve)
£568.13	Lengthsman (Earmarked Reserve)
£1,876.92	Major Assets Fund (Earmarked Reserve)
£1,261.46	DAAT night landing light (Earmarked Reserve)
£1,423.93	Asset Maintenance Fund (Earmarked Reserve)
£2,484.51	Council Contingency (General Reserve)
£1,750.00	Grants & Donations (Earmarked Reserve)
£1,200.00	Toilet Block Fund (Lease & Associated costs)
£12,064.95	TOTAL

Bank Total as of 29th January 2021	£20,330.03
Payments Pending	£2,461.85
Plus Receipts not in bank total	£500.00
Less Money in reserves	£12,064.95
Available Balance	£6,303.23

Signed as a true record: _____

Printed: Cllr. Peter Brennan. Date: 15th March 2021
Approved by resolution: RR2020/109