

# Drewsteignton Parish Council.

Clerk: Alice Turner, [Clerk@drewsteigntonparish.co.uk](mailto:Clerk@drewsteigntonparish.co.uk) / 01837 83484  
[www.drewsteigntonparish.co.uk](http://www.drewsteigntonparish.co.uk)

## Minutes of the Council Meeting held on Monday 18<sup>th</sup> October 2021 7.30pm at Whiddon Down Village Hall.

**Cllrs Present:** Peter Brennan (Chair), Paul Ridgers (Vice-Chair) Anna Imrie, John Redman, Ian Rowe & Andrew Di Battista.

**Also in Attendance:** Alice Turner (Parish Clerk). 3 Members of the public were in attendance.

### BUSINESS TRANSACTED.

#### **1.10.21: Welcome.**

The Chair opened the meeting & reminded everyone that the Clerk was taking an audio recording to aid with taking the minutes, the recording will be deleted once the draft minutes are published.

#### **2.10.21: Apologies for absence.**

The Clerk reported that she had received apologies from County Cllr James McInnes.

#### **3.10.21 Co-option (Chair)**

Cllrs to consider co-option candidate for Drewsteignton Ward.

Andrew Di Battista is standing for co-option as a member of the Drewsteignton Ward.

Andrew has lived in Drewsteignton for the last 5 years, and is interested in supporting the Council and representing the Parishioners.

[Cllr Brennan proposed that Mr Andrew di Battista be co-opted as a member of Drewsteignton Parish Council on Drewsteignton Ward, seconded Cllr Imrie. All in Favour – Motion Carried. \(RR2021/055\)](#)

Cllr Di Battista signed his declaration of acceptance of Office form and returned it to the Clerk to countersign.

#### **4.10.21: Minutes of the Last Meeting. [Minutes available on the website.](#)**

Cllrs to consider the approval of Minutes of the meeting held Monday 18<sup>th</sup> September 2021.

[Cllr Rowe proposed that the minutes of the meeting held on Monday 18<sup>th</sup> September 2021 be approved and signed as a true and accurate record, seconded Cllr Redman. All in Favour – Motion Carried. \(RR2021/056\)](#)

#### **5.10.21: Declarations of Interest - None**

#### **6.10.21: Public Speaking Time (max. 3minutes/person. Session time: 10 minutes).**

Parishioners questioned what could be done about speeding in the parish.

#### **7.10.21: To receive a report from County Cllr. McInnes - no report received.**

#### **8.10.21 Council Policies. [Cllrs to consider the policies listed for review \(available on the website\) \(Chair\)](#)**

a) DPC 021 Removable Media Policy V1.0 R1

b) DPC 022 Cllr Email & Own Device Policy V1.0 R1

Cllrs discussed the policies and [Cllr Brennan proposed that DPC 021 Removable Media Policy V1.0 R1 and DPC 022 Cllr Email & Own Device Policy V1.0 R1 be approved without amendment, seconded Cllr Rowe. All in Favour – Motion Carried. \(RR2021/057\)](#)

#### **9.10.21: Planning - [Click on the application to view the planning documents.](#) (Chair)**

a) New Applications:

i. [WDBC 3600/21/FUL Erection of a drive-thru coffee shop \(Use Class E\) with associated](#)

**infrastructure Whiddon Down Service Area, Exeter Road, Whiddon Down EX20 2QT - Deadline 11<sup>th</sup> November 2021.**

Cllrs asked the Clerk to try to arrange a site visit & put on the Extra-ordinary meeting agenda.

- ii. **DNPA: 0541/21 Partial conversion of a garage block with store and workshop above to domestic accommodation ancillary to the main dwelling at Dormouse Lodge, Chagford – Deadline 2<sup>nd</sup> November 2021**

Cllrs asked the Clerk to try to arrange a site visit & put on the Extra-ordinary meeting agenda.

- b) **Planning decisions pending & decisions received – See Meeting Support Document.**

- c) **Other Planning matters, for information only unless listed on agenda:**

The clerk reported that the following application had been received from DNPA: 0563/21 Demolition of 2 structures at Black Aller Quarry - Deadline 28<sup>th</sup> October Arrange a Cllrs asked the Clerk to try to arrange a site visit & put on the Extra-ordinary meeting agenda.

**10.10.21: Current & New Business.**

- a) **Verbal update on Highways matters in the Parish (Cllrs Redman, Rowe & Brennan)**

Including: Damaged Posts at the junction of Turnpike Road & Chapel Hill, Whiddon Down & bollards and light by Whiddon Down services. Reports of graffiti in the Parish.

Cllr Rowe reported that the bollards and light by Whiddon Down services have been replaced.

Cllr Redman requested an increase of signage at Venton Straight at border with Chagford Parish. **Action: Clerk to Contact DCC Highways & County Cllr McInnes – Black Spot designation requested.**

Cllr Brennan reported several issues of graffiti in the Parish – Cllrs to email Clerk with locations **Action: Cllrs.**

- b) **Consultation on draft proposals to revise Dartmoor byelaws (Chair)**

**Cllrs to agree response on draft proposals to revise Dartmoor byelaws - See Meeting Support Document.**

Cllrs discussed the documents on the draft proposals to revise Dartmoor Byelaws.

Cllr Redman proposed that the Council supports all the proposed revisions of the Dartmoor Byelaws, seconded Cllr Ridgers. All in Favour – Motion Carried. (RR2021/058)

- c) **Draft Memorandum of understanding between WDBC & Parish Councils (Chair)**

**Cllrs to provide feedback on draft document for Clerk to submit to WDBC - See Meeting Support Document.**

Cllrs discussed the Draft Memorandum of understanding between WDBC & Parish Councils, and Cllrs agreed that the Council are pleased with the document so far.

- d) **Vision Zero South West road safety partnership “Call for Ideas” (Chair)**

Is there a road safety issue in your neighbourhood? Could it be fixed with a relatively small amount of funding? The Vision Zero South West road safety partnership is launching its ‘**Call For Ideas**’ in communities across Devon and Cornwall. They have a total funding pot of £100,000 to support community-led road safety initiatives that will make a real difference to local communities. For more details on this scheme, visit their website.

Cllr Brennan summarised the system to Cllrs, following discussion Cllr Brennan agreed to put this in the next edition of the Parish Post.

**11.10.21: Finance (Clerk).**

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

Cllr Brennan proposed that the Council approve the financial schedule of payments as presented by the Clerk at the meeting, seconded Cllr Ridgers. All in Favour – Motion Carried. (RR2021/059)

- b) **To receive 2<sup>nd</sup> quarter budget report - Noted**

**12.10.21: Cllr & Clerks Reports & items for future agendas:**

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

- a) **Clerk: Footpath inspection – Reminder to Cllrs to inspect and report findings to the Clerk by November meeting.**

- b) Clerk: MVAS Contract – verbal update: the Clerk is still waiting for a signed contract from Sticklepath Parish Council although it is noted in their minutes that the approved.
- c) Clerk: There are problems with the road drainage on the A382 at the Sandy Park junction. DCC urgently need to carry out jetting and CCTV surveys to ensure they can maintain the road in a safe condition. Works are planned for Monday 29th November 2021, and the A382 will be closed at Sandy Park from 8am until 4pm on Monday 29<sup>th</sup> November. During the closure a signed diversion route will set up.
- d) Cllr Imrie reported that she has looked into Electric Charging Point and will send information to the Clerk for discussion at the next meeting.
- e) Cllr Rowe reported that Whiddon Down Village Hall have new windows on order.
- f) Cllr Rowe asked for Lengthsman projects to be added to November Agenda

**13.10.21: Confirmation of next meetings:**

**Monday 15<sup>th</sup> November 2021 7.30pm at Whiddon Down Village Hall.**

There being no other items the Chair closed the meeting at 9pm.

**Appendix A: Financial Schedule.**

**Preapproved Payments for Information:**

Payment Ref	Amount	Payee	Details	Power	Funding Source	Approval RR & Mins ref.
PM2022/036 10/09/2021	£15.00	EDF Energy	EDF Contract DD for Toilet Block	Public Health Act 1936 S.87	Running Costs/ WC (gen)	RR2021/042 E7.8.21 a)
PM2022/037 01/10/2021	£15.00	EDF Energy	EDF Contract DD for Toilet Block	Public Health Act 1936 S.87	Running Costs/ WC (gen)	RR2021/042 E7.8.21 a)
PM2022/042 01/11/2021	£15.00	EDF Energy	EDF Contract DD for Toilet Block	Public Health Act 1936 S.87	Running Costs/ WC (gen)	RR2021/042 E7.8.21 a)
PM2022/044 (chq dated 08/11/2021)	£346.38	Alice Turner	Salary October 2021	LGA 1972 S.112	Staff Costs / Clerks Salary & Costs	RR2021/011 11.5.21 b)
<b>TOTAL</b>	<b>£391.38</b>					

**Payments for Authorisation/(Retrospective) approval:**

Payment Ref	Amount	Payee	Details	Power	Funding Source
PM2022/038	£12.00	Whiddon Down Village Hall	September Hall Hire	LGA 1972 S.111	Admin/Hall Hire
PM2022/039	£80.00	M. J. Rowe	September Invoice - Cleaning WC's	Public Health Act 1936 S.87	Running Costs/ WC (gen)
PM2022/040	£74.00	Parish Mag Printers Ltd.	October Edition Parish Post	LGA 1972 S.142	Admin/Parish Post
PM2022/041	£54.81	EDF Energy	Electric Bill DAAT night landing light	Public Health Act 1936 s.234	Running Costs/ Playing Field

PM2022/043	£84.20	Alice Turner	Clerks Expenses October 2021	LGA 1972 S.111, S.112 + S.137	Staff costs/ office exp + Staff Costs/Clerks Costs + Running Costs/PF + S.137
<b>TOTAL</b>	<b>£305.01</b>				

**Receipts since last meeting – for information:**

Payment ref	Payment method	Details	Amount
PR2022/014	Bacs	2nd Half Precept	£6,705.00
PR2022/015	Bacs	Interest (Reserve Account)	£0.18
PR2022/016	Bacs	Interest (Reserve Account)	£0.18
<b>TOTAL:</b>			<b>£6,705.36</b>

**Monies held as Reserves after payments: Note EMR = Earmarked Reserve**

Amount	Details
£1,500.00	Election (EMR)
£568.13	Lengthsman (EMR)
£2,752.30	Major Assets Fund (EMR)
£890.38	DAAT light (EMR)
£2,313.67	Asset Maintenance Fund (EMR)
£3,543.53	Council Contingency (General Reserve)
£1,500.00	Grants & Donations (EMR)
£1,200.00	Toilet Block (EMR)
<b>£14,268.01</b>	<b>TOTAL</b>

**Bank Situation:**

<b>Bank Total as of 1st October 2021</b>	<b>£27,024.89</b>
<b>Payments Pending</b>	<b>£1,174.01</b>
<b>Plus Receipts not in bank total</b>	<b>£0.00</b>
<b>Less Money in reserves</b>	<b>£14,268.01</b>
<b>Available Balance</b>	<b>£11,582.87</b>

**Appendix B: 2<sup>nd</sup> Quarter Budget report.**

**Income:**

INCOME	2021/22 Budget	Income received to 30/09/2021	Difference
Precept	£13,410.00	£13,410.00	£0.00
Other (interest & 2x Honesty Boxes)	£350.00	£385.25	£35.25
Grants	£0.00	£0.00	£0.00
<b>TOTAL</b>	<b>£13,760.00</b>	<b>£13,795.25</b>	<b>£35.25</b>

**Expenditure:**

	2021/22 Budget	Budget Spent to 30/09/2021	Budget Remaining	Over / Under / On Budget
<b>STAFF COSTS</b>	<b>£5,950.00</b>	<b>£2,338.19</b>	<b>£3,611.81</b>	<b>Under</b>

Clerk Salary & Costs	£5,500.00	£2,223.65	£3,276.35	Under
Office expenses	£450.00	£114.54	£335.46	Under
<b>ADMIN.</b>	<b>£2,120.00</b>	<b>£1,015.30</b>	<b>£1,104.70</b>	<b>Under</b>
Insurance	£600.00	£513.55	£86.45	Under
IT costs	£250.00	£0.00	£250.00	Under
Hall Hire	£200.00	£24.00	£176.00	Under
Parish Post	£920.00	£444.00	£476.00	Under
Training	£150.00	£33.75	£116.25	Under
<b>RUNNING COSTS</b>	<b>£4,325.00</b>	<b>£963.53</b>	<b>£3,361.47</b>	<b>Under</b>
WC's (General)	£1,900.00	£632.91	£1,267.09	Under
Wc's (Other)	£1,100.00	£0.00	£1,100.00	Under
<b>RUNNING COSTS</b>	<b>£4,325.00</b>	<b>£933.53</b>	<b>£3,391.47</b>	<b>Under</b>
WC's (General)	£1,900.00	£602.91	£1,297.09	Under
Wc's (Other)	£1,100.00	£0.00	£1,100.00	Under
Car Park Maintenance	£575.00	£215.07	£359.93	Under
Drewsteignton Village Garden	£200.00	£0.00	£200.00	Under
Playing field (inc. DAAT Light)	£250.00	£115.55	£134.45	Under
Lengthsman	£300.00	£0.00	£300.00	Under
<b>PROF. FEES</b>	<b>£615.00</b>	<b>£309.00</b>	<b>£306.00</b>	<b>Under</b>
Audit	£400.00	£150.00	£250.00	Under
I.C.O	£40.00	£0.00	£40.00	Under
Subscriptions	£175.00	£159.00	£16.00	Under
<b>ASSETS</b>	<b>£700.00</b>	<b>£165.40</b>	<b>£534.60</b>	<b>Under</b>
Maint. & Repairs	£500.00	£0.00	£500.00	Under
Purchases	£200.00	£165.40	£34.60	Under
<b>S.137</b>	<b>£50.00</b>	<b>£0.00</b>	<b>£50.00</b>	<b>Under</b>
<b>From Reserves</b>	<b>£603.41</b>	<b>£603.41</b>	<b>£0.00</b>	<b>On</b>
<b>TOTAL</b>	<b>£13,760.00</b>	<b>£4,761.42</b>	<b>£8,998.58</b>	<b>Under</b>

R.F.O Comments: No Areas of Concern at this time

Prepared by Alice Turner R.F.O

Signed as a true record:           Peter Brennan          

Printed:   Cllr. P. Brennan          . Date:   22<sup>nd</sup> November 2021