

Drewsteignton Parish Council.

Clerk: Alice Turner, Clerk@drewsteigntonparish.co.uk / 01837 83484
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Minutes of the Council Meeting held on Monday 13th December 2021 7.30pm at Drewsteignton Church Rooms.

Cllrs Present: Peter Brennan (Chair), John Redman, Ian Rowe & Andrew Di Battista.

Also in Attendance: Alice Turner (Parish Clerk). 1 Member of the public was in attendance.

BUSINESS TRANSACTED.

1.12.21: 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.

2.12.21: Apologies for absence.

Resolution required to approve apologies (with reasons) made to the Clerk prior to the meeting. Apologies were received from Cllrs Imrie & Ridgers (Family commitment) prior to the meeting. Cllr Rowe proposed that apologies from Cllr Imrie (Family commitment) & Cllr Ridgers (Family commitment) be approved, seconded Cllr Redman. All in Favour – Motion Carried. (RR2021/074)

3.12.21 Co-option (Chair)

Reminder that there are three vacancies on the Council, [contact the Clerk for more information.](#)

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

Cllrs to consider the approval of Minutes of the meeting held Monday 22nd November 2021. Cllr Brennan proposed that the Minutes of the meeting held Monday 22nd November 2021 be signed as a true and accurate record, seconded Cllr di Battista. 3 in Favour, 1 abstention – Motion Carried. (RR2021/075)

5.12.21: Declarations of Interest – None declared at this time.

6.12.21: Public Speaking Time – No members of the public wished to speak.

7.12.21: To receive a report from County Cllr. McInnes.

No report received. Cllrs expressed their thanks to County Cllr McInnes for the digital Christmas card he had sent.

8.12.21 Council Policies. (Chair)

[Cllrs to consider the policies listed for review or approval \(available on the website\).](#)

a) DPC 023 Reserves Policy V2.0 – update to show changes in reserves held.

Cllrs discussed the new reserves policy and Cllr Brennan proposed that DPC 023 Reserves Policy V2.0 be approved and ratified with immediate effect, seconded Cllr Rowe All in Favour – Motion Carried. (RR2021/076)

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

a) New Application: [0646/21 Resurfacing of the visitor car park at Castle Drogo, Drewsteignton](#) – Deadline 14th December 2021.

Cllrs discussed the application and Cllr Rowe proposed that the Council support application 0646/21, seconded Cllr Redman. All in Favour – Motion Carried. (RR2021/077)

b) Planning decisions pending & decisions received – [See Meeting Support Document.](#)

c) Other Planning matters, for information only unless listed on agenda: None.

10.12.21: Current & New Business.

a) Update on Highways matters in the Parish (Cllr Rowe & Clerk)

Including: Damaged Posts at the junction of Turnpike Road & Chapel Hill, Whiddon Down and request for additional signage on Venton Straight.

[See Meeting Support Document for response to the Parish Council's request for additional signage on Venton Straight.](#)

Cllr Rowe reported that the stub of the 3rd bollard has been removed and the hole back-filled. Speeding in Whiddon Down was raised as still an issue.

Cllr Brennan summarised the response from DCC highways on the request for additional signage on Venton Straight.

b) Vision Zero South West road safety partnership “Call for Ideas” (Chair)

It was reported that this funding scheme has now closed.

c) Meeting Venues (Chair)

Cllrs agreed on venues for meetings through to May 2022

Meeting	Venue
Monday 17 th January 2022	Whiddon Down Village Hall
Monday 21 st February 2022	Whiddon Down Village Hall
Monday 21 st March 2022	Drewsteignton Church Room
April 2022 (Date TBC as 3 rd Monday is Easter Monday)	Whiddon Down Village Hall
Monday 16 th May 2022	Drewsteignton Church Room

11.12.21: Finance (Clerk).

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

Cllr Brennan proposed that the financial schedule of payments including budget virements as presented by the Clerk at the meeting be approved, seconded Cllr Redman. All in Favour – Motion Carried. (RR2021/078)

b) To receive first draft 2022/2023 Budget at the meeting.

Cllrs to note that the final budget and precept request will be set at the January Council meeting. Cllrs discussed and provided feedback.

12.12.21: Cllr & Clerks Reports & items for future agendas:

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

a) Clerk: Annual Leave – Reminder that the Clerk is on annual leave from 20th December 2021 to 5th January 2022 inclusive.

- Cllr Rowe, reported that a survey had been under taken at Whiddon Down Village Hall and the only issue identified was ivy growing on the back wall which requires attention.

13.12.21: Confirmation of next meetings:

Monday 17th January 2021 7.30pm at Whiddon Down Village Hall.

[Please note that any changes to meeting dates or venue will be posted on the Website.](#)

14.12.21: Confidential matters (PART II) Public Bodies (Admission to Meetings) Act 1960 s1

(2)

a) Resolution required to move the Council into Part II.

Cllr Brennan proposed that the Council move to Part II due to the confidential nature of the matters under discussion, seconded Cllr Rowe. All in Favour – Motion Carried. (RR2021/079)

The Clerk confirmed that the audio recording had been stopped.

b) To consider response to Parishioner's correspondence received by the Clerk (Clerk)

Contains information restricted under GDPR.

c) Discussion on arrangement for Cleaning Drewsteignton Toilets. (Clerk) *Contains commercially sensitive information and contains information restricted under GDPR.*

d) Discussion on increase in costs for Grass cutting and Village Maintenance (Clerk)

Contains commercially sensitive information.

e) Chair returned the meeting to public session to hear resolutions.

Item b) The Clerk to respond as discussed.

Item d) Cllr Redman proposed that the Council approve the £5 per cut increase on the Grass cutting & Maintenance contracts, seconded Cllr Rowe. All in Favour – Motion Carried. (RR2021/080)

There being no other items the Chair closed the meeting at 8.50pm.

Appendix A: Financial Schedule as presented.

Preapproved Payments for information:

Payment Ref	Amount	Payee	Details	Power	Funding Source	Approval RR & Minutes.
PM2022/058 (01/01/2022)	£15.00	EDF Energy	EDF DD for Toilet Block	Public Health Act 1936 S.87	Running Costs/ WC (gen)	RR2021/042 E7.8.21 a)
TOTAL	£15.00					

Payments for Authorisation/(Retrospective) approval:

Payment Ref	Amount	Payee	Details	Power	Funding Source
PM2022/050	£15.00	Whiddon Down Village Hall	November Hall Hire	LGA 1972 S.111	Admin/Hall Hire
PM2022/051	£80.00	M. J. Rowe	November Invoice for Cleaning WC's	Public Health Act 1936 S.87	Running Costs/ WC (gen)
PM2022/052	£660.00	The Harrower Partnership (Re-imbursment to A. Turner)	Schedule of Condition for Toilet Block lease	Public Health Act 1936 S.87	EMR "Toilet Block Fund"
PM2022/053	£96.00	Andrew Parrott	Hosting Fee and domain name renewal	LGA 1972 S.111	Admin/IT fund
PM2022/054	£410.00	M.E. Garden Maintenance	Maintenance of Car Park	Road traffic regulation act 1984 S.57 (1) (b)	Running Costs/ Car Park Maint.
PM2022/055	£270.00	M.E. Garden Maintenance	Grass Cutting Whiddon Down	Highways Act 1980 S.96	Running Costs/Lengthsman
PM2022/056	£346.38	Alice Turner	Salary November 2021	LGA 1972 S.112	Staff Costs/Salary & Costs
PM2022/057	£93.95	Alice Turner	Clerks Expenses December 2021	LGA 1972 S.111 & S.112	Staff costs/office exp + Staff Costs/Clerks Costs + Prof fees/ICO + Admin/Training

PM2022/059	£346.38	Alice Turner	Salary December 2021 (Chq dated 07/01/2022)	LGA 1972 S.112	Staff Costs/Salary& Costs
TOTAL	£2,317.71				

Receipts since last meeting – for information:

Payment ref	Payment method	Details	Amount
PR2022/019	Bacs	Interest	£0.23
TOTAL:			£0.23

Virements for approval:

From	Amount	To
Admin/Hall Hire	£17.25	Running Costs /Playing field
EMR Asset Maintenance Fund	£50.07	Running Costs /Car Park Maint.

Monies held as Reserves after payments& Virements:

Amount	Details
£1,500.00	Election (Earmarked Reserve)
£568.13	Lengthsman (Earmarked Reserve)
£2,752.30	Major Assets Fund (Earmarked Reserve)
£890.38	DAAT night landing light (Earmarked Reserve)
£2,263.60	Asset Maintenance Fund (Earmarked Reserve)
£3,543.53	Council Contingency (General Reserve)
£1,500.00	Grants & Donations (Earmarked Reserve)
£650.00	Toilet Block Fund (Earmarked Reserve)
£13,667.94	TOTAL

Bank Situation:

Bank Total as of 1st December 2021	£25,888.32
Payments Pending	£2,497.06
Plus Receipts not in bank total	£0.32
Less Money in reserves	£13,667.94
Available Balance	£9,723.64

Signed as a true record: Peter Brennan

Printed: Cllr. P. Brennan . Date: 17th January 2022