

Drewsteignton Parish Council.

Clerk: Alice Turner, Clerk@drewsteigntonparish.co.uk / 01837 83484
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Minutes of the Council Meeting held on Monday 17th January 2022 7.30pm at Whiddon Down Village Hall.

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

Also in Attendance: Alice Turner (Parish Clerk), 2 Member of the public were in attendance.

BUSINESS TRANSACTED.

1.1.22: 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.

2.1.22: Apologies for absence.

Resolution required to approve apologies (with reasons) made to the Clerk prior to the meeting. County Cllr James McInnes sent his apologies.

3.1.22 Co-option Reminder - there are three vacancies on the Council (Chair)

Anyone who is interested should [contact the Clerk for more information](#).

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

Cllrs to consider the approval of Minutes of the meeting held Monday 13th December 2021.

[Cllr Brennan proposed that the minutes of the meeting held on Monday 13th December 2021 be signed as a true and accurate record, seconded Cllr Rowe. All in Favour – Motion Carried. \(RR2021/081\)](#)

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

6.1.22: Public Speaking Time (max. 3minutes/person. Session time: 10 minutes).

A member of the public reported that they had reported the speeding issues in Whiddon Down to the Police who say that it is DCC's responsibility. They reported that a car had taken the bend to the A30 too fast and turned over. They asked what, if anything, could be done to resolve the issue.

A member of the public reported that they were concerned about the speeding especially at 7.45am when the children are crossing the road for the school bus.

It was suggested that people start a petition to show the local feeling and continue to report issues using www.devon-cornwall.police.uk or phoning 101

9.1.22 c) Discussion of MVAS Maintenance (Chair) – Brought forward at the Chair's discretion.

Cllr Brennan reported that the Data Logger in the MVAS unit is faulty, following discussions [Cllr Brennan proposed that the Council approve the Gold maintenance agreement with SWARCO, seconded Cllr Rowe. All in Favour – Motion Carried. \(RR2021/082\)](#) *Power to Spend: Road Traffic Regulation Act 1984 S.72 Budget: Assets/Maint.*

7.1.22: To receive a report from County Cllr. McInnes - No report received.

8.1.22: Planning - Click on the application to view the planning documents. (Chair)

a) New Applications:

- i. [0695/21 Demolition of existing single brick garage to create a double garage with storage over at Bay Tree House, Crockernwell](#) – Extension granted 18-01-22

Cllr Brennan gave an overview on the application and following discussions [Cllr Brennan proposed that the Council give a neutral view to application 0695/21 as it is an intrusion into the landscape,](#)

and is concerned about the effect on the area and the impact on the character of the area, seconded Cllr Ridgers. All in Favour – Motion Carried. (RR2021/083)

ii. 0707/21 Demolition of two structures at Black Aller Quarry Drewsteignton – Extension granted 18-01-22

Cllrs noted that the site plan is now correct although the ecology report is not correct for this site, and following discussions Cllr di Battista proposed that the Council give a neutral view on application 0707/21, seconded Cllr Ridgers. All in Favour – Motion Carried. (RR2021/084)

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

Cllr Brennan reported that WDBC have received a report on the Farm shop application [WDBC application number 2530/19/FUL] which highlights issues with the household survey included in the application didn't include responses from the primary customer base (tourists) and has a limited sample size and poor questions. The report also notes that the application is 3 times the size of Farmer Luxton's at Okehampton, and highlights concerns of economic impact on local businesses, which has not been addressed. The recommendation in the report from the consultants is that WDBC refuse the application.

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

i. Pre-application consultation on location of Base Station Upgrade – Grendon, Whiddon Down (Chair)

Cllr Brennan gave an overview of the pre-application consultation letter received to upgrade the existing Vodaphone Base Station at Grendon, Whiddon Down. Following discussion, the Council welcomed the proposed improvement to the 4G telecommunications network.

9.1.22: Current & New Business.

a) Verbal update on Highways/Traffic matters in the Parish (Cllr Rowe & Clerk)

Including: Speeding in Whiddon Down.

The Clerk reported that she had been at a meeting with the local Police inspector and had raised the issue of speeding in Whiddon Down, the inspector is going to try to arrange a speed survey to give the police up to date information from which they can arrange additional enforcement.

Clerk to ask Highways about 30 MPH repeater signs for Whiddon Down.

Cllr Rowe reported that drainage works are planned between Whiddon Down and Moretonhamstead, investigations will be undertaken with cameras.

b) Jubilee Celebrations (Cllrs di Battista and Imrie)

Cllrs discussed ideas and suggested that Cllr Brennan put together an article for the Parish Post asking for suggestions. The official plans for the jubilee can be found on

www.royal.uk/platinum-jubilee-central-weekend other guidance can be found at

www.platinumjubilee.gov.uk/

c) Discussion on MVAS Maintenance Contracts (Chair) - Moved to earlier in the Agenda at the Chair's discretion.

d) Consideration of Clerks attendance at SLCC Practitioners conference 15th to 17th February 2022 and for the Council to pay ¼ of cost which will be £18.75 (£22.50 Inc. VAT) (Chair/Clerk)

Cllr Brennan proposed that the Council approve the attendance of the Clerk at the SLCC Practitioners conference on the 15th to 17th February 2022 and for the Council to pay ¼ of cost which will be £18.75 (£22.50 Inc. VAT), seconded Cllr di Battista. All in Favour – Motion Carried. (RR2021/085) *Power to Spend: LGA 1972 S.111 Budget: Admin/Training*

e) Discussion on Guest Speaker for Annual Parish Meeting, Cllrs to also agree on possible date for meeting. (Chair)

Following discussions Cllrs agreed that the Annual Parish Meeting will be held on Monday 23rd May 2022, guest speaker to be decided.

10.1.22: Finance (Clerk).

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

Financial schedule including bank reconciliation can be found in [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 Imrie. All in Favour – Motion Carried. (RR2021/086)

b) To discuss second draft 2022/2023 Budget as available on the website.

Approved 2022-2023 Budget as agreed at the meeting can be found in [Appendix B](#).

Cllrs discussed the draft budget for 2022/2023 and Cllr Brennan proposed that the Council set a budget of £15160 and agree the precept request of £13410, second Cllr Imrie All in Favour – Motion Carried. (RR2021/087)

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

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

- a) **Clerk: Notice of discussion on change to Council Policy reviews.**
- b) **Cllr Redman: Parishioner Correspondence: Concern regarding metal in road towards Trenaway Cross from Whiddon Down on left – to be added to the February Agenda.**
- c) **Clerk: Invitation: An Introduction to the new Dartmoor Local Plan for Parish/Town Clerks and Councillors 14.00-15.00 25th January 2022 (Microsoft Teams)**
- d) **Cllr Rowe reported that windows installed at Whiddon Down Village Hall.**
- e) **Cllr di Battista updated on works ongoing on the Black Aller Quarry Site. Reported that there is new graffiti on the underpass.**
- f) **Cllr Imrie reported that there is a traveller in a parish layby – does not appear to be an issue at present.**
- g) **Cllr Brennan reported that drainage works have been undertaken at Fingle Bridge by Highways – Cllrs asked their thanks to be relayed to DCC Highways for this work.**

12.1.22: Confirmation of next meetings:

Monday 21st February 2022 7.30pm at Whiddon Down Village Hall.

Please note that any changes to meeting dates or venue will be posted on the Website.

13.1.22 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. (RR2021/088)

The Clerk confirmed that the audio recording had been stopped.

b) Discussion on arrangement for Cleaning Drewsteignton Toilets. (Chair)

Cllrs to discuss options and any quotes available.

Contains commercially sensitive information and contains information restricted under GDPR.

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

Cllr Brennan proposed that the Council close the Toilets in Drewsteignton for the foreseeable future, until a Cleaner can be found, seconded Cllr Redman. All in Favour – Motion Carried. (RR2021/089)

There being no other items the Chair closed the meeting at 9.03pm.

Appendix A: Financial Schedule including Bank Reconciliation.

Preapproved Payments for information:

Payment Ref	Amount	Payee	Details	Power	Funding Source	Approval RR & Minutes.
PM2022/066 (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
PM2022/060	£74.00	Parish Mag Printers	December Edition Parish Post	LGA 1972 S.142	Admin/Parish Post
PM2022/061	£80.00	M.J. Rowe	December Invoice for Cleaning WC's	Public Health Act 1936 S.87	Running Costs/ WC (gen)
PM2022/062	£190.00	A. Whatley	Maintenance of village garden	Open Spaces Act 1906 S.10	Running Costs/Village Garden
PM2022/063	£64.96	(EDF Energy Re-imburement) Alice Turner	Electric to Playing Field/DAAT light	Public Health Act 1936 s.234	Running Costs/Playing Field
PM2022/064	£64.49	Alice Turner	Clerks Exp. January 2022	LGA1972 S.111, LGA 1972 S.112 & LG(MP)A 1976 S.19	Staff costs/ Office Exp. + Staff costs/staff costs + Assets/Maint. + Running Costs/PF
PM2022/065	£10.00	Drewsteignton Village Hall	December Hall Hire	LGA 1972 S.111	Admin/Hall Hire
TOTAL	£483.45				

Virements for approval:

From	Amount	To
Admin/Parish Post	£80.88	Running Costs /Playing field

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 30th December 2021	£23,740.64
Payments Pending	£859.83
Plus Receipts not in bank total	£0.00
Less Money in reserves	£13,667.94
Available Balance	£9,212.87

Bank Reconciliation to 30 December 2021.

		TOTAL
Balance per bank statement as at 1st April 2021:	£	£
Reserve Account	£17,743.30	£17,743.30
Current Account	£100.00	£17,843.30
Less: Payments outstanding at YE 2021	£721.66	£17,121.64
Less: total of Payments	£9,085.68	£8,035.96
Plus: total of Receipts	£15,343.30	£23,379.26
Plus: Payments Pending	£361.38	£23,740.64
Net balances as at 30th December 2021		£23,740.64
Bank Balance as per Statements		£23,740.64

Cash Book:

Opening Balance 1 April 2021 (box 7)	£17,121.64
Add: Receipts in the year to date	£15,343.30
Less: Payments in the year to date	£9,085.68
Plus: Payments Pending	£361.38
Closing balance per cash book as at 30/12/2021	£23,740.64

Appendix B: Approved 2022-2023 Budget

Income:

	2021/22 Budget	Actual Income to 01.12.21	Predicted income to Year end	2022/23 Draft Budget	Notes
Precept	£13,410.00	£13,410.00	£13,410.00	£13,410.00	
Other (Interest & Honesty Boxes)	£350.00	£505.69	£550.00	£400.00	
MVAS buyout	£0.00	£0.00	£0.00	£1,350.00	based on 1/2 of current quote
Grants	£0.00	£0.00	£0.00	£0.00	
TOTAL	£13,760.00	£13,915.69	£13,960.00	£15,160.00	

Expenditure:

	2020/21 Budget	Actual Expenditure to 01.12.21	Predicted Expenditure to Year end	2022/23 Draft Budget
STAFF COSTS	£5,950.00	£3,170.58	£5,850.00	£6,000.00
Clerk Salary & Costs (Inc. Mileage)	£5,500.00	£3,004.44	£5,500.00	£5,500.00
Office expenses	£450.00	£166.14	£350.00	£500.00
ADMIN	£2,120.00	£1,187.30	£1,652.55	£2,040.00
Election	£0.00	£0.00	£0.00	£0.00
Insurance	£600.00	£513.55	£513.55	£600.00
IT costs	£250.00	£0.00	£80.00	£150.00
Hall Hire	£200.00	£48.00	£100.00	£200.00
Parish Post	£920.00	£592.00	£814.00	£840.00
Training (Clerk & Cllrs)	£150.00	£33.75	£145.00	£250.00
RUNNING COSTS	£4,325.00	£1,305.23	£3,582.32	£3,600.00

WC's Cleaning, water & Electric	£1,900.00	£822.91	£1,120.00	£2,000.00
WC's (other)	£1,100.00	£0.00	£1,100.00	£0.00
Car park Maintenance	£575.00	£215.07	£625.07	£700.00
Drewsteignton Village Garden	£200.00	£0.00	£200.00	£300.00
Playing field (inc. DAAT Light)	£250.00	£267.25	£267.25	£300.00
Lengthsman	£300.00	£0.00	£270.00	£300.00
PROFESSIONAL FEES	£615.00	£309.00	£349.00	£420.00
Audit internal & external	£400.00	£150.00	£150.00	£200.00
Subscriptions Inc. ICO	£215.00	£159.00	£199.00	£220.00
ASSETS	£700.00	£165.40	£180.40	£3,050.00
Maintenance & Repairs	£500.00	£0.00	£15.00	£250.00
Purchases	£200.00	£165.40	£165.40	£2,800.00
GRANTS/DONATIONS	£0.00	£0.00	£0.00	£0.00
S.137	£50.00	£30.00	£30.00	£50.00
Jubilee Celebration	£0.00	£0.00	£0.00	£0.00
TOTAL	£13,760.00	£6,167.51	£11,644.27	£15,160.00

Note that funding for Jubilee Celebrations could be taken from Earmarked Reserve.

Reserves (Current):

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)

Precept considerations:

2021-2022 precept for comparison only:

The precept was set at £13,410.00 which gave a Band D Parish rate of £38.42.

Taxbase for 2022-2023

Taxbase for 2021/22	349.04
Changes to taxbase in 2021/22	4.53
Taxbase for 2022/23	353.57

2022-2023 Precept figures:

Based on a precept of £13,410.00 the Band D Parish rate will be £37.93.

This is a decrease of £0.49 or 1.28% in comparison to 2021/22.

Signed as a true record: Peter Brennan

Printed: Cllr. P. Brennan, Date: 21st February 2022