

# 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 21<sup>st</sup> March 2022 7.30pm at Drewsteignton Church Rooms.

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

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

### BUSINESS TRANSACTED.

#### 1.3.22: 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.

#### 2.3.22: Apologies for absence.

Resolution required to approve apologies (with reasons) made to the Clerk prior to the meeting. Cllr Rowe proposed that apologies from Cllr Redman (personal) be approved, seconded Cllr Brennan. All in Favour – Motion Carried. (RR2021/099)

#### 3.3.22 Co-option. Reminder - there are three vacancies on the Council (Chair) – Noted.

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

Cllrs to consider the approval of Minutes of the meeting held Monday 21<sup>st</sup> February 2022. Cllr Brennan proposed that the minutes of the meeting held on Monday 21<sup>st</sup> February 2022 be signed as a true and accurate record, seconded Cllr Imrie. All in Favour – Motion Carried. (RR2021/100)

#### 5.3.22: Declarations of Interest – None declared.

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

No items reported.

#### 7.3.22: To receive a report from County Cllr. McInnes.

No report received

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

##### a) New Applications:

- i. **0069/22 Proposed: Canopy (already constructed) and extension to Farm Shop at Oinkers at Drakes Farm, Higher Fingle Farm, Crockernwell. Deadline: 16<sup>th</sup> of March (public deadline: 23<sup>rd</sup> March).**

Cllrs di Battista, Rowe & Brennan attended a site visit. Cllr di Battista reported on the site visit attended by Cllrs. Cllr Brennan reported that the proposed application will help the business enhance its health & safety practices. Cllr Rowe proposed that the Council support application 0069/21, seconded Cllr di Battista All in Favour – Motion Carried. (RR2021/101)

- ii. **0052/22 Proposed: Part-conversion of barn / change of use to ancillary accommodation and formation of wildlife pond at North Cuma, Drewsteignton – Extension to 22/3/22.**

Site visit arranged but Cllrs were unable to attend due to last minute complications. Cllrs discussed the application and Cllr Brennan proposed that the Council give a neutral view on application 0052/21, seconded Cllr Ridgers, All in Favour – Motion Carried. (RR2021/102)

- iii. **0066/22 Erection of two story extension to north east elevation of dwelling at 10 Barn Close, Whiddon Down – Deadline 21<sup>st</sup> March, extension granted.**

Cllrs had requested a site visit but the Clerk was unable to arrange this. Cllrs discussed the application and Cllr Ridgers proposed that the Council give a neutral view on application 0066/21, seconded Cllr Rowe. All in Favour – Motion Carried. (RR2021/103)

- b) **Planning decisions pending & received** – [See Meeting Support Document on website](#) – Noted.
- c) **Other Planning matters, for information only unless listed on agenda:**  
 Cllr Ridgers reported on the Farm Shop application [2530/19/FUL]. WDBC’s consultant has reviewed the documents submitted and recommended refusal, the applicant has submitted comments which will be loaded to the planning portal for further comment.

**9.3.22: Current & New Business.**

- a) **Jubilee Celebrations (Cllr di Battista)**  
 Cllr di Battista gave a brief update on the planning group so far.
- b) **Government Consultation on the Landscapes Review (Chair)**  
 The government has an important consultation on its Landscape Review and the way forward. [Government response to the Landscapes Review - Defra - Citizen Space](#)  
 Cllr Brennan gave a summary of the consultation to the Council and Cllrs were encouraged to respond as individuals to the survey.
- c) **Beating of the Bounds – Moretonhampstead Parish Council.**  
 Moretonhampstead Parish Council will be carrying out Beating of the Bounds on Sunday 10th April. Our neighbouring parishes are most welcome to join us in this much-loved tradition. Anticipated arrival at Weir Mill is 12.15pm. Please let me know if anyone wishes to join us and we will wait if, by any slim chance, we are at the meeting point early.  
 Cllrs to let the Clerk know if they wish to attend.
- d) **Renewal of Anti-virus protection for laptop. (Clerk)**  
 Norton 360 Deluxe £29.99 shared with 3 other Councils give a cost of £7.50 Inc. VAT  
[Cllr Brennan proposed that the Council approve the installation of Norton 360 Deluxe on the Council laptop which normally costs £29.99 but when shared with 3 other Councils give a cost of £7.50 Inc. VAT, seconded Cllr Rowe. All in Favour – Motion Carried. \(RR2021/104\)](#)
- e) **Request for Clerk to attend SLCC Regional Training Seminar 25th May 2022 and for the Council to pay up to ¼ of cost which will be £21.25 (£25.50 Inc. VAT) (Chair)**  
 The Clerk reported that since the agenda was published, she had begun working for another Council and as such the cost would be split 5 ways. [Cllr Brennan proposed that the Council approve the attendance of the Clerk at the SLCC Regional Training Seminar 25th May 2022 and for the Council to pay 1/5<sup>th</sup> of cost which will be £17.00 \(£20.40 Inc. VAT\), seconded Cllr Imrie. All in Favour – Motion Carried. \(RR2021/105\)](#)
- f) **Approval of 2021 salary payment (effective 2021) in line with March 2022 National Pay Scale increase as presented at the meeting (Clerk/Chair)**  
 Cllr Brennan gave a update on the increase to the national pay scale which is to be backdated to 01/04/2021 and the Clerk presented the amount of hours worked resulting in £60.90 owed in retrospective pay, [Cllr Brennan proposed that the Council approve the £60.90 to be paid subject to PAYE deductions, seconded Cllr Ridgers. All in Favour – Motion Carried. \(RR2021/106\)](#)

**10.3.22: Finance (Clerk).**

- a) **To approve financial schedule of payments as presented by the Clerk at the meeting.**  
[Cllr Ridgers proposed that the financial schedule of payments including virements as presented by the Clerk at the meeting be approved, seconded Cllr Rowe. All in Favour – Motion Carried. \(RR2021/107\)](#)

**11.3.22: Clerks Reports:**

- a) **Reminder of Nomination of Parish Members to Dartmoor National Park Authority.**
- Nominations to be returned by 5:00pm by: Thursday 7 April 2022
  - Ballot Papers to be sent out by: Friday 8 April 2022
  - Ballot Papers to be returned to DALC by: 2:00pm on Wednesday 20 April 2022
- b) **Reminder that there is no scheduled meeting in April.**
- c) **Annual Parish Meeting notice to be published by 29<sup>th</sup> April. Meeting is on the 23<sup>rd</sup> May.**
- d) **Agenda items for the May Annual Council meeting to be with the Clerk by 26<sup>th</sup> of April.**

- e) Clerks Annual Leave 2/5/22 to 8/5/22 inclusive (1wk.)
- f) Under the Clerks contract she notified of new employment as Clerk & RFO to East Worlington Parish Council.

### **12.3.22 Cllr Reports & items for future agendas:**

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

Cllr Imrie asked about repainting of the “Slow” on Venton Straight and asked for purchase of Black and white “please drive slowly” signs to be added to the next Agenda. – **Action: Clerk.**

Cllr Ridgers asked for an update on the Enforcement on Venton Straight to be added to the next Agenda. – **Action: Clerk.**

**Cllr di Battista raised** concerns of development near footpaths and asked the Clerk to email DNPA for their response once he had submitted a report to the Clerk.

Cllr Rowe reported that Whiddon Down Village Hall is currently undergoing refurbishment (last week and next week). He also reported that Highways were working on Venton straight on drainage matters.

Cllr Brennan reported that the Toilets have re-opened with the Cleaner having done a deep clean. He also reported that the MVAS should be collected soon for maintenance and to check/repair the data logger.

### **13.3.22: Confirmation of next meetings:**

- a) **Annual Parish Council meeting on Monday 16th May 2022 7.30pm at Drewsteignton Village Hall.**
- b) **Annual Parish Meeting Monday 23rd May at Whiddon Down Village Hall**  
**Please note that any changes to meeting dates or venue will be posted on the Website.**

### **14.3.22 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 and sensitive nature of the items under discussion, seconded Cllr Rowe. All in Favour – Motion Carried. (RR2021/108)

Cllr Brennan thanked the Member of the public for attending as they left. The Clerk confirmed that the audio recording had been stopped.

- b) **Report of Health and Safety concern at Playing Field following accident (Chair/Clerk)**

Cllrs to receive update on situation.

*Contains information restricted under GDPR*

- c) **Employment Matters including Salary reviews (chair)**

Schedule of Salary to be presented for consideration.

*Contains information restricted under Employment Law.*

- d) **Chair to returned the meeting to public session to hear resolutions.**

**Item b:** Cllrs noted the improvement pedestrian access from Lamb park to the Playing Field and expressed their thanks to the Playing Field Committee for installing the steps and footpath.

**Item c:** Cllr Brennan proposed that the Council approve the increase of the Clerk to SCP 11 as of the 1<sup>st</sup> of April 2022, seconded Cllr di Battista All in Favour – Motion Carried. (RR2021/109)

Cllr Brennan proposed that the presented Schedule of payments which reflect the increased SCP be approved, seconded Cllr Riders. All in Favour – Motion Carried. (RR2021/110)

There being no other items the Chair closed the meeting at 8.49pm.

**Appendix A: Financial Schedule as approved.****Preapproved Payments for information:**

Payment Ref	Amount	Payee	Details	Power	Funding Source	Approval RR & Mins.
PM2023/001 (01/04/2022)	£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)
<b>TOTAL</b>	<b>£15.00</b>					

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

Payment Ref	Amount	Payee	Details	Power	Funding Source
PM2022/073	£443.15	Alice Turner	Salary Feb 2022, & back pay 21-22	LGA 1972 S.112	Staff costs/staff costs
PM2022/074	£371.64	Alice Turner	Expenses March 2022	LGA 1972 S.111, S.112 + RTRA 1984 S.72	Staff costs/ Office Exp. + staff costs, Admin/Training. Assets/Maint. & repairs
PM2022/075	£74.00	Parish Mag Printers	March Edition Parish Post	LGA 1972 S.142	Admin/Parish Post
PM2022/076	£105.00	Play safety Limited	Inspection of Play Equip.	LG(MP)A 1976 S.19	Running costs/ Playing field
PM2022/077	£12.00	Whiddon Down Village Hall	January Hall Hire	LGA 1972 S.111	Admin/Hall Hire
<b>TOTAL</b>	<b>£1,005.79</b>				

**Virements for Approval:**

From	Amount	To
Staff Costs/Office Exp.	£87.50	Running Costs /Playing field

**Receipts for Information:**

Payment ref	Method	Details	Amount
PR2022/023	Deposit	Honesty Boxes	£85.00
<b>TOTAL:</b>			<b>£85.00</b>

**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)
<b>£13,667.94</b>	<b>TOTAL</b>

**Bank Situation:**

<b>Bank Total as of 28th February 2022</b>	<b>£22,866.40</b>
<b>Payments Pending</b>	<b>£1,629.59</b>
<b>Plus Receipts not in bank total</b>	<b>£85.00</b>
<b>Less Money in reserves</b>	<b>£13,667.94</b>
<b>Available Balance</b>	<b>£7,653.87</b>

Signed as a true record:           *Peter Brennan*          

Printed:           **Cllr. P. Brennan**          . Date:           **16<sup>th</sup> May 2022**