

# 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 16<sup>th</sup> May 2022 7.30pm at Drewsteignton Village Hall.

**Cllrs Present:** Peter Brennan (Chair), Anna Imrie (Vice-Chair) & Paul Ridgers.

**Also in Attendance:** Alice Turner (Clerk).

### **BUSINESS TRANSACTED.**

#### **1.5.22: 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. The Chair held a minute's silence for the late Mr. M.J. Rowe – former caretaker of the toilet block who recently passed away.

#### **2.5.22: Election of Chair**

Cllr Imrie proposed that Cllr Brennan be elected as Chair, seconded Cllr Ridgers. Cllr Brennan accepted the nomination. No other nominations were received. All in Favour – Motion Carried. (RR2022/001) Cllr Brennan signed the declaration of acceptance of office form.

#### **3.5.22 Election of Vice-Chair**

Cllr Ridgers proposed that Cllr Imrie be elected as Vice-Chair, seconded Cllr Brennan. Cllr Imrie accepted the nomination. No other nominations were received. All in Favour – Motion Carried. (RR2022/001) Cllr Imrie signed the declaration of acceptance of office form.

#### **4.5.22 Co-option Vacancies (Chair) – There are 3 vacancies on the Council.**

#### **5.5.22 Apologies for absence:**

Apologies were received from Cllr Redman (Work).

Cllr Brennan proposed that apologies from Cllr Redman (work) be approved, seconded Cllr Imrie. All in Favour – Motion Carried. (RR2022/003)

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

Cllrs to consider the approval of Minutes of the meeting held Monday 21<sup>st</sup> March 2022.

Cllr Brennan proposed that the Minutes of the meeting held Monday 21<sup>st</sup> March 2022 be approved signed as a true and accurate record, seconded Cllr Ridgers. All in Favour – Motion Carried. (RR2022/004)

#### **7.5.22: Declarations of Interest.**

None declared at this time

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

No members of the public present.

#### **9.5.22: To receive reports from County Cllr. McInnes & Borough Cllr Ridgers.**

No reports received.

#### **10.5.22 Year End Financial documents. (Clerk)**

##### **a) To receive Internal Auditors Report for financial year 2021-22 .**

Cllrs noted the Internal Auditors report.

##### **b) To approve Certificate of Exemption from External Audit for the 2021-2022 year.**

Cllr Ridgers proposed that the Council meets the criteria for exemption and should approve the Certificate of exemption for 2021-2022 financial year, seconded Cllr Imrie. All in Favour – Motion Carried. (RR2022/005)

- c) **To complete and approve Annual Governance Statement 2021-22.**  
Cllr Brennan read out the assertions and Cllrs responded, Cllr Brennan proposed that the Council approve the Annual Governance Statement 2021-22 as discussed and completed at the meeting, seconded Cllr Ridgers. All in Favour – Motion Carried. (RR2022/006)
- d) **To approve Annual Accounting Statement 2021-22 & supporting documents.**  
Cllr Imrie proposed that the Council approve the Annual Accounting Statement 2021-22 and supporting documents, seconded Cllr Ridgers. All in Favour – Motion Carried. (RR2022/007)
- e) **Dates for Exercise of Public rights. (1st June 2022 to 14th July 2022) for information - Noted.**
- f) **To receive and approve the Year End 2021-22 Budget report and virements.**  
Cllr Imrie proposed that the Council approve the Year End 2021-22 Budget report and virements, seconded Cllr Ridgers. All in Favour – Motion Carried. (RR2022/008)  
[All item 10.5.22 documents are available on the website \(meeting documents page\)](#)

### **11.5.22 Council Documents & Policies**

[Cllrs to consider/review the following policies available on the website \(meeting documents page\):](#)

- a) **DPC 001 Standing Orders V3.0 R2**  
b) **DPC 002 Code of Conduct V1.0 R2**  
c) **DPC 003 Financial Regulations V2.0 R1**  
d) **DPC 004 Scheme of Delegation V2.0 R2**

As there were no proposed amendments Cllrs agreed to review all policies together and Cllr Brennan proposed that the Council approve and ratify DPC 001 Standing Orders V3.0 R2, DPC 002 Code of Conduct V1.0 R2, DPC 003 Financial Regulations V2.0 R1, and DPC 004 Scheme of Delegation V2.0 R2 as presented and without amendment, seconded Cllr Imrie. All in Favour – Motion Carried. (RR2022/009)

### **12.5.22 Annual Review and approval of:**

- a) **Annual Subscription to NALC/DALC £184.28**  
Cllr Brennan proposed that the Council approve the annual subscription to NALC/DALC for £184.28 including VAT, seconded Cllr Ridgers. All in Favour – Motion Carried. (RR2022/010)  
*Power to spend: LGA 1972 s.143 (1)(b) Budget: Prof. Fees/Subs*
- b) **Cllrs membership on external groups (see [Meeting Support Document](#))**

<b><u>Description</u></b>	<b><u>Current appointment:</u></b>
Whiddon Down Village Hall	Cllr Ian Rowe
Drewsteignton Car Park	Cllr John Redman
Drewsteignton Village Hall	Cllr Anna Imrie
Dartmoor National Park Authority	Cllr Peter Brennan
Eastern Links	Cllr Anna Imrie
Playing Field Committee	Cllr Andrew di Battista
Snow Warden	Cllr John Redman
Drewsteignton Parish Facebook Page	Clerk/ Cllr Imrie
Parish Post	Cllr Peter Brennan

Cllr Brennan proposed that the appointments to external groups be approved as discussed, seconded Cllr Imrie. All in Favour – Motion Carried. (RR2022/011)

- c) **Asset register ([as of 31-03-2022 available on the Website \(Policies & Audit page\)](#))**  
Cllr Brennan proposed that the presented Asset Register be approved, seconded Cllr Ridgers. All in Favour – Motion Carried. (RR2022/012)
- d) **To Review & Approve the Council’s insurance. Documents presented at meeting.**  
The Clerk reported that she is awaiting documents deferred to Extra-ordinary meeting. *Power to spend: LGA 1972 s.111 Budget: Admin/Insurance.*

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

- a) **New Applications:**

**i. WDBC 1170/22/FUL New gate, road crossing for livestock and warning traffic lights at Fields at Whiddon Down, Near Fursham Yard, Drewsteignton EX6 – Deadline 26th May 2022.**

Cllrs reviewed the application and following discussions Cllr Ridgers proposed that the Council Object to application 1170/22/FUL with the following comments, concerns of over signage in a rural area and concerns of increased light pollution, the Council notes no issue with the location of the gates, seconded Cllr Brennan, 2 in favour 1 abstention – Motion Carried. (RR2022/013)

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

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

**i. Enforcement on Venton Straight – Update (Cllr Ridgers/Clerk)**

The Clerk read the following communication from DNPA: The officer who had been dealing with this matter, has recently left the Authority for pastures new. We had what we thought was a productive meeting with the landowner in September last year, when she agreed to remove the roadside fence and reinstate the earth bank and hedgerow along the highway. The landowner was going to apply for a revised gateway and access along with field shelters in an improved location. We advised that any future application should retain the natural hedgerow and not include the extended splay as developed. Unfortunately, no remedial works have been carried out and no planning application submitted. We'll have to make contact with the landowner again to conform what her intentions are but given the time this case has remained unresolved, we will set some deadlines for any applications to be submitted and remedial works completed, with the risk of enforcement action being taken for failure to comply.

**ii. Clerk reported on 3 new applications received, Cllrs agreed to discuss at a Extra-ordinary meeting held after the Annual Parish Meeting on the 23<sup>rd</sup> May.**

**14.5.22: Current & New Business.**

**a) Jubilee Celebrations – Update (Cllr di Battista)**

A summary of the Celebration Plans was presented by the Clerk.

**b) Discussion on Assets held at the Drewe Arms which are in the ownership of the Council. (Chair) – See Meeting Support Document.**

Cllr Brennan gave an overview of the documents and following discussions Cllrs asked the Clerk to write to Stonegate and request inspection of our assets.

**c) Consideration of purchase of Black and white “please drive slowly” signs (Cllr Imrie)**

Cllrs discussed the item and suggested that the Clerk ask Sticklepath Parish Council where they purchased their “please drive slowly” signs

**15.5.22: Finance (Clerk) Documents available at the meeting.**

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

Cllr Brennan proposed that the Council approve the financial schedule of payments as presented at the meeting, seconded Cllr Imrie. All in Favour – Motion Carried. (RR2022/014)

**16.5.22: Clerks Reports:**

**a) Notification of new employment as Clerk & RFO to Spreyton Parish Council.**

**17.5.22 Cllr Reports & items for future agendas:**

**a) Cllr Brennan gave a verbal update on repaired MVAS data logger.**

**b) Cllr Imrie reported that she is following up on fence at Castle Drogo.**

**18.5.22: Confirmation of the next Council meeting:**

The next meetings will be:

- Annual Parish Meeting on 23<sup>rd</sup> May 2022 at 7.30pm in Whiddon Down Village Hall.
- Extra-ordinary meeting on 23<sup>rd</sup> May 2022 no earlier than 8pm in Whiddon Down Village Hall.
- Monday 20<sup>th</sup> June 2022 at 7.30pm at Drewsteignton Village Hall.

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

**19.5.22 Confidential matters (PART II) Public Bodies (Admission to Meetings) Act 1960 s1 (2)**

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

Cllr Ridgers proposed that the Council move to Part II due to the items for discussion containing commercially sensitive information and information restricted under Employment Law, seconded Cllr Brennan. All in Favour – Motion Carried. (RR2022/015)

The Clerk stopped the audio recording.

**b) Review & Approval of Clerks amended Contract due to new SCP (Chair)**

*Contains information restricted under Employment Law.*

**c) Discussion on Maintenance requirements at Toilets (Chair/Clerk)**

*Contains commercially sensitive information*

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

Item b: Cllr Brennan proposed that the Council approve the amended Clerks contract of employment as presented, seconded Cllr Ridgers. All in Favour – Motion Carried. (RR2022/016)

Item c: Cllr Brennan proposed that the Council approve the purchase of 2 caution wet floor signs and 1 enter at own risk sign, seconded Cllr Ridgers. All in Favour – Motion Carried. (RR2022/017) Power: Public Health Act 1936 S.87 Budget: Running Costs/WCs (gen).

There being no other items the Chair closed the meeting at 8.42pm.

**Appendix A: Financial Schedule.**

**Preapproved Payments for information:**

Payment Ref	Amount	Payee	Details	Power	Funding Source	Approval RR & Minutes.
PM23/001	£367.47	Alice Turner	Salary March 2022	LGA 1972 S.112	Staff costs/Salary	RR2021/110 14.3.22 d)
PM23/002	£388.83	Alice Turner	Salary April 2022	LGA 1972 S.112	Staff costs/Salary	RR2021/110 14.3.22 d)
PM23/005 (01/04/22)	£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)
PM23/006 (01/05/22)	£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)
PM23/010	£387.97	Alice Turner	May April 2022 (chq dated 07/06/22)	LGA 1972 S.112	Staff costs/Salary	RR2021/110 14.3.22 d)
PM23/011 (01/06/22)	£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>£1,189.27</b>					

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

Payment Ref	Amount	Payee	Details	Power	Funding Source
PM23/003	£184.28	DALC	Annual Subscription	LGA 1972 s.143 (1)(b)	Prof. Fees / Subs
PM23/004	£74.00	Parish Mag Printers	April Edition Parish Post	LGA 1972 S.142	Admin/Parish Post

PM23/007	£131.04	Alice Turner	Reimbursement for water & supplies for Toilet Block	Public Health Act 1936 S.87	Running Costs/Wc's (gen)
PM23/008	£209.51	Alice Turner	Reimbursement for Electric & Water to Playing Field	Public Health Act 1936 s.234 & LG(MP)A 1976 S.19	Running costs/ Playing field
PM23/009	£158.02	Alice Turner	Expenses April & May 2022	LGA 1972 S.111 & S.112	Staff Costs/ Salary, Staff Costs/Office Exp., Admin/IT & Prof fees/Audit
PM23/012	£74.00	Parish Mag Printers	May Edition Parish Post	LGA 1972 S.142	Admin/Parish Post
PM23/013	£10.00	Drewsteignton Village Hall	March Hall Hire	LGA 1972 S.111	Admin/Hall Hire
<b>TOTAL</b>	<b>£840.85</b>				

#### **Receipts for Information:**

Payment ref	Method	Details	Amount
PR23/001	Bacs	Interest (Reserve Account)	£0.19
PR23/002	Bacs	1st half Precept	£6,705.00
PR23/003	Bacs	Interest (Reserve Account)	£1.76
<b>TOTAL:</b>			<b>£6,706.95</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)
£2,533.20	Asset Maintenance Fund (Earmarked Reserve)
£3,543.53	Council Contingency (General Reserve)
£1,500.00	Grants & Donations (Earmarked Reserve)
£2,537.14	Toilet Block Fund (Earmarked Reserve)
£1,502.35	Staff Costs & Training (Earmarked Reserve)
£371.45	Admin Costs (Earmarked Reserve)
<b>£17,698.48</b>	<b>TOTAL</b>

#### **Bank Situation:**

<b>Bank Total as of 29th April 2022</b>	<b>£28,204.76</b>
<b>Payments Pending</b>	<b>£2,221.12</b>
<b>Plus Receipts not in bank total</b>	<b>£0.00</b>
<b>Less Money in reserves</b>	<b>£17,698.48</b>
<b>Available Balance</b>	<b>£8,285.16</b>

Signed: Peter Brennan Date: 27<sup>th</sup> June 2022