

Drewsteignton Parish Council.

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Minutes of the meeting of the Council will take place on Monday 18th July 2022 at 7.30pm in Drewsteignton Village Hall.

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

Also in Attendance: Alice Turner (Clerk) James Gibb from Jackson-Stops and 3 members of the public.

BUSINESS TRANSACTED.

1.7.22: 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.

2.7.22 Co-option Vacancies – Whiddon Down & Crockernwell (Chair)

Cllrs to consider any candidates who have been confirmed as eligible to stand prior the Meeting. Noted – no candidates at this time.

3.7.22 Apologies for absence:

Resolution to approve apologies (with reasons) made to the Clerk prior to the meeting.

Cllr Ridgers & Cllr Macey. (Personal reasons)

Cllr Redman proposed that the apologies for absence from Cllr Ridgers (personal reasons) and Cllr Macey (personal reasons) be approved, seconded Cllr Imrie. All in Favour – Motion Carried. (RR2022/029)

County Cllr James McInnes also sent his apologies.

4.7.22: Minutes of the Last Meetings. [Minutes available on the website.](#)

Cllrs to consider the approval of Minutes of the meeting held Monday 27th June 2022.

Cllr Rowe proposed that the Council approve the Minutes of the meetings held on Monday 27th June 2022 be signed as a true and accurate record, seconded Cllr Imrie. All in Favour – Motion Carried. (RR2022/030)

5.7.22: Declarations of Interest.

None declared at this time.

6.7.22: Guest Speaker: Representative from Jackson-Stops in relation to potential development of a Mixed-Use Scheme on the land by the roundabout in Whiddon Down.

Mr James Gibbs from Jackson-Stops was welcomed by the Chair to the meeting and was invited to address the Council.

Mr Gibbs gave an overview of the plan for the potential development of a Mixed-Use Scheme on the land by the roundabout in Whiddon Down and provided Cllrs with a draft concept plan for the site, he also informed the Council that a Housing needs survey would need to be carried out and invited the Council to have an input as to the questions asked.

Cllrs commented that a housing needs survey has been recently delivered in the Parish although the source is unclear.

Cllrs queried the siting of a DAAT night landing site as part of the development which Mr Gibb said he would take back to his client.

Cllrs also hoped that any new development would include a way to help reinforce the 30 MPH limit from the roundabout to the A30.

Cllrs raised the idea of incorporating a work hub as part of the site and voiced concerns surrounding the possible design of industrial units.

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

The Editor of the Drewsteignton Parish Post asked the Cllrs how they felt about including paid advertising in the Parish Post. Cllrs were generally no in support of the idea.

A member of the public addressed the Council and reported that they had a stone barn & shed which are derelict and asked for what the Parish Council felt was an appropriate use for the site. Cllrs were more in favour of a dwelling for a local person rather than a holiday let.

8.7.22: To receive reports from County Cllr. McInnes & Borough Cllr Ridgers.

No reports received.

9.7.22 Council Documents & Policies

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

a) **DPC 012 Complains & Grievances Procedure V1.0 R2**

b) **DPC 017 Disciplinary Procedure V1.0 R2**

Cllrs reviewed the documents and Cllr Brennan proposed that the Council approve and ratify DPC 012 Complains & Grievances Procedure V1.0 R2 and DPC 017 Disciplinary Procedure V1.0 R2 without amendment, seconded Cllr di Battista. All in Favour – Motion Carried. (RR2022/031)

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

a) **New Applications:**

i. **0234/22 Erection of a garden shed at 5 Lamb Park, Drewsteignton** – Extension 19/07/22.

Cllrs discussed the application and

Cllr Brennan proposed that the Council Support application 0234/22, seconded Cllr Rowe. All in Favour – Motion Carried. (RR2022/032)

b) **Planning decisions pending – DNPA unless otherwise stated.**

Number	Location	Proposal
0379/21	Weir Mill, Drewsteignton	Use as B1 light industrial - light carpentry and joinery works, ancillary wood storage, office, etc.
0115/22	Venton Farm, Drewsteignton	Erection of hay and straw storage building
0162/22	Land to the South of Knowle Cottage, Drewsteignton	Retrospective application for small timber framed stable
0214/22	Crossways, Road from Hooperton Cross to Greystone Cross, Crockernwell	Repositioning of pergola and erection of summerhouse

c) **Other Planning matters, for information only unless listed on agenda: Nothing raised.**

11.7.22: Current & New Business.

a) **Update on Grass Cutting at Barn Close, Whiddon Down (Cllr Rowe)**

Cllr Rowe updated the Council on the area and reported that he had been informed by a tenant that the rental property's all pay a fee to Live West to cut the area.

Cllrs suggested that the Clerk ask Live West to cut more regularly.

b) **Discussion on new Email accounts for Cllrs & the Clerk. (Clerk/Chair)**

Cllrs discussed the various issues with the @drewsteigntonparish email addresses and Cllr Brennan proposed that the Clerk set up outlook email addresses for all Cllrs and switch back to using the clerk.drewsteigntonpc@outlook.com account for Council business, seconded Cllr Rowe. All in Favour – Motion Carried. (RR2022/033)

12.7.22: Finance (Clerk) Documents available at the meeting.

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

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. (RR2022/034)

b) **To Receive 1st quarter budget report.**

Cllrs received and noted the 1st quarter budget report which can be viewed in [Appendix B](#).

13.7.22 Clerk & Cllr Reports & items for future agendas:

a) **Clerk: Reminder of Annual leave 22nd to 28th August inclusive.**

- b) Cllr di Battista – reported that there is a new gate by public footpath at Black Aller Quarry.
- c) Cllr Rowe reported that part of the wall at Whiddon Down Village Hall has been knocked down.
- d) Cllr Redman reported that there is no change at Venton Straight regarding enforcement.
- e) Memorial garden – The Clerk was asked to follow up on the maintenance of the Garden.

14.7.22: Confirmation of the next Council meeting:

Monday 19th September 2022 at 7.30pm at Whiddon Down Village Hall.

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

There being no further business to discuss the Chair closed the meeting at 8.41pm.

Appendix A: Financial Schedule.

Preapproved Payments for information:

Payment Ref	Amount	Payee	Details	Power	Funding Source	RR & Minutes.
PM23/023 (07/08/2022)	£406.37	Alice Turner	Salary July 2022	LGA 1972 S.112	Staff costs /Salary	RR2021/110 14.3.22 d)
PM23/024 (01/08/2022)	£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)
PM23/026 (01/09/2022)	£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)
PM23/027 (07/09/2022)	£387.97	Alice Turner	Salary Aug. 2022	LGA 1972 S.112	Staff costs/ Salary	RR2021/110 14.3.22 d)
TOTAL	£824.34					

Payments for Authorisation/(Retrospective) approval:

Payment Ref	Amount	Payee	Details	Power	Funding Source
PM23/021	£74.00	Parish Mag Printers	July Edition Parish Post	LGA 1972 S.142	Admin/Parish Post
PM23/022	£180.24	Alice Turner	Expenses July 2022	LGA 1972 S.111 & S.112, P.H. Act 1936 S.87, LG(MP)A 1976 S.19	S.C./ Salary, S.C./Office Exp., Ad./ Training, R.C/PF & R.C/WC(gen)
PM23/025	£500.00	Drewsteignton Playing Field	Grant	LGA 1972 S.137	E.M.R "Grants"
TOTAL	£754.24				

Receipts for Information:

Payment ref	Method	Details	Amount
PR23/005	Bacs	Interest	£2.41
PR23/006	Bacs	Interest	£2.16
TOTAL:			£4.57

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)
£1,000.00	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)
£17,198.48	TOTAL

Bank Situation:

Bank total as of 30/06/22	£26,069.21
Payments Pending	£2,936.53
Plus Receipts not in bank total	£0.00
Less Money in reserves	£17,198.48
Available Balance	£5,934.20

Appendix B: 1st Quarter Budget Report 2022-2023.

Income

	2022/23 Budget	Income to 30.06.22	Difference	Over/ On/ Under Budget
Precept	£13,410.00	£6,705.00	-£6,705.00	Under
Other (interest/Honesty Boxes)	£400.00	£72.52	-£327.48	Under
MVAS buyout	£1,350.00	£0.00	-£1,350.00	Under
Grants	£0.00	£0.00	£0.00	On
TOTAL	£15,160.00	£6,777.52	-£8,382.48	Under

Expenditure:

	2022/23 Budget	Spend to 30.06.22	Difference	Over/ On/ Under Budget
STAFF COSTS	£6,000.00	£1,717.70	£4,282.30	Under
Salary (& Costs)	£5,500.00	£1,649.29	£3,850.71	Under
Office expenses	£500.00	£68.41	£431.59	Under
ADMIN	£2,040.00	£842.67	£1,197.33	Under
Insurance	£600.00	£487.91	£112.09	Under
IT	£150.00	£14.76	£135.24	Under
Hall Hire	£200.00	£44.00	£156.00	Under
Parish Post	£840.00	£296.00	£544.00	Under
Training (Clerk & Cllrs)	£250.00	£0.00	£250.00	Under
RUNNING COSTS	£3,600.00	£736.10	£2,863.90	Under
WC's Cleaning, water & Electric	£2,000.00	£447.13	£1,552.87	Under
WC's (Other)	£0.00	£0.00	£0.00	On
Car park Maintenance	£700.00	£0.00	£700.00	Under
Drewsteignton Village Garden	£300.00	£0.00	£300.00	Under
Playing field (inc. DAAT Light)	£300.00	£288.97	£11.03	Under
Lengthsman	£300.00	£0.00	£300.00	Under
PROF. FEES	£420.00	£218.00	£202.00	Under
Audit	£200.00	£55.00	£145.00	Under

Subs (inc. I.C.O)	£220.00	£163.00	£57.00	Under
ASSETS	£3,050.00	£0.00	£3,050.00	Under
Maintenance (& Repairs)	£250.00	£0.00	£250.00	Under
Purchases	£2,800.00	£0.00	£2,800.00	Under
GRANTS (From E.M.R)	£0.00	£0.00	£0.00	<i>N/A</i>
S.137	£50.00	£0.00	£50.00	Under
TOTAL	£15,160.00	£3,514.47	£11,645.53	Under

R.F.O Comment: No areas of Concern at this time.

Prepared by Alice Turner (R.F.O)

Signed: Peter Brennan Date: 26th September 2022