

Drewsteignton Parish Council.

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Minutes of the Parish Council meeting held on Monday 24th October 2022 at 7.30pm in Drewsteignton Village Hall.

Present: Peter Brennan (Chair), Anna Imrie (Vice-Chair), Julie Macey, Andrew di Battista, Ian Rowe, Paul Ridgers & John Redman

Also in attendance: Alice Turner (Clerk), Alex Gandy (DNPA), James Gibb (Jackson Stops) & Corrin Waterfield (DCT).

BUSINESS TRANSACTED.

1.10.22: Welcome.

The Chair opened the meeting, thanking everyone for attending & 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.

2.10.22 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.

3.10.22 Apologies for absence: None.

4.10.22: Declarations of Interest- No Interest were declared at this time.

5.10.22 Guest Speakers: Representative from Jackson-Stops & Devon Communities Together in relation to survey relating to potential development of a Mixed-Use Scheme on the land by the roundabout in Whiddon Down. – Supporting documents sent to Cllrs.

The Chair welcomed Alex Gandy (DNPA), James Gibb (Jackson Stops) & Corrin Waterfield (Devon Communities Together (DCT)) and invited them to address the Council.

James Gibb gave an update on the situation, relating to the housing needs Survey which would be required and organised by DCT.

Corrin Waterfield addressed the Council, that the previous housing need survey was for a development in Chagford. Corrin went on to give an overview of the draft covering letter which had been sent to the Parish Council and the types of question which are included in each section of the survey. Cllr discussed the contents of the Survey and gave constructive feedback.

Cllrs interacted with the Guest speakers on the types of affordable housing

ACTION: Cllrs to submit feedback on the survey and letter – Clerk/Chair to Collate and submit to DCT.

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

No Members of the public were present.

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

No report received from County Cllr James McInnes.

No report from Borough Cllr Ridgers.

8.10.22: Planning - No new applications received at time of publication. (Chair)

a) Planning decisions received – DNPA unless otherwise stated.

Number	Location	Proposal	Decision
0332/22	The Granary, 1 Budbrooke, Crockernwell	Two Velux windows to be placed in existing	Granted Conditionally
0378/22	Slate House, 2 Baytree Close, Crockernwell	Single storey rear extension	Pending

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

9.10.22: Current & New Business.

- a) **Update on closure of Post Office & Shop and steps being taken to provide facilities. To also discuss re-location of Post Box (Chair/Clerk)**

The Chair reported that the Shop has Closed, and that there will be a public meeting at the back of Drewsteignton Church on Sunday 30th October.

Cllrs asked for discussion on adding PO & Shop, and post Inn as community assets to be added to a future agenda.

- b) **Update on acts of Vandalism in the Parish. (Chair/Clerk)**

The Chair & Clerk reported on the acts of vandalism which have occurred early October in the Car Park and allotments. The Chair agreed to include this in his next Parish Post article. And the Clerk was asked to follow up with the Police.

- c) **Cllrs to consider Meeting dates & Venues from January 2023 to May 2023. (Clerk).**

- 23rd January (Budget & Precept), 20th February & 20th March.
- As Easter falls 7th to 10th April, recommend that no meeting is held in April.
- Annual Council Meeting 15th May (to include Year-End Financial & governance documents).
- Annual Parish Meeting 22nd May.

Cllrs discussed the meeting dates and agreed the following venues: January – Whiddon Down, February – Whiddon Down, March – Drewsteignton, 15th May – Whiddon Down & 22nd May – Whiddon Down.

Cllr Brennan proposed that the meeting dates and venues be agreed as discussed, seconded Cllr Imrie. All in Favour – Motion Carried. (RR2022/041)

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

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

Cllr Brennan proposed that the Council approve the financial schedule as presented at the meeting seconded Cllr Imrie. All in Favour – Motion Carried. (RR2022/042)

- b) **To receive 2nd quarter Budget report with Virements ([Appendix B](#))**

Cllr Brennan proposed that the Council approve the 2nd quarter Budget report with Virements, seconded Cllr di Battista. All in Favour – Motion Carried. (RR2022/043)

11.10.22 Clerk & Cllr Reports & items for future agendas:

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

- a) **Clerk: Verbal update on offer to Spreyton Parish Council buy out Drewsteignton's share of MVAS unit – This was not being pursued at this time.**
- b) **Clerk: reminder that the 1st draft of the Budget 2023-2024 will be discussed at the November. Cllrs are asked to get projects for the 23-24 year to the Clerk by 9th November for Council consideration.**
- c) **Cllr Ridgers: Update on Assets of Community Value – Noted.**
- d) **Cllr di Battista: noted that building works are underway near Netherton Barton, to be watched.**
- e) **Cllrs reported that the Drewe Arms is on the Market.**
- f) **Cllrs asked the Clerk to chase up regarding the hedge cutting at the village Garden.**
- g) **Cllr Redman reported that he has ordered grit supplies for the winter.**

12.10.22: Confirmation of the next Council meeting:

Monday 21st November 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.

13.10.22: 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 sensitive nature of the items under discussion, seconded Cllr Rowe. All in Favour – Motion Carried. (RR2022/044)

The Clerk confirmed that the Audio recording had been stopped.

- b) **Bus Shelters, Whiddon Down – to discuss remedial works and quotes. (Chair)**

Contains commercially sensitive information

c) Drewsteignton Toilet Block– to discuss health and safety concerns. (Chair/Clerk)

Contains commercially sensitive information.

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

Cllrs agreed to keep the Gents closed for now until repairs can be made.

There being no further business to discuss the Chair closed the meeting at 9.22pm

Appendix A: Financial Schedule

Preapproved Payments for information:

Payment Ref	Amount	Payee	Details	Power	Funding Source	RR & Minutes.
PM23/024 (01/08/2022)	£1.00	EDF Energy	EDF DD for Toilet Block (amended)	Public Health Act 1936 S.87	Running Costs/ WC(gen)	RR2021/042 E7.8.21 a)
PM23/026 (01/09/2022)	£1.00	EDF Energy	EDF DD for Toilet Block (amended)	Public Health Act 1936 S.87	Running Costs/ WC(gen)	RR2021/042 E7.8.21 a)
PM23/028 (01/10/2022)	£1.00	EDF Energy	EDF DD for Toilet Block	Public Health Act 1936 S.87	Running Costs/ WC(gen)	RR2021/042 E7.8.21 a)
PM23/029	£388.17	Alice Turner	Salary September 2022	LGA 1972 S.112	Staff costs/Salary	RR2021/110 14.3.22 d)
PM23/035 (07/11/2022)	£387.97	Alice Turner	Salary October 2022	LGA 1972 S.112	Staff costs/Salary	RR2021/110 14.3.22 d)
TOTAL	£779.14					

Payments for Authorisation/(Retrospective) approval:

Payment Ref	Amount	Payee	Details	Power	Funding Source
PM23/030	£169.09	Alice Turner	Expenses Aug, Sept & Oct 2022	LGA 1972 S.111 & S.112	S.C./ Salary, S.C./Office Exp., Admin/ Training
PM23/031	£1,056.15	Alice Turner	Re-imbursenments October 2022	LGA 1972 S.111, LG(MP)A 1976 S.19, Public Health Act 1936 S.87, LGA 1972 S.142, Public Health Act 1936 s.234	R.C./WC (gen) £343.66, R.C./ P. Field £369.70, Admin/IT £80.00, Admin/Parish Post £222.00
PM23/032	£54.00	Devon Association of Local Councils	2 x Cllr Training Courses	LGA 1972 S.111	Admin / Training
PM23/033	£10.00	Drewsteignton Village Hall	Hall Hire July 2022	LGA 1972 S.111	Admin / Hall Hire

PM23/034	£12.00	Whiddon Down Village Hall	Hall Hire Sept 2022	LGA 1972 S.111	Admin / Hall Hire
TOTAL	£1,301.24				

Virements for Approval:

From	Amount	To
DAAT night landing light (Earmarked Reserve)	£369.70	Running Costs/Playing Field

Receipts for Information:

Payment ref	Method	Details	Amount
PR23/007	Bacs	Interest	£2.04
PR23/008	Dep.	Honesty Boxes	£251.00
PR23/009	Bacs	2nd Half Precept	£6,705.00
PR23/010	Bacs	Interest	£2.18
PR23/011	Bacs	Interest	£5.10

TOTAL: **£6,965.32**

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)
£520.68	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)
£16,828.78	TOTAL

Bank Situation:

Bank total as of 30/09/22	£30,920.34
Payments Pending	£794.34
Plus Receipts not in bank total	£0.00
Less Money in reserves	£16,828.78
Available Balance	£13,297.22

Appendix B: 2nd Quarter Budget Report

Income

	2022/23 Budget	Income to 30.09.22	Difference	Over/ On/ Under Budget
Precept	£13,410.00	£13,410.00	£0.00	Under
Other (interest & Honesty Boxes)	£400.00	£332.84	£-67.16	Under
MVAS buyout	£1,350.00	£0.00	£-1,350.00	Under
Grants	£0.00	£0.00	£0.00	On
TOTAL	£15,160.00	£13,742.84	£-1,417.16	Under

Expenditure:

	2022/23 Budget	Spend to 30.09.22	Difference	Over/ On/ Under Budget	Notes
STAFF COSTS	£6,000.00	£2,605.03	£3,394.97	Under	
Salary & Costs	£5,500.00	£2,510.62	£2,989.38	Under	
Office expenses	£500.00	£94.41	£405.59	Under	
ADMIN	£2,040.00	£933.67	£1,106.33	Under	
Insurance	£600.00	£487.91	£112.09	Under	Vire £5.78 to R.C/ Playing Field
IT	£150.00	£14.76	£135.24	Under	
Hall Hire	£200.00	£44.00	£156.00	Under	
Parish Post	£840.00	£370.00	£470.00	Under	
Training (Clerk & Cllrs)	£250.00	£17.00	£233.00	Under	
RUNNING COSTS	£3,600.00	£804.95	£2,795.05	Under	
WC's Gen.	£2,000.00	£499.17	£1,500.83	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	£300.00	£305.78	-£5.78	OVER	Vire £5.78 from Admin/Insurance
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	£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 EMR)	£0.00	£0.00	£0.00	N/A	
S.137	£50.00	£0.00	£50.00	Under	
TOTAL	£15,160.00	£4,561.65	£10,598.35	Under	

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

Prepared by Alice Turner (R.F.O)

Signed: Peter Brennan Date: 21st November 2022