

# Drewsteignton Parish Council.

[clerk.drewsteigntonPC@outlook.com](mailto:clerk.drewsteigntonPC@outlook.com) 01837 83484 [www.drewsteigntonparish.co.uk](http://www.drewsteigntonparish.co.uk)

## Minutes of the Parish Council meeting held on Monday 16<sup>th</sup> January 2023 at 7.30pm in Whiddon Down Village Hall.

**Present:** Peter Brennan (Chair), Anna Imrie (Vice-Chair), Andrew di Battista, Julie Macey, Paul Ridgers, Ian Rowe, and John Redman (7.53pm)

**Also in attendance:** 3 members of the public.

### BUSINESS TRANSACTED.

#### 1.1.23: Welcome.

The Chair to open the meeting & reminded everyone that an audio recording was in progress to aid with taking the minutes, the recording will be deleted once the minutes are drafted.

#### 2.1.23 Co-option Vacancies – Whiddon Down & Crockernwell (Chair) – Noted.

#### 3.1.23 Apologies for absence: No Apologies received.

#### 4.1.23: Minutes of the Last Meetings. Draft Minutes available on the website.

Cllrs to consider the approval of Minutes of the meetings held 12<sup>th</sup> December 2022.

Cllr Macey proposed that the Council approve the Minutes of the meeting held on Monday 12<sup>th</sup> December 2022 as a true and accurate record, seconded Cllr di Battista. All in Favour – Motion Carried. (RR2022/052)

#### 5.1.23: Declarations of Interest – None declared at this time.

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

A member of the public reported that they were aware of 16 vehicles with slashed tyres in Drewsteignton on the 22<sup>nd</sup> / 23<sup>rd</sup> December. Cllr Brennan updated that several vehicles have been photographed and reported to the police and gave an update on the situation.

A member of the public reported that some people in Drewsteignton are experiencing a feeling of fear and unease in the village due to the feeling with an individual walking in the village with a potentially large knife.

Concerns were voiced regarding the safety of vehicles if their tyres were slashed/punctured but were not flat, and concerns regarding blow outs if they were driven.

These concerns and comments were noted by the Council.

Cllr Redman arrived at 7.53pm.

#### 7.1.23: To receive reports (if any) from County Cllr. McInnes & Borough Cllr Ridgers.

No reports received from Borough Cllr Ridgers or County Cllr McInnes.

#### 8.1.23: Planning (Chair):

##### **a) New Planning Applications –DNPA unless otherwise stated:**

##### **i. 0502/22 Dwelling to have dormer added and bothy to have Velux roof window added at West Netherton, Drewsteignton, EX6 6RB – Extension to 17/01/23.**

Cllr Brennan gave an overview of the application and Cllrs discussed. Cllr Imrie proposed that the Council support application 0502/22, seconded Cllr di Battista. All in Favour – Motion Carried. (RR2022/053)

##### **ii. 0503/22 Retrospective application for annex originally approved under planning approval 0256/17 at Netherton Barton, Drewsteignton, EX6 6RB – Extension requested.**

The owner was invited to give an overview regarding to the reasoning behind the application. Cllrs discussed the application and Cllr di Battista proposed that the Council support application 0503/22, seconded Cllr Redman. All in Favour – Motion Carried. (RR2022/054)

iii. WDBC 4496/22/COM Notice of intention to install electronic communications apparatus comprising 1 no. pole at 10.5 high (9m above ground) for the provision of FTTP at Glenwood Crockernwell for Airband Community Internet Ltd – Target date 18-01-23.

Noted by Cllrs.

b) **Update on situation at Black Aller Quarry, Drewsteignton (Chair/ Cllr di Battista)**

Cllr di Battista gave an overview as to the historic situation at Black Aller Quarry, and reported that the bike track is within the planning legislation but there are concerns relating to the effect that this may have on wildlife which is living at the site. DNPA visited in August and felt that it was not in the public interest to take future action at this time.

DNPA are not progressing the matter of waste being deposited at the site.

The police have been notified regarding the concerns that a wildlife crime may have taken place, but no action seems to have been taken.

Concerns that motorbikes could go off track and end up on the public footpath and Cllr di Battista asked if they should be paying business rates.

Cllr Ridgers suggested that the Council contact WDBC and ask if the site/business should be licenced and pay business rates. It was also suggested to contact County Cllr James McInnes regarding using a former quarry site for such business activities.

Concerns were raised regarding the business activities disturbing schedule 1 birds it was suggested that the RSPB be contacted for advice on how close activities can get before this will be an offence.

Concern of oil etc being washed down at the end of the races and getting into the watercourse.

Cllrs asked the Clerk to write to Cllr James McInnes as DNPA rep regard concern due to lack of enforcement and Environmental health at WDBC asking if a risk assessment for events have to be lodged.

**9.1.23: Discussion on registration of Assets of Community Value (Cllr Ridgers/Clerk)**

a) **To include discussion on correspondence received from the convener for The People's Pub Partnership (PPP) “hoping to speak with Drewsteignton people about the future of the Drewe Arms; *their* pub; and the possibility of PPP helping bring this pub into successful contemporary use as the vital, vibrant social asset we're sure its community would really love it to be.”**

Cllrs discussed the correspondence and agreed that the Clerk should invite the Peoples Pub Partnership to attend a future meeting.

b) **To include Parishioner request to add Post Office as an Asset of Community Value.**

Cllr Ridgers proposed that the Parish Council proceed with an application to list the Post Office as an Asset of Community Value, seconded Cllr Macey. All in Favour – Motion Carried. (RR2022/055)

**10.1.23: Finance (Documents as Presented) (Clerk)**

a) **To consider approval of the financial schedule (as shown in Appendix A)**

Cllr Brennan proposed that Council approve the financial schedule as presented by the Clerk, seconded Cllr Ridgers. All in Favour – Motion Carried. (RR2022/056)

b) **Cllrs to receive and discuss the draft Budget and agree precept request for 2023-2024.**

Cllrs reviewed the revised draft budget for 2023-2024 and precept impact information (Appendix B) as provided by the R.F.O and following discussion Cllr Brennan proposed that the Council approve a Budget of £14,700 as detailed in the final draft budget 2023-24 document and authorised the Clerk to submit a precept request for £11,900 for the 2023-24 financial year, seconded Cllr Redman. All in Favour – Motion Carried. (RR2022/057)

**11.1.23 Clerk & Cllr Reports & items for future agendas: This is not for discussion/decisions.**

a) **Clerk: Notice of Annual Leave: 04/02/2023 to 12/02/2023 inclusive.**

b) **Cllr di Battista noted that Highways have been out and inspected/marked up the road from Veet Mill. Cllr di Battista also noted that he was following up on concerns raised regarding the handrail down to the Car Park.**

- c) Cllr Rowe reported that recent fundraising for Whiddon Down Village Hall had gone well.
- d) Cllr Brennan raised concerns regarding some hedges in parish which need cutting back.

**12.1.23: Confirmation of the next Council meeting: Monday 20<sup>th</sup> February 2022 at 7.30pm at Whiddon Down Village Hall - Any changes will be posted on the Website.**

**13.1.23: 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 into Part II due to the confidential nature of the items under discussion, seconded Cllr Rowe. All in Favour – Motion Carried. (RR2022/058)

**b) Parishioner Correspondence – to discuss correspondence received. (Chair/Clerk)**

*Contains information restricted by GDPR.*

**c) Drewsteignton Toilet Block– to discuss report from Surveyor & agree next steps. (Chair)**

*Contains commercially sensitive information.*

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

Item c: Cllr Brennan proposed that the Clerk go back to our Solicitors and ask them to contact the National Trust asking that in light of the Surveyors report that they put the roof into a good state of repair before Drewsteignton Parish Council take on the lease for the toilet block, seconded Cllr Macey. All in Favour – Motion Carried. (RR2022/059)

There being no further business the Chair Closed the Meeting at 9.02pm.

**Appendix A: Financial Schedule.**

**Preapproved Payments for information:**

| Payment Ref              | Amount  | Payee        | Details                              | Power                       | Funding Source        | RR & Minutes.            |
|--------------------------|---------|--------------|--------------------------------------|-----------------------------|-----------------------|--------------------------|
| PM23/036<br>(01/11/2022) | £1.00   | EDF Energy   | EDF DD for Toilet Block              | Public Health Act 1936 S.87 | Running Costs/WC(gen) | RR2021/042<br>E7.8.21 a) |
| PM23/037<br>(01/12/2022) | £1.00   | EDF Energy   | EDF DD for Toilet Block              | Public Health Act 1936 S.87 | Running Costs/WC(gen) | RR2021/042<br>E7.8.21 a) |
| PM23/038<br>(01/01/2023) | £1.00   | EDF Energy   | EDF DD for Toilet Block              | Public Health Act 1936 S.87 | Running Costs/WC(gen) | RR2021/042<br>E7.8.21 a) |
| PM23/039                 | £415.65 | Alice Turner | Salary November 2022                 | LGA 1972 S.112              | Staff costs/Salary    | RR2021/110<br>14.3.22 d) |
| PM23/044                 | £631.56 | Alice Turner | Salary December 2022, OT & Back Pay. | LGA 1972 S.112              | Staff costs/Salary    | RR2021/110<br>14.3.22 d) |
| PM23/045<br>(07/02/2023) | £415.85 | Alice Turner | Salary January 2023                  | LGA 1972 S.112              | Staff costs/Salary    | RR2021/110<br>14.3.22 d) |

|                          |                  |            |                            |   |                              |                          |
|--------------------------|------------------|------------|----------------------------|---|------------------------------|--------------------------|
| PM23/046<br>(01/02/2023) | £1.00            | EDF Energy | EDF DD<br>for Toilet Block | Public<br>Health<br>Act<br>1936<br>S.87 | Running<br>Costs/<br>WC(gen) | RR2021/042<br>E7.8.21 a) |
| <b>TOTAL</b>             | <b>£1,467.06</b> |            |                            |   |                              |                          |

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

| Payment Ref  | Amount         | Payee                           | Details   | Power  | Funding Source  |
|--------------|----------------|---------------------------------|---|--|---|
| PM23/040     | £678.26        | Alice Turner                    | Re-<br>imbursemen<br>ts<br>November<br>2022-<br>January<br>2023 | LGA 1972<br>S.111,<br>LG(MP)A 1976<br>S.19, Public<br>Health Act 1936<br>S.87, LGA 1972<br>S.142, Public<br>Health Act 1936<br>s.234 | R.C./WC (gen)<br>£53.02, R.C./ P.<br>Field £15.79,<br>Admin/Training<br>£60.00,<br>Admin/Parish<br>Post £171.00,<br>EMR/DAAT<br>£225.19 |
| PM23/041     | £18.87         | Alice Turner                    | Expenses<br>Nov, Dec<br>2022 & Jan<br>2023                      | LGA 1972<br>S.111, S.112<br>&S.137   | S.C./ Salary,<br>S.C./Office Exp.,<br>S.137   |
| PM23/042     | £10.00         | Drewsteignton<br>Village Hall   | Hall Hire<br>October<br>2022                                    | LGA 1972<br>S.111  | Admin / Hall Hire   |
| PM23/043     | £24.00         | Whiddon<br>Down Village<br>Hall | Hall Hire<br>Nov & Dec<br>2022                                  | LGA 1972<br>S.111  | Admin / Hall Hire   |
| <b>TOTAL</b> | <b>£731.13</b> |                                 |   |  |   |

**Receipts for Information:**

| Payment ref   | Payment method | Details  | Amount        |
|---------------|----------------|----------|---------------|
| PR23/012      | Bacs           | Interest | £9.87         |
| PR23/013      | Bacs           | Interest | £17.02        |
| PR23/014      | Bacs           | Interest | £18.44        |
| <b>TOTAL:</b> |                |          | <b>£45.33</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)          |
| £265.49   | 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)                |

|                   |              |
|-------------------|--------------|
| <b>£16,573.59</b> | <b>TOTAL</b> |
|-------------------|--------------|

**Bank Situation:**

|  |                   |
|--|-------------------|
| <b>Bank total as of 01/12/22</b>       | <b>£28,148.51</b> |
| <b>Payments Pending</b>                | <b>£2,416.75</b>  |
| <b>Plus Receipts not in bank total</b> | <b>£18.44</b>     |
| <b>Less Money in reserves</b>          | <b>£16,573.59</b> |
| <b>Available Balance</b>               | <b>£9,176.61</b>  |

**Appendix B: Final draft 2023-2024 Budget and precept recommendation.**

**Income:**

|                                     | <b>2022/23<br/>Budget</b> | <b>Income to<br/>01.11.22</b> | <b>Difference</b> | <b>Predicted at<br/>Year end</b> | <b>Draft 2023-<br/>2024 Budget</b> |
|-------------------------------------|---------------------------|-------------------------------|-------------------|----------------------------------|------------------------------------|
| Precept                             | £13,410.00                | £13,410.00                    | £0.00             | £13,410.00                       | £11,900.00                         |
| Other (interest & 2x Honesty Boxes) | £400.00                   | £332.84                       | -£67.16           | £400.00                          | £350.00                            |
| MVAS buyout                         | £1,350.00                 | £0.00                         | -£1,350.00        | £0.00                            | £0.00                              |
| Grants/other (from Reserves)        | £0.00                     | £0.00                         | £0.00             | £0.00                            | £2,450.00                          |
| <b>TOTAL</b>                        | <b>£15,160.00</b>         | <b>£13,742.84</b>             | <b>-£1,417.16</b> | <b>£13,810.00</b>                | <b>£14,700.00</b>                  |

**Expenditure:**

|                                 | <b>2022/23<br/>Budget</b> | <b>Spend to<br/>01.11.22</b> | <b>Difference</b> | <b>Predicted<br/>at Year<br/>end</b> | <b>Draft<br/>2023-2024<br/>Budget</b> | <b>Notes</b>                             |
|---------------------------------|---------------------------|------------------------------|-------------------|--------------------------------------|---------------------------------------|--|
| <b>STAFF COSTS</b>              | <b>£6,000.00</b>          | <b>£3,542.32</b>             | <b>£2,457.68</b>  | <b>£6,200.03</b>                     | <b>£5,650.00</b>                      |  |
| Clerk Salary & Costs            | £5,500.00                 | £3,365.19                    | £2,134.81         | £5,862.90                            | £5,200.00                             | 8hrs/wk (extra & mileage from reserves)  |
| Office expenses                 | £500.00                   | £177.13                      | £322.87           | £337.13                              | £450.00                               |  |
| <b>ADMIN</b>                    | <b>£2,034.22</b>          | <b>£1,308.51</b>             | <b>£725.71</b>    | <b>£1,634.67</b>                     | <b>£1,865.00</b>                      |  |
| Insurance                       | £594.22                   | £487.91                      | £106.31           | £487.91                              | £600.00                               | Conf. Panel advised approx. 20% increase |
| IT                              | £150.00                   | £94.76                       | £55.24            | £94.76                               | £125.00                               |  |
| Hall Hire                       | £200.00                   | £66.00                       | £134.00           | £138.00                              | £150.00                               |  |
| Parish Post                     | £840.00                   | £592.00                      | £248.00           | £814.00                              | £840.00                               |  |
| Training (Clerk & Cllrs)        | £250.00                   | £67.84                       | £182.16           | £100.00                              | £150.00                               |  |
| <b>RUNNING COSTS</b>            | <b>£3,605.78</b>          | <b>£1,519.31</b>             | <b>£2,086.47</b>  | <b>£3,138.83</b>                     | <b>£3,170.00</b>                      |  |
| WC's                            | £2,000.00                 | £843.83                      | £1,156.17         | £1,238.83                            | £1,500.00                             | Cleaning, water & Electric               |
| Car park Maintenance            | £700.00                   | £0.00                        | £700.00           | £500.00                              | £0.00                                 | from reserve                             |
| Drewsteignton Village Garden    | £300.00                   | £0.00                        | £300.00           | £300.00                              | £320.00                               |  |
| Playing field (inc. DAAT Light) | £305.78                   | £675.48                      | -£369.70          | £800.00                              | £1,000.00                             | Standing Charge                          |
| Lengthsman/Grass Cutting (WD)   | £300.00                   | £0.00                        | £300.00           | £300.00                              | £350.00                               |  |
| <b>PROF. FEES</b>               | <b>£420.00</b>            | <b>£218.00</b>               | <b>£202.00</b>    | <b>£258.00</b>                       | <b>£325.00</b>                        |  |

|                          |                   |                  |                  |                   |                   |
|--------------------------|-------------------|------------------|------------------|-------------------|-------------------|
| Audit                    | £200.00           | £55.00           | £145.00          | £55.00            | £90.00            |
| Subs                     | £220.00           | £163.00          | £57.00           | £203.00           | £235.00           |
| <b>ASSETS</b>            | <b>£3,050.00</b>  | <b>£0.00</b>     | <b>£3,050.00</b> | <b>£1,550.00</b>  | <b>£3,650.00</b>  |
| Maintenance & Repairs    | £250.00           | £0.00            | £250.00          | £100.00           | £0.00             |
| Purchases                | £2,800.00         | £0.00            | £2,800.00        | £1,450.00         | £3,650.00         |
| <b>GRANTS (From EMR)</b> | <b>£0.00</b>      | <b>£0.00</b>     | <b>£0.00</b>     | <b>£0.00</b>      | <b>£0.00</b>      |
| <b>S.137</b>             | <b>£50.00</b>     | <b>£0.00</b>     | <b>£50.00</b>    | <b>£20.00</b>     | <b>£40.00</b>     |
| <b>TOTAL</b>             | <b>£15,160.00</b> | <b>£6,588.14</b> | <b>£8,571.86</b> | <b>£12,801.53</b> | <b>£14,700.00</b> |

**Reserves:**

| Amount            | Details                                      |
|-------------------|--|
| £1,500.00         | Election (Earmarked Reserve)                 |
| £568.13           | Lengthsman (Earmarked Reserve)               |
| £2,252.30         | Major Assets Fund (Earmarked Reserve)        |
| £520.68           | DAAT night landing light (Earmarked Reserve) |
| £2,033.20         | 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)              |
| £2,450.00         | Budget Fund ((2023-24) inc. MVAS)            |
| <b>£15,828.78</b> | <b>TOTAL</b>                                 |

**Precept considerations:**

**2022-2023 precept for comparison only: The precept was set at £13,410.00 which gave a Band D Parish rate of £37.93.**

**Taxbase for 2023-2024:**

|                               |        |
|-------------------------------|--------|
| Taxbase for 2022/23           | 353.57 |
| Changes to taxbase in 2022/23 | 1.50   |
| Taxbase for 2023/24           | 355.07 |

**2023-2024 Precept figures:**

Based on a precept of £11,900.00 the Band D Parish rate will be £33.51. This is a decrease of £4.42 or 11.64% in comparison to 2022/23.

Signed:                     *Cllr Peter Brennan*                     Date:                     20-03-2023