

Drewsteignton Parish Council.

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Minutes of the Parish Council meeting held on Monday 20th March 2023 at 7.30pm in Drewsteignton Village Hall.

Present: Peter Brennan (Chair), Anna Imrie (Vice-Chair), Andrew di Battista, Paul Ridgers, Ian Rowe, and John Redman & Julie Macey from (7.40pm)

Also in attendance: Alice Turner (Clerk), 1 member of the public & Mr Stuart Rogers (Guest Speaker)

BUSINESS TRANSACTED.

1.3.23: Welcome.

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

2.3.23 Apologies for absence:

Apologies were received from County Cllr James McInnes.

3.3.23: Declarations of Interest – None declared at this time.

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

Cllrs to consider the approval of Minutes of the meetings held 16th January 2023 & 20th February 2023.

[Cllr di Battista proposed that the Council approve the Minutes of the meeting held on Monday 16th January 2023 as a true and accurate record, seconded Cllr Rowe. All in Favour – Motion Carried. \(RR2022/064\)](#) The February Minutes were deferred to the next meeting.

5.3.23: Guest Speaker: Mr Stuart Rogers BEM, Postmaster of Ashburton Post Office.

Regarding the possible provision of a mobile Post Office van providing services to Drewsteignton. Mr Stuart Rogers was welcomed by the Chair and invited to address the Council. Mr Rogers informed the Council that he has been the Postmaster at Ashburton for 10 years.

Mr Rogers went on to give an overview of the new service of a mobile Post Office Van visiting Drewsteignton and other rural villages who have lost Post Office services from Ashburton Post Office which will be providing an outreach program over Dartmoor.

He has been gifted a redundant Van with a counter in the back and is thinking of locating by the phone box in Drewsteignton so that an internet connection can be established.

Library at Ashburton is hoping to be able to host a banking hub in the future.

Mr Rogers informed the Council that Ashburton Post Office would be asking for financial from all the parishes to support the system once costs had been ascertained.

Cllr Macey arrived at 7.40pm

Cllr Redman asked how the scheme will work regarding viability? Mr Rogers replied that it would require 20 operations per visit, this could range from checking bank balances, paying bills, purchasing stamps etc... The van would carry a small range of cards and stationery and would offer other outreach services to help keep Dartmoor vibrant.

He is looking to services 10 communities and thinks that that it might be about £2000 per year from each Council.

He is discussions with County Council and the Princes Trust regarding funding.

He would want a response from the Council once he has been able to provide Drewsteignton Parish Council with a business plan and a breakdown of costs.

The Chair thanked Mr Rogers for taking the time to attend the meeting and address the Council.

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

A member of the public reported on the community group which are looking at saving the Drewe Arms, there is support for reopening the pub and the idea of community ownership, a community

questionnaire has gone out. A business plan is being developed and they are looking at how community shares would work. They are holding a meeting at 6pm on Friday at the Church. The member of the public asked about timelines for the Asset of Community Value application, Borough Councillor Ridgers gave a response from a West Devon Borough Council perspective.

7.3.23 Discussion on registration of Assets of Community Value (ACV) (Chair)

A member of the community group is drafting the ACV form for the Drewes Arm which should be with the Clerk by the end of the week. In order to expedite the submission process Cllr Redman proposed that the Council delegate authority to the Clerk to review the application form once received and submit to West Devon Borough Council on behalf of the Parish Council, seconded Cllr Brennan. All in Favour – Motion Carried. (RR2022/065)

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

No report received from County Cllr McInnes.

Borough Cllr Ridgers reported that WDBC had approved a 2.99% increase in their share of the Council Tax.

9.3.23: Planning (Chair):

- a) **New Planning Application: WDBC: 0029/23/FUL Change use of Plant Hire Depot to holiday accommodation (one unit) at Land adjacent to Martin Farm, Exeter Road, Whiddon Down – Target determination date 24-03-23.**

Cllrs discussed the application and possible drainage concerns,

Cllr Rowe proposed that the Council object to application 0029/23/FUL with concerns over access (condition and right of access) and concerns surrounding the septic tank and drainage on the land, development in open countryside, seconded Cllr Redman. 6 in Favour, 1 Abstention. – Motion Carried. (RR2022/066)

- b) **New Planning Application: WDBC: 0562/23/TPO T1: Beech - reduce one lowest limb on the N side by 2 metres to reduce the end weight of limb as it connects to the tree with a potential weak V fork, limb is protruding over the house & has the potential to make contact in moderate winds & G1: Limes - Crown height reduction by 3 metres all over, will help manage the lapsed pollard by reducing limb loads/ stress on the unions, aiding the stabilisation of the crown as the area is very exposed to high winds from the east at Martin Farm, Whiddon Down, EX20 2QL – Target determination date 12-04-23.**

Cllrs discussed the application and Cllr Ridgers proposed that Council give a Neutral View on application 0568/23/TPO, seconded Cllr Rowe. All in Favour – Motion Carried. (RR2022/067)

- c) **New Planning Application: WDBC: 0687/23/AGR Application to determine if prior approval is required for a proposed general purpose agricultural barn 18.2m x 9.1m x 4.3m height to ridge for secure storage of forestry equipment & machinery, shelter for sheep in lambing season if required, storage of feed & dry area for inspecting animals at Land at SX 688 925, Okehampton – Target determination date 25-03-23.**

Cllrs discussed the application and Cllr Ridgers proposed that the Council recommend that a full application is supplied to WDBC for determination, seconded Cllr Brennan. All in Favour – Motion Carried. (RR2022/068)

10.3.23: Current & New Business

- a) **Finger post Survey – Cllrs to report on findings (Chair) – Deferred.**
b) **Black Aller Quarry, Drewsteignton (Chair/ Cllr di Battista) - No update at this time.**
c) **Hedgehog Highway Project (Chair/Clerk)**

Please read about the project here: <https://hedgehogsrus.co.uk/hedgehog-highway-project>
[The letter](#) and the following video should also tell you all that you need to know: <https://fb.watch/iWIKaErY73/> Noted by Cllrs.

- d) **Norton Anti-Virus renewal – Norton 360 Standard (1 year licence/1 device) £24.99 inc. Vat. (Clerk)**

Cllr Brennan proposed that the Council approve the purchase of a Norton 360 Standard (1 year licence/1 device) for £24.99 including VAT for the Council laptop, seconded Cllr Imrie. All in Favour – Motion Carried. (RR2022/069)

- e) **To discuss appointment of Internal Auditor for Internal Audit 2023 (Clerk/Chair)**
 Cllr Brennan proposed that the Council appoint Mrs. P. Clapham as the Councils Internal Auditor for the year-end 2023 internal audit, seconded Cllr Redman. All in Favour – Motion Carried. (RR2022/070)
- f) **Cllrs to consider formation of an H.R. Committee and approval of [associated Terms of Reference \(DPC 025\)](#) (Chair/Clerk) – Deferred.**

g) **Nomination of Parish Members to Dartmoor National Park Authority (Clerk)**

From DALC: As you will know the existing Parish Members of the Dartmoor National Park Authority will cease to hold office following the elections on 4 May 2023. To put forward Parish Members to fill these places as quickly as possible a timetable has been agreed for all National Park nominations with DEFRA. This is set out below:

Nominations to be returned by:	5.00pm on Thursday 11 May 2023
Ballot Papers to be sent out by:	Friday 12 May 2023
Ballot Papers to be returned to DALC by:	2.00pm on Wednesday 31 May 2023

Enclosed is a [Consent to Nomination Form](#) (a [digital form](#) is also available) which should be completed in all parts and returned. This form will be copied and sent with the ballot papers for the information of parishes who may not know all the candidates.

Also available:

- [Member Role Description](#)
- [Guidance Notes](#)
- [Election Timetable](#)
- [General Information about Dartmoor National Park Authority.](#)

Information noted by Cllrs.

11.3.23: Finance (Documents as Presented at the meeting) (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 di Battista. All in Favour – Motion Carried. (RR2022/071)

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

a) **Information on Parish Council Elections to be held 4th May 2023. (Clerk)**

The Clerk reminded Cllrs of key dates and information in relation to the upcoming election.

b) **Notification of installation of a Smart Meter at the Toilet Block, Drewsteignton (Clerk)**

The Clerk reported that the installation is set for the 6th April 2023.

c) **Cost of living Survey (Clerk) Note the survey closes on 31 March 2023.**

[Research](#) commissioned by the RSN last year shows rural areas are suffering more acutely from the rise in the cost of living compared to urban areas. The purpose of the survey is to understand more about rural household budgets at, what is, a very difficult time for many. Results from the survey will help us to engage more effectively with Government Departments, MPs etc. The survey can be found at:

https://www.surveymonkey.co.uk/r/Rural_Households_Cost-of-Living

d) **Beating the Bounds – Moretonhampstead on 2nd April 2023.**

e) **Litter picking – volunteers are storing bin bags at Whiddon Down bus shelter.**

f) **Methodist Chapel possible new access – Cllr Rowe will keep the council updated.**

13.3.23: Confirmation of the next Council meeting: Monday 15th May 2023 at 7.30pm at Whiddon Down Village Hall – Annual Council Meeting - Any changes will be posted on the Website.

Cllrs agreed to hold an extra-ordinary meeting on Monday 24th April 2023 at Whiddon Down Village Hall. Cllr Imrie sent her Apologies.

14.3.23: Confidential matters (PART II) Public Bodies (Admission to Meetings) Act 1960 s1 (2)

a) **Resolution required to move the Council into Part II – no resolution made.**

b) **To discuss Solicitors Quotes in relation to Drewsteignton Toilet Block lease and Deed of Surrender from Trustee of the Drewsteignton Playing Fields Association (Chair/Clerk)**

Contains commercially sensitive information.

- c) **To formally receive letter of resignation from the Clerk and discuss arrangements for recruiting a replacement (Chair)**

Contains information Contains information covered by Employment Law.

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

Item c: Cllr Brennan proposed that the Council reluctantly accept the letter of resignation from the Clerk and instruct the Clerk to advertise the position for 6-8 hours per week at LC1 7-12 depending on experience, seconded Cllr Macey. All in Favour – Motion Carried. (RR2022/072)

There being no further business the Chair Closed the Meeting at 9.11pm.

Appendix A: Financial Schedule as presented.

Preapproved Payments for information:

Payment Ref	Amount	Payee	Details	Power	Funding Source	RR & Minutes.
PM23/047 (01/03/23)	£1.00	EDF Energy	EDF DD for Toilet Block	Public Health Act 1936 S.87	Running Costs/ WC	RR2021/042 E7.8.21 a)
PM23/053	£415.65	Alice Turner	Salary February 2023	LGA 1972 S.112	Staff costs/Salary	RR2021/110 14.3.22 d)
TOTAL	£416.65					

Payments for Authorisation/(Retrospective) approval:

Payment Ref	Amount	Payee	Details	Power	Funding Source
PM23/048	£105.00	Mr S Park	Cleaning Drewsteight on Toilet Block	Public Health Act 1936 S.87	Running Costs/WC's
PM23/049	£74.00	Parish Mag Printers	Parish Post - February 2023	LGA 1972 S.142	Admin / Parish Post
PM23/050	£74.00	Parish Mag Printers	Parish Post - March 2023	LGA 1972 S.142	Admin / Parish Post
PM23/051	£835.00	M.E Garden Maintenance	Grass Cutting at the Car Park, Grass cutting in Whiddon Down, Maint. of Drewsteight on Village Garden	Road traffic regulation act 1984 S.57 (1) (b) / Highways Act 1980 S.96 / Open Spaces Act 1906 S.10	Running Costs: Car Park / Village Garden / Lengthsman
PM23/052	£12.00	Whiddon Down Village Hall	Hall Hire January 23	LGA 1972 S.111	Admin / Hall Hire
PM23/054	£199.15	Alice Turner	Expenses Feb & March 2023	LGA 1972 S.111 & S.112	Staff Costs: Office Exp / Salary & costs

PM23/055	£12.00	Whiddon Down Village Hall	Hall Hire February 23	LGA 1972 S.111	Admin / Hall Hire
TOTAL	£1,311.15				

Receipts for Information:

Payment ref	Payment method	Details	Amount
PR23/015	Deposit	Honesty Boxes	£125.34
PR23/016	Bacs	Interest	£19.15
PR23/017	Bacs	Interest	£18.14
TOTAL:			£162.63

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)
£16,573.59	TOTAL

Bank Situation:

Bank total as of 28/02/23	£26,398.24
Payments Pending	£2,177.65
Plus, Receipts not in bank total	£0.00
Less Money in reserves	£16,573.59
Available Balance	£7,647.00

Signed: _____ Date: _____