

Drewsteignton Parish Council.

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Draft: Minutes of the Extra-Ordinary Parish Council meeting held on Monday 24th April 2023 at 8pm in Whiddon Down Village Hall.

Present: Peter Brennan (Chair), Andrew di Battista, Paul Ridgers, Ian Rowe & Julie Macey

Also in attendance: Alice Turner (Clerk) & 1 member of the public.

BUSINESS TRANSACTED.

1.4.23: Chair to open the meeting & remind everyone that an audio recording maybe taken to aid with taking the minutes.

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.

2.4.23 Apologies for absence: Resolution to approve apologies made prior to the meeting.

Apologies were received from Cllr Imrie (prior commitment) & Cllr Redman (prior commitment). Cllr Rowe proposed that apologies for absence from Cllr Imrie (prior commitment) & Cllr Redman (prior commitment) be approved, seconded Cllr di Battista. All in Favour – Motion Carried. (RR2022/073)

3.4.23: Declarations of Interest.

Cllr Ridgers declared a personal interest in agenda item 5.4.23 d) - neighbouring property.

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

A member of the Public addressed the public in relation to applications 0734/23/FUL & 0735/23/LBC giving an overview of the location and the submitted applications and the plans for the site. They gave an overview on the condition of the access to the site including planned remedial works, and invited Cllrs to attend the site.

5.4.23: New Planning Applications (Chair):

- a) **WDBC: 0734/23/FUL Conversion of existing barn into 2 holiday let units at Martin Farm, Whiddon Down, EX20 2QL – Deadline 18-05-23.**
- b) **WDBC: 0735/23/LBC Listed Building Consent for conversion of existing barn into 2 holiday let units at Martin Farm, Whiddon Down, EX20 2QL – Deadline 18-05-23.**
Cllrs had requested a site visit – planning applications deferred to the May meeting.
- c) **DNPA: 0123/23 Provision of twenty-four photovoltaic panels to existing enclosed chicken grazing area at Nattonhole Farm, Drewsteignton, EX6 6PF – Extension Requested.**
Cllr Brennan gave an overview of the application, stating that the panels would be in 2 banks of 12. Following discussion Cllr Brennan proposed that the Council give a neutral view on application 0123/23, seconded Cllr Rowe. All in Favour – Motion Carried. (RR2022/074)
- d) **DNPA: 0147/23 Demolition of two existing buildings and erection of two agricultural buildings, Parford House, Sandy Park, TQ13 8JR – Consultation deadline 26-04-23.**
Cllr Ridgers declared a personal interest in this application.
Cllr Brennan gave an overview of the application, and following discussion Cllr Macey proposed that the Council support application 0147/23, seconded Cllr Rowe. All in Favour – Motion Carried. (RR2022/075)
- e) **DNPA: 0129/23 Proposed replacement outbuilding at Teignwood, Sandy Park, TQ13 8JW – Extension Requested.**
Cllr Brennan gave an overview of the application and Cllrs discussed. Cllr Ridgers proposed that the Council support application 0129/23, seconded Cllr di Battista. All in Favour – Motion Carried. (RR2022/076)

6.4.23: Current & New Business

a) Update on installation of a Smart Meter at the Playing Field and renegotiation of Contract with EDF to reduce costs (Clerk)

The Clerk reported that she had set up a new contract for the electric supply to the playing field as the Council were previously paying £2.50/day standing charge & 44.04p unit charge, under the new contract they will pay £0.60/day standing charge & 35.7p unit charge, this contract is for 12 months (ending 28th March 2024) with payments by month direct debit. The Contract is dependent on the installation of a 3phase smart meter which EDF will be out to install later this week. Cllr Brennan proposed that the Council retrospectively approve the new electric contract for the playing field for the 12 month period and installation of the 3phase smart meter, seconded Cllr di Battista. All in Favour – Motion Carried. (RR2022/077)

b) Cllrs to consider formation of an H.R. Committee and approval of associated Terms of Reference (DPC 025) (Chair)

Cllr Brennan proposed that the Council approve the formation of an H.R. Committee and approve associated Terms of Reference (DPC 025), with Cllrs Brennan, Macey & Redman forming the membership, seconded Cllr Ridgers. All in Favour – Motion Carried. (RR2022/087)

7.4.23: To consider approval of the financial schedule as presented at the meeting (Clerk)

The Clerk presented the [financial schedule as can be seen in Appendix A](#).

Cllr Brennan proposed that the Council approve the financial schedule as presented at the meeting, seconded Cllr di Battista. All in Favour – Motion Carried. (RR2022/079)

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

- Cllr di Battista reported that the Bus shelter in Drewsteignton is slippery at the entrance **Action:** Add to May agenda under new business.
- Cllr Brennan reported that he had been informed about a wall in Drewsteignton which appears to be bulging with concerns raised about the impact on the highway.
- Cllr di Battista reported that a tree from the quarry side was felled recently on to his property.
- Cllr Ridgers reported that WDBC will be charging double the council tax on second homes as of 1st April 2023. There are about 650 second homes in West Devon.
- The Clerk reported that she had contacted the DCC Neighbourhood highways officer who is arranging for the replacement of the handrail on footpath from Knowle lane as a safety defect.
- Cllrs Rowe & Macey has no items to raise at this time.

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

- The Clerk reminded the Council of the Annual Parish Meeting Monday 22nd May 2023 at 7.30pm at Whiddon Down Village Hall.

10.4.23: 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 to Part II due to the confidential nature of the items under discussion, seconded Cllr Ridgers. All in Favour – Motion Carried. (RR2022/080)

The Clerk reported that the Audio recording had been stopped.

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 discuss arrangements relating to the departure of the Clerk from the 19/05/23 and the continuation of Council business (Chair) *Information covered by Employment Law.*

d) To discuss any Parishioner correspondence (Clerk) *Information restricted by GDPR.*

e) Chair to return the meeting to public session to hear resolutions.

Item B: Alternative quotes to be sourced. **Action:** add to May Agenda.

Item C: Cllr Brennan proposed that the Council appoint Here 2 Help! Locum Clerk, subject to availability and that the proper officer be authorised to sign the Terms and Conditions as

supplied, that the Council filing cabinet and office materials are to be collected by Cllr and will be stored at Cllr Brennan's address pending the appointment of a replacement Clerk, also that the Clerk be authorised to purchase an audio recorder for the Council for £24.99, seconded Cllr Ridgers. All in Favour – Motion Carried. (RR2022/081)

Item d): Cllrs received reports of aggressive driving behaviour and raised concerns of false claims solicited for vehicle repairs.

There being no further business the Chair Closed the Meeting at 9.16pm.

Appendix A: Financial Schedule as presented.

Preapproved Payments for information:

Payment Ref	Amount	Payee	Details	Power	Funding Source	RR & Minutes.
PM24/001 (01/04/2023)	£1.00	EDF Energy	EDF DD for Toilet Block	Public Health Act 1936 S.87	Running Costs/ WC	RR2021/042 E7.8.21 a)
PM24/005	£506.54	Alice Turner	Salary & OT March 2023	LGA 1972 S.112	Staff costs/Salary	RR2021/110 14.3.22 d)
TOTAL	£507.54					

Payments for Authorisation/(Retrospective) approval:

Payment Ref	Amount	Payee	Details	Power	Funding Source
PM24/002	£74.00	Parish Mag Printers	Parish Post - April 2023	LGA 1972 S.142	Admin / Parish Post
PM24/003	£12.00	Whiddon Down Village Hall	Hall Hire February 2023	LGA 1972 S.111	Admin / Hall Hire
PM24/004	£189.23	EDF Energy	EDF DD for DAAT Light	Public Health Act 1936 s.234	Running Costs/Playing Field
PM24/006	£413.34	Alice Turner	Expenses April 2023	LGA 1972 S.111 & S.112 + LG(MP)A 1976 S.19 +Public Health Act 1936 S.87	Staff Costs: Office Exp / Salary & costs Running Costs/ PF & Wc/s
TOTAL	£688.57				

Receipts for Information:

Payment ref	Payment method	Details	Amount
PR24/001	Bacs	Interest	tbc
PR24/002	Deposit	Honesty Boxes	£124.04
PR24/003	Deposit	Honesty Boxes	£5.00
PR24/004	Bacs	1st Half Precept	£5,950.00

TOTAL:

£129.04

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 30/03/23	£25,981.39
Payments Pending	£2,956.91
Plus Receipts not in bank total	£0.00
Less Money in reserves	£16,573.59
Available Balance	£6,450.89

Signed: _____ Date: _____