



Minutes of Full Council meeting 10th April 2018

Present	Chairman Cllr Willis, Vice Chairman Cllr Dodd, Cllrs Wimberley, Arnold, Jeffery, Hodges, Chudley (left approx 8.30), Payne, Austin (left approx. 8.30), Musialski (arrived approx. 7.15) and Simpson		
In attendance	Julie Lammin (Clerk) and County Councillor Jerry Brook		
Apologies accepted	Cllr Nicky Cardew		
Dispensations	Cllr Simpson ref item 42/2018 no.3 and Cllr Bas Payne ref item 42/2018 no.1		
Public Session:	One member of the public present		
Item No	Topic	Discussion points	Outcome/action
38/2018 Cllr Jane Willis	Draft minutes of the council meeting dated 06.03.18	Draft minutes had been circulated with the agenda.	Proposal: that the minutes are accept as a true record Proposer: Cllr Payne Seconder: Cllr Hodges Carried with two abstentions.
39/2018 County Councillor Jerry Brook	County Councillor's Report	The following was reported or raised: <ol style="list-style-type: none"> 1. Devon County Council's budget has been agreed as per the February draft. 2. Challenging weather continues to impact on the road network. 3. 10k per Councillor has been allocated to the Invest in Devon fund for capital projects. 4. A382 marked for repairs and gully maintenance outside the White Hart will be investigated. 5. £500 was granted to support the Wellmoor Loneliness project. 6. The old Arnolds hardware shop has been vacant for 9 months and in the hands of the Court of Protection. There was concern that the shop is empty and the future of the building. 	Noted. Noted. Noted. Cllr Brook will make enquiries on both highway issues. Noted. Cllr Brook will make enquiries.
40/2018 Cllr Jane Willis	Matters arising not on the agenda – for report only <ol style="list-style-type: none"> 1. Beating the bounds 2. May annual meeting 3. Music Day – 24th June 	This was last carried out 5/6 years ago. Cllr Willis requested Councillors consider their roles/responsibilities for the forthcoming year. The Clerk had circulated a request from the new organisers to use the Council's public liability insurance for the road closure.	Cllr Jeffery will organise a small group to discuss how/when to do this next. Noted. The Clerk will make enquiries with the Council's insurers. If there is no additional cost or other implications the Council are happy for the insurance to

			cover the road closure part of the event on this occasion.
41/2018 Cllr Jane Willis	Matters under Chairman's discretion Herridge Property proposals for Forder Farm	Cllr Willis stated that the Dartmoor National Park Authority (DNPA) required Herridge Property to consult the community on its proposals for a housing development at Forder Farm. It was noted that the plan is indicative at this point. Cllr Willis asked Councillors whether they thought the Council should officially respond to the proposal. There was no clear collective view and it was suggested the issue be discussed by the Planning Committee.	Proposal: For the Planning Committee to discuss whether the Council should submit a response Proposer: Cllr Austin Seconder: Cllr Payne Carried with 2 against.
42/2018 Cllr Hugh Arnold	Finance and Policy Committee recommendations: 1. Bowring Library Building legal work required relating to the transfer from DCC to the Council and Lease to the Bowring Library Charitable Trust	Cllr Hugh Arnold summarised the F&P's recommendations agreed at its meeting held on 20 th March. 1. Full Council requests Maureen Jenkins to: (i) Write to DCC requesting a Deed of Surrender (ii) Draft a Transfer from DCC to MPC in readiness (iii) Negotiate overage terms of 25 years and 30% return to DCC and seek valuation of the library (iv) Prepare a Lease over 20 years with a break after 10 and subsequent break after 15 years with 6 months prior notice from both sides. To include restrictions regarding sub-letting and leasing to ensure no tenants' rights explore longer Lease with variation to break clauses and full repairing Lease condition applies to the outside and not the inside (v) Rent to be a peppercorn rent but a clause included requiring the Bowring Building Trust to adequately insure the grade II listed building and show evidence of the policy annually. Also that a valuation by a member of the Royal Institute of Chartered Surveyors is obtained. Cllr Willis summarised the aims of the transfer and subsequent Lease and that if it is unsuccessful the Parish Council would still have an asset and would get a return on its sale. The Community clearly wished for the library to continue in the building.	Proposal: to take further legal advice on a 99 year Lease with clear break terms to include a clause setting out the terms of the full repairing stating it is for the exterior of the building only. That the Parish Council looks into insuring the building and charging the cost to the Trust as rent. That once this information is reported that the Council make a decision on the next stages. Proposer: Cllr Willis Seconder: Cllr Arnold Carried Cllr Payne abstained.

		<p>Cllr Payne reported that the Trust had recently met, that Libraries Unlimited (LUL) had not yet engaged but they hoped to move forward more quickly. The Trust responded to the recommendations as follows:</p> <ol style="list-style-type: none"> It has reservations of a Lease for set period and would prefer a longer Lease with very clear provision to get out Insurance could possibly cheaper through the Parish Council's insurance arrangements which could be reimbursed annually Concern regarding a full repairing Lease. The Trust's priority will be to do the required external repairs. 	
	2. Parish Council Financial Regulations (attachment No.1)	2. That the Council adopts the draft Financial Regulations document (attached).	<p>Proposal: to adopt the Financial Regulations document accepted Proposer: Cllr Arnold Seconder: Cllr Hodges Carried</p>
	3. 1st round grant applications	<p>3. That 1st round grant applications are awarded as follows:</p> <ol style="list-style-type: none"> Green Hill Arts £0 FOMS £150.00 Carnival Committee £0 Wellmoor £0 Swimming Pool £200 Twinning Association £400 Med Theatre £400 Craft Collective £50 <p>Total = £1200</p>	<p>Proposal: to accept recommendations as presented</p> <p>Proposer: Cllr Austin Seconder: Cllr Payne Carried Cllr Simpson abstained.</p>
	4. Website review/update cost	<p>4. The F&P Committee recommended that the full council discuss the request to review the website. Cllr Willis explained the website is the asset for the town and marketing for the whole town for business, work and pleasure, in essence the town's shop window. It is advisable to keep it updated and fresh. The Clerk reported on google analytics data which included 18000 visits last year with an average engagement time of 2 minutes which is impressive.</p>	<p>Proposal: to spend up to £1355.00 on updating/reviewing the website</p> <p>Proposer: Cllr Arnold Seconder: Cllr Payne Carried</p>
43/2018 Cllr Vivienne Hodges	Local Plan Response Group Agree draft survey in preparation for the Annual Parish Meeting (Attachment no.2)	The draft questionnaire is on the website and notice board. It will form a large of the annual parish meeting. A minor amendment was suggested.	<p>Proposal: to accept proposed draft questionnaire with a minor suggested amendment Proposer: Cllr Austin Seconder: Cllr Jeffery Carried</p>
44/2018 Cllr Jane Willis	Annual Parish Meeting Tuesday 24 th April Agree agenda and format	<p>The meeting will consist of 3 parts;</p> <ol style="list-style-type: none"> Summary of activity Future plans Discussion on the draft questionnaire. 	<p>It was agreed for the Clerk, Cllrs Willis, Payne and Hodges to meet and make the necessary arrangement.</p>
45/2018	Internal Financial Regulations Report	Cllr Payne reported that monthly checks for January and February	Noted.

Cllr Bas Payne		had been done and there were no irregularities to report.	
46/2018 Cllr Jane Willis	Bidder Memorial Update on suggestions	David Cannon and a small group of volunteers wish to commemorate George Bidder, now that the snail mosaic is gone. The Bidder bust is a valuable asset belonging to the Parish Council and is situated in the foyer of Green Hill. The bust is not suitable for outdoor use so it has been suggested to take a mould and create a bronze copy which could be put outside. A number of sites were looked at with the most suitable being Geneva Island. The memorial would be secured to the ground. The cost is approximately £5k which would be raised locally and hoped that the Institute of Civil Engineers, which Bidder was president for some years would also contribute. The suggestion was supported in principle with the main concern being whether Geneva Island could support the memorial and that it is in the conversation area and likely to require planning permission.	Proposal: to support the suggestion of siting a bronze bust replica at Geneva Island. To investigate whether Geneva Island could support the weight of the memorial and if planning permission is required. Proposer: Cllr Hodges Seconder: Wimberley Carried
47/2018	District Councillors Report	Free Wi-fi is proposed for main towns if successful might be extended to rural towns.	Noted
48/2018 Cllr Paul Dodd	Open Spaces report (Attachment no. 3)	Cllr Dodd summarised the already circulate report.	Noted.
49/2018 Julie Lammin Clerk	Approve accounts (Attachment no.4)	A list of payments was circulated for comment.	Proposal: to approve list of payments as presented Proposer: Cllr Jeffery Seconder: Cllr Musialski Unanimously carried.
37/2018 Julie Lammin Clerk	Correspondence	All correspondence has been previously circulated.	Noted.
The Chairman closed the meeting at 20.40pm			
Public Session: No comments			
Signed:		Cllr Jane Willis (Chairman)	
Next meeting: 1 st May 2018			

**Moretonhampstead Parish Council
Financial Regulations 2018-19**

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These Financial Regulations were adopted by the Council at its Meeting held on 10th April 2018

1. GENERAL

The Council in law must have a robust financial management system. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. All accounting procedures and financial records shall meet the requirements of the Accounts and Audit Regulations, appropriate Guidance and proper practices. These financial regulations demonstrate how the Council meets responsibilities and requirements.

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

A Councillor is appointed as the Internal Financial Regulator to verify bank reconciliations (for all accounts) produced by the RFO and must sign/initial the as evidence of verification and report any irregularities to the full Council. The Internal Auditor appointed is competent and completely independent of the financial operations of the Council. The RFO completes the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return.

3. BUDGET AND FORWARD PLANNING

The Finance and Policy (F&P) Committee reviews the yearly budget against spend regularly. F&P recommends to the full Council a draft budget for the following year before the end of the current financial year and in good time to apply for the precept. The F&P Committee makes recommendations to full Council for the use of reserves and sources of funding and update accordingly.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

Authorities for expenditure on items included in the approved budget:

Under £300	Clerk
£300-£600	Clerk and Chairman or Chairman of relevant committee
Over £600	Council
Emergency spend of £750	Clerk who must report to the Chairman asap
Contracts over £2,500	Tender process applies (see 11. Below)

Any expenditure more than stated in the budget must be approved by a resolution.

During the budget year and with the approval of council available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

Unspent provisions in the budget may, with Council approval, be carried forward to a subsequent year. The salary budgets are to be reviewed at least annually in accordance with NALC guidelines.

Changes in earmarked reserves shall be approved by Council.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

The council's banking arrangements can only be approved by the Council and are regularly reviewed for safety and efficiency

The RFO presents a list of payments requiring authorisation at each full Council meetings (with supporting invoices available). Having satisfied itself the Council authorises payments by a resolution. The list is included in the relevant Council meeting minutes. The RFO is responsible for comparing invoices to confirm that the work, goods or services have been received or carried out, and represents the expenditure previously approved by the council. The RFO has delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid interest or other late payments charge. or
- b) fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council

Councillors are subject to the Code of Conduct that has been adopted by the Council and comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

All payments are paid by bank transfer, or otherwise, in accordance with a resolution of Council. Payments are authorised by two Councillors. For internet banking the RFO is the Service Administrator. The Bank Mandate approved by the council identifies a number of councillors who have authorisation to approve transactions.

Direct debit or standing order instructions, authorised by two signatories, are set up for the payment of telephone, rent and rates. Payments are included in the monthly list for authorisation. Regular off site back-up copies of the records are made. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations. The council's computer has anti-virus, anti-spyware and firewall, software with automatic updates.

The Council does not hold petty cash. All cash received is banked intact. Any payments made in cash by the RFO (postage, refreshments etc) are refunded monthly.

7. PAYMENT OF SALARIES

Salary functions are contracted to Old Mill Accountants who make arrangements to comply with the statutory requirements placed on all employers by PAYE and National Insurance legislation.

Salary payments are reported at Council meetings. No changes can be made to employee's pay or terms and conditions of employment without the prior consent of council. Termination payments require authorisation of the Council. Terms for employing interim staff must be agreed by the Council beforehand. Salary records are confidential and not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or

- d) any person authorised under Audit Commission Act 1998, or any superseding legislation.

8. LOANS AND INVESTMENTS

All borrowings, loans and investments require a resolution of the Council who must agree its terms and purpose.

9. INCOME

The RFO is responsible for collecting monies due to the Council. Any sums found to be irrecoverable and any bad debts will be reported to the Council and written off in the year. The Council will review all fees and charges annually. The RFO shall promptly complete any VAT Return that is required.

10. ORDERS FOR WORK, GOODS AND SERVICES

All Councillors and the RFO are responsible for obtaining value for money at all times, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11 (I) below. A Councillor may not issue an official order or make any contract on behalf of the Council. Contracts may not be disaggregated to avoid controls imposed by these regulations

11. CONTRACTS

Contracts must comply with these financial regulations, no exceptions will be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

- i. for the supply of gas, electricity, water, sewerage and telephone services;
- ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- iv. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the RFO shall act after consultation with the Chairman and Vice Chairman of council); and
- v. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

Contracts exceeding £2,500 for the supply of goods, works or materials or specialist the RFO shall invite tenders from at least three firms. The RFO can seek the necessary technical assistance to prepare a specification in appropriate cases. If less than three tenders are received or if all the tenders are identical the Council can make such arrangements as it thinks fit for procuring the goods or materials or executing the works. The Council is not be obliged to accept the lowest or any tender, quote or estimate.

12. ASSETS, PROPERTIES AND ESTATES

All title deeds and Land Registry Certificates of properties held by the Council are safely secured. The Council's Asset Register is regularly updated.

13. INSURANCE

The RFO ensures the Council is adequately insured and reports any changes to the F&P Committee. All Councillors, employees and volunteers are covered, fidelity guarantee insurance is included.

14. RISK MANAGEMENT

A risk policy statement is reviewed by the council annually.

15. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

The RFO monitors changes in legislation and proper practices and advises the council of any requirements for consequential amendments to these financial regulations.

The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

Moretonhampstead Parish Council
Local Plan Response Survey: What's important to you?
CONSULTATION DRAFT
May-July 2018

The Dartmoor National Park Authority (DNPA) – which decides on planning applications across the National Park including Moreton, is updating its Local Plan. They will produce a draft in June, and we have until the end of September to comment. The local plan is important for all of us because when it comes into effect, in 2020, it will have a very large effect on planning policy during the plan period, which is the next 15 years until 2035. Housing is a major focus of the Local Plan, but its scope is much wider than just housing.

It is now 12 years since we last carried out a survey to find out more about what's important to you – what you care about, what you feel about different aspects of living in Moreton, and what you would like to try to change. The reason for doing this now is that it will give us greater confidence in responding to the draft local plan. We need to understand what you think. DNPA are likely to take more notice of what we say if we are able to show that it is based on good information. It will also help us over the next few years in what we do, and what priority we give to different matters.

Why aren't we doing this after the draft plan is published? The answer is simple – there isn't enough time to do a proper survey between the time DNPA publishes its draft plan and when comments are due. Once the draft plan has been published, we would welcome your comments on it; and we will put our intended response on the PC website and on the PC notice board by mid-August, so that you can comment on the response at that point.

How much difference will it make? The Parish Council has limited powers and resources, and can't therefore do much on its own; but we can do a little, and, probably just as important, we will have much more hope of influencing DNPA, Teignbridge District Council (TDC) and Devon County Council (DCC) if what we say to them is sensible and clearly based on public opinion.

Please respond to this survey – it will only be useful and carry weight with DNPA, TDC and DCC if we get a good response. And please don't send only one reply if there is more than one person in your household: you may not feel the same way about everything, and it is important that everyone has their say. Your views matter.

Spare forms are available from the Information Centre and from the Parish Council office (in Green Hill). They will also be available from an information table in front of the Co-op between 10-12 on Saturdays June 23, June 30, July 7 and July 14 (unless the weather is unkind). Forms can also be downloaded from the PC website <http://visitmoretonhampstead.co.uk/living-here/parish-council/>

Filling the form in shouldn't take more than 5-10 minutes; you are very welcome to add your reasons and/or further comments in the spaces provided, and continue on another page if you need more space.

PLEASE RETURN BY SUNDAY 15 JULY

Further background information – especially on how Moreton has developed and changed over the last 100 years – will be available on the website, and from the parish office and the information centre

SECTION B – Specific questions / hot topics - mainly to be added after consultation.

Possible example:

B1 Rate of growth? Since 1945, Moreton has grown at about 25-30 new homes every 10 years.

How fast do you think Moreton should grow in the next 50 years? (please tick one option)	Not at all	Slower than since 1945	At about the same rate	Faster (e.g. 50-60 new homes / 10 years)	Much faster (e.g. 100+ new homes every 10 years)	Don't know
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SECTION C: Information about you.

This section is optional – but would help us to know how representative the results are, and to be able to contact you about your replies if you are willing to be contacted. Personal information will not be passed on to others in any circumstances.

How much of the year do you live in the parish? (please tick one option)	Most of the year (6+ months)	Less than half the year (1-5 months)	Less than 1 month	None
Which part of the parish do you live in? (please tick one option)	Live in the town	Live in the parish but outside the town	Live outside the parish	
Your age? (please tick one option)	under 18	18-29	30-59	60+
Your gender (please tick one option)	Female		Male	
Your name?				
Are you willing to be contacted about your comments/suggestions?	Please don't contact me.	Please feel free to contact me. Preferred means: e-mail: Telephone Address:		

Please:

- post completed forms to The Parish Clerk, Parish Office, Green Hill, Fore Street, Moretonhampstead TQ13 8LL in an envelope marked “Local plan survey”, or
- hand completed forms in at the Information Centre, in an envelope marked “Local plan survey” , or
- e-mail your response to moretonhampsteadpc@tiscali.co.uk, with “Local plan survey” in the subject line.

by Sunday 15 July

MPC mins 10.04.18 Attachment no.3

Moretonhampstead Parish Council
Open Spaces Monthly Inspection Report

Inspection carried out by: Paul Dodd
Date: April 2018

Area	Comments	Action
The Sentry	Wooden seat broken	Broken wood removed. New wood on order.
Churchyard	2 graves reported as losing soil under memorial stone	Contractor shown and will infill with soil.
The Play Area	All ok	Inspection due
The Henge	Looks good	None
The Pound	Looks good	None
Cross Tree	Looks good	None
Geneva Island/War Memorial	Ok	Flag of St. George to be flown On 23 rd April
Wheelwright's wheel	Looks good	None needed
Allotment	All ok	None
Seats/benches/Lamp posts	All ok	Out of date planning notices etc. removed
Gates and Railings		
Bus Shelter	Still looking good.	None
Recycling	All checked once a week	Cloths bank reported as full.

Litter pick of fields next to station road and verge of Betton way completed.

MPC mins 10.04.18 Attachment no.4

MANDATORY PAYMENTS MAR 2018 (April meeting)	AMOUNT	PAYMENT METHOD
MDT (office rent) - paid 01/03	308.82	Direct debit
J. LAMMIN (Clerk's salary) - paid 27/03	1138.64	Online transfer
PENINSULA PENSIONS (employer's and employee's contribution) - paid 27/02	363.41	Online transfer
HMRC (PAYE and NI - quarterly) 27/03	724.12	Online transfer
OTHER PAYMENTS AUTHORISED		
TALK TALK (telephone and internet)	34.25	Direct debit
J LINGARD (social media updates)	90.00	Online transfer
DALC (Nicky Cardew - new councillors training)	30.00	Online transfer
DALC (DALC/NALC affiliation fee)	387.32	Online transfer
R J AUSTIN (c/yard maintenance including cut & tree trims/ashes interment)	620.00	Online transfer
COMMUNITY CLUB (venue hire 10/4)	15.00	Online transfer
AMY'S FLOWERS (anniversary bouquet - Chudley)	35.00	Online transfer
MDT (Office electricity Nov - Mar)	20.44	Online transfer
TOTAL	3,767.00	