

|  |  |  |  |
| --- | --- | --- | --- |
| **Minutes of Full Council meeting 3rd July 2018** | | | |
| **Present** | Chairman Cllr Willis, Cllrs Wimberley, Arnold, Jeffery, Dodd, Cardew Chudley, Payne, Austin, Musialski and Simpson | | |
| **In attendance** | County Councillor Brook (part) and Julie Lammin (Clerk) | | |
| **Apologies**  **accepted** | Cllr Hodges | | |
| **Dispensations** | None | | |
| **Public Session:** | | | |
| **Item No** | **Topic** | **Discussion points** | **Outcome/action** |
| 90/2018  Cllr Jane Willis | Draft minutes of the council meeting dated 05.06.18 | Draft minutes had been circulated with the agenda. | Proposal: that the minutes are accepted as a true record  Proposer: Cllr Payne  Seconder: Cllr Austin  Carried  One abstention |
| 91/2018  County Councillor Jerry Brook | County Councillor’s Report | Cllr Brook reported:   1. Queens Road pot holes - the result of enquiries regarding who is legally responsible for the road maintenance requires further investigating. 2. Court Street new yellow lines – HATOC have been updated that lines are required on both sides of the road.   Cllr Payne reported to Cllr Brook that the online pot hole reporting system is not working correctly leading to people having no faith in the system. | Cllr Jeffery will investigate who the original land owner was. It was suggested that DCC adopt it once it is repaired to secure its future maintenance.  Noted.  Cllr Brook will follow up concerns regarding the online pot hole reporting system. |
| 92/2018  Cllr Jane Willis | Matters arising not on the agenda – for report only   1. Item 77/2018 no.5 Queens Road pot holes 2. Item 77/2018 no.6 Court Street – yellow lines 3. Item 79/2018 no 1. Clerk’s annual appraisal 4. Item 79/2018 no. 3 Throwleigh Church visit 5. Item 85/2018 Parish Council insurance 6. Item 87/2018 St Andrews Cemetery | See Item no. 91/2018  See Item no. 91/2018  It was reported that this has been completed.  3 councillors visited the churchyard which has been managed for the last 20 to increase the diversity of wild flowers. This is most evident in areas of poor soil and less successful in other areas of the churchyard. It was noted that wild flower areas are not maintenance free.  The Clerk confirmed Came and Company had been instructed as required.  The Clerk reported that someone had left a message for Rob Austin, who is contracted to manage the churchyard, instructing him not the cut the grass/wildflowers. He carried out the instruction which he assumed was the Clerk. This has resulted in additional work to deal with the extra grass. An unfortunate mistake which will not happen again. | Noted.  Noted.  Noted.  Noted.  Noted.  Noted. |
| 93/2018  Cllr Hugh Arnold | Finance and Policy recommendations:-   1. War memorial – maintenance work and funding options 2. Clerk’s holiday cover – locum arrangements | Standing orders were suspended to allow Lynn Bartlett to speak to recommendation no. 1. Lynn is the Royal British Legaion representative for the town. As part of this year’s remembrance of the First World War she is planning to decorate the church with large poppies. Each hand made poppy will represent 1 of the 51 soldiers from the parish. Each poppy will be sponsored. Lynn offered to donate any profit towards the costs of the maintenance work planned. Standing orders resumed. The Council then discussed F&P’s recommendation that Williams and Triggs are instructed to carry out the required work as quoted and that the Clerk continues to investigate funding options   1. Clerk’s holiday cover – the Clerk is on leave late September/early October. The F&P committee agreed it would be sensible to have locum cover for the October Council meeting and recommended to full Council that Lucy Bruckner is recruited as a locum and paid £11.50 per hour for a maximum of 10 hours plus the usual mileage allowance to and from the meeting. | Proposal: that the Council:   1. Supports Lynn Bartlett’s project to make and get sponsors for large poppies as part of remembrance celebrations. 2. Gratefully accepts any profits from the project for the planned maintenance work 3. Accept F&P’s recommendation to instruct Williams and Triggs to carry out the work as quoted and for the Clerk to continue to investigate funding options.   Proposer: Cllr Payne  Seconder: Cllr Austin  Carried  Proposal: that the Council accepts F&Ps recommendation as set out.  Proposer: Cllr Cardew  Seconder: Cllr Jeffery  Carried |
| 94/2018  Cllr Jane Willis | Planning application for consideration:  *0293/18 Hunts Meadow, demolition of garage and erection of extension* | Cllrs Jeffery and Payne had undertaken a site observation. The application was to remove the garage and replace with a kitchen and utility room. Plans were circulated. The proposals were within permitted development boundaries. | Proposal: to support the application an recommend DNPA approves it  Proposer: Cllr Payne  Seconder: Cllr Austin  Carried |
| 95/2018  Cllr Bas Payne | Local Plan Response Group – *Progress on survey and DNPA first draft* | Dan Janota (DNPA) stated that the timetable for the 1st draft of the Local Plan had been extended. The DNPA will accept comments up to early September. It is therefore planned for the results of the survey to be prepared in time to inform the 1st draft. It was agreed to hold an additional full council meeting in August to discuss the results and agree a report. To date 180 responses were completed. | Proposal: for the LPRG to prepare a report of the survey findings to be discussed at an additional full Council meeting in August.  Proposer: Cllr Arnold  Seconder: Cllr Jeffery  Carried |
| 96/2018  Cllr Willis | Delegate powers for August break | Not required because the Council will be holding a meeting in August – see item 95/2018. | Noted. |
| 97/2018  Cllr Willis | Annual review of the following policies:  Standing Orders  Financial Regulations  Town Emergency Plan | The Clerk explained that it is necessary to review most policies annually. The Clerk recommended that Standing Orders sections on accounts, accounting statements, financial controls and procurement refer to the new Financial Regulations policy. | Proposal: that Standing Orders are amended to refer to the Financial Regulations Policy and the Financial Regulations Policy and Town Emergency Plan remain unchanged  Proposer: Cllr Payne  Seconder: Cllr Musialski  Carried |
| 98/2018  Cllr Willis | Bowring Library Building  *Update on building acquisition negotiations* | There was nothing to report from Mann Jenkins Solicitors or Libraries Unlimited at this time. | Noted. |
| 99/2018  Cllr Jane Wimberley | Wellmoor – Loneliness project | A summary report of the Loneliness Project was circulated for information. | Wellmoor plan to present an action plan at the Council’s September meeting. |
| 100/2018  Cllr Mike Jeffery | District Councillors Report | There was nothing to report at this stage, any updates will be emailed. | Noted. |
| 101/2018  Cllr Bas Payne | Financial Regulator’s Report | A meeting to catch up with monthly checks is arranged for next week. | Noted. |
| 102/2018  Cllr Paul Dodd | Open Spaces Report  (Attachment no.1) | Cllr Dodd’s report had been circulated beforehand. There were no questions. | Noted. |
| 103/2018  Julie Lammin Clerk | Approve accounts  (Attachment no.2) | A list of payments was circulated for comment. | Proposal: To approve list of payments as presented  Proposer: Cllr Payne  Seconder: Cllr Arnold  Carried. |
| 104/2018  Julie Lammin Clerk | Correspondence | All correspondence had been previously circulated by email. | Noted. |
| The Chairman closed the meeting at 20.10pm | | | |
| Public Session: One member of the public questioned what the Exercise of Public Rights notice was on the notice board. The Clerk explained it refers to the Council’s previous year’s accounts and is a legal requirement. | | | |
| Signed: Cllr Jane Willis (Chairman) | | | |
| Next meeting: 14th August 2018 | | | |

**MPC Mins 03.07.18 Attachment no.1**

**Moretonhampstead Parish Council**

**Open Spaces Monthly Inspection Report**

**Inspection carried out by: Paul Dodd**

**Date: July 2018**

|  |  |  |
| --- | --- | --- |
| **Area** | **Comments** | **Action** |
| **The Sentry** | All looks good, seats need painting | 5 green seats repainted and one part re wooded |
| **Churchyard** | Most grass area has been cut. | Will check with contractor when remainder to be cut |
| **The Play Area** | Minor maintenance carried out | Rotating seesaw seats  tightened |
| **The Henge** | All ok grass is short | None |
| **The Pound** | Looks good | None |
| **Cross Tree** | All fine | None |
| **Geneva Island/War Memorial** | All ok | None |
| **Wheelwright's wheel** | Ok | None needed |
| **Allotment** | All fine. | None |
| **Seats/benches/Lamp posts** | All fine | See Sentry seats above |
| **Gates and Railings** | All fine. | Nothing needed |
| **Bus Shelter** | Looks very good |  |
| **Recycling** | All checked once a week | All ok |

**MPC Mins 03.07.18 Attachment no.2**

|  |  |  |
| --- | --- | --- |
| **MANDATORY PAYMENTS JUNE 2018 (July meeting)** | **AMOUNT (inc VAT)** | **PAYMENT METHOD** |
| MDT (office rent) - paid 01/06 | 308.82 | Direct debit |
| J. LAMMIN (Clerk's salary ) - paid 2/7 | 1199.04 | Online transfer |
| PENINSULA PENSIONS (employer's and employee's contribution ) - paid 2/7 | 385.20 | Online transfer |
| HMRC (PAYE and NI - quarterly) - paid 2/7 | 726.30 | Online transfer |
| **OTHER PAYMENTS AUTHORISED** |  |  |
| TALK TALK (telephone and internet) | 32.03 | Direct debit |
| TEIGN VALLEY NURSERIES (Court Street flowers) | 259.43 | Online transfer |
| GEORGIE LINGARD (website updates) | 80.00 | Online transfer |
| MDT (first aid course - Julie Lammin & Nicky Cardew) | 70.00 | Online transfer |
| R J AUSTIN (c/yard maintenance - £1115.00/ The Pound & Henge - £70.00) | 1185.00 | Online transfer |
| COMMUNITY CLUB (venue hire xmas fund raising & 3/7 Full Council) | 30.00 | Online transfer |
| TA SUTCLIFFE (Sentry cuts - June) | 234.00 | Online transfer |
| **TOTAL** | **4,509.82** |  |