



Minutes of Full Council meeting 5th December 2017

| Present | Chairman Cllr Willis, Vice Chairman Cllr Dodd, Cllrs Musialski, Wimberley, Arnold, Simpson, Jeffery, Hodges and Cardew | | |
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| In attendance | County Cllr Jerry Brook and Julie Lammin (Clerk) | | |
| Apologies accepted | Cllrs Payne, Chudley and Austin | | |
| Dispensations | None | | |
| Public Session: | One member of the public was present | | |
| Item No | Topic | Discussion points | Outcome/action |
| 142/2017 Cllr Jane Willis | Draft minutes of the council meeting dated 07.11.17 | Draft minutes had been circulated with the agenda. | Proposal: Accept as a true record Proposer: Cllr Jeffery Seconder: Cllr Hodges Carried |
| 143/2017 County Councillor Jerry Brook | Devon County Council (DCC) Councillor's report | Cllr Brook provided a verbal update on county wide issues which included: (i) DCC are considering proposals for Devon to join Somerset in the Local Enterprise Partnership to enable it to draw funds down from central government for strategic capital projects, investment and promotion of business. (ii) A361 J27 to Barnstaple - DCC is bidding for funds to improve the road network. (iii) DCC has already exceeded the required number of apprentices it is required to employ by 2019. (iv) DCC's financial position is good. Some budgets are overspent and some underspend. Budget planning for next year is underway with further savings to be made. | It was agreed to promote apprenticeship opportunities in the News In Moreton |
| 144/2017 Cllr Jane Willis | Matters arising not on the agenda – for report only 1. 119/2017 no.2 - No 1 Fore Street – bollard | The Clerk updated the resident of No 1 Fore Street that both the Parish Council and DCC are not prepared to pay for the installation or maintenance of a bollard outside her property. She was quite dissatisfied | Noted. |

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| | <p>2. 134/2017 no.2 – On street parking restriction</p> <p>3. November meeting Public session – request for an update on the former Arnolds shop</p> | <p>and planned to take the matter up with County Councillor Brook and MP Mel Stride.</p> <p>DCC are not yet able to confirm when the new restrictions will come into force.</p> <p>Cllr Willis reported that agents have confirmed that maintenance issues are currently being carried out on the property. Once the work is completed they will look at whether to lease the shop or sell the property.</p> | <p>Noted.</p> <p>Noted.</p> |
| <p>145/2017</p> <p>Cllr Jane Willis</p> | <p>Matters under Chairman's discretion</p> <p>1. War memorial plaque</p> <p>2. Bowring library building transfer</p> | <p>Cllr Willis formally thanked Mike Leaman for making a beautiful wooden plaque for armistice day.</p> <p>In Cllr Payne's absence Cllr Willis confirmed draft Heads of Terms for the transfer of the building from DCC to the Parish Council have been received. Once the transfer is complete the Parish Council will Lease the building to the Trust who will be responsible for its maintenance and carryout any necessary works. The Trust will also enter into an arrangement with Libraries Unlimited who will rent the library room. All arrangements require parties to take separate legal advice.</p> | <p>A thank you will be put in News in Moreton</p> <p>Proposal: For the Finance and Policy Committee to look in detail at the draft Heads of Terms and to recommend what legal advice is required to ensure the Council is protected financially. Proposer: Cllr Jeffery Seconder: Cllr Wimberley</p> |
| <p>146/2017</p> <p>Cllr Jane Willis</p> | <p>Devon Air Ambulance night landing site at the Sports Centre</p> | <p>Councillors Willis, Jeffery and Dodd met with Toby Russell (DAA) and Lynn Bartlett to discuss progress. Lynn Bartlett has raised £3,312 which adequately covers the capital spend (equipment). DAA will cover installation costs for which the Sports Centre might use a local electrician. The Council has already agreed to submit the planning application to the DNPA. As a community project the Council was requested to "hold" and be accountable for the finances keeping any monies left over in its "earmarked reserves" for future maintenance and replacements costs such as bulbs. Requests for this will be made by the Sports Centre and approved by DAA. The project will be zero cost for the Parish Council.</p> | <p>Proposal: To accept the funding monies and keep financial records of spending plus keep any remaining money in "earmarked reserves" for future maintenance and replacement costs requested by the Sports Centre and approved by DAA. Proposer: Cllr Willis Seconder: Cllr Arnold Carried</p> |
| <p>147/2017</p> <p>Cllr Jane Wimberley</p> | <p>Wellmoor Update</p> | <p>Governance is established as a branch of the Moretonhampstead Development Trust (MDT). Forums have been held with representatives</p> | <p>Noted.</p> |

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| | | for well-being initiatives about working together to achieve common ends. The "Out and About Guide" published last month is now the ongoing responsibility of Wellmoor. The lease of 4 rooms in the hospital building is progressing and hoped that NEDcare will be able to establish its HQ there and offer a patient bathing service from Jan 18. | |
| 148/2017 Cllr Vivienne Hodges | Local Plan Response Group Update | It first meeting is arranged for Tuesday 12 th December. The original response to the DNPA consultation has been rescinded as agreed at November's meeting. | Noted. |
| 149/2017 Cllr Mike Jeffery | Planning application for consideration: (i) 0531/17 Beara Farm Bungalow, Moretonhampstead Extension to provide accommodation | Cllr Jeffery explained the application was an amendment which included reducing the habitable area. | Proposal To support the application Proposer: Cllr Arnold Seconder: Cllr Dodd Carried |
| 150/2017 Cllr Hugh Arnold | Finance and Policy Committee Recommendations on: (i) Budget and Precept for 2018/19 (Attachment no. 1) (ii) Internet banking signatories (iii) Increasing current account balance (iv) Geophysical survey of the cemetery | Cllr Arnold outlined the discussion behind each recommendation. The draft budget included increasing the precept (based on TDC's figure of £37,227) by 1.99% Currently there are two authorised on line signatories. The Chairman and Vice-Chairman. As with the cheque book it is advisable to have more than 2 to cover holidays etc. The Council has a deposit and current account. Monies are automatically transferred between to two so that £500 remains in the current account leaving the bulk in the deposit to accrue interest. The average council spend is £3k per month. . Preparing graves for burial can be problematic due to the unknown amount of granite in the churchyard It was mentioned that the churchyard may have been surveyed sometime in the eighties. It was agreed that modern technologies should be able to provide a more detailed report. | Proposal: Accept the F&P Budget and Precept recommendation for 2018/19 as set out in the draft circulated Proposer: Cllr Arnold Seconder: Cllr Simpson Carried Proposal: Accept the F&P recommendation for Cllrs Simpson and Cardew to be authorise for online banking Proposer: Cllr Arnold Seconder: Cllr Wimberley Carried Proposal: Accept the F&P recommendation to increase the current account balance from £500 to £3k therefore eliminating the need to transfer funds before making online payments Proposer: Cllr Arnold Seconder: Cllr Cardew Carried Proposal: For the Clerk to look out the old survey report and accept F&P's recommendation to allocate £1,500 from earmarked "cemetery maintenance" reserves for a detailed survey. Proposer: Cllr Arnold Seconder: Cllr Jeffery Carried |

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| | (v) Increase cemetery interment charges from 2018 | Compared to neighbouring and district councils current charges are on par with the exception of interment charges. These are lower and with the difficulties of unknown granite areas sometime costly. | Proposal: Accept F&P's recommendation to increase single and double depth grave interments by 10% and no change for ashes interments. Proposer: Cllr Arnold Seconder: Cllr Cardew Carried |
| | (vi) TDC Elector fund grant | The deadline for applications to TDC is early February. There are a number of town projects that qualify. | Proposal: Defer this item to January's meeting to allow the Clerk time to investigate other grants available. |
| | (vii) Loan for Town image book publication | Green Hill Arts and Marketing Moreton have been working together to produce an image publication based on the town's people and places. Its aim is for the book to represent this time in history covering a whole calendar year. The cost of printing 500 copies is £4k. Green Hill Arts have agreed to commit £2k. A further £2k is needed to be able to go to print. Marketing Moreton requested the Council fund this on a return basis once the book has sold. | Proposal: to accept F&P's recommendation to support the publication of a town book of images and "loan" of £2k and suggest incorporating a mix of soft back and hard back publication. Proposer: Cllr Jeffery Seconder: Cllr Arnold Carried |
| 151/2017 Cllr Jane Willis | Internal Financial Regulator's Report | Cllr Willis reported that Cllr Bas Payne had confirmed that the accounts are up to date, there was nothing to report. | Noted. |
| 152/2017 Cllr Paul Dodd | Open Spaces – checklist circulated (Attachment no. 2) | In addition the Clerk reported: (i) A bench in memory of Dorothy Oliver has been approved by DCC and will be sited at the top of Court Street. Tracy Stevens, Dorothy's daughter, is providing the bench and paying for its installation. (ii) The sentry seating project is nearly complete. The final surface will be laid when the weather is favourable. Teign Valley Nursery has offered to donate and advise on herbs. Advice has been sought from Brian Beasley (DNPA) on what type of trees to plant. An opening community event will be organised for spring 2018. | Noted. |
| 153/2017 Julie Lammin Clerk | Approve accounts (Attachment no.3) | A list of payments was circulated. | Proposal: Agree payment Proposer: Cllr Jeffery Seconder: Cllr Arnold Unanimously carried. |
| 154/2017 Julie Lammin Clerk | Correspondence | All correspondence received had been circulated by email. | Noted. |
| The Chairman closed the meeting at 8.55pm | | | |
| Signed: | | Cllr Jane Willis (Chairman) | |
| Next meeting: 9 th January 2018 | | | |

MPC mins 05.12.17 Attachment no.1

| Moretonhampstead Parish Council DRAFT budget 2018-19 | | | | |
|--|------------------|------------------|------------------|--|
| Income | Actual 2016/17 | Budget 2017/18 | Budget 2018/19 | Notes |
| Precept | 36,071.00 | 36,605.00 | 37,967.00 | 1.99% increase on 37,227 (precept if there is no increase) |
| Council Tax support grant | 2,900.00 | 2,860.00 | 2,570.00 | estimated amount from TDC |
| Allotment Income | 577.00 | 595.00 | 615.00 | 3% increase |
| Cemetery Income | 8,996.00 | 5,000.00 | 5,000.00 | estimated |
| Sundry Income | 700.00 | | | |
| Bank Interest | 21.72 | 25.00 | 25.00 | |
| Grants received | 10,842.00 | | | |
| Open spaces income | 60.00 | | | |
| Website | 150.00 | 500.00 | 500.00 | estimated |
| Total | 60,317.72 | 45,585.00 | 46,677.00 | |

| Expenses | Actual 2016/17 | Budget 2017/18 | Budget 2018/19 | Notes |
|---|------------------|------------------|------------------|--|
| Staff Salaries and pension | 16,257.51 | 18,400.00 | 20,000.00 | based on 25hr p/w |
| Staff/Cllr Training | 60.00 | 210.00 | 200.00 | |
| Election costs | | 300.00 | 300.00 | To be transferred to reserves |
| Technical books | 79.05 | 50.00 | 100.00 | Arnold Baker and other publications |
| Coffee/Tea and Milk | 57.63 | 100.00 | 100.00 | |
| Rent and Electricity | 3,818.67 | 4,000.00 | 4,000.00 | |
| Rates | 0.00 | 150.00 | 0.00 | |
| Printing and Stationery | 1,170.89 | 500.00 | 750.00 | Extra printing for housing/library activity |
| Software | 109.00 | 200.00 | 150.00 | |
| PC/Printer consumables | 0.00 | 100.00 | 0.00 | |
| Off Site Data Backup | 79.00 | 100.00 | 100.00 | |
| Telephone | 234.04 | 300.00 | 300.00 | |
| Post and Packing | 74.35 | 100.00 | 100.00 | |
| Venue Hire | 171.00 | 200.00 | 200.00 | |
| Bank Charges | 188.60 | 200.00 | 200.00 | |
| Insurance | 639.69 | 750.00 | 750.00 | |
| General Expenses | 362.88 | 450.00 | 450.00 | e.g. anniversary flowers/parish mtg |
| Chairman's Allowance | 500.00 | 500.00 | 500.00 | |
| Travel costs | 31.50 | 200.00 | 200.00 | |
| Professional Fees | 879.06 | 975.00 | 1,500.00 | Legal fees re. Bowring library anticipated |
| Accountant's Fees | 630.00 | 350.00 | 400.00 | Payroll fees |
| Purchase of assets | 100.00 | | 0.00 | |
| Other payments | 2,176.80 | | 0.00 | |
| Running Costs of all open spaces areas - the pound, henge, square, sentry & play area incl grass cutting, plants, paint etc | 4,625.15 | 4,250.00 | 4,000.00 | Reduced slightly and will require close monitoring |
| Additional grass cutting (verges) | | 500.00 | 500.00 | |
| Cemetery - interments | 1,675.00 | 2,000.00 | 2,200.00 | estimated |
| Cemetery - grass cutting | 5,900.00 | 4,800.00 | 4,000.00 | Reduced but expected to cover cost |
| Cemetery - wall and path | | 250.00 | 0.00 | |
| Allotments | | 100.00 | 0.00 | |
| External Grants incl S137 | 3,007.22 | 2,500.00 | 3,177.00 | |
| Project expenses | 4,400.00 | 500.00 | 500.00 | |
| Marketing Moreton | 822.34 | 550.00 | 500.00 | |
| New website maintenance/updates | 1,009.00 | 2,000.00 | 1,500.00 | |
| Discretionary grants | | | | |
| Total | 49,058.38 | 45,585.00 | 46,677.00 | |

**Moretonhampstead Parish Council
Open Spaces Monthly Inspection Report**

Inspection carried out by: **Paul Dodd**Date: **December 2017**

| Area | Comments | Action |
|-----------------------------------|-------------------------|---|
| The Sentry | All OK. | Picnic area well advanced and looking good |
| Churchyard | All ok | Grass has been strimmed and shrubs cut back from graves. Never looked better. |
| The Play Area | All ok | None needed |
| The Henge | Looks good | Grass cut |
| The Pound | Looks good | Grass cut. |
| Cross Tree | Looks good | None |
| Geneva Island/War Memorial | Ok | None |
| Wheelwright's wheel | Looks good | None needed |
| Allotment | All ok | None needed |
| Seats/benches/Lamp posts | All look good | None needed. |
| Gates and Railings | All ok. | None needed |
| Bus Shelter | Still looking good. | None needed |
| Recycling | All checked once a week | All well used no action needed |

Julie and I are going to the Carnival AGM to discuss a way round removing the seats in the square every year to see if we can get this changed.

MPC mins 05.12.17 Attachment no.3

| MANDATORY PAYMENTS NOV 2017 (December meeting) | AMOUNT | PAYMENT METHOD |
|--|-----------------|-----------------------|
| MDT (office rent) - paid 1/11 | 308.82 | Direct debit |
| J. LAMMIN (Clerk's salary) - paid 28/11 | 1188.09 | Online transfer |
| PENINSULA PENSIONS (employer's and employee's contribution) - paid 28/11 | 384.23 | Online transfer |
| HMRC (PAYE and NI - quarterly) | | |
| OTHER PAYMENTS AUTHORISED | | |
| TALK TALK (telephone and internet) - paid 2/12 | 29.78 | Direct debit |
| MDT (electricity July - Nov) - 7/12 | 17.05 | Online transfer |
| DAWN LARNER (plants and flowers for the War Memorial) - 7/12 | 85.38 | Online transfer |
| G LINGARD (social media updates Nov/Dec) - 7/12 | 80.00 | Online transfer |
| M DODD (padlock/hook & eye gate bit) - 7/12 | 26.22 | Online transfer |
| J LAMMIN (refreshments) - 7/12 | 6.23 | Online transfer |
| COMMUNITY CLUB (venue hire 5/12) - 7/12 | 15.00 | Online transfer |
| T A SUTCLIFFE (Sentry seating project) - 7/12 | 6,936.19 | Online transfer |
| ROB AUSTIN (c/yard cut & bush clearing/interment/Henge & Pound cut) - 7/12 | 755.00 | Online transfer |
| TOTAL | 9,831.99 | |