



Minutes of the meeting of Moretonhampstead Parish Council held on Tuesday 2nd July 2019 at 7.00pm at the Community Club, Moretonhampstead

Present	Cllr Anna Adnitt Cllr Nicky Cardew Cllr Malcolm Chudley Cllr Paul Dodd Cllr John Farrand-Rogers Cllr Vivienne Hodges (Chairman) Cllr Mike Jeffery Cllr Gordy Keep Cllr Rose Mogeni Cllr Bas Payne Cllr Penny Simpson Cllr Mike Warner
In attendance	Cllr Jerry Brook – Devon County Council 18 members of the public Sarah Jenkins – Locum Clerk

Public Session:

The Chairman welcomed the members of the public. The Moretonhampstead Postmistress outlined the way that Post Office services are delivered and advised that the sorting office and postmen will be relocated to Newton Abbot in December. Funding from Royal Mail for the sorting office was therefore secure until December. Following the relocation, the Post Office counter services would no longer be viable as a stand-alone business. The Postmistress, who works as an independent contractor and is not employed by the Post Office, would continue to provide counter services until the end of January 2020 when the business would close. Following questions from members of the public, the Postmistress advised that the Post Office was still on the market and that she was hoping to sell the business before it closes. It was noted that the National Federation of Sub-Postmasters was keen to work with the Parish Council.

The Chairman thanked the Postmistress and advised that the Council would discuss the matter as part of the meeting.

Item No	Agenda item	Discussion points	Outcome/action
101/2019	To accept apologies for absence.		There were no apologies.
102/2019	To receive declarations of interest in items on the agenda and requests for dispensations.		None received.
103/2019	To approve the draft minutes of the meeting of the Parish Council held on 4 th June 2019.	Draft minutes of the meeting had been circulated with the agenda.	Cllr John Farrand-Rogers queried part of the wording of minute 91/2019 (District Councillor's Report). Cllr Mike Jeffery confirmed that the minute correctly recorded the response that he had given to a

			question during the meeting. Cllr Malcolm Chudley proposed that the minutes of the meeting held on 4 th June 2019 be approved and signed as a correct record. Seconded by Cllr Paul Dodd and resolved .
104/2019	To receive the County Councillor's Report.	<p>Further to the previous meeting, Cllr Jerry Brook reported that the completion date for the Wray Valley Trail was not yet known, but that funding was secure.</p> <p>Regarding per capita funding for education, all Devon MPs had signed a letter to the Treasury asking for a fairer system. Pressure would be kept up for the Treasury to alter the way in which funding for education is allocated.</p> <p>Cllr Brook advised that he would be accompanying the Area Officer for Highways on an inspection of roads with serious surface issues. Cllr Brook requested that the Parish Council provide a list of problem roads to assist with planning the inspection.</p> <p>Cllr Brook advised members of the public that they could email him regarding any issues.</p> <p>The Chairman thanked Cllr Brook for attending.</p> <p><i>Cllr Brook left the meeting at 7.16pm</i></p>	<p>Noted.</p> <p>Noted.</p> <p>Councillors to provide details of roads with serious surface defects to the Clerk.</p>
105/2019	To discuss the proposed closure of Moretonhampstead Post Office and to agree further action as appropriate.	<p>It was noted that the Chairman of the National Association of Sub-postmasters would like to meet the Parish Council and that the local MP would also like to be in contact. Members discussed the need for a working group to find out what had been done in other locations where Post Office services were under threat. Members of the public, the Business Association and the Development Trust could assist the working group. It was suggested that a public meeting be held once more information was available on how best to proceed.</p>	<p>Cllr Bas Payne proposed that a working group be appointed with Cllrs Rose Mogeni, Anna Adnitt, Malcolm Chudley, Mike Warner and Gordy Keep as members, with Cllr Malcolm Chudley as Chairman. Seconded by Cllr Mike Jeffery and resolved.</p> <p>Members of the public interested in assisting the working group were invited to send their contact details to the Clerk.</p>
106/2019	To agree to support the plastic free communities initiative and to appoint a Parish Councillor to the	Information on the initiative had been circulated prior to the meeting.	

	Moreton Action on Plastics (MAPS) Steering Group.	Cllr Bas Payne noted that the priority should be to reduce single use plastics.	Cllr Malcolm Chudley proposed that Cllr Bas Payne be appointed as the Parish Council's representative on the Moreton Action on Plastics Steering Group. Seconded by Cllr Gordy Keep and resolved .
107/2019	To agree to support the initiative for Moretonhampstead to seek Fair Trade status.	<p>Information on the initiative had been circulated in advance.</p> <p>Members discussed the initiative and whilst they were broadly in favour of promoting Fair Trade, it was felt that the Council would not be able to undertake much practical action.</p>	Cllr Penny Simpson proposed that the Parish Council supports the initiative to achieve Fair Trade Status. Seconded by Cllr Nicky Cardew and resolved (1 abstention).
108/2019	<p>Matters arising not on the agenda – for report only</p> <p>1 89/2019 Bidder Memorial planning application</p> <p>2 89/2019 Cladding to Stevens' office building</p> <p>3 89/2019 Suspected asbestos in the allotment site</p>	<p>1 Cllr Bas Payne reported that planning permission had been granted with the condition that a sample of the proposed plinth and details of the inscription be approved by DNPA prior to the memorial being installed.</p> <p>2 The Chairman reported that a response had now been received from DNPA.</p> <p>3 Cllr Bas Payne advised that the report confirmed that the roof sheet is asbestos cement. The sheet would need to be double plastic wrapped and sealed before disposal at Okehampton tip. Cllr Gordy Keep offered to assist Cllr Bas Payne with the disposal. The Chairman thanked Councillors for their offer of help with the disposal.</p>	<p>Noted.</p> <p>Cllr John Farrand-Rogers proposed that the response from DNPA be referred to the Planning Committee for consideration. Seconded by Cllr Nicky Cardew and resolved.</p> <p>Cllr John Farrand-Rogers proposed that the Council agrees to fund the cost of disposal up to £100.00. Seconded by Cllr Rose Mogeni and resolved.</p>
109/2019	To note matters under the Chairman's discretion.	The Chairman advised that the report on the recent Bio Blitz had been circulated to all Councillors and suggested that a working group be appointed to consider the report's findings.	<p>Cllr Malcolm Chudley proposed that the Bio Blitz report be referred to the Open Spaces Committee for further consideration. Seconded by Cllr Mike Jeffery and resolved (1 abstention).</p> <p>It was agreed that the Bio Blitz report would be an agenda item for the next Open Spaces</p>

		<p>The Chairman reported that there was interest in providing an electric vehicle charging point. Cllr Penny Simpson advised that charging points in the car parks would be an advantage. Government funding may be available at District Council level through the Office for Low Emission Vehicles (OLEV).</p>	<p>Committee meeting and that members of the Bio Blitz team be invited to speak to the Committee.</p> <p>Cllr Mike Jeffery agreed to enquire at Teignbridge District Council regarding funding and installation of charging points in the Teignbridge DC car parks in Moretonhampstead.</p>
110/2019	To receive the District Councillor's Report.	Cllr Mike Jeffery advised that no meeting of the District Council had been held since the last Parish Council meeting.	Noted.
111/2019	To approve the job advert, including hours and salary range, the job description and the person specification for the recruitment of the new permanent Clerk and RFO and to delegate authority to the Recruitment Working Group to proceed and, following interviews, to make an offer of employment subject to satisfactory references.	The draft job advert, including hours and salary range, the job description and the person specification had been circulated prior to the meeting.	Cllr Anna Adnitt proposed that the job advert, including hours and salary range, the job description and the person specification be approved and that authority be delegated to the Recruitment Working Group to proceed, and following interviews, to make an offer of employment subject to satisfactory references. Seconded by Cllr Mike Jeffery and resolved .
112/2019	To receive the Open Spaces monthly report.	<p>Cllr Paul Dodd had prepared the Open Spaces report for July which had been circulated prior to the meeting.</p> <p>Cllr Dodd also reported that a dry stone wall had been repaired and a leaning gravestone had been re-erected in the Churchyard.</p> <p>Cllr Anna Adnitt advised that she had made a complaint to Devon County Council following grass cutting at the Chagford Cross roundabout and verges when the pavement had been damaged and litter including cigarette ends and damaged sandbags had been left. DCC had responded and had spoken to their contractors to ensure that future work would be carried out with more care.</p> <p>Cllr Adnitt raised the matter of the overgrown footpath from Chagford Cross which is owned by the Rectory.</p>	<p>The report was received and is attached at appendix 1 on page 24.</p> <p>Noted.</p> <p>Noted.</p> <p>It was agreed that the Council would write to the PCC to draw attention to the overgrown state of the footpath.</p>

		The Chairman thanked Cllr Dodd for his work on open spaces matters.	
113/2019	To consider the following planning applications: 0275/19 – Erection of agricultural store for livestock and machinery at Yalworthies, Moretonhampstead.	Cllr Bas Payne reported that the consultation closing date shown on the DNPA website (26 th July) is at variance with the date notified to the Council.	It was agreed that the Clerk would contact DNPA to request an extension and that this application would be considered by the Planning Committee on 16 th July.
114/2019	To receive the draft minutes of the Finance & Policy Committee meeting held on 18 th June 2019 and to agree the recommendation with regard to the level of reserves.	<p>The draft minutes had been circulated prior to the meeting. Cllr Nicky Cardew, Chairman of the Finance & Policy Committee reported that the level of reserves for the current financial year had been considered and were recommended as being an appropriate level.</p> <p>Cllr Nicky Cardew further reported that the Committee had requested clarification from the Devon Association of Local Councils regarding requirements for parish councils under the data protection and GDPR legislation. DALC had advised that the Council should register with the ICO and pay the registration fee. Cllr Cardew read the advice regarding GDPR requirements.</p> <p>Cllr Bas Payne advised that the Council is required to have a data protection policy but that the question as to whether the Council processes data is not clear. Cllr Payne had contacted the ICO for advice.</p>	Cllr John Farrand-Rogers proposed that the reserves, as recommended, be approved. Seconded by Cllr Bas Payne and resolved .
115/2019	To consider the renewal of the lease for the Parish Council Office at the Green Hill premises.	A copy of the current lease had been circulated prior to the meeting.	Cllr Malcolm Chudley proposed that the lease for the Parish Council Office at the Green Hill premises be renewed. Seconded by Cllr Paul Dodd and resolved .
116/2019	To receive the Internal Financial Regulator's Report.	Cllr Bas Payne had checked the April figures with the Clerk. Apart from the usual anomaly, which should be resolved next month, there were no issues to report.	Noted.
117/2019	To approve the list of payments.	The list of payments was tabled for approval.	The list of payments is attached at appendix 2 on page 25. Cllr John Farrand-Rogers proposed that the list of payments be

		Cllr Gordy Keep queried the invoice for the replacement of the fence at The Sentry. It was agreed that the proper process for obtaining quotations be followed in future.	approved and that the payment for the replacement fence at The Sentry be made once the work was completed. Seconded by Cllr Mike Jeffery and resolved .
118/2019	To receive correspondence and to agree responses.	<p>Correspondence had been circulated prior to the meeting:</p> <ol style="list-style-type: none"> 1. Devon & Somerset Fire & Rescue Service – proposed changes to service delivery. 2. Carnival Committee – request to use The Sentry 	<p>Correspondence was considered as follows:</p> <ol style="list-style-type: none"> 1. The proposed changes were noted. Councillors responding to the public consultation were advised to make clear that they were replying as individuals only. 2. Cllr Bas Payne proposed that the Council agrees to the use of The Sentry and requests a deposit of £200.00 to cover costs if required. Seconded by Cllr Nicky Cardew and resolved.
119/2019	To receive reports from Councillors with particular responsibilities	<p><u>Wellmoor</u> Cllr Anna Adnitt had attended the Wellmoor networking day in June and advised that the Wellfest event would be repeated.</p> <p>Cllr Adnitt highlighted the opportunity for members of the community to volunteer as governors of the RD & E and to help improve and shape local health services. Information was available from the Clerk.</p> <p><u>TALC</u> Cllr John Farrand-Rogers attended the TALC meeting on 27 June which had been addressed by Cllr Gordon Hook, leader of Teignbridge District Council.</p> <p>Teignbridge DC wished to see greater provision of affordable housing and would welcome the identification of potentially suitable sites.</p> <p>The District Council also planned to plant 1,000 trees per year and would be pleased to hear from members of the public with suggestions for suitable locations.</p> <p>Concern was expressed at the meeting that the number of experienced staff leaving local government would affect the level of</p>	<p>Noted.</p> <p>Noted.</p> <p>Noted.</p>

	<p>service which could be provided.</p> <p>It was noted that a public meeting on Climate Emergency would be held on 4th July at 7pm at Coombeshead Academy.</p> <p>The next TALC meeting would be held on 26 September to which all Councillors and Clerks were invited.</p> <p><u>Bowring Library</u> Cllr Bas Payne advised that DNPA had agreed in principle to the conversion of the top two floors into flats. Cllr Payne thanked the architect who was putting plans together at no cost.</p>	<p>Noted.</p> <p>Noted.</p> <p>Noted.</p>
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Public session:

Post Office

A member of the public emphasised the need to retain the Post Office as it provided vital services. Cllr Anna Adnitt advised that the service included the delivery of braille books to a member of the public with a visual impairment. The Postmistress was thanked for her service to the community.

Bio Blitz Report

A member of the Bio Blitz team requested that the team receive a proper invitation and welcome from the Open Spaces Committee, with the opportunity for an objective hearing and a walk round the Churchyard with Committee members. It was noted that a big section of the community is involved and interested in this matter.

The Chairman thanked the members of the public for attending.

The members of the public left the meeting.

120/2019	To agree to exclude the public due to the confidential nature of the business to be transacted. Reason for exclusion: commercial information relating to quotations for contracts will be discussed.		Cllr Bas Payne proposed that the public be excluded from the meeting for reasons of confidentiality. Seconded by Cllr Paul Dodd and resolved .
121/2019	To agree the recommendation from the Open Spaces Committee regarding the open spaces ground works quotations and award of contracts.	<p>The minutes of the Open Spaces Committee meeting held on 18th June 2019 and the recommendation had been circulated in advance.</p> <p><u>Contract 1 – St Andrew's Churchyard</u> The recommendation was discussed.</p> <p>Cllr Bas Payne advised that the wildflower area should have a clear and tidy edge but which also looks attractive.</p> <p>It was agreed that contractors should not drive across the wildflower area.</p>	Cllr Anna Adnitt proposed that Contract 1 for St Andrew's Churchyard be awarded to Mr R Austin as per his quotation and that Cllr Paul Dodd and Cllr Vivienne Hodges meet with Mr Austin to clarify the Council's requirements. Seconded by Cllr Rose Mogeni and resolved .

		<u>Contract 4 – grass verges</u> The recommendation was discussed.	Cllr John Farrand-Rogers proposed that Contract 4 for grass verges be awarded to Mr T Sutcliffe as per his quotation. Seconded by Cllr Mike Jeffery and resolved .
The Chairman closed the meeting at 8.45pm.			
Signed: (Chairman)			
Next meeting: Tuesday 3 rd September 2019			

MPC Minutes 02.07.2019 Attachment no.1 – Open Spaces Report July 2019

Inspection carried out by:Paul Dodd

Date:July 2019

Area	Comments	Actions
The Sentry	Picknick bench part rewooded. New stock fence and gate fitted	Kissing gate altered to Easy access gate with self closure to be fitted
Churchyard	Recently cut and looks good.	
The Play Area	Picknic bench part re wooded. Playdale attended and repaired the climbing ladder anchor.	Graffiti removed from wendy house. New soft pipe cover on gate.
The Henge	Looks good	.
The Pound	Looks good	
Cross Tree	Looks good	
Geneva Island/War Memorial	Geneva island soil areas Have been planted by Jane Bowes	
Wheelwright's wheel	OK	
Allotment	Asbestos deposit being dealt with.	
Seats/benches/ Lamp posts	All ok	
Gates and Railings	As Sentry	
Bus Shelter	Looking good	

Recycling	Litter bins were not emptied after the music festival as our sweeper had a week off	TDC contacted and emergency team deployed and emptied them same day.
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MPC Minutes 02.07.2019 Attachment no. 2 – List of payments July 2019

MANDATORY PAYMENTS JUNE 2019 (July meeting)	AMOUNT (inc VAT)	PAYMENT METHOD
MDT (office rent) - paid 01/06/19	308.82	Direct debit
S JENKINS (Locum Clerk's salary 1 - 30 June 2019)	838.36	Cheque
HMRC (PAYE and NI - quarterly April - June)	252.07	Cheque
OTHER PAYMENTS AUTHORISED 2 JULY 2019		
TALK TALK (telephone and internet) - paid 07/05/19	33.06	Direct debit
Playdale Playgrounds Ltd - repairs to rope climb ground anchor	170.45	Cheque
Cllr Paul Dodd expenses - wood for picnic tables £19.88, wood filler for Square seats £7.99, Gorilla tape £4.99	32.86	Cheque
Hire of Community Club - 14 May 2019 £15.00, 4 June 2019 £15.00	30.00	Cheque
Old Mill Accountancy - payroll administration for 2018/19	402.00	Cheque
Teign Valley Nursery - 13 flower baskets for Court Street	288.60	Cheque
Mary Jones - purchase of water butt £34.99, tap £8.99 for Community Club	43.98	Cheque
R J Austin - Pound & Henge June maintenance - 2 cuts	70.00	Cheque
R J Austin - Churchyard June maintenance 1 cut	420.00	Cheque
T A Sutcliffe - June grass cutting The Sentry - 2 cuts	300.00	Cheque
T A Sutcliffe - repairs to collapsed wall and leaning gravestone in Churchyard	195.00	Cheque
TA Sutcliffe - replacement of fence at The Sentry with new stock fence	1014.00	Cheque
Mrs J Lammin - 3 hours admin and handover 13th June	39.45	Cheque
TOTAL	4,438.65	