



**Minutes of the meeting of Moretonhampstead Parish Council held on Tuesday 3rd December 2019 at 7.00pm at the Community Club, Moretonhampstead**

<b>Present</b>	Cllr Anna Adnitt Cllr Malcolm Chudley Cllr Vivienne Hodges (Chairman) Cllr Gordy Keep Cllr Penny Simpson Cllr Mike Warner Cllr Rose Mogeni Cllr Paul Dodd
<b>In attendance</b>	1 member of the public Samantha Parkin – Parish Clerk Sarah Jenkins – Locum Clerk

**Public Session:**

The applicant attended as a member of the public, to explain and answer any queries regarding planning application 0524/19. He provided some further background information on the application. He advised they would be aiming for minimal environmental impact and following all DNPA guidelines and sourcing materials as locally as possible. Cllr Vivienne Hodges thanked him for coming.

*One member of the public left at 19.38.*

Item No	Agenda item	Discussion points	Outcome/action
189/2019	To accept apologies for absence.		Apologies were accepted from Cllr Mike Jeffery, Cllr John Farrand-Rogers, Cllr Nicky Cardew and Cllr Bas Payne.
190/2019	To receive declarations of interest in items on the agenda and requests for dispensations.		None received.
191/2019	To approve the draft minutes of the meeting of the Parish Council held on 5 <sup>th</sup> November 2019.	Draft minutes of the meeting had been circulated with the agenda.	Cllr Malcolm Chudley proposed that the minutes of the meeting held on 5 <sup>th</sup> November 2019 be <b>approved</b> and signed as a correct record. Seconded by Cllr Mike Warner and <b>resolved</b> . 2 abstentions.
192/2019	To receive the County Councillor's report.	Cllr Jerry Brook sent his apologies.	
193/2019	Matters arising not on the agenda – for report only		

	<ul style="list-style-type: none"> <li>Following on from November's meeting and the member of the public's concern over the grass cuttings from the wild flower area not being collected, Bio Blitz have raked the area and collected the grass cuttings.</li> <li>175/2019 – Xmas light switch on. Road closure signs are now in place.</li> </ul>		<p>Noted.</p> <p>Noted.</p>
194/2019	To note matters under the Chairman's discretion	<p>The proposed BT payphone closure was discussed. Only 1 left in Moretonhampstead on Ford Street. Objections need to be sent to Teignbridge planning Department and the PC office.</p> <p>The Council discussed the potential adoption of the phone box and decided to think over and discuss at January's meeting. The Council discussed potential uses of the phone box including installing a Defibrillator however it was decided that Moreton have a lot of defibrillators and the Fire Brigade also carry one.</p>	<p>Noted.</p> <p>Payphone Closure to be put on January's Agenda.</p> <p>Include in January's News in Moreton – PC contact details</p>
195/2019	To receive the District Councillor's Report	Cllr Mike Jeffery sent his apologies. There were no matters to report.	
196/2019	To receive the Open Spaces monthly report.	<p>The Open Spaces monthly report was tabled at the meeting.</p> <p>Casual litter picks and out of date signs removed.</p> <p>Cllr Mike Jeffery and Cllr Paul Dodd waiting for berries to fall off of the Dancing Tree before up righting.</p>	<p>The report was received and is attached at appendix 1 on page 55.</p> <p>Noted.</p>
197/2019	<p>To consider the following planning applications:</p> <p>0516/19 – Proposed: Replacement windows to first and second windows of front elevation at 1 Ford Street, Moretonhampstead</p>	<p>A briefing note had been circulated previously.</p> <p>Like for like replacing of windows.</p>	<p>Cllr Mike Warner proposed that the Parish Council <b>supports</b> the application. Seconded by Cllr Anna Adnitt and <b>resolved</b>.</p>

198/2019	0524/19 – Proposed: Construction of proposed new outbuilding for use as ancillary accommodation to main dwelling at Blackingstone Farm, Moretonhampstead	A briefing note had been circulated previously. A site visit had taken place earlier in the afternoon. Cllr Mike Jeffery sent comments in – the accommodation seemed quite a long way from the house to which it is ancillary but is in favour of supporting. Cllr Paul Dodd's has sympathy of the reason for application but not in favour of it. No objections have been received from the public.	Cllr Malcolm Chudley proposed that the Parish Council <b>supports</b> the application subject to confirmation the neighbour has no objections and it is legally inseparable from the main property. Seconded by Cllr Gordy Keep and <b>resolved</b> . One councillor opposed.
199/2019	0515/19 – Proposed: Erection of side extension at Yarningale, Moretonhampstead	A briefing note had been circulated previously. A site visit had taken place earlier in the afternoon. The Council think it will be a great improvement.	Cllr Rose Mogeni proposed that the Parish council <b>supports</b> the application. Seconded by Cllr Paul Dodd and <b>resolved</b> .
200/2019	0481/19 – Proposed: New farmstead comprising farm buildings, yard and temporary agricultural workers dwelling together with alterations to public right of way arrangements at Cranbrook Linhay Farm, Moretonhampstead	A briefing note had been circulated previously. It was noted that the Parish Council had previously supported this application and agreed to continue its support due to it being an agricultural project.	Cllr Mike Warner proposed that the Parish council <b>supports</b> the application. Seconded by Cllr Rose Mogeni and <b>resolved</b> .
201/2019	To receive the draft minutes of the meeting of the finance and policy committee held on 19 <sup>th</sup> November 2019 and to agree the following recommendations: 1. Recommendation to full council to approve the draft budget 2020/21 and precept request. 2. Recommendation to full council to approve the following policies: <ul style="list-style-type: none"> <li>• Data Protection Privacy Policy</li> <li>• Health and Safety Policy</li> </ul>	Draft minutes of the meeting had been previously circulated along with the 2020/21 budget and precept request, Data Protection Privacy Policy and the Health and Safety Policy.  Cllr Mike Warner provided a summary of the Finance and Policy meeting.  Cllr Vivienne Hodges thanked Cllr Nicky Cardew for all her hard work on the policies. Cllr Mike Warner suggests the council approved the policies.	Cllr Paul Dodd proposed to <b>accept</b> the draft budget and precept request of £39,420.00. <b>Seconded</b> by Cllr Gordy Keep and <b>resolved</b> . Cllr Rose Mogeni proposed the Parish Council <b>approves</b> the policies. <b>Seconded</b> by Cllr Paul Dodd and <b>resolved</b> .
202/2019	To review cemetery regulations and cost	Cemetery regulations and fees had been previously circulated. A complaint had been received during the month from a member of the public. Adequate records could not be found from 1984 resulting in upset to the family wanting to put up a headstone. It was later pointed out by Cllr Mike Jeffery that the Council only took over the records in 1989 and pre 1989 the Church were responsible.	Cllr Vivienne Hodges will send a letter of apology to the member of the public. It was proposed that the records will be gone over with the History Society in the new year.

		Cemetery regulations and fees were discussed. It was noted that the fees are for maintaining the Churchyard to an acceptable level. Cllr Vivienne Hodges concerned about the use of plastic flowers in the cemetery and would like to suggest the council ask new graves and memorials to be plastic free.	Cllr Mike Warner suggested that the Finance committee should discuss in more detail at their next meeting. Cllr Penny Simpson <b>proposed</b> that new graves and memorials should be plastic free. <b>Seconded</b> by Cllr Paul Dodd and <b>resolved</b> .
203/2019	To consider the draft Risk Assessment Policy	The draft Risk Assessment Policy had been previously circulated. Cllr Mike Warner noted that the policy was hugely extensive, well done to Cllr Nicky Cardew.	Cllr Mike Warner proposed we adopt the policy. Seconded by Cllr Malcolm Chudley and resolved.
204/2019	To receive the report of the Internal Financial Regulator.	Cllr Bas Payne sent his apologies. The report postponed to January meeting.	Noted.
205/2019	To approve the list of payments.	The list of payments was tabled at the meeting.	The list of payments is attached at appendix 2 on page 56. Cllr Paul Dodd proposed that the list of payments be <b>approved</b> . Seconded by Cllr Anna Adnitt and <b>resolved</b> .
206/2019	To receive correspondence and to agree any response: 1.Letter from Emma Wotton regarding a tree blocking the waterway adjacent to the sewerage works  2.DNPA response to MPC complaint relating to 0489/06 (Former Gales Saw Mills, Court Street, Moretonhampstead): consent to use of cement fibre cladding on elevations facing Court Street	Correspondence had been previously circulated.  Cllr Vivienne Hodges noted that the whole section of Highways is overgrown. Cllr Anna Adnitt advised that there are funds available from the Flood prevention intervention fund.  Cllr Vivienne Hodges suggested the Parish Council agree to meet with DNPA as offered in their letter. Cllr Vivienne Hodges also suggested that the public should write to Parish Council and DNPA with their complaints.	Investigate who is responsible. Cllr Anna Adnitt to draft a letter to Cllr Jerry Brook, Highways and the Environment Agency advising of the fund.  Confirm a meeting with DNPA.
207/2019	To receive reports from Councillors with particular responsibilities.	<u>Climate Change Working Group</u>  Cllr Penny Simpson reported on the group's activities. The WG have contacted local groups and organisations to see what they're doing regarding climate emergency to avoid duplications. A meeting of local groups and the wider public will be organised in January to inform everyone what is being done. From January a 'Green tip of the month' will be promoted to suggest practical ways of living more sustainably. The WG will also be conducting an internal audit of the Parish Council to	Noted.  Noted.  Noted.

		<p>see how green we are. They will be working with MDT as the building is shared with them and the WG wishes to reduce the buildings carbon footprint.</p> <p>An electrical vehicle charging point in the Car park has been discussed and the WG welcome suggestions from the Council.</p> <p>Cllr Vivienne Hodges and Cllr Penny Simpson will be attending a meeting at Coombeshead to hear what the candidates for Parliament have to say on these issues.</p> <p><u>Devon Communities Together</u></p> <p>Cllr Anna Adnitt and Cllr Mike Warner attended this seminar about emergency planning. Cllr Mike Warner and Cllr Anna Adnitt are currently updating the council's emergency plan.</p>	<p>Noted.</p> <p>Climate change talk will be held on 6<sup>th</sup> December at the Parish Hall for any councillors wishing to attend.</p> <p>Noted.</p>
Public session			
The Chairman closed the meeting at 8.07pm.			
Signed: (Chairman)			
Next meeting: Tuesday 7th January 2020			

#### MPC Minutes 03.12.2019 Attachment no. 1 – Open Spaces report December 2019

Inspection carried out by: Cllr Paul Dodd

Date: December 2019

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

Inspection carried out by: Paul Dodd

Date: December 2019

Area	Comments	Action
The Sentry	All OK.	None needed
Churchyard	All ok	None needed
The Play Area	Inspected at least once a week	None needed
The Henge	Looks good	Grass cut
The Pound	Looks good	Grass cut.
Cross Tree	Tree leaning over	In hand
Geneva Island/War Memorial	Ok	None

<b>Wheelwright's wheel</b>	Looks good	None needed
<b>Allotment</b>	Not checked	None at this time
<b>Seats/benches/ Lamp posts</b>	All ok	None
<b>Gates and Railings</b>	All Ok.	None
<b>Bus Shelter</b>	Still looking good.	None
<b>Recycling</b>	All checked once a week	Ok.

### MPC Minutes 03.12.2019 Attachment no.2 – List of payments December 2019

<b>MANDATORY PAYMENTS FOR November 2019 (approved December meeting)</b>	<b>AMOUNT (inc VAT)</b>	<b>PAYMENT METHOD</b>
MDT (office rent) - paid 01/11/2019	308.82	Direct debit
S PARKIN (Clerk's salary 1 - 30 November 2019) – paid 29/11/2019	£904.86	Online Transfer
PENINSULA PENSIONS (employer's and employee's contribution )	264.85	Online Transfer
HMRC (PAYE and NI - next quarterly payment December)	0	
<b>OTHER PAYMENTS AUTHORISED 3 December 2019</b>		
TALK TALK (telephone and internet) - paid 02/12/2019	£35.41	Direct debit
Hire of Community Club – 05/11/ 2019	£15.00	Online Transfer
Rob Austin - Churchyard Nov £420, 2 x grave dig £1040, 1 x Henge & Pound £35	£1495.00	Online Transfer
Teign Valley Nursery LTD – 13 basket refills	£288.60	Online Transfer
SLCC annual membership fees	£180.00	Online Transfer
Viking Stationary order (part 1)	£20.58	Online Transfer
Viking Stationary order (part 2)	£16.19	Online Transfer
DALC AGM and Conference attendance	£25.00	Online Transfer
Moretonhampstead Development Trust – Electricity usage	£44.75	Online Transfer
Georgina Lingard – Reissue payment / cancel cheque 2810	£150.00	Online Transfer
Cllr Bas Payne – Asbestos removal expenses	£37.45	Online Transfer
S Parkin Overtime payment	£22.90	Online Transfer
S Parkin postage and string expenses	£3.81	Online Transfer
Georgina Lingard – Sept, Oct, Nov, Dec website event management	£80.00	Online Transfer
Sarah Jenkins – November handover hours	£420.80	Online Transfer
Cllr Anna Adnitt – Mileage expenses (3 trips: 29, 35 and 24 miles)	£39.60	Online Transfer
<b>TOTAL</b>		

Missing Invoices received from MDT for June and July.  
 Authorise Talk Talk Invoice 05/06 - £31.97 (already paid).