



**Minutes of the meeting of Moretonhampstead Parish Council held on Tuesday 4<sup>th</sup> June 2019 at 7.00pm at the Community Club, Moretonhampstead**

<b>Present</b>	<p>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</p>
----------------	---

<b>In attendance</b>	<p>Siân Colridge – Internal Auditor          Cllr Jerry Brook – Devon County Council          1 member of the public          Sarah Jenkins – Locum Clerk</p>
----------------------	---

**Public Session:**  
 The member of the public agreed to speak during the public session at the end of the meeting.

<b>Item No</b>	<b>Agenda item</b>	<b>Discussion points</b>	<b>Outcome/action</b>
81/2019	To accept apologies for absence.		Apologies were accepted from Cllr Mike Warner.
82/2019	To receive declarations of interest in items on the agenda and requests for dispensations.		None received.
83/2019	To approve the draft minutes of the annual meeting of the Parish Council and the meeting of the Parish Council held on 14 <sup>th</sup> May 2019.	Draft minutes of both meetings had been circulated with the agenda.	<p>Cllr Mike Jeffery proposed that the minutes of the annual Parish Council meeting held on 14<sup>th</sup> May 2019 be approved and signed as a correct record. Seconded by Cllr Bas Payne and <b>resolved</b> (2 abstentions).</p> <p>Cllr John Farrand-Rogers proposed that the minutes of the Parish Council meeting held on 14<sup>th</sup> May 2019 be approved and signed as a correct record. Seconded by Cllr Mike Jeffery and <b>resolved</b> (2 abstentions).</p>

84/2019	To receive the County Councillor's Report.	<p>Cllr Jerry Brook reported that the new Chairman of Devon County Council is Cllr John Matthews, with Cllr Margaret Squires as Deputy Chairman. Cllr Brook reported the following:</p> <ul style="list-style-type: none"> <li>• Children's services are under severe pressure</li> <li>• DCC is considering issues around the use of glyphosate</li> <li>• Cllr Brook has inspected the road surface at Queen's Road and will continue to pursue this with DCC Highways. Cllr Brook will advise the likely cost of the work.</li> </ul> <p>In response to a question regarding the completion of the Wray Valley Trail, Cllr Brook confirmed that there was a budget and that he would report back on the expected date for completion at the next Council meeting.</p> <p>The Chairman thanked Cllr Brook for attending.</p> <p><i>Cllr Brook left the meeting at 7.10pm</i></p>	<p>Noted.</p> <p>Noted.</p> <p>Cllr Brook to report to the next meeting.</p> <p>Cllr Brook to report to the next meeting.</p>
85/2019	To receive the Internal Audit Report for the financial year 1 April 2018 – 31 March 2019	<p><i>Standing Orders were suspended</i></p> <p>Mrs Siân Colridge presented the Internal Audit Report for the financial year ended 31 March 2019.</p> <p>The only significant variance between the current and previous year's figures was in staff costs. It was noted that the previous Clerk's hours had increased from 20 to 25 per week during the year.</p> <p>No matters of concern had arisen during the Internal Audit.</p> <p>The Council thanked Mrs Colridge for her work.</p> <p><i>Standing Orders were re-instated</i></p>	<p>The Internal Audit report was received and noted.</p>
86/2019	To approve the Annual Governance Statement for the financial year 1 April 2018 – 31 March 2019	<p>A copy of the Annual Governance Statement had been circulated prior to the meeting.</p>	<p>Cllr Bas Payne proposed that the Annual Governance Statement for the financial year 1 April 2018 – 31 March 2019 be approved. Seconded by Cllr Paul Dodd and <b>resolved</b>.</p>

87/2019	To approve the Accounting Statements for the financial year 1 April 2018 – 31 March 2019	A copy of the Accounting Statements had been circulated prior to the meeting.	Cllr Malcolm Chudley proposed that the Accounting Statements for the financial year 1 April 2018 – 31 March 2019 be approved. Seconded by Cllr Rose Mogeni and <b>resolved</b> .
88/2019	To approve the dates for the period for the exercise of public rights as Monday 17 June to Friday 26 July 2019	The Chairman thanked Mrs Colridge for attending the meeting.  <i>Mrs Colridge left the meeting at 7.30pm</i>	Cllr John Farrand-Rogers proposed that the dates for the period for the exercise of public rights be set as Monday 17 June to Friday 26 July 2019. Seconded by Cllr Penny Simpson and <b>resolved</b> .
89/2019	Matters arising not on the agenda – for report only  1 71/2019 Bidder Memorial planning application  2 71/2019 Wheelchair route  3 71/2019 Cladding to Steven's Office building  4 71/2019 Suspected asbestos in the allotment  5 78/2019 Court Street flower baskets	1 The planning application is still under consideration by the Dartmoor National Park Authority.  The Chairman had written a letter of support for a local group's application for Heritage Lottery funding.  2 No further information was available.  3 A response from DNPA was still awaited.  4 The report was still awaited.  5 The baskets had been installed and a rota for watering had been drawn up. The Chairman thanked the volunteers.	Noted.  Noted.  The Clerk to chase up a response.  Noted.  Noted.
90/2019	To note matters under the Chairman's discretion.	The Chairman reported that Wellmoor would be holding a meeting on 19 June 9am – 12.45pm on Working Together on Wellbeing. Cllr Anna Adnitt would be attending.	Noted.

		<p>Preparations are underway for the Flag Festival. Five flags would be installed at The Sentry.</p> <p>The Moreton Against Plastics Group would be holding a meeting and Councillors would be welcome. Cllr Penny Simpson hoped to attend.</p>	<p>Noted.</p> <p>Noted.</p>
91/2019	To receive the District Councillor's Report.	<p>Cllr Mike Jeffery reported that the new Chairman of Teignbridge District Council was Cllr Richard Keeling, with Cllr John Petherick as Vice-Chairman. Cllr Gordon Hook was leader of the Council.</p> <p>Cllr Jeffery reported the following:</p> <ul style="list-style-type: none"> <li>• The District Council was working with DCC to provide traveller pitches</li> <li>• Teignbridge would assist with the setting up of repair cafés, supported by DCC</li> <li>• The recycling rate, now including foil, was 54.5%</li> <li>• Littering fines had been increased</li> <li>• Residents were advised to check the credentials of any contractors removing household waste to ensure that contractors were legitimate</li> </ul> <p>In response to a question regarding a budget deficit approved by the previous Council, Cllr Jeffery advised that the money was for on-going projects which had been allocated with the approval of the previous Council.</p> <p>The Chairman thanked Cllr Jeffery for his report.</p>	<p>Noted.</p> <p>Noted.</p>
92/2019	To consider the Open Spaces tender quotes received and to agree to appoint contractors.	<p>Details, including revised quotations where appropriate, had been circulated prior to the meeting.</p> <p>Cllr Paul Dodd outlined the five contracts and the quotes received.</p> <p>The Council discussed the quotes as follows:  Contract 2 – The Sentry and children's play area  Contract 3 – Pound, Henge and around the Coronation bench in Ford Street  Contract 5 – grave digging, ashes plots and interments</p>	<p>Cllr Bas Payne proposed that contracts be awarded as per quotes received as follows:  Contract 2 – Mr T Sutcliffe  Contract 3 – Mr R Austin  Contract 5 – Mr R Austin  Seconded by Cllr Mike Jeffery and <b>resolved</b>.</p>

		Following a discussion of Contract 1 for St Andrew's Churchyard and Contract 4 for various grass verges, it was agreed that the Council would review the terms and re-issue the tenders.	It was agreed to continue with the current contract arrangements for the Churchyard and the grass verges until new contracts had been awarded. It was further agreed that the Open Spaces Committee would review the terms of the tenders for Contracts 1 and 4 and report back to the next Council meeting.
93/2019	To receive the Open Spaces monthly report.	<p>Cllr Paul Dodd had prepared the Open Spaces report for June which had been circulated prior to the meeting.</p> <p>Cllr Dodd reported that a quotation had been received for repairs to the fence and kissing gate at The Sentry.</p> <p>The Chairman thanked Cllr Dodd for his work on open spaces matters.</p>	<p>The report was received and is attached at appendix 1 on page 15.</p> <p>Cllr Gordy Keep proposed that the Council obtain two additional quotations. This was seconded by Cllr Bas Payne with 4 votes for and 4 votes against. The Chairman used her casting vote and it was resolved to accept the quotation to enable the necessary repairs to be carried out.</p> <p>It was agreed that the number of quotations obtained would be reviewed for future works.</p>
94/2019	<p>To consider the following planning applications:</p> <p>0217/19 – A1 and A3 mixed use premises (not including the preparation or sale of hot food) at 4a Ford Street, Moretonhampstead.</p> <p>0221/19 – New farmstead comprising farm buildings, yard and temporary agricultural dwelling at Cranbrook Linhay Farm, Moretonhampstead.</p>	<p>Cllr Bas Payne reported that the deadlines for submission of comments had been extended on both applications and that the applications could now be considered at the next meeting of the Planning Committee on 18 June.</p> <p>A site visit for application 0221/19 had been arranged for 5.30pm on Tuesday 18 June.</p>	<p>It was agreed to consider applications 0217/19 and 0221/19 at the Planning Committee meeting at 7.00pm on Tuesday 18 June.</p> <p>The date and time of the site visit was noted.</p>
95/2019	To appoint a working group to progress the recruitment of the new permanent Clerk and Responsible Financial Officer.	Draft terms of reference for the working group had been circulated prior to the meeting.	It was agreed to appoint Cllrs Bas Payne, Nicky Cardew, John Farrand-Rogers and Vivienne Hodges to the working group. The working group would report back to the next Council meeting.

96/2019	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.	It was noted that the lease is due for renewal at the end of October. It was agreed to defer this item to the next meeting for further discussion.
97/2019	To agree a nomination to the Devon Association of Local Council's (DALC) County Committee.	Information had been circulated in advance.	No nominations were received.
98/2019	To receive the Internal Financial Regulator's Report.	Cllr Bas Payne advised that a date had been agreed to consider the accounts.	Noted.
99/2019	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 16. Cllr Mike Jeffery proposed that the list of payments be approved. Seconded by Cllr Malcolm Chudley and <b>resolved</b> .
100/2019	To receive correspondence and to agree responses.	Correspondence had been circulated prior to the meeting: <ol style="list-style-type: none"> <li>1. WBW Solicitors – Land Registry application</li> <li>2. Sports &amp; Community Centre – Devon Air Ambulance Night Landing site</li> <li>3. Sports &amp; Community Centre – Parish survey</li> <li>4. Ways 2 Wellbeing – details of the NHS health and wellbeing coaches</li> </ol>	Correspondence was considered as follows: <ol style="list-style-type: none"> <li>1. To be considered at the next meeting.</li> <li>2. Noted.</li> <li>3. Noted</li> <li>4. Noted.</li> </ol>
Public session: The member of the public raised concerns about why different areas of the Churchyard may be treated differently when members of the same family may be buried in different parts of the Churchyard. The Chairman advised that there are a number of issues which need to be taken into consideration and that this would be reviewed by the Council going forward.			
The Chairman closed the meeting at 8.37pm.			
Signed: _____ (Chairman)			
Next meeting: Tuesday 2 <sup>nd</sup> July 2019			

**MPC Minutes 04.06.2019 Attachment no.1 – Open Spaces Report June 2019**

**Inspection carried out by:Paul Dodd**

**Date:June 2019**

<b>Area</b>	<b>Comments</b>	<b>Action</b>
<b>The Sentry</b>	All OK.	Awaiting estimate for fence and kissing gate repair
<b>Churchyard</b>	Needs to be strimmed	Contractor informed
<b>The Play Area</b>	Awaiting equipment repair	Playdale informed and should start 17 <sup>th</sup> June. Or soon after.
<b>The Henge</b>	Grass needs cutting	Contractor informed
<b>The Pound</b>	Grass needs cutting	Contractor informed
<b>Cross Tree</b>	Looks good	Protective granite post has see advice below
<b>Geneva Island/War Memorial</b>	War memorial looking good.	See item 1 below.
<b>Wheelwright's wheel</b>	Looks good	None needed
<b>Allotment</b>	Awaiting news on new sign they wish to purchase	None
<b>Seats/benches/ Lamp posts</b>	All look good	See item 2 below
<b>Gates and Railings</b>	As Sentry	As sentry
<b>Bus Shelter</b>	See item 3 below	
<b>Recycling</b>	All checked once a week	All ok

1.Geneva island has been repainted. The bush at the rear has been cut short. The 2 soil areas have been weeded on dug over and Jane Bowes is going to replant the front soil area.

2.The seat outside of the Co op has been sanded down and re varnish. The 3 seats in the square have been sanded down,2 areas of rot have been Removed and the seats re varnished. The 2 low tables have been sanded down,re varnished and the top studs painted gold.

3.The bus shelter inside walls have been repainted and a small "Moretonhampstead" plaque has been placed on the wall. The shelter was swept and cleared of a small amount of rubbish.

**MPC Minutes 04.06.2019 Attachment no. 2 – List of payments June 2019**

<b>MANDATORY PAYMENTS MAY 2019 (June meeting)</b>	<b>AMOUNT (inc VAT)</b>	<b>PAYMENT METHOD</b>
MDT (office rent) - paid 01/05/19	308.82	Direct debit
J. LAMMIN (Clerk's salary to 3rd May including overtime)	558.18	Cheque
PENINSULA PENSIONS (employer's and employee's contribution - J Lammin )	140.42	Cheque
S.JENKINS (Locum Clerk's salary from 1 - 31 May)	838.36	Cheque
HMRC (PAYE and NI - quarterly) - next due June - information awaited from payroll		Online transfer
<b>OTHER PAYMENTS AUTHORISED 4 JUNE 2019</b>		
TALK TALK (telephone and internet) - paid 01/05/19	TBA	Direct debit
TAS CoverEssentials - renewal of annual support for finance system	162.00	Cheque
Georgiana Lingard - community pages/events Visit Moreton website for March and April 2019	100.00	Cheque
Amy's Flowers bouquet	35.00	Cheque
Hire of Community Club 16 April 2019	15.00	Cheque
TA Sutcliffe Contracting Ltd - 2 cuts Sentry and play area (May)	300.00	Cheque
J Lammin invoice for additional admin and handover - 6 hours	78.90	Cheque
Clerk's expenses May/June - postage, stamps, Norton 360 virus protect renewal	102.68	Cheque
R J Austin Church yard maintenance May - grass cutting	420.00	Cheque
R J Austin The Pound & The Henge maintenance May	35.00	Cheque
<b>TOTAL</b>	<b>3,094.36</b>	