

IDEFORD PARISH COUNCIL

DRAFT - Minutes of the Annual Meeting held on Wednesday, 6 December 2017 - DRAFT

Present:	Cllr Angie Carter-Woodwark Cllr Anthony French Cllr Helen Bellamy Cllr David Fox Cllr Liz Hill Cllr Tom Hill Cllr Julian Hull	Chairman Vice Chairman Arrived at 1840
In Attendance	Mrs Ashley Lamb 2 Members of the Public	Parish Clerk

Item (a)	Discussion and Decisions (b)
091/17	<p>WELCOME AND APOLOGIES FOR ABSENCE</p> <p>The Chairman opened the meeting at 1830. Apologies for absence were received from Cllr Ron Peart, Cllr Beryl Austen, PC Rob Harvey and PCSO Saul Bunce.</p>
092/17	<p>MINUTES OF THE LAST MEETING</p> <p>It was unanimously agreed that the minutes of the 1 Nov 17 meeting be signed as a true and accurate record.</p>
093/17	<p>DECLARATION OF INTERESTS</p> <p>Cllr Liz Hill declared an interest in agenda item 095.1 as her husband is the Treasurer of the Millennium Green. Cllr French declared that he is a Trustee of the Millennium Green.</p>
094/17	<p>REPORTS</p> <p>District Councillor – Cllr Beryl Austen – Read by Clerk</p> <p>Teignbridge has received a National award for its provision of housing and meeting targets set by Government. There are, however, Councillors, including myself, who do not approve of the continuing intrusion into our green fields and designated countryside. Published figures also reveal that just over 20 per cent of those properties built go to our long-term residents and their families. However, we live in a quite remarkably beautiful part of the country and we must continue to work together to keep it so. Planning Applications for new developments of many houses are dealt with at most planning meetings and rarely refused. If Councils do not meet targets over the current five-year period they can be fined. So that is the dilemma - Save the countryside or pay the price.</p> <p>Devon and Cornwall Constabulary – PC Rob Harvey – Read by the Clerk.</p> <p>Reported crimes from 2 Nov 17 to 4 Dec 17 (2 Crimes)</p> <p>Assault (ABH) – Offender, neighbour to victim has assaulted them causing minor injuries. Victim unsure at present whether they wish to press charges.</p> <p>Public order offence – Victim saw offender eating and drinking whilst driving along the A380. The victim challenged the offender over this resulting in the offender making rude gestures and driving aggressively towards the victim, causing distress. No further action as it was one word against another with no independent witnesses.</p> <p>Other matters</p> <p>Please be aware that door knockers from Middlesbrough have been reported in the Bishopsteignton area. As per usual they offer to sell cleaning products but we've received reports that they are being abusive. In addition, they are often suspected of either scouting for unattended premises, or committing distraction type burglaries.</p> <p>Please take care of your belongings and do not leave them on public display. Property mark them and make a note somewhere of the make, model and serial numbers of expensive items where appropriate. If you've got a mobile phone that for some reason you plan to leave unattended please consider installing a security app that includes the facility to track your device should it be stolen.</p> <p>Please report any suspicious people or vehicles, taking time to write down vehicle registrations and inform the police as it is happening, as opposed to a day or so after. Don't be afraid to use the 999 number if it's appropriate. All the best and have a very happy Christmas.</p>

095.1 - To consider request from Millennium Green Trustees

Councillors considered a letter dated 23 Nov 17 from the Millennium Green Trustees requesting full reimbursement for insurance costs for this and future financial years. A copy of the Statement of Accounts for year ending 31 Dec 16 had also been provided. The current premium (renewed on 21 Oct 17) is £721.80 including IPT with the Parish Council providing £540 towards the total cost. Having already prepared the draft budget for 2018/19 to reflect a 0% Council Tax rise for Parishioners, it was **resolved by majority** that the Parish Council contribution should remain at £540 for FY 18/19 with no additional payment being made for FY 17/18. To increase to the full premium during the next FY would require a 4.9% Council Tax increase. It was **resolved** that the Clerk should draft a response to the letter and forward it to all Councillors for comment.

095.2 - To discuss and resolve Budget and to set Precept for 2018/19

Following on from agenda item 086.4. Councillors considered the amended budget for FY 18/19. The following points were resolved unanimously:

1. The Chairman's Allowance will be reduced from £150 to £50.
2. A continued contribution of £540 will be made towards the Millennium Green insurance premium.
3. £100 would be allocated for Parish Website Hosting and an additional £100 payment would be made to the Webmaster for maintaining and uploading the Parish Council Transparency data.
4. The grass cutting contract will increase from £16 to £17 per cut.
5. The Parish Clerk will be paid 4 hours per week at NJC SCP 15 or NJC SCP 16 if CILCA qualified. Current SCP 16 rate is £9.054 per hour.
6. The 2018/19 Budget was now ratified as amended and could be signed by the Chairman and RFO
7. The precept request could be submitted to TDC by the Clerk requesting £5097 (Precept of £4917 and CTS Grant of £180). This would represent a 0% increase on the previous year.

095.3 To receive update following Resilience Forum Event on 22 Nov 17 – Cllr Fox

Cllr Fox gave an overview of the DCC Resilience Forum Event including details of a DCC scheme that offers households a grant of up to £5000 for property level resilience measures, such as flood doors, anti-flood air bricks and other measures designed to protect homes from flooding. It was **resolved** that details of the scheme should be advertised to Parishioners via the website, social media and next available Parish Newsletter.

095.4 To receive update following TDC Housing Event on 28 Nov 17 – Cllr Fox

Cllr Fox gave an overview of the Housing Event and associated workshops.

095.5 To receive update following the CPRE Meeting on 28 Nov 17 – Cllr Hill / Cllr Carter-Woodwark

Due to prior commitments no representative of Ideford Parish Council could attend the meeting. Cllr Hill will forward a recent video by Peter Finch the Devon CPRE Chairman to all Councillors for information.

095.6 To receive update following the TALC Meeting on 30 Nov 17 – Cllr French

Cllr French and Cllr Fox gave an overview of the TALC Meeting. Key speakers were Cllr John Hart, Leader of Devon County Council talking about Devon CC Budget Matters. This was followed by a presentation from Graham Davey, TDC Housing Enabling Officer and Sue Southwell from the Rural Housing Team at Devon Communities Together on Community Led Affordable Housing. A copy of the TALC minutes has been forwarded to all Councillors for information.

Following the meeting an email had been received from the Housing Team with the offer to meet and speak with members of the community to discuss housing need. The aim of the session would be to understand if there is a need (that wasn't identified in the recent survey) and what that need is, as well as raising general awareness of how to register and the options available.

It was **unanimously resolved** that a Community Session should be organised in the New Year and the matter would be added to the Agenda for the next meeting. Cllr Fox and Cllr French to lead.

095.7 To resolve next steps in relation to the 4 Parish Boundary Stone upgrade or replacement

Following the presentation for Mr Martyn in March 2017, email correspondence from 2 other Councils had been received regarding the progression of this matter. It was confirmed that there was no wish from Ashcombe to replace the current stone and Bishopsteignton and Chudleigh were supportive of the intention and willing to assist financially to a certain extent if other Parishes had a strong desire to progress the matter further. It was unanimously resolved that the current stone was fit for purpose and should not be replaced at this time.

	<p>095.8 To receive Colleybrook maintenance update – Clerk Silt Trap was due to be cleared on 9 Nov 17, then rescheduled to 20/21 Nov 17 but the work has not yet been completed. Skanska advise that the delay is because when tested, the water and silt in the area contained some form of contamination. This will have an impact risk assessment for workman clearing the area and where the removed silt can be disposed. A rescheduled date will be provided by Skanska as soon as possible.</p> <p>095.9 To request approval to attend DALC GDPR Training Event – Clerk It was unanimously resolved that the Clerk could attend the DALC General Data Protection Regulations Training at Exeter Racecourse on either Tue 13 Mar 18 or Thurs 19 Apr 18.</p>																								
096/17	<p>PUBLIC PARTICIPATION There were no comments from members of the public</p>																								
097/17	<p>PLANNING</p> <p>17/02670/FUL – Little Haven, Higher Sandygate, TQ12 3PU –Application by Ms L Randle New horticultural building and access drive</p> <p>Councillors discussed the application and concerns that had been raised by Parishioners living in Higher Sandygate. Concerns related to work currently underway at the application site, increased vehicular access, ownership of all the land within the application and flooding and rainwater run off issues. It was unanimously resolved that the Clerk should highlight the concerns in a letter to the TDC Planning Department.</p> <p>17/02267/FUL - Ash Barn, Ideford Combe, TQ12 3GS Application by Mrs L Edwards - Decision Granted Change of use from agricultural land to extension of residential curtilage and erection of polytunnel</p>																								
098/17	<p>CLERK'S REPORT AND FINANCE</p> <p>098.1 - Balance of Accounts as at 30 Nov 17</p> <table border="0"> <tr> <td>Parish Current Account</td> <td style="text-align: right;">£8866.70</td> </tr> <tr> <td>Request for Payment Authorisation £</td> <td style="text-align: right;">27.50</td> </tr> <tr> <td>Remaining Cash at Bank</td> <td style="text-align: right;">£8839.20</td> </tr> </table> <p>098.2 - To request approval and signature of Monthly Bank Reconciliation for November 2017 It was unanimously resolved that the bank reconciliation for November should be signed by the Chairman.</p> <p>098.3 - To request approval for BACS & Cheque Payments It was unanimously resolved that the following payments could be made via BACS Transfer:</p> <table border="1"> <tr> <td>£35.00</td> <td>ICO via DD</td> <td>Invoice Signature Only – Previously Authorised 1 Nov 17 Min 089.3 Refers</td> </tr> <tr> <td>£200.00</td> <td>PCC</td> <td>Transfer Signature Only – Previously Authorised 1 Nov 17 Min 089.5 Refers</td> </tr> <tr> <td>£200.00</td> <td>Village Hall</td> <td>Transfer Signature Only – Previously Authorised 1 Nov 17 Min 089.5 Refers</td> </tr> <tr> <td>£27.50</td> <td>David Aylmore</td> <td>P3 Co-ordinator mileage and parking expenses for Autumn Workshop</td> </tr> </table> <p>It was unanimously resolved that the following Invoices could be paid on receipt by the Clerk:</p> <table border="1"> <tr> <td>£50.00 (Max)</td> <td>Village Hall</td> <td>Rental Charges</td> </tr> <tr> <td>£100.00 (Max)</td> <td>PCC</td> <td>Parish Council contribution to Newsletter Printing Costs</td> </tr> </table> <p>098.4 - To provide update on Legal and Administrative matters</p> <p>098.4.1 - The following report had been received from Mr David Aylmore the Parish Paths Coordinator:</p> <p>I attended the P3 Autumn workshop on 28th November to represent Ideford Parish. The agenda was very informative and helpful with lots of practical advice to assist with maintaining the footpaths & bridleways in the parish. One of the main benefits of these events is to be able to meet face to face with the local DCC Paths wardens and other PROW staff. Our warden is Johnathan Rowlands who I have found to be very helpful over the years. We had a chat about Watery Lane (Bridleway 25) which he knows well, having been involved with the major improvement work carried out a couple of years ago. The North end of the path now needs some work and we agreed that a series of shallow steps, each one being approx. 1M long would be installed to upgrade the first 10 – 12 meters of the path. He will arrange for some 2m long sleepers to be supplied, along with fixing pegs and I agreed to organise a working party of volunteers to install them. Much of the infill for the steps will come from the stream bed below the work area, but if needed Johnathan will supply a load of scalping to top the surface off.</p>	Parish Current Account	£8866.70	Request for Payment Authorisation £	27.50	Remaining Cash at Bank	£8839.20	£35.00	ICO via DD	Invoice Signature Only – Previously Authorised 1 Nov 17 Min 089.3 Refers	£200.00	PCC	Transfer Signature Only – Previously Authorised 1 Nov 17 Min 089.5 Refers	£200.00	Village Hall	Transfer Signature Only – Previously Authorised 1 Nov 17 Min 089.5 Refers	£27.50	David Aylmore	P3 Co-ordinator mileage and parking expenses for Autumn Workshop	£50.00 (Max)	Village Hall	Rental Charges	£100.00 (Max)	PCC	Parish Council contribution to Newsletter Printing Costs
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Whilst he could not give a firm commitment, I believe that there will be a minimal (if any) cost to the Parish for the materials. However, I did say that if needed we did have funds available to contribute up to £100.

We also spoke briefly about footpath 20 at Towns End. This is a short but very pretty path, and for some time, I have been thinking of approaching the land owner at the South end of the path to see if the 2 existing stiles could be upgraded to gates. This would allow easier access for pushchairs and for anyone with mobility problems. However, the other end of the path has suffered with surface water runoff from fields and the adjoining stables which results in deep mud at times.

Hopefully with the planned re-development of the stables, these problems of surface drainage can be dealt with and it will be worth moving forward with the upgrade to the stiles. Johnathan was in full agreement and when the time comes, will be happy to discuss the supply of the necessary furniture. I estimate that the existing P3 funds will be sufficient to cover the cost of this work. At the present time, I see no need to apply for any P3 grants for 2018.

098.4.2 - Devon Countryside Access Forum

It was confirmed that no Councillor wished to be considered for membership of the Forum.

098.4.3 - Auditor appointments for smaller authorities for the five financial years from 2017/18 to 2021/22

On 30 November 2016 Smaller Authorities' Audit Appointments Ltd (SAAA) announced the conclusion of its procurement process and the award of limited assurance review contracts for five years to the successful external audit firms. Responsibilities under the new contracts will relate to accounts for the financial year beginning on 1 April 2017. For Devon the auditor will be PKF LITTLEJOHN LLP

There are scales of audit fees for smaller authorities that complete their Annual Returns fully and accurately within the required timescales, and provide the necessary supporting information and any explanations sought. For Ideford Parish Council this would be £200. However, an authority with neither income nor expenditure exceeding £25,000 will have the right to certify that it is an exempt authority and in normal circumstances no fee will be payable (provided they meet a set list of criteria). The Annual Return will now be known as the "Annual Governance and Accountability Return" and will need to be completed in accordance "proper practices" as set out in 'Governance and Accountability for Smaller Authorities in England, a Practitioners' Guide', and then be published in accordance with the applicable Transparency Codes.

The Clerk also advised that she was still waiting for a response from Grant Thornton regarding the disputed £100 invoice for this years' Audit. The Auditor had been notified that the only reason Ideford had moved into an over £10,000 charging bracket was due to a £7000 error payment made by TDC.

099/17	DATE OF NEXT MEETING – Monthly Meeting of Ideford Parish Council, Thursday, 8 Feb 18
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The Chairman closed the meeting to the Public at 1945 and Councillors remained for a Part II discussion.

Signed:

Dated:

8 Feb 18