

IDEFORD PARISH COUNCIL

Minutes of the Annual Meeting held on Wednesday, 3 May 2017

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
In Attendance	Mrs Ashley Lamb 3 Members of the Public	Parish Clerk

Item (a)	Discussion and Decisions (b)
034/16	<p>ELECTION OF CHAIRMAN</p> <p>The retiring Chairman asked if any Councillor wished to stand for election as Chairman. Cllr Fox and Cllr Carter-Woodwark declared that they wished to be considered. It was voted by majority that Cllr Carter-Woodwark be elected as the Chairman for 2017/18. A declaration of acceptance of the office of Chairman was duly signed and witnessed.</p>
035/15	<p>ELECTION OF VICE CHAIRMAN</p> <p>There being no nominations for the position of Vice Chairman, Cllr French stated that he was content to continue in the position. The election of Cllr French was agreed unanimously.</p>
036/17	<p>WELCOME AND APOLOGIES FOR ABSENCE</p> <p>The Chairman opened the meeting at 1835 and apologies for absence were received from Cllr Beryl Austen.</p>
037/17	<p>MINUTES OF THE LAST MEETING</p> <p>It was unanimously agreed that the minutes of the 5 Apr 17 meeting be signed as a true and accurate record. The minutes of the Annual Parish Meeting held on 19 Apr 17 were also noted with no amendment required.</p>
038/17	<p>DECLARATION OF INTERESTS</p> <p>There were no declarations of interest.</p>
039/17	<p>REPORTS</p> <p>District Councillor – Cllr Beryl Austen (Read by Parish Clerk)</p> <p>Police have issued a warning about illegal taxi drivers operating in our area. These vehicles have not been approved or vetted by the Council, nor are drivers permitted to take money for journeys and they are not insured for passengers. A couple of suspects are being investigated by the police but the public are asked to be aware when accepting the offer of transport that the taxi is properly marked as an approved vehicle.</p> <p>Because of the approaching County and National elections meetings of Teignbridge have been less than expected. The next planning meeting is on 9 May 17 and there are no local applications on the agenda. The planning meeting for early June has been cancelled because of the General Election and moved to 13 Jun 17.</p> <p>No applications for community funding may be made by Councillors for the purdah period which ends after the elections.</p> <p>Work is ongoing at CDS Phase 2 with the providers to improve internet connections in our area. Devon and Somerset are working together to achieve a better service. Teignbridge have been commended for the efficiency and quality of their Housing Benefit service. Not a lot to report this time. Back to normal, no doubt, after the two elections.</p> <p>Police and Community Support Officer Report (Report from PC Rob Harvey read by Parish Clerk)</p> <p>There were no reported crimes during the period from 5 Apr 17 to 3 May 17</p> <p>Other matters</p> <p>It is that time of year again when the garden tools come out and the thieves start snooping around sheds and outbuildings looking for easy pickings. Please take care of your belongings. Property mark them and make a note somewhere of the make, model and serial numbers of expensive items where appropriate. 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 is appropriate.</p> <p><i>PC Harvey arrived at 1845, there being no questions from Councillors or members of the public he excused himself and left to attend another meeting.</i></p>

040/17	<p>PARISH MATTERS</p> <p>040.1 - To confirm acceptance of Representative Roles. The following representative roles were confirmed: Teignbridge Association of Local Councils - Cllr French Snow Warden - Cllr French Campaign to Protect Rural England - Cllr Carter-Woodwark and Cllr Liz Hill Bank and Cheque Signatories - Cllr Carter-Woodwark, Cllr Tom Hill and Cllr French It was resolved that Cllr Fox should be added to the Bank Signatory List. Clerk to prepare the paperwork.</p> <p>040.2 – To identify and approve any Parish Councillor Training Needs A list of training courses had been circulated to all Councillors. Cllr Carter-Woodwark requested a place on the 11 Jul 17 Chairmanship Course. Cllr Fox also requested a place on this course once his availability could be confirmed. The Clerk informed Councillors that she would be attending a Social Media Course (at no cost) on 23 May 17.</p> <p>040.3 - To receive Ideford Parish Plan Action Updates from Portfolio Holders Cllr Liz Hill provided details of several Flood Help Information telephone numbers and details of some self-help websites. It was resolved that the Clerk should turn the information into an article for the Parish Newsletter for use later in the year. Cllr Bellamy provided details of a change in Neighbourhood Highways Officer. Details had been circulated to all Councillors. There were no other specific updates from Portfolio Holders.</p> <p>040.4 - To receive update following Parish Council Internal Audit Cllr Carter-Woodwark and Cllr Fox were present with the Clerk at the Parish Council Internal Audit that took place on 21 Apr 17. The Auditors report confirmed that the Parish Council Accounting System was efficient and effective and meets the necessary accounting requirements. The associated record keeping is in excellent order and the overall finances of the Parish Council are in good order. The Chairman thanked the Clerk for all her hard work in preparing for the Audit.</p> <p>040.5 - To approve the payment of 12 hours’ overtime (Accounts & Audit) for the Parish Clerk It was unanimously resolved that the Clerk should be paid 12 hours’ overtime for time spent preparing the end of year accounts and internal audit documentation.</p> <p>040.6 - To Approve and Sign the Annual Governance Statement for 2016/17 Councillors unanimously agreed with the proposed responses to each of the governance statements and resolved that the document could be signed by the Chairman and Clerk.</p> <p>040.7 - To Approve and Sign the Accounting Statements for 2016/17 Councillors unanimously resolved to approve the document. No comments were made and no amendment was required. The document was duly signed by the Chairman and Clerk as Responsible Financial Officer.</p> <p>040.8 - To review and approve the Parish Council Insurance requirements for 2017/18 Having received a copy of the renewal documentation during the month, Councillors unanimously resolved that the Parish Council insurance for 2017/18 was fit for purpose and no amendments were required.</p>
041/17	<p>PUBLIC PARTICIPATION</p> <p><i>Standing Orders were suspended</i> A parishioner commented on the poor state of the top end of the Watery Lane Bridleway. Once again, heavy rain has washed away all the top soil and it is now very difficult to pass and is very stony. The Clerk would contact the P3 Coordinator for an opinion and liaison with DCC PROW regarding drainage and remediation. A parishioner commented on the current inconsistency in service at the Brunel Road Recycling Centre. Security Guards have been issuing tickets and denying access to people doing good deeds for others and who were acting in a reasonable manner. This question was also raised at the APM and is with the District Councillor for comment. A parishioner also commented on the size and severity of the traffic calming (sleeping policemen) at the site. <i>Standing Orders were reinstated</i></p>
042/17	<p>PLANNING</p> <p>17/00923/FUL – Highland View, Ideford Combe, TQ12 3GR – Application for Mr Burman Replacement garage including annexe Councillors resolved unanimously to support the application submitted by Mr Burman.</p>

043/17	<p>CLERK'S REPORT AND FINANCE</p> <p>043.1 - Balance of Accounts as at 30 Apr 17</p> <table> <tr> <td>Parish Current Account</td> <td style="text-align: right;">£9629.54</td> </tr> <tr> <td>Request for Payment Authorisation</td> <td style="text-align: right;">£518.00</td> </tr> <tr> <td>Remaining Cash at Bank</td> <td style="text-align: right;">£9111.54</td> </tr> <tr> <td>VAT Refund</td> <td style="text-align: right;">£72.96 to arrive (£9184.50)</td> </tr> </table> <p>043.2 - To request approval and signature of Monthly Reconciliations for April</p> <p>It was resolved unanimously that the monthly bank reconciliation for April should be signed by the Chairman.</p> <p>043.3 - To request approval for BACS and Cheque Payments</p> <p>It was unanimously resolved that £126 should be vired from the CPAD earmarked reserve of £1641.50 to cover the cost of the annual support subscription. This would leave £1515.50 to support the project and to fund a future replacement device. It was unanimously agreed and resolved that the following payment could be made via BACS Transfer:</p> <table border="1"> <tr> <td style="text-align: right;">£126.00</td> <td>Community Heartbeat Trust</td> <td>Annual Membership and CPAD Support Costs</td> </tr> <tr> <td style="text-align: right;">£280.00</td> <td>Came and Company</td> <td>Insurance Renewal (Year 2 of LTA)</td> </tr> <tr> <td style="text-align: right;">£52.00</td> <td>Henry Merritt</td> <td>Internal Audit Fee</td> </tr> <tr> <td style="text-align: right;">£60.00</td> <td>NALC</td> <td>Local Council Award Scheme Registration</td> </tr> </table> <p>043.4 - To provide update on Legal and Administrative matters</p> <p>The Clerk commented that the large metal noticeboard near the Royal Oak would no longer be used for Parish Council information. This was due to the safety issue of single person operation, continued dog fouling of the area and ease of reading due to excessive condensation. All information would be displayed on the new Bus Shelter Notice Board.</p> <p>The Clerk confirmed that the Rural Aid Application made on behalf of the Millennium Green was submitted to Teignbridge District Council in a timely manner and all subsequent supplementary questions have been answered by the Millennium Green Trustees. Decisions will be made on 12 Jul 17.</p> <p>The Rural Skip Service has now been confirmed for Saturday, 1 Jul 17.</p>	Parish Current Account	£9629.54	Request for Payment Authorisation	£518.00	Remaining Cash at Bank	£9111.54	VAT Refund	£72.96 to arrive (£9184.50)	£126.00	Community Heartbeat Trust	Annual Membership and CPAD Support Costs	£280.00	Came and Company	Insurance Renewal (Year 2 of LTA)	£52.00	Henry Merritt	Internal Audit Fee	£60.00	NALC	Local Council Award Scheme Registration
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044/17	DATE OF NEXT MEETING – Monthly Meeting of Ideford Parish Council, Wednesday, 7 Jun 17 at 6.30pm																				

The Chairman closed the meeting at 1920

Signed:

Original Copy Signed

Dated:

7 Jun 17