

DUNCHIDEOCK PARISH COUNCIL

Minutes of the Annual Council Meeting held on Tuesday 14th May 2019 at 7.30 pm in the Village Hall, School Lane, Dunchideock, EX2 9UG

Present: Cllr Sharpe (Chairman), Cllr Bean, Cllr Cook, Cllr Ellis, Cllr McCarthy,
Cllr Moor, Cllr Robson, Mr Harvey (Clerk), TDC Cllr Nuttall, DCC Cllr Connett
10 members of the public

All Parish Councillors signed their Declarations of Acceptance of Office before taking part in the Meeting – Cllr Ellis on arrival by prior arrangement.

1. **Election of Chairman:** The present Chairman, Cllr Sharpe, requested nominations for the election of a Chairman for the next year. Cllr McCarthy nominated Cllr Sharpe. There were no other nominations. Proposed by Cllr McCarthy and seconded by Cllr Cook and resolved that Cllr Sharpe will be Chairman for the next year. Cllr Sharpe signed the Declaration of Acceptance of Office of Chairman.
2. **Election of Vice-Chairman:** The Chairman requested nominations for the election of a Vice-Chairman. Cllr Robson was nominated and declined and Cllr Moor was nominated. Proposed by Cllr Robson and seconded by Cllr Bean and resolved that Cllr Moor will be Vice-Chairman for the next year. Cllr Moor accepted with the comment that he would hold the post for one year only. Cllr McCarthy thanked Cllrs Sharpe and Moor for all their hard work and all Councillors agreed.
3. **Apologies for Absence:** Received from TDC Councillors Foden and Swain. Cllr Sharpe welcomed TDC Councillor Nuttall to his first meeting.
4. **Declarations of Interest and Dispensations:**
 - a. No Declarations of Interest were given by the Councillors.
 - b. The Clerk signed the Dispensation for Councillors in accordance with Section 33 of the Localism Act 2011 for the next 4 years.
5. **Minutes:** The minutes of the meeting held on 19th March 2019 were presented for approval and signature. Proposed by Cllr Cook and seconded by Cllr Moor and resolved that they were an accurate record of the meeting and they were duly signed.
6. **Committees:** Cllr Sharpe advised that the Employment and Complaints Committee had been set up on the recommendation of a previous Locum Clerk to deal with matters at that time. These matters had reduced and the Clerk would normally deal with complaints. It was considered that there did not appear to be a need for any new committees. Proposed by Cllr Moor and seconded by Cllr Bean and resolved that:-
 - a. The Employment and Complaints Committee is dissolved
 - b. No requirement for any new Committees had been identified.

Cllr Ellis arrived for the meeting and signed his Declaration of Acceptance of Office.

7. **Responsibilities of Councillors:** Cllr Sharpe stated that there was a requirement for councillors to have specific responsibilities which are published on the website. Proposed by Cllr Cook and seconded by Cllr McCarthy and resolved that the responsibilities will be:-

Defibrillators – Cllr Sharpe	Environment & Parish Assets – Cllr Bean
Grants & Funding – Cllr Robson	Highways – Cllr Ellis
Newsletter – Cllr Sharpe	PCC – Cllr Cook
Planning – Cllr McCarthy	Public Information – Cllr Moor
Public Rights of Way – Cllr Bean	TALC – Cllr Moor
Village Hall – Cllr Robson	

8. **Bank Mandate:** Cllr Sharpe advised that the present 4 signatories were Cllrs Ellis, McCarthy, Moor and Sharpe with 2 out of 4 required to sign cheques. All 4 agreed to continue. Proposed by Cllr Robson and seconded by Cllr Cook and resolved to continue the present arrangements.

9. Governance Documents: Cllr Sharpe stated that the documents to be observed by the Council in the conduct of its business had to be reviewed at the Annual Meeting. The documents had been circulated to members before the meeting for review and the amendments are:-

Asset Register:	Equipment held amended
Code of Conduct:	Minor amendment made to typing error
Complaints Procedure:	New version to be prepared for next meeting
Financial Regulations:	Para 3.1 – amend date from November to January Para 5.8 – Delete and renumber paragraphs Para 13.1 – Delete words after “Insurers”
FOIA Publication Scheme:	Amended to comply with ICO version 2
Internal Control Policy:	In paragraph 3.1 amend November to January twice In paragraph 3.2 add after “administrator” “and as the Proper Officer”
Risk Assessment:	To be reviewed for next meeting
Standing Orders:	No Change

Proposed by Cllr Moor and seconded by Cllr Bean and resolved that the documents were approved as stated or amended above.

10. Accounting Records to 31st March 2019: The Clerk as Responsible Financial Officer had prepared the documents for the end of the financial year which had been previously circulated:

- Receipts and Payments Account
- Bank Reconciliation – Approved by Cllr Bean
- Comparison of Budget and Actual Expenditure

Proposed by Cllr Sharpe and seconded by Cllr Cook and resolved to approve these documents.

11. Annual Governance and Accountability Return 2018/19: Cllr Sharpe advised that the annual audit process required documents provided by the External Auditor to be completed at the Annual Meeting of the Council. The Clerk explained that as the income and expenditure were both below £25,000 the Council could apply for exemption from external audit provided that the documents were approved by the Council. The documents were read to the Council which had been circulated prior to the meeting:

- Report of the Internal Auditor which was satisfactory and noted.
- Annual Internal Audit Report which had been signed by the Internal Auditor and was noted.
- Annual Governance Statement – proposed by Cllr Robson and seconded by Cllr Bean and resolved to approve and sign this Statement.
- Accounting Statements – proposed by Cllr Cook and seconded by Cllr McCarthy and resolved to approve and sign this Statement.
- Exercise of Public Rights from 3rd June to 12th July 2019 (similar to last year) – proposed by Cllr Sharpe and seconded by Cllr Moor and resolved to agree these dates.
- Certificate of Exemption from External Audit – Proposed by Cllr Moor and seconded by Cllr Cook and resolved to confirm signature of this Certificate.

12. Insurance: Cllr Sharpe reported that the Clerk had obtained 5 quotations to provide a full review of the cost of the Insurance cover for the next year. From these 4 had been circulated to councillors for consideration. The quotation from Community Action Suffolk provided the necessary cover and offered a 3 year Long Term Undertaking premium of £154.28 which was the lowest quotation. This is underwritten by Royal and Sun Alliance Insurance plc. Proposed by Cllr Sharpe and seconded by Cllr Moor and resolved to arrange the insurance cover from 1/6/2019 with Community Action Suffolk at the premium stated.

13. Public Discussion: No items were raised

14. District and County Councillor Reports:

- DCC Cllr Connett did not have any matters to report and congratulated Cllr Sharpe on her election as Chairman
- TDC Cllr Nuttall did not have any matters to report in his first few days as a councillor and looked forward to attending future meetings of the Council.

15. **Clerks Report:** The Clerk previously reported that his first two months had been very busy and now the first 4 months have been very busy. The volume of emails requesting information has reduced considerably but there is still a steady flow of emails from various sources. Soon after the last meeting the end of year financial information had to be completed, followed by the Internal Audit and the build up to and work after the elections. This was followed by preparation for the Annual Council Meeting with its own requirements.

16. **Annual Parish Meeting:** Cllr Sharpe stated that the Village Hall Committee very kindly provided refreshments after this meeting last year which proved to be successful. This is now a common event elsewhere and encourages electors and residents to come to what is their meeting once a year. It is considered that the Parish Council should cover the cost of the refreshments this year of £47.50. Proposed by Cllr Moor and seconded by Cllr Cook and resolved that the Parish Council will cover the cost of refreshments of £47.50.

17. **Highways:** Briefings were received on the following matters:-

a. Drainage on Blacksmiths Hill: Cllr Ellis reported that there had been a meeting in April with Cllr Bean and Cllr Robson and the DCC Neighbourhood Highways Officer at the site of the problem. The Officer hoped to be able to arrange for a CCTV camera to be put into the drain to find the problem but this had not yet been done. Cllr Robson will make enquiries.

b. DCC Road Warden Scheme: Cllr Robson stated that there was an Agreement between the Council and DCC for a Community Road Warden Scheme. DCC were committed to training volunteers and the two councillors nominated were Cllrs Bean and Robson. The training company used by DCC had gone into liquidation and the new training companies nominated by DCC wanted payment from the PCC of £500 per person whereas the Agreement intimates no cost to the Council. Cllr Robson is looking into the present situation. DCC Cllr Connett indicated that he may be able to provide funds for one Cllr training.

c. Proposed DCC (Haldon Forest)(Clearway) Order: Cllr Sharpe stated that this Order would prohibit any vehicle from stopping anywhere on the road leading to the Forestry Commission entrance and also on several of the roads leading up to this area. The Order was a requirement of the Planning Permission granted to increase the facilities and parking areas in the Haldon Forest Park. There has been a period for the public to make comments that expired on 13th May and the Clerk understands that objections have been submitted.

d. Road Closures: DCC Highways have advised that the road from Webberton Cross to Penhill Cross will be closed from Monday 3rd June to Friday 7th June for the whole period. Again from Monday 10th June to Friday 14th June from 8.00 am to 4.00 pm for Dangerous Tree Removal. There is a long alternative route. Details are on the website and notice boards.

18. **Forestry Commission Haldon:** Cllr McCarthy commented that the proposed Clearway Order could cause a problem for local people and dog walkers who regularly used the area and found the parking charges too high. He suggested that the Forestry Commission is asked if they would consider a free parking pass for residents of this and adjoining parishes. There was general agreement to this and Cllr McCarthy will make an informal approach to the Forestry Commission.

DCC Councillor Connett and TDC Councillor Nuttall left the meeting at 8.40 pm.

19. **Planning:** Cllr McCarthy advised that there had been no new applications or approvals.

20. **Defibrillators:** Cllr Sharpe gave briefings on the following matters:

a. Present Situation: Units had been installed at the Village Hall and at Dunchideock Barton.

b. Review of Installation of third unit: A solar unit was intended to be installed at the entrance to the Lord Haldon Hotel. The design had been changed but the revised type would not now receive enough sunlight to the solar panels to provide the power to keep the cabinet warm. There was an alternative site but a mains powered unit was now being re-considered.

Cllr Moor had had long discussions with Western Power Distribution to get their quotation to provide an electricity supply reduced from £2/3000.00. It is now suggested that they could provide a power source for around £500 including VAT which makes a mains solution viable. A written quotation is awaited.

Cllr Sharpe has advised Community HeartBeat Trust, providers of the units, of the problem. They can replace the solar unit with a mains unit which would be £700.00 cheaper. Although they cannot refund this donation to the Council it can be used to cover the WPD cost of providing a power point with the balance being used towards the annual cost of the Managed Solution Agreement. In principle it was agreed that if the WPD costing is below £500.00 including VAT the installation of a third mains unit will be pursued. If the figure is higher a solar unit will be re-considered at an alternative location.

Cllr Moor mentioned the possibility of a 4th unit being installed at Underdown in the future.

c. Activation: Cllr Sharpe reported that the unit at the Village Hall had been activated on Good Friday but not used on the person concerned.

d. Community Awareness Session: Cllr Sharpe reported that 30 residents had attended this Session and she had received excellent feedback.

21. **Public Rights of Way (Footpaths):** Cllr Bean advised that the DCC Parish Paths Liaison Officer will now give a short briefing on the DCC Parish Paths Partnership scheme at the meeting in July. The grant allows the Council to claim £30.00 per mile towards maintenance of the footpaths but as there are only 4 footpaths in the village the amount will not be very high.

Cllr Ellis left the meeting at 9.00 pm.

22. **Freedom of Information Act and Human Rights Act:** The Clerk stated he had reported there had been a history of a large number of requests for information under the FOIA that could be considered as Vexatious Requests and were an abuse or misuse of the Act. He can confirm that none have been received in the last month. The Council has had a request to invoke Article 6, Right To A Fair Trial, and Article 10, Freedom of Expression, under the Human Rights Act 1998. The Council observes the Human Rights Act, but to invoke any of the Articles the process must be done through a solicitor or the courts and the resident has been advised of the correct procedure.

23. **Teignbridge Association of Local Councils (TALC):** Cllr Moor reported that the last meeting was on 4th April. A talk was given by a member of staff from the Office of the Police and Crime Commissioner which included the response time for 101 calls. This was followed by a talk from the TDC Principal Delivery Officer concerning the Community Infrastructure Levy (CIL). It was pointed out that if a Parish Council had in place an approved Neighbourhood Plan (NP) then they could claim the maximum 25% from new residential development. If no NP the CIL is reduced to 15%. The Secretary, who is a local resident, is resigning at the annual meeting.

24. **Clerks Employment:** Cllr Sharpe gave a briefing on the following matters:

a. The Clerks probationary period of 4 months had now been completed and consideration must now be given to whether or not permanent employment should be confirmed. This had been discussed separately with the councillors, as it was a confidential matter. Proposed by Cllr Sharpe and seconded by Cllr McCarthy and resolved that permanent employment was confirmed.

b. The salary paid to the Clerk is a pro-rata rate based on a scale for local government employees and agreed by a National Joint Council. A salary increase had been agreed in early 2018 and from 1/4/2019 this was now on the Scale SCP 9 of £10.57 per hour. Proposed by Cllr Moor and seconded by Cllr Cook and resolved to agree to the increase in salary.

25. **Operation London Bridge:** Cllr Sharpe stated that this was the codeword for the action to be taken nationally and locally on the passing of Queen Elizabeth II. There will be 10 days of mourning and TDC has requested a contingency plan including a place for a Condolence Book and a local area for the laying of flowers. The Village Hall was initially considered but the Church was preferred. Cllr Cook will review this with the Churchwardens and report back to the Council.

26. **Notice Boards:** Cllr Moor advised that the notice board on the bridge near the Lord Haldon drive needed to be replaced with a larger board as notices had to be in a conspicuous place. There was £140.00 earmarked for this and DCC Cllr Connett had previously advised an application could be made for up to £450.00 from him. The cost of a locally made or commercial notice board will be investigated. During recent election canvassing, a further notice board at Tower Court, mentioned in the Parish Plan was no longer considered as necessary by nearby residents. The notice board at Underdown could be replaced with the board at the Lord Haldon bridge.

27. **Grant Funds:** Cllr Robson explained there were 5 sources of grant funding that could be applied for, all with different criteria and some required match funding. The TDC Rural Aid Grant Fund will be investigated for improvements to the kitchen in the Village Hall.

28. **Devon Association of Local Councils (DALC):** Cllr Sharpe advised this was the association that represented all the parish and town councils in Devon. Advice is provided on many matters and various training courses for both councillors and clerks are arranged and it is affiliated to the National Association of Local Councils which gives further access to legal advice and necessary information. The Council does not have to be a member but there is undoubted benefit by doing so and paying the slightly increased membership fee of £65.49. Proposed by Cllr Sharpe and seconded by Cllr Moor and resolved that membership of DALC is renewed and the fee paid.

29. **Training:** Cllr Sharpe advised:

a. The cost of two courses attended by the Clerk had increased from the previously agreed £60 to £72 in between agreeing attendance and actual attendance.

b. Cllrs McCarthy and Cook both need to attend "Being a Good Councillor" courses at a cost of £55.00 each + VAT – a total of £132.00.

Proposed by Cllr Moor and seconded by Cllr Bean and resolved that the cost of two courses of £72.00 is paid and the attendance on and cost of two courses for councillors is agreed and paid.

30. **Finance:** The Clerk advised the Bank Reconciliation as at 30th April 2019 could not be agreed as the necessary Bank Statement had not been received.

31. **Expenditure and Income:** The items of expenditure need approval and noting of the income:

		£
Expenditure		
New Clerks Course – N R Harvey	£30 + VAT £6	36
Preparation for Election Course – N R Harvey	£30 + VAT £6	36
Being a Good Councillor Courses – Cllrs McCarthy & Cook	£110 +VAT £22	132
DALC Membership Fee	£56.85 + VAT £8.64	65.49
Clerks Salary		101.64
PAYE		25.20
Clerks Expenses: Home/Office - £8.33	Consumables £51.33 + VAT £8.00	67.66
Insurance Premium (See Item 12) -		£154.28
Refreshments for Annual Parish Meeting – s111 LGA 1972		47.50
Income		£
TDC – Precept for 1 st half year		2,100

Proposed by Cllr Robson and seconded by Cllr Bean and resolved that the payments are made and the income noted.

32. **Village Hall:** Cllr Robson advised that a sign to the Village Hall at the start of School Lane had been purchased. Support from residents was requested for the following activities:

Every Monday evening – Pilates

AGM – May 15th

Pudding Club event – May 18th

Tea Afternoon – May 25th

Other events are being planned

33. **Public Discussion:** No items were raised.

34. **Dates of Next Meetings:**

a. Annual Parish Meeting – 21st May 2019.

b. Parish Council Meetings – 16th July, 17th September, 19th November 2019
21st January, 17th March 2020

The meeting closed at 9.40 pm.

Minutes Approved

Signed

Appointment

Date

DUNCHIDEOCK PARISH COUNCIL

BANK RECONCILIATION

BANK STATEMENT DATE:-31ST MARCH 2019

<u>BANK STATEMENT</u>	£	£
BALANCE:		1,987.61
Less unrepresented cheques:-		
Cheque number(s):-		
0279	4.00	
0280	<u>30.00</u>	<u>34.00</u>
		1,953.61
Add credits not included:-		

<u>NET BANK BALANCE</u>		<u>1,953.61</u>
<u>CASH BOOK</u>		
BALANCE AS AT 1/4/2018		2,628.93
Add receipts		
Precept	2,920.00	
Council Tax Support Grant	40.00	
VAT	13.95	
Grants	-----	
TDC Councillors	140.00	
Village Hall	725.00	
Other	<u>316.00</u>	<u>4,154.95</u>
		6,783.88
Deduct Parish Council payments		<u>5,203.27</u>
		1,580.61
Add cheque not presented – 0245		<u>25.00</u>
		1,605.61
<u>DEFIBRILLATORS</u>		
Donations received	5,694.00	
Less donation made for units	<u>5,346.00</u>	<u>348.00</u>
<u>NET CASH BOOK BALANCE</u>		<u>1,953.61</u>
<u>ALLOCATION OF CASH BOOK BALANCE</u>		£
Parish Council		1,605.61
Defibrillator donations		<u>348.00</u>
BALANCE		<u>1,953.61</u>
<u>RESERVE AT 31ST MARCH 2019</u>		£
Cash book balance for Parish Council		1,605.61
Less payments approved – Invoices not received		<u>108.00</u>
RESERVE		<u>1,497.61</u>

NOTES:-

Cheques will only be issued for approved payments when Invoices have been received.

APPROVED BY NON-SIGNATORY MEMBER:

DATE:

DUNCHIDEOCK PARISH COUNCIL

BUDGET/ACTUAL EXPENDITURE COMPARISON

2018 TO 2019

AS AT 31/3/2019

	<u>BUDGET</u>	<u>ACTUAL</u>
	£	£
Audit – Internal	50	50.00
Clerk’s Salary (incl PAYE)	1,225	1,811.54
Clerks and Office Expenses	350	195.72
HMRC Agent	--	24.00
Insurance	175	218.00
Subscriptions DALC, ICO, SLCC	103	167.06
Training (Clerk, Cllrs, Guide)	100	210.00
Village Hall Rent	140	87.50
Charity – Royal British Legion	25	25.00
Computer equipment & repairs	250	50.98
DALC AGM	25	--
Election Contingency	150	1,258.76
Notice boards repair	50	--
Other Projects/Maintenance	250	21.99
Parish Website Domain Name & Subs	25	362.72
Country News	--	100.00
Tree Surgery	<u>--</u>	<u>620.00</u>
	<u>2,918</u>	<u>5,203.27</u>

Actual Expenditure	£5,203.27	Includes VAT £161.72
Budget	<u>£2,918.00</u>	
Excess of Actual Expenditure	<u>£2,285.27</u>	

DUNCHIDEOCK PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT

31ST MARCH 2019

<u>RECEIPTS</u>		<u>PAYMENTS</u>	
	£		£
PRECEPT	2,920.00	AUDIT -INTERNAL	50.00
COUNCIL TAX SUPPORT GRANT	40.00	CLERKS SALARY (INCL PAYE)	1,811.54
VAT	13.95	CLERKS & OFFICE EXPENSES	195.72
TDC COUNCILLORS	140.00	HMRC AGENT	24.00
LLOYDS BANK COMPENSATION	316.00	INSURANCE	218.00
VILLAGE HALL REPAYMENT	725.00	SUBSCRIPTIONS	167.06
UNPRESENTED CHEQUE	<u>25.00</u>	TRAINING	210.00
		VILLAGE HALL HIRE	87.50
		COMPUTER EQPT & REPAIRS	50.98
		ELECTION	1,258.76
		OTHER PROJECTS/MAINTENANCE	21.99
		CHARITY RBL (s137 LGA1972)	25.00
		COUNTRY NEWS (s142 LGA1972)	100.00
		PARISH WEBSITE (s142 LGA1972)	362.72
		TREE SURGERY (s137 LGA 1972)	<u>620.00</u>
	<u>4,179.95</u>		<u>5,203.27</u>
DEFIBRILLATORS	<u>5,694.00</u>	DEFIBRILLATORS	<u>5,346.00</u>
Opening Balance 1.4.2018	£2,628.93	REPRESENTED BY	
Excess of Payments over Receipts	<u>£1,023.32</u>	Current Account - PCC	£1,465.61
	£1,605.61	Current Account – TDC Councillors	<u>£ 140.00</u>
Defibs –Excess of Donations	<u>£ 348.00</u>	Current Account – Defibs	£1,605.61
Closing Balance	<u>£1,953.61</u>		<u>£ 348.00</u>
			<u>£1,953.61</u>

Signed.....Name of Responsible Financial Officer.....Date.....