

# DUNSFORD PARISH COUNCIL

## Minutes of meeting held via Zoom on Tuesday 6<sup>th</sup> April 2021

**Present:** Cllrs P French (chairman), K Morris (Vice Chairman), P Hayes, D Matthews, C Heard, H Phipps, M Gordon, A Smallridge, County Cllr J Brook and the Clerk Lynne Ogden. One member of the Public attended.

**1. a) Apologies –** District Cllr Purser and Cllr Gardner

**b) Declaration of Interest/ Register of Interests:** None

**2. Minutes of the meeting held on March 2nd 2021** had been distributed, were approved and will be signed at the earliest convenience.

### **3. Progress Reports**

**3.1 Action Points from last meeting-** The majority of action points had been addressed or put on the agenda. The **outstanding actions** to be revisited in May are: -

- 1) Facebook link for the Recreation & Environment Group to be put on the website
- 2) Report back from Wicksteed regarding the rusty screws on the play equipment.
- 3) Plaque wording for bench in Village Green

And those to be revisited in June/July are: -

- 4) Liaise with Tony Griffin re Council documents of interest to the Teign Valley History Group
- 5) Clerk to explore online banking for the Council

**Action Clerk**

**3.2 Clerk's report –** had been sent to all Cllrs.

**3.3 Reports from other councillors/representatives –**

**Cllr Purser sent the following report:** - 1. Tuesday Tables is a new community initiative for people to put unwanted goods outside for free collection by anyone passing by, obviously should be tidied up at end of day.

2. Dogs on beaches are still allowed on some, please check website.

3. The Countryside Code has been updated but still same messages about keep dogs under control, stick to footpaths, close gates, do not feed livestock and be polite.

4. Public spaces protection order has been issued in parts of Teignmouth to try and curb antisocial behaviour, drug and alcohol abuse, noise and nuisance, hopefully not as bad a place as it might appear!

5. Many COVID grants have or are ending check website for details.

6. Still time to complete Census online.

7. Slowly coming out of lockdown and actual face to face meetings will need to resume unless legal challenge is successful in extending legality of zoom meetings.

8. Local elections next month with suitable COVID safe arrangements being put in place.

**County Cllr Brook reported that:** - 1. the SEND bill (Special Educational Needs and Disability) has an ongoing account of unpaid monies that it has accrued over the last two years. This covers all schools, including those not under the authority of Devon County Council. Devon is keeping some money back in case they have to

step up and pay it. 2. Two new special schools are being developed to save children being sent out of county for their education

**3.4 Housing & Infrastructure Steering Group** – Cllr French reported that the group had met on 25<sup>th</sup> March and an update report had been put on the website. It was a good meeting with a detailed report being sent by Hastoe and we were reminded to ‘think big’ and add things on that the Village would like. However, funding for anything else would have to be found. It was decided that Cllrs French and Hayes would represent the group at meetings with Hastoe and DNPA. It is hoped that there will be a meeting with Hastoe next week. Communication with the Village was discussed at length and it was agreed that the Covid situation had prevented the Council following the path originally planned. Cllr French said that the Council will organise a public meeting as soon as is possible as it is important, if the project goes ahead, for the Council to have an influence and make sure that what happens, is what the Village wants. It was clarified that the Council and the Public do not have a veto on whether planning applications are passed or not but, as mentioned, can influence the direction things take.

**Action Cllr French**

**3.5 Emergency and Planning Group** – Cllr Heard reported that she is writing the Aims and Objectives of the Emergency Plan. It was decided that she would organise a meeting with Cllrs Matthews and Gordon to discuss the way forward. Cllr Morris also offered to help informally but will not be a member of the committee.

**Action Cllrs Heard/Matthews/Gordon**

**3.6 Recreation and Environment Steering Group** – Cllr Hayes reported that she was still working on the Terms of reference.

**Action Cllr Hayes/Clerk**

**4. Correspondence:** - List of correspondence received by email listed overleaf

**5. Finance 5.1.C/A £6188.42 as at 23/03/2021 BBI/A £1825.41 as at 09/03/2021**

**The Council resolved to pay the following invoices: -**

**5.2. Clerk’s Salary** – 5 weeks x 10 hours a week - Gross pay £575

Net pay to Clerk £460 + expenses of £30.49 **Total to Clerk - £490.49 chq 1386**

**5.3 Elliott Fairs for Lengthsman tasks - £156.25 chq1387**

**5.4 Dunsford Stores for Foodbank – £242.64 chq 1388**

**5.5 HMRC – Q4 PAYE tax payment - £299 chq 1389**

**5.6 Elliott Fairs – re issue of chqs 1371 (£125) & 1375 (£125) – lost in banking system - £250 chq 1390**

**5.7 Cllr Hayes – Reimbursement of printing costs for the Dunsford Photobook- £3026 chq1391**

**5.7 (b) DALC – Good Cllr Training for Cllr Gordon - £18 chq 1392**

**5.8 Q4 Bank Reconciliation and Statement for 31st March 2021 (End of Year)** – This was approved by the Council and will be signed by Chairman and RFO at the earliest convenience.

**5.9 Exemption Certificate** – The Council resolved to declare themselves exempt as Council Income and expenditure is below £25000. The Certificate of exemption is to be signed by the RFO and Chairman at earliest convenience.

**For information:** - The Clerk had the relevant forms from the Bank to add Cllr Gordon as a signatory. She will liaise with him and three other Cllrs to complete the forms.

**Action Clerk**

**6. Village Green Report** – Cllr Morris reported that a) the ROSPA report was generally good but there were five minor things that need addressing. These will be worked through systematically over the next few months. b) A discussion took place about children playing in the field behind the Village Green and the relevance/or not of the benches being moved around. It was decided that a site meeting was needed so that all Cllrs were clear about the situation before deciding what to do. c) Cllr Morris has begun writing a Risk Assessment for Outdoor Spaces to cover the Village Green. The Clerk will work with her to complete this and send to all Cllrs for discussion at the May meeting.

Cllr Matthews has agreed to take on the monthly inspections from Cllr Morris.

**Action Cllr Morris/Matthews/Clerk**

**7. Planning: Applications:** **7.1 DNPA 0102/21 Hayes, Dunsford** – Erection of single storey side extension and timber cladding. **7.2 Teignbridge 21/00547/VAR - Westmoor, Dunsford** - Variation of condition 3 on planning permission 18/00221/FUL to allow use as holiday or ancillary accommodation **7.3 Teignbridge 21/00488/NPA** – Pound House Barn, Burnwell Farm – Change of use of agricultural building to a dwelling. **Decisions 7.4 Teignbridge 20/00056/FUL** – Westmoor, Dunsford – Refusal of planning permission of revised drawings March 21. The Council has no objections to these applications.

**7.5** The Clerk reported to the Council on the advice given from DNPA: - The situation at the land next to Riverbank is being taken forward; A member of DNPA has visited Reedy Hill Farm but no more details can be shared at the moment; DNPA have a number of ongoing change of use of land situations and a notice will be issued soon. With regard to the Old Barn Campsite, the Council have decided to write a letter noting their concerns; other issues were brought up for possible addition to future agendas. **Action Clerk**

**7.6** Cllr Gordon has been adding Parish information onto the Council's Parish Online website. He shared this with the Council and showed how it can be used to record planning details. It can also be put as a link on our website and made public.

The Chairman thanked him for this. Well done!

**Action Cllr Gordon/Clerk**

**8. Lengthsman for Dunsford** – Cllr Matthews updated the Council on issues outstanding and tasks undertaken. In response to the letter written by the Council, the Church have begun work on the Vicarage. The Clerk has applied for a grant from Highways to continue with Lengthsman tasks in the future. It was agreed that the work carried out so far has been of a good standard. (ongoing)**Action Clerk/Cllrs Matthews/Smallridge/ Gardner**

**9. Review of situation with loose tiles on the Royal Oak roof-** The clerk had made contact with the Landlord and has been informed that half of the tiles have been fixed and he is waiting for the contractor to complete the job.

**10. Future Council meetings** – The Council had been informed of the possible options for future meetings. It was agreed that they will meet, via Zoom, on May 4<sup>th</sup> and carry out all the legal obligations at this meeting. This will enable them to have a brief meeting in June to address urgent business only and will take place in the Village Green. It is hoped that, by July, there will either be further guidance from the Government or it will be possible to meet in the Village Hall.

**11. Photobook for Dunsford** – Cllr Hayes reported that the book has been printed and was being delivered tomorrow. It will on sale in the shop and through other means and advertised in the Parish magazine and the website. **Action Cllr Hayes/Clerk**

**12. Foodbank update** – Cllr Heard reported that the grant money from DNPA had been used and receipts had been sent in to verify this. There is still some money left that has been donated and it was agreed that the scheme would continue until the money runs out. Proposed: Cllr French Seconded: Cllr Morris Vote: Unanimous **Action Cllrs Heard/Morris**

**13. Matters brought forward by the Chairman:** - a) The Council had been informed that the Barn at Loam Park is being advertised on Air bnb for stag weekends. b) It was clarified that the current planning issues are being raised by Residents and that the Council are acting on their behalf. c) The Chairman thanked Cllrs Smallridge and Gardner for installing the ‘slow down’ signs. d) It was noted that the meeting had finished quite late and this will try to be avoided in the future.

Matters brought forward will be added to next month’s agenda. **Action. Clerk**

**15. Date of next meeting Tuesday May 4th 2021 This will be the Annual Council meeting (via Zoom)**

**There being no other business, the Chairman closed the meeting at 10 pm**

Signed as a true record..... Cllr P French (Chairman)

Date .....

## Email circulation during the past month

- Planning applications and decisions from DNPA and Teignbridge
- Rural Services Network Bulletin plus Funding Digest
- DALC newsletters
- Continued Corona Virus Updates from Devon County Council, DALC, Devon Community Trust, DNPA
- Briefing note – Food priority + support for families over Easter
- Draft Resources + Waste Strategy for Devon and Torbay- consultation
- SEND funding info
- Schools' return/ March 8<sup>th</sup> info
- Census 2021 – various info
- Driving the Community Energy Revolution – webinar invite
- Reply from Great Fulford's Estate re drainage
- ROSPA – inspection report for Village Green
- Info re Traffic regs + on street parking places
- Devon Climate Emergency Council Support Network – survey findings
- Info from Lengthsman re lost cheques  
PSGA update