

DUNSFORD PARISH COUNCIL

Minutes of meetings held via Zoom on Tuesday 4th May 2021

Present: Cllrs P French (chairman), K Morris (Vice Chairman), P Hayes, D Matthews, C Heard, M Gordon, A Smallridge, D Gardner and the Clerk Lynne Ogden.

Annual Council Meeting

1. Election of Chairman

- a) Cllr Morris nominated Cllr French as Chairman. Cllr Hayes seconded the nomination. Vote: unanimous **Cllr French was re - elected as Chairman**
- b) The Declaration of Acceptance of Office will be signed as soon as is convenient

2. Election of Vice Chairman

- c) Cllr French nominated Cllr Morris as Vice Chair. Cllr Gardner seconded the nomination. Vote: Unanimous. **Cllr Morris was re – elected as Vice Chair**
- d) Receive the Declaration of Acceptance of Office by the Vice Chairman

3. Appointment/confirmation of signatories for cheque payments. – All Cllrs are logged as signatories with the bank, although we are still awaiting confirmation, from the bank, for Cllr Gordon to be added. Any three Cllrs present at the appropriate meeting, are needed to sign cheques and other financial documents.

4. The following people were appointed /re-appointed to these committees

- a) **Housing & Infrastructure** – Cllrs Paul French, Karen Morris, Claire Heard and Pip Hayes with Members of the Public Mark Harrison, Paul Jenkins and Philip Lewis.
- b) **Recreation & Environment-** Cllr Pip Hayes with Members of the Public - Alison Arnold and Hayley Smith.
- c) **Emergency Planning** – Cllrs Claire Heard, Duncan Matthews and Matthew Gordon. Members of the public may be added in the future.
- d) **Village Hall Management Committee Council representative** – Cllr Claire Heard
- e) **Finance Committee** – Cllr Claire Heard and Duncan Matthews with the Clerk
- f) **Village Green** – Cllr Matthews has agreed to do the monthly report with the support of Cllr Morris.

Commencement of Council Meeting

5. Apologies - District Cllr Purser, County Cllr Brook and Cllr Phipps

6. Declaration of interest - None

7. Minutes of the meeting held on 6th April 2021 had been distributed, were approved and will be signed at the earliest convenience. Proposed by Cllr Hayes seconded by Cllr Smallridge Vote: unanimous

8. Progress Reports

- 8.1 **Action points from last meeting** – All action points completed from April meeting apart from ongoing actions from March – a) risk assessment of outdoor spaces Cllr Morris/Clerk b) plaque for VG bench Clerk c) VG equipment screws Clerk. The Clerk also updated the Council on points from Dartmoor National Park Enforcement Officer
- 8.2 **Clerk's report** – had been sent to all Cllrs
- 8.3 a) **District Cllr Purser** had nothing to add to his regular monthly reports that he had been sending to the Council.
- b) **County Cllr Brook** sent an Annual report that had been circulated to all Cllrs. (see attached)
- 8.4 **Housing & Infrastructure group** – Cllr French reported that the Housing & Infrastructure group had met with other Cllrs and an update had been sent to all the Council. A discussion took place about this and Cllr French agreed to amend the report appropriately and distribute. Proposed by Cllr Matthews, seconded by Cllr Gordon Vote: unanimous. **Action Cllr French**
- 8.5 **Recreation & Environment group** – no update at the moment **Action Cllr Hayes**
- 8.6 **Emergency Planning Group** - Cllr Heard reported that a meeting was being arranged with Cllrs Matthews and Gordon to agree the organisation of the group. **Action Cllr Heard**

9. Insurance for June 1st 2021 – The Clerk reported that the Council is in the third year of a contract with Norris & Fisher. However, we were informed that “Cover was previously provided under a policy with Ageas insurance but they have elected to discontinue their Parish Council insurance. We are able to offer you a new policy under our ‘Insure Your Local Council’ scheme held with Covéa insurance. This has been designed to match the level of cover offered by your previous policy.” The offer of renewal had not been received in time for this meeting but the Council were happy to proceed as long as the cost was not more than + 20%. The Clerk expected it to be the same amount. Proposed Cllr French Seconded Cllr Morris Vote: Unanimous. **Action Clerk**

10. Correspondence – List of correspondence received by email listed overleaf

11. Finance

the Council was reminded that they resolved to apply for the exemption certificate at the last meeting and the Clerk has submitted this to PKF Littlejohn

11.1 Bank Reconciliation and Statement – was presented at April meeting and signed.

11.2 Internal Audit Completed by P. Clapham – Completed on 22/4/2021 – The Clerk reported that there no recommendations this year but that they did need to still address the brevity of the Standing Orders when it was suitable to do so.

11.3 Annual Governance Statement- This was read by the Clerk, agreed by the Council, and minuted and will be signed as soon as is convenient.

11.4 Annual Accounting Statement - To be signed by the Chairman and RFO **as soon as is convenient.**

For information:

Period for the Exercise of Public Rights: – Monday 14th June to Friday 23rd July

11.5 Bank balances: C/A £6188.42 as at 23/03/2021 BBI/A £1825.41 as at 09/03/21

The Council resolved to pay the following invoices: -

11.6 Clerk's salary – 4 weeks x 10 hrs a week – Gross pay - £460 Net pay to Clerk £368 + expenses of £30.49 Total to Clerk - £398.49 chq 1393

11.7 Vision ICT – for website changes - £126 chq 1394

11.8 DALC – Annual subscription - £150.19 chq 1395

11.9 ROSPA – safety report for Village Green - £90.60 chq 1396

11.9(a) Mrs Penny Clapham for Internal Audit - £55 chq 1397

12. Planning: - Applications: **12.1** Teignbridge 21/00652/FUL – Land to South of Pale Gate, Farrant's Hill – Agricultural storage barn **Decisions: 12.2 Teignbridge 21/00488/NPA – Pound House Barn, Burnwell Farm – Change of use of agricultural building to a dwelling – Grant of Request for Prior Approval 12.3 Teignbridge 20/02269/02270/HOU - Sowton Barton -New outdoor swimming pool with associated landscaping – Grant of conditional planning permission and grant of conditional consent.**

13. Matters brought forward by the Chairman (for information only/possible addition to a future month's agenda – see below) a) Concerns re increase in traffic in Crediton Lane b) Dunsford Show will be a low-key event this year taking place on the school field so the Council will have to rethink a time for the Housing Project event. c) Cllr Morris mentioned the major incident in Dunsford last month where, tragically, the driver of the van died. She raised this because, when 999 was called, the fact that there was a defibrillator in the village was not flagged up. Apparently, this is because at the moment, one is only noted if it is within 200m of the accident. It is hoped to get this changed but meanwhile, Liz Robin will arrange for more signs to be put up in other parts of the village. In this instance, a defibrillator would not necessarily have helped but it is important for the future. d) it has been noticed that there are a lot of barns being erected and then changed to dwellings in Dunsford. This is allowed under planning laws. e) The Clerk was asked to check on actions from the last footpath report f) Cllr French thanked Cllrs Smallridge and Gardner for carrying out the final amendments on the road signs. g) concerns have been raised about children trespassing in the woods north of Court field h) Cllr French offered his apologies for the June meeting – Cllr Morris will chair the meeting and sign these minutes, when approved.

14.1 Date of next Council meeting - Tuesday June 1st 2021 in the Village Green, Dunsford at 7.45 pm. ***This will be a brief meeting to attend to urgent business only***

14.2 Date of Three Parish Meeting – Thursday 17th June on Christow Village Field, weather permitting, or via Zoom at 7.00 pm

There being no other business, the Chairman closed the meeting at 9.10 pm

Signed as a true record..... **Cllr K Morris (Vice 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
- Census 2021 – various info
- Operation Forth Bridge – various info
- Permission for Village signs to be posted on lamp posts
- Teign Valley Larder info