

# DUNSFORD PARISH COUNCIL

## Minutes of meeting held in Village Hall dressing rooms on Tuesday 5th April 2022

**Present:** Cllrs P French (chairman), K Morris (Vice chairman), M Gordon, H Smith, A Smallridge, D Gardner and the Clerk Lynne Ogden.

**No members of the public attended.**

**Cllr French began the meeting** by reminding everyone that no phones and laptops should be in use during the meeting, unless there is an emergency situation and then the phone should be on silent.

**1a) Apologies** – Cllrs Hayes, Heard and Matthews, District Cllr Purser and County Cllr Brook

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

**2. Minutes of the Council meeting held on March 1st 2022** had been distributed, were approved and will be signed as soon as possible.

### **3. Progress Reports**

**3.1 Action Points from last meeting-** All actions have been completed or are ongoing.

**3.2 Clerk's report** – and meeting with Highways had been sent to all Cllrs.

**3.3 District Cllr Purser** sent a report and this was forwarded to all Cllrs.

**3.4 Housing & Infrastructure steering Group** – Cllr French reported that it had been a busy month. There had been a working group meeting and a committee meeting. Various sites have been ruled out, leaving two sites to be considered. Developers are in discussion over these. Cllr French will write an April update to be published in the normal areas.

**Action Cllr French/Clerk**

**3.5 Dunsford Emergency response Team** –The planned meeting had to be postponed because of Covid. A new date will be made as soon as possible.

**Action Cllrs Heard/Gordon/Matthews/Clerk**

**3.6 The Dunsford Climate Initiative** – Cllr French thanked Cllr Smith for taking the minutes at the last meeting. Carbon trackers were discussed and Cllr Matthews agreed to try to involve 30 households to take part. A statement was discussed that could be added to planning responses and was agreed by the Council.

**Cllrs French/Gordon/Matthews and Alison Arnold and Clerk**

**3.7 Reports from other meetings attended by Cllrs** – None

**4. Correspondence:** - **List of correspondence received by email listed overleaf.** The Council discussed an email received from the Planning Enforcement Review Group who had asked for comments to be sent. A reply was decided and the Clerk was asked to submit it. **Action Clerk**

**5. Finance 5.1.C/A £6830.86 as at 08/03/2022 BBI/A £1825.62 as at 09/02/2022**

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

**5.2. Clerk's Salary – 5 weeks x 10 hours a week - Gross pay (at new rate) £585  
Back Pay from March 2021- 2022 £104 Total Gross pay £689 Net pay to Clerk  
£551.20 + expenses of £29.49 -Total to Clerk - £580.69 chq 1435**

**5.3 Elliott Fairs – Lengthsman – March tasks - £125 chq 1436**

**5.4 Playsafety Limited for Rospa Inspection in Village Green - £92.40 chq 1437**

**5.5 HMRC Q4 payment for January, February and March - £276 chq 1438**

**5.6 Q4 Reconciliation – Council to approve and Chairman and RFO to sign**

**5.7 Audit 2022/ Exemption Certificate – The Council resolved to apply for this as the gross income and expenditure are below £25000. This was signed by the Chairman and RFO and will be sent to PKF Littlejohn, as external auditor.**

**5.8 Insurance – Norris & Fisher have notified the Clerk that they are not able to provide insurance for Parish Councils after this year. The Clerk is collecting quotes and informed the Council of those received so far. A decision will have to be made at the May meeting in readiness for the Renewal Date which is June 1<sup>st</sup>.**

**Late addition to invoices/ Council resolved to pay: -**

**5.9 DALC subscription for 2022- 2023 - £153.76 chq 1439 Clerk**

**6. Village Green a) Monthly Report –Cllr Matthews was absent but sent a report: -**

**Playground:**

- I have checked and all looks ok in relation to play equipment.
- I blew all the leaves off the under 5s section
- Under 5s needs another weed killer (Andrew?)

**Village green:**

- The fence that was highlighted as falling over is quite serious as very heavy and currently only not toppling due to 2 hedges supporting it- this needs urgent repair (access will be needed through the gate adjacent – it has a coded padlock so not sure who has the code? The Clerk was asked to follow up

**b) Shelter for bins and c) Inspection report - both to be deferred to next meeting**

**d) Padlock on gate by steps is missing –  
The Council asked the Clerk to investigate  
Action /Cllrs Matthews/Morris/Clerk**

**7. Planning: - Applications: 7.1 –Teignbridge – 22/00298/FUL – Pan Reedy, Dunsford – Installation of solar panels on the bank to the rear. Decisions: 7.2 – Teignbridge 22/00059/NPA – Westview Farm, Dunsford –change of use of agricultural building to five dwellings - Grant of request of prior approval**

**8. Platinum Jubilee Celebrations (June 2nd – 5th 2022)** – Cllr Morris reported that events have been formalised with timings etc and these will be posted in the Parish Magazine. A brass band has been booked for the tea party at a cost of £250. Julia Matthews. A volunteer is producing posters and flyers. Cllr Morris, herself, will be attending the appropriate course on 21/04 that Highways requires for the road closure. She also has to complete an online course prior to this.

**Cllr Morris/Clerk**

**9. Policy Review-** The Council discussed and agreed the wording for sections 4 – 6 which the Clerk had sent to all Cllrs previously. Another section will be prepared by the Clerk, sent to all Cllrs and will be addressed at a future meeting.

**Action Clerk**

**10. Lengthsman** – The Clerk continues to send the Lengthsman’s and monthly Highways reports to everyone concerned. The Council discussed and agreed a contract (emailed in advance to all Cllrs) for the Lengthsman next year.

**Action Clerk**

**11. Three Parish Meeting** – out of the two dates suggested, Bridford council can send more Cllrs to the July meeting. The Clerk will contact Christow to check this will be convenient to them.

**Action Clerk**

**12. Steps Bridge – dog bin emptying** – The Council resolved to continue with the service from Teignbridge for 2022 – 2023 at a cost of £575.04. As in previous years, this cost will be shared with Devon Wildlife Trust.

**Action Clerk**

**13. Village Hall representative** – It was agreed to defer this item to the next meeting.

**14. Matters Brought Forward by the Chairman – a)** Highways issues – Bike posters have been put up in the area – the Clerk will discuss with Highways next week **b)** The Council have been made aware that several families in Dunsford are offering to host families from Ukraine **c)** Cllr French offered his apologies for the May meeting but stated that he would be prepared to continue as Chairman, if nominated in his absence. **d)** Extending Church Grounds – Cllr French said the Church had spoken to him about the possible need to extend the burial grounds in Dunsford in the future. **e)** The light at the Court is not working and the light at Sunnybank flickers a lot of the time **f)** Cllr Smallridge said people using the footpath over his field are veering off into the garden of Meadow Oak because the signage isn’t clear. He is willing to put them up if given them. **g)** Cllr Gordon asked for the subsidiary noticeboards to be revamped **h)** Cllr Smith raised the possibility of having memorial plaques for residents of the Village.

**Action Clerk**

**15. Date of next meeting Tuesday May 3rd 2022** in the Village Hall Dressing rooms. This will be the Annual Parish Council Meeting

**There being no other business, the Chairman closed the meeting at 9.30 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 Digests
- DALC newsletters
- Continued Corona Virus Updates from Devon County Council, DALC, Devon Community Trust, and DNPA.
- Devon Climate Emergency newsletter
- Play Safety – Playground Inspection report
- Airband Community engagement info
- Clerk's salary increase info
- Precept info
- Beating the bounds info. from Moretonhampstead
- Devon Climate Emergency Newsletters
- Highways newsletters
- Devon LNP newsletter
- DWT reply to my email concerning cyclists
- DNPA committee meeting info.