

DUNSFORD PARISH COUNCIL

Minutes of meetings held on Tuesday 3rd May 2022

Present: Cllrs K Morris, C Heard, P Hayes, H Smith, D Matthews, M Gordon, A Smallridge, County Cllr Brooks and the Clerk Lynne Ogden

Annual Council Meeting

1. Election of Chairman

- a) Nominations were invited. Cllr Gordon nominated Cllr French and this was seconded by Cllr Heard. Vote: Unanimous.
- b) The Declaration of Acceptance of Office by the Chairman will be signed by Cllr French and the Clerk as soon as is possible.

2. Election of Vice Chairman

- c) Nominations were invited. Cllr Hayes nominated Cllr Morris. This was seconded by Cllr Smallridge. Vote: Unanimous
- d) The Declaration of Acceptance of Office by the Vice Chairman was signed by Cllr Morris and the Clerk.

3. Appointment/confirmation of signatories for cheque payments – The only Cllr not currently registered as a signatory is Cllr Smith. The Clerk had obtained the required paperwork from the bank and this was passed to Cllr Smith who will complete and return it to the next meeting to be authorised by three present signatories. All other Cllrs agreed to remain as signatories.

4. The Council approved a list of appointed and re-appointed Cllrs to appropriate committees. It was agreed that each committee should review its own Terms of Reference.

- a) **Housing & Infrastructure**- Cllrs French, Morris, Heard, Hayes, Smith and Matthews with members of the Public Mark Harrison, Paul Jenkins and Phil Lewis.
- b) **Dunford Climate Initiative Team** – Cllrs French, Morris, Gordon and Smith with members of the public Alison Arnold and Daniel McGahey
- c) **Dunford Emergency Response Team** – Cllrs Heard, Matthews, Gordon, Smith and Morris.
- d) **Village Hall Management Committee** – this was discussed and a possible candidate is considering whether he can commit.
- e) **Finance Committee** – Cllrs Heard and Matthews with the Clerk
- f) **Village Green** – Cllrs Matthews and Morris

Commencement of Ordinary Council Meeting

No members of the Public attended

5. Apologies were received from Cllrs French, Gardner and District Cllr Purser.

6. Declarations of interest. None

7. Minutes of the meeting held on 5th April 2021 had been distributed, were approved and signed

8. Progress Reports

8.1 Action points from last meeting. All actions from the last meeting had been completed. The Clerk was still following up some points raised in the Matters brought forward section.

8.2 Clerk's report and Meeting with Highways notes had been sent to all Cllrs

8.3 Reports from other Councillors/representatives

District Cllr Purser had sent his report to the Clerk. This was read out and this will be sent to all Cllrs after the meeting.

County Cllr Brooks apologised for not having attended recently due to ill health. He reported that Nedcare in Moretonhampstead are struggling to get staff despite having raised the wages. Also, funding for young people and older care are both under strain. All this, coupled with the energy increases means all budgets are going to struggle. The road network is also under pressure.

Devolution of budgets is happening in some districts and Torbay and this may change the way money is given to local councils.

8.4 Housing & Infrastructure – Nothing to report.

8.5 Dunsford Emergency Response Team – Nothing to report as last meeting was postponed due to Covid illness. This be rescheduled asap. **Action Cllr Heard**

8.6 Dunsford Climate Initiative Team – Cllr Matthews is continuing to look into running a survey to monitor Dunsford household's carbon footprints.

Action Cllr Matthews

8.7 Reports from Cllrs attending other meetings/training – **a)** Cllr French attended a **Wild About Devon meeting** (DCC) via Zoom on 29/04/2022 and sent a report in his absence. This will be sent to all Cllrs but was read out by the clerk. From this – the Council discussed the possibility of having an area such as an orchard where residents could go. Cllr Smith is interested in researching this and the Clerk will put on a future agenda.

b) Platinum Jubilee celebrations – Cllr Morris updated the Council. She reported that some Jubilee mugs are being bought and sponsored by the Village Stores. Posters with more details about all events will be posted very soon. It was noted that the Council needs to collect together the road signs for the road closure on the Sunday.

c) Chapter 8/road warden training/ signing, lighting and guarding course – Cllr Morris updated the Council on the Highways Course she had attended on 21st April. She passed the test and is now qualified.

9. Insurance for June 1st 2022 – Details of quotes received had been sent to Cllrs. The Council resolved to accept the quote from BHIB and decided the term of three years. The payment of £455 was approved and is to be added to item 11. Proposed Cllr Morris, Seconded Cllr Hayes Vote: Unanimous **Action Clerk**

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

11. Finance

The Council was reminded that it resolved to apply for the exemption certificate at the last meeting and the Clerk has submitted this to PKF Littlejohn (external auditor).

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

11.2 Internal Audit Completed by P. Clapham – Completed on 28/4/2022 – The audit was accurate and no recommendations were given. The Council resolved to pay the invoice of £55 to Mrs P Clapham for her work.

11.3 Annual Governance Statement- This had been sent to all Cllrs and was discussed. Actions were agreed and the statement was signed by the Chairman and the Clerk.

11.4 Annual Accounting Statement – This had been sent to all Cllrs and the Clerk offered to take any questions. It was approved and signed by the Chairman and RFO.

For information: Period for the Exercise of Public Rights: – Monday 13th June to Friday 22nd July

Bank balances: 11.5 C/A £6830.86 as at 24/03/2022 BBI/A £1825.63 as at 09/03/22

The Council resolved to pay the following invoices: -

11.6 Clerk's Salary – 4 weeks x 10 hours a week - Gross pay £468

Net pay to Clerk £374.40 + expenses of £38.09 Total to Clerk - **£412.49 chq1440**

11.7 Mr C Robin – Reimbursement for half of bill received for repointing wall after the removal of noticeboards (Church to pay the other half) - **£30 chq 1441**

11.8 City of Exeter Railway Band - Payment for Band to play during Platinum Jubilee celebrations - **£250 chq 1442**

11.9 BHIB - Insurance premium for 2022-2023 as the first year of a three-year contract – **£455 chq 1443**

11.2 (as above) Mrs P Clapham Internal audit - **£55 chq 1444**

12. Planning: - Applications 12.1 –Teignbridge 22/00705/NPA – Reedy Meadow Nursery, Dunsford - Application for prior Approval under Part 3 Class Q (a) and (b) and paragraph W of the GDPO for change of use of agricultural building to a dwelling

12.2 – Dartmoor National Park 0125/22 – Stable Cottage Dunsford – Proposed: The construction of a decking area on sloping ground and the construction of a garden shed to the rear of main property. **Decisions-** None

13. Village Green a) Monthly report - Cllr Matthews reported that everything was fine apart from the fence. **b) Broken fences** – The Clerk presented the quote requested by

the Council. A discussion took place about the possible adaptation of part of the fence and that this may be the best time to consider changes. Cllr Matthews proposed that a site visit should be undertaken with as many Cllrs as possible but at least 4 in number to consider the various options. Cllr Matthews will then report back to the Council at the June meeting for the Council to decide the way forward. This was seconded by Cllr Smallridge.

Cllr Matthews

14. Ukrainian families in the Parish and Teignbridge CVS information - Cllr Hayes has become involved (as an individual) in this and reported that everyone is being very helpful.

15. Reviews – Policies/subscriptions 1) The reviewing and adoption of **Standing Orders** sections 7,9 and 10. – Due to lack of time, this was deferred to the next meeting **2) The Financial Regulations** had been sent to all Cllrs and the Council resolved to accept it as is. **3) The Council’s Complaints procedure** had been sent to all Cllrs and the Council resolved to accept it as is. **4)** The Council accepted the current list of subscriptions to other bodies.

16. Lengthsman - Elliott Fairs has agreed to the Contract presented to him by the Council. Tasks for the future were discussed and it was agreed to employ him for four hours in June. The Clerk will contact him.

Action Clerk

17. Matters brought forward by the Chairman (for information only/possible addition to a future month’s agenda. **a)** Information - road closure – 08/08/2022 – 02/09/2022- in the vicinity of Old Cawte Farm to allow the property to be thatched **b)** The Highways Officer would like to attend the June meeting to inform the Council about Finance for Highways in the coming year – The Council approved this. **c)** It was noted that the noticeboards on the outskirts of the Village need attention – to be put on the next agenda.

Action Clerk

18.1 Date of next Council meeting - Tuesday June 7th 2022 in the Village Hall Dressing Rooms, Dunsford at 7.45 pm.

18.2 Date of Three Parish Meeting – Tuesday 19th July 2022 in the Village Hall Dressing Rooms and Village Green.

There being no other business, the Chairman closed the meeting at 9:40 pm

Signed as a true record..... Cllr P French

Date.....

Email Circulation during the past month

- Planning applications and decisions from DNPA and Teignbridge
- Rural Services Network Bulletin plus Funding Digests
- DALC newsletters
- Road closure notices for Berry Cross to Park Gate Cross; Two crosses to Leigh Cross; road outside Old Cawte Farm
- Devon Climate Emergency Newsletter
- Notice of Road Safety grants available and follow up email from Ines
- DCC Support for Ukraine Families and their Host Families
- Teignbridge – Voluntary Sector information on Ukraine Families