

DUNSFORD PARISH COUNCIL

Minutes of the meeting held on Tuesday 7th May 2024

Present: Cllrs P. French, C. Heard, P. Lewis, D. Matthews, K. Morris, T Anderson, R Squire and H. Smith and the Clerk Lynne Ogden

Annual Council Meeting

Cllr Paul French took the Chair for items 1 and 2 and welcomed everybody to the meeting.

1. Election of Chairman

- a) Nominations were invited. Cllr Morris proposed Cllr French, Cllr Heard seconded.
Vote: Unanimous
- b) Cllr French signed the Declaration of Acceptance of Office of the Chairman

2. Election of Vice Chairman

- c) Nominations were invited. Cllr French proposed Cllr Morris, Cllr Squire seconded. Vote: Unanimous
- d) Cllr Morris signed the Declaration of Acceptance of Office of the Vice Chairman

Cllr French remained in the Chair and thanked the Council for their continuing support.

- 3. Appointment/confirmation of signatories for cheque payments.** The Council agreed to continue to have all Cllrs as signatories.
- 4. Cllrs were appointed or re-appointed to the following committees.** It was agreed that each group, if relevant, should review their Terms of Reference at their next meeting.
 - a) **Housing Working group** – Cllrs French and Matthews.
 - b) **Dunsford Climate Initiative Team** – Cllrs French, Squire, Smith, Arnold with Members of the public Daniel McGahey and Ruth Stevens. A wildlife warden attends the majority of meetings (currently Julia Kirkland or Pip Hayes)
 - c) **Dunsford Emergency Response Team** – Cllrs Smith, Morris and Squire with Members of the public Mark Saunders, Phil Morris, Simon Green, Colin Ridgewell and Rowan Kendall – Tory.
 - d) **Community Assets review group** – Cllrs Lewis and Squire
 - e) **Village Hall Management Committee/ PC rep** – Cllr Morris
 - f) **Finance Committee** – The Clerk/RFO with Cllrs Heard, Anderson and Lewis
 - g) **Village Green** – Cllr Matthews

Prior to the start of the Ordinary Council Meeting, the Chairman read out the basis of the Code of Conduct in readiness for the team training and for the review of our present Code of Conduct, to be in line with a more recent version. This included reminding all Cllrs of the Nolan Principles i.e. Selflessness; Integrity; Objectivity; Accountability; Openness; Honesty; Leadership.

Commencement of Ordinary Council Meeting

Democratic / Public Question Time: Cllr French invited the one member of the public to speak but she just was attending to observe.

5. Apologies – Cllr A Arnold, District Cllr Purser

6. Declaration of interest – Cllr Morris declared an interest in item 10.91 (Dunsford Village Stores)

7. Minutes of the Council meeting held on April 2nd 2024 had been distributed, were approved and were signed.

8. Progress Reports

8.1 Action points from last meeting – all actions completed

8.2 Clerk's report – meeting with Lengthsmen and one bank holiday were added.

As a result of a meeting between the Clerk and the new Clerk from Dunsford, the Council agreed to offer to host the Three Parish meeting again this year; suggested dates 9th/16th July.

Code of Conduct training was also discussed and the Council agreed they would like to have a bespoke session, with DALC, for Dunsford Cllrs.

8.3 Reports from other Councillors/representatives - A report from District Cllr Purser had been sent to all Cllrs.

8.4 Housing Working Group – Cllr French reported that a meeting had taken place today. There was no update on the PiP on Reedy Hill from Teignbridge. A report will be written in the near future. Cllr French

8.5 Dunsford Emergency Response Team – Nothing new to report. Cllr Smith

8.6 Dunsford Climate Initiative – a meeting is taking place this week. Cllr French

8.7 Asset Review group – Information, including responses gained at the Annual Parish meeting, has been gathered and will be presented to the Council. The Council will then decide whether the working group is to be continued or dissolved, having served its purpose.

8.8 Reports from Cllrs attending other meetings/training – Cllr Squire attended the webinar on Affordable Housing. She reported that it was interesting to see what other Parishes are doing.

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

10. Finance

10 (a) End of year Bank Reconciliation and Statement (Q4) – These were approved by the Council and signed by the Chairman and Responsible Financial Officer

10 (b) Exemption Certificate – The Council resolved to submit a Certificate of Exemption as the Total Income and the Total outgoings are both less than £25,000 **Action Clerk**

All other AGAR documents will be sent to all Cllrs to be considered at the June meeting, after the Internal Audit on the 10th May.

10.1 Bank balances: C/A £6013.02 as at 08/04/2024 BBI/A £1848.60 as at 11/03/24
Income: 1st half of Precept - £8039 (not shown on above balance)

The Council to resolve to pay the following invoices: -

10.2 Clerk's Salary - 5 weeks x 10 hours a week - Gross pay £636.50
Net pay to Clerk £ 509.30 + expenses of £58.04 Total to Clerk - **£567.34 chq 1542**

10.3 Insurance premium – **£498.43** (approved at April meeting) **Chq 1543**

10.4 Elliott Fairs – Handover to new Lengthsman and April tasks - **£125 chq 1544**

10.5 DALC – Annual subs – **£264.68 chq 1545**

10.6 Wicksteed – replacement of hand grab - **£13.80 chq 1546**

10.7 Barry Green – Introduction to Lengthsman duties and April tasks - **£100 chq 1547**

10.8 Village Hall MC -Room hire Feb and March - **£50 chq1548**

10.9 Clerk - Reimbursement for tax payment for March – April - **£110.03 chq 1549**
(omitted from Q4 payment in error but now an outstanding payment, so paid by Clerk)

10.91 Dunsford Village Stores - Annual Parish Meeting refreshments – **£24 chq 1550**

10.92 Play Safety Ltd – Rospa report - **£103.70 chq 1551**

10.93 AB Chadwick – deposit for fabrication of benches - **£1000 chq 1552**

11. Planning: - Applications: - 11.1 – Dartmoor National Park – 0168/24 – Dunsmead House, Brownings Mead, Dunsford, EX67JJ – convert garage into residential accommodation for ancillary use. The Council will do a site visit, before commenting. **Action Clerk/ Cllrs Smith Anderson and Heard.**

Decisions: – 11.2 Teignbridge DC – 23/01915/HOU – Pan Reedy, Dunsford EX67AE - Addition of French doors and Juliet balcony, and cladding to dormer roof window – **Grant of conditional planning permission**

11.3 Dartmoor National Park – 0111/24 – The workshops, Square Bookhams, Dunsford, EX67DL – **Certificate of Lawfulness of existing use or development** **11.4 Teignbridge District Council – 23/01630/FUL –** Barn adjacent to Westview Farm, Dunsford – **Refusal of Planning Permission**

12. Village Green a) Monthly report – The monthly report had been sent to all Cllrs. b) Benches update – Cllr Matthews will work on a poster to display asking for ideas for the designs for the backrests and send to the Council for approval c) The Council decided to instruct the Clerk to acquire the land registry details for the Village Green in order to clarify its boundaries d) the fence padlock has been replaced. **Cllr Matthews**

13. Review of Annual Parish Meeting – it was a good meeting and was well attended. There were 17 displays and 6 reports were read out. Residents also had an opportunity to chat to the Council, Local Highways Officers, Dartmoor National Park Warden for Dunsford, the Local Police Constable and PCSO. Welcome refreshments were organised by Cllrs Smith, Squire and Arnold. However, despite advertising on as many platforms as possible, there were still some people who were unaware it was happening. A suggestion was made that an all - day exhibition (unmanned) might help to open it up to more people. The timings of the evening balancing formal with informal sessions worked well and the Chairman of the Council thanked everyone for making it happen.

14. Lengthsman – the Council requested that the raised pathway towards Butt’s Pond be cleared to make it wider and safe to walk along. It was noted that one of the grit bins is full of ants. **Action Clerk**

15. Matters brought forward by the Chairman (for information only/possible addition to a future month’s agenda. **a)** Highways – Lea Lane is still flooded – this is the main project at the moment. **b)** The village signs are in need of cleaning (this can be added to the Lengthsman’s tasks) **c)** Some of the logs left in the VG are being moved around by children – this may be a hazard **d)** There are still problems with the street lighting despite things being reported. **e)** Dunsford Show is on 29th June this year. This will be put on the June agenda for preparation. Tents need to be organised better this year. The Clerk has sourced some gazebos that can be erected and removed for them for £25 each. The Clerk will discuss with the Village Hall management Committee to see if they want to share again. **Action Clerk**

16. Date of next Council meeting - Tuesday June 4th 2024 in the Village Hall Dressing Rooms, Dunsford at 7.45 pm.

There being no other business, the Chairman closed the meeting at 9:46 pm

Email circulation during the past month

- Planning applications and decisions from DNPA and Teignbridge
- Rural Services Network Bulletin plus Funding Digests
- DALC newsletters
- Devon Communities Together – various newsletters
- Teignbridge newsletter
- Traffic notices re Farrant’s Hill Closure – various
- Funding for Community Green Spaces and Village Halls
- Devon Climate Emergency newsletter
- Rospa inspection report
- Traffic Notice – Briton Cottage – Birch Cross
- Devon County Council newsletter