

DUNSFORD PARISH COUNCIL

Minutes of the meeting held on Tuesday 7th May 2025

Present: Cllrs P. French, C. Heard, P. Lewis, D. Matthews, K. Morris, T Anderson, R Squire, B Webber 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 Heard proposed Cllr French, Cllr Squire 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 Anderson proposed Cllr Morris, Cllr French 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. a) **Appointment/confirmation of signatories for cheque payments.** The Council agreed to continue to have all Cllrs as signatories. One new Cllr needs to be added.
- b) **Review Bank Mandate** – The Council agreed to have all Cllrs as signatories with three Cllrs required to sign for each payment. **Action Clerk**
- 4. **Cllrs were appointed or re-appointed to the following committees.** Please could each group, if relevant, review their Terms of Reference at their next meeting.
 - a) **Housing Working group – (presently stood down)** Cllrs French and Matthews.
 - b) **Dunsford Climate Initiative Team** – Cllrs French, Squire, 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 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 (presently stood down)** – 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** – Cllrs Matthews and Webber
- 5. **The Council resolved to adopt the latest versions of the following model policies: -**
 - a) Standing Orders
 - b) Financial Regulations
 - c) Code of Conduct

Commencement of Ordinary Council Meeting

Democratic / Public Question Time: No members of the Public attended

6. Apologies – Cllr A Arnold, District Cllrs Purser and Swain

7. Declaration of interest – Cllr Morris declared an interest in item 11.8

8. Minutes of the Council meeting held on April 1st, 2025, had been distributed, were approved and were signed.

9. Progress Reports

9.1 Action points from last meeting – all actions completed.

9.2 Clerk's report/ Highways report – issues relating to Highways are listed under item 17

9.3 Reports from other Councillors/representative - None

9.4 Dunsford Emergency Response Team – The Plan is complete, and this will be sent to the Clerk, with the updated map. Cllr Morris instructed that the Clerk can then share this with Bridford PC. Cllr Morris will send the plan to Devon Communities Together for a final check before posting on the website and printing the resident's leaflets for distribution. The Chairman appreciated the amount of work that has gone into the production of this and thanked everyone, on present and past committees who have contributed.

Action Cllr Morris/Clerk

9.5 Dunsford Climate Initiative – Report had been sent to all Cllrs.

9.6 Finance Advisory Group – With the recommendation of the group, the Council resolved to approve Zurich as the Insurers for Dunsford Parish Council from June 1st, 2025, to 31st May 2026. Proposer: Cllr Heard, Seconder: Cllr French.

Online banking had also been discussed, and the Clerk will take this process forward.

Action Clerk

9.7 Reports from Cllrs attending other meetings/training - None

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

11. Finance

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

11 (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

11.1 Bank balances: C/A £6644.70 as at 14/04/2025 BBI/A £1869.23 as at 10/03/25

The Council resolved to pay the following invoices: -

11.2 Clerk's Salary - 5 weeks x 10 hours a week - Gross pay £718
Net pay to Clerk £ 574.40+ expenses of £31.49 Total to Clerk - **£605.89 chq 1603**

11.3 Insurance premium – Zurich Municipal - £437 chq 1604

11.4 Lengthsman - April tasks - **None**

11.5 DALC – Annual subs – £282.88 chq 1605

11.6 Village Hall MC -Room hire – Jan, Feb, March - **£41.25 chq 1606**

11.7 Play Safety Ltd – Rospa report - £105.60 chq 1607

11.8 Reimbursement to Cllr Morris for hi - viz jackets for DERT - **£62.25 chq 1608**

12. Planning: - Applications: - 12.1 – Dartmoor National Park – 0164/25 – Westacombe Farm, Dunsford, EX6 7DJ – Erection of steel framed, timber clad building for the storage of straw, hay bales and machinery (49mx15m) – The Council carried out a site visit and have no objection to this application.

Decisions: – 12.2 - Teignbridge DC –25/00163/NPA - Barn adjacent to Westview Farm, Dunsford – Refusal of Request for Prior Approval

13. Village Green a) Monthly report – The monthly report had been sent to all Cllrs.
b) Benches update – The Council has approved for TC to install these. It is hoped that this will be done this week, in readiness for the Annual Parish Meeting c) DADs Open Air Play – We are continuing to liaise with DADs about this and the Clerk has informed them that they will need their own insurance, including public liability for the production. d) A load of waste wood has been placed on the VG bank behind the fence. The Council requested that a letter be sent to all residents whose properties back on to this area. **Cllr Matthews/Clerk**

14. Lengthsman – Requested May tasks – Cut Vegetation at Butts; clear second drain at Butts; clearing unofficial layby in Lea Lane; Drains and pipes at Thomas Cross.
Barry Green has now been the Lengthsman for one year and the Council would like to Thank him for the work he has carried out in this time. **Action Clerk**

15. Annual Parish meeting – Final arrangements were made. The Clerk will update the list of contributors and hand to Cllr Morris for any action needed whilst she is on leave.
Action Clerk/Cllrs Morris, Squire, Arnold and Webber

16. Dunsford Show – A discussion took place and, for several reasons, decided that the Council would not apply to have a stand at this year's show.

17. Matters brought forward by the Chairman (for information only/possible addition to a future month's agenda. **a) Highways** –Cllrs have been made aware of the following: - Lea Lane is still flooding after the new pipe work was installed; the hedge from the Walled Garden is falling into the road; turning right at the top of Briton Street can be difficult

because the view is obscured; Briton Street has been closed by South West Water several times recently, with no warning to residents or local bus company, causing great inconvenience. At one point two households were blocked in and had to remove road closed signs to get out of their properties; there are loose tiles on the Royal Oak that are causing safety concerns. **b)** The Council would like to thank Smatter for all the work it does, keeping the village looking tidy. They are all volunteers, giving up their time, for the benefit of all. **c)** The Council were informed that there is a move towards it being compulsory to have a Gov.uk domain for its website and emails, so this will have to be re-visited.

18. Date of next Council meeting - Tuesday June 3rd, 2025, in the Village Hall Dressing Rooms, Dunsford at 7.30 pm.

There being no other business, the Chairman closed the meeting at 9:18pm

Signed..... (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
- Devon Communities Together – various newsletters
- Teignbridge newsletter
- Highways Surface dressing programme information
- Devon CPRE Planning workshop information
- Devon Climate Emergency newsletter
- Removal of Public payphones consultation