

Thelbridge Parish Council

Minutes

October 4th, 2017

19:30

Venue: Thelbridge Parish Hall

Janet de Rochefort, Parish Clerk 01884 860173

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<http://thelbridge.btck.co.uk>

Present: Cllrs Boundy (Chairman), Gillbard, Grant, Hayes, Binks (MDDC) and Squires (DCC & MDDC) until 20:10

Apologies: Cllr Gibson

I. Public forum

One member of the public was in attendance.

II. Approval of minutes from last meeting

The minutes for 26th July 2017 were signed as a correct record.

III. Declarations of interest

With reference to the grant award application, Cllr. Hayes & Boundy are both on the Thelbridge Parish Hall Committee.

IV. Reports from:-

- a) Cllr. Margaret Squires (Devon County Council & Mid Devon District Council)
DDC and MDDC are recruiting apprentices, their training costs can be reclaimed. There is an attempt to recruit care leavers where possible. DCC are looking to take on 25 this year across a range of departments and are particularly focussed on providing opportunities to young people leaving care.
- b) Cllr. Judi Binks (Mid Devon District Council)
An anonymous tip off was received from CPRE regarding removal of a hedgerow. The issue was taken up with the enforcement officer Sarah Jenkins, who raised it with County. The hedgerow was not of historic interest and appeared to have been removed some months ago, so it was too late to do anything about it. It would be useful for the Parish Council to have a councillor taking a special interest in public rights of way.

W. K. B.

V. Clerk's Report

The Expenses Policy, as requested at the last meeting, has been amended to apply to staff only and has been published on the website.

The Pensions Auto Enrolment declaration was submitted on 3rd August; the Parish Council is not liable for any pension payments.

Training

Sessions for training on code of conduct/standards issues – Julia has been notified that no councillors will be attending.

A HMRC webinar on getting payroll right was attended by the Clerk on 22nd September.

The SW Regional Training Seminar was attended by the Clerk on 27th September, a short report of the key points was circulated at the meeting.

This year's Parish & Town Council Conference provisional dates and venues are;

- Monday 7 November - Hatherleigh Community Centre
- Friday 10 November - Willand Village Hall
- Tuesday 14 November - High Bickington Community Centre
- Wednesday 15 November - Venue in South Devon TBC

Confirmation on the above will be provided as soon as possible. **Councillors** to notify the Clerk which one they would like to attend.

The Clerk will attend the Town and Parish Annual Clerks' meeting in Tiverton tomorrow.

VI. Highways maintenance

At the last meeting Cllr Heal was going to ask Andrew Pritchard for clarification on the Thelbridge Parish Council areas that have been cut in the past and the cost of providing the same service in the future, however nothing has been provided as yet.

A member of the public provided a map of the Thelbridge PC verge cutting requirements in Nomansland, which was sent to Mid Devon for a quote, however despite two reminders, nothing has been received.

A meeting with Cllr Squires and Stephen Tucker, the Devon County Council highways officer for our area, was held on Monday 25th September at Nomansland.

The County Council can no longer afford ditch clearance or verge cutting, which has never been a County Council responsibility except for maintaining visibility at trunk road junctions. The contractor is not conforming to the specification for this work.

Steve undertook to find out who owns the "waste" land between the Eastwick Barton property boundaries and the road, since the owner is responsible for ditch clearance; a requirement to avoid future flooding since whilst the drain running under to road has been repaired it must have somewhere to drain into. The Parish Council will contact the owner regarding ditch clearance. Concerns were raised about the flooding after heavy rain at Westway Cross; Steve will see whether the drain jetting budget will stretch to these drains. A car turned over last Friday due to this flooding and it is felt that it is only a matter of time before there is a very serious accident.

As each new layer of tarmac is added to the road outside Millbarn Cottage, the road is now nearly level with the garden path and as such presents a flood risk since rain water can no longer drain off path. Steve was going to look into this issue.

The road by the Millbarn Cross bridge has now been scheduled for repair; due to the nature of the work required there may be structural work required before the road surface can be repaired.

Clerk to email Steve for an update, cc Cllr Squires

VII. Finance

Grant Thornton external audit report received 29th September and this, together with the audited accounts were added to the website on the same day (required by 30th September).

a) Review of progress against 2016/17 internal audit observations.

The first issue identified was a lack of financial risk management. A risk management approach was adopted on 10th May and published on the website.

There was no documented approach to financial controls; financial regulations were adopted on 10th May and published on the website.

No budget was set for 2016-17 therefore it was not possible to monitor against it. Retrospectively, a budget was agreed on 10th May and has been monitored at subsequent Council meetings.

There was uncertainty regarding assets. A check with the Land Registry has confirmed, on 12th June, that the Council does not hold title to any land or property. No purchases of equipment or other goods have been made.

b) Current statement of accounts, most recent bank statement and budget monitoring spreadsheet were considered. It was **resolved** that no action was required regarding this year's budget at this stage.

- c) Approval of payments:
 - HMRC, second quarter £26.20
 - Printing and postage third quarter expenses £29.18
 - Mileage expenses £49.50
 - Grant award request by Parish Hall, approved in principle but will be re-considered once the outcome of the TAP fund request is known
- d) View only internet access to the bank account for the Clerk – due to administrative errors at Lloyds Bank a second form was authorised.

VIII. Public Rights of Way

Further information regarding the definitive map order for bridleways 14 and 15 was received from Devon County Council; it has been provided to councillors and published on the website.

IX. Complaints Policy

Subject to some amendments, **adoption** of the policy was proposed by Cllr Grant and seconded by Cllr Hayes.

X. Planning

Decided since last meeting:

17/00951/LBC | Listed Building Consent for the replacement of 13 windows and 1 door | The Ark Nomansland Tiverton Devon EX16 8NW Decision: Grant Permission

Conversion and extension of garage to self-contained annexe
Oak Cottage Upcott Farm Nomansland Devon EX16 8
NT

Ref. No: 17/01204/HOUSE | Status: Grant permission

New applications pending decision:

Listed Building Consent to raise height of chimney to allow installation of log burner

Southwick Farm Nomansland Tiverton Devon EX16 8NW

Ref. No: 17/01377/LBC | Status: Awaiting decision

Clerk to record Support for the application.

XI. Items for future agenda

- Decision on whether to pay £200 for an external audit in addition to the internal audit
- Communications strategy
- General Data Protection Regulation
- Health and safety policy
- Equal opportunities policy
- Budget and precept setting for 2018-19

XII. Date of future meetings all starting at 19:30 in the Thelbridge Parish Hall:

6th December 2017 (budget setting)

7th February 2018

4th April 2018

18th May 2018 (annual meeting)

Meeting closed at 21:00

Signed W. K. Bundy (Chairman) Date 6th December 2017