



## PARISH COUNCIL

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### **Minutes of a meeting of Dalwood Parish Council held on Monday 4<sup>th</sup> September at 7.30pm in Dalwood Village Hall**

**Present:** Cllrs Kathy Laing (Chair), Tim Hodges (Vice Chair), Tony Benger, Peter Lawrence, Ben Trott, Graham Perry, Christine Wyatt

**In attendance:** Mrs H Broughton (Locum Clerk), 5 members of the public and County Cllr Ian Chubb (part meeting).

#### **1. Public Forum**

Residents raised the following:

- Work on the Community Coffee Shop is commencing.
- Potholes remain an issue. It was suggested that a complaint be made to Devon Highways. Southwest Water had exacerbated the situation (possibly caused the situation) and that they should be making good the highway following works.
- No communication had been received from the MP regarding a local surgery. It was advised that several surgeries were being held throughout the Southwest so one locally maybe scheduled.
- The Parish Council was thanked for some of the ditching that went through the centre of the Village.
- There was some discussion as to whether the public forum should be at the beginning or end of the meeting. It was proposed, seconded and agreed that the public forum be held at the beginning of the meeting.

**2. Apologies for absence:** there were none.

#### **3. Declarations of interests**

- i. Members completed Declaration of Interest forms and Cllr Hodges agreed to send these to the Locum Clerk to then forward to the District Council and place on the website.
- ii. There were no declarations of interest arising from the agenda.

**4. Minutes:** It was agreed that the minutes of the meeting held on 28<sup>th</sup> June 2023 be signed by the Chair as a true record.

#### **5. Finance and Administration**

- i. It was noted that exempt status has been logged by the external auditors.
  - ii. It was noted that a VAT refund of £1,503.83 had been received.
  - iii. It was proposed, seconded and unanimously agreed to appointment DM Payroll for payroll services at a cost of £120 per annum.
  - iv. The Locum Clerk had circulated a draft budget for the 2023/24 year and for the following 3 years. It was proposed, seconded and unanimously agreed to add £500 under replacement bus shelters to the 2023/24 budget and that this then be approved. The draft 3-year budget was noted.
  - v. It was proposed, seconded and unanimously agreed to approve the insurance schedule.
  - vi. It was proposed, seconded and unanimously agreed to pay the following:
    - SLCC – locum fees June 23 - £463.32 (£386.10 net)
    - SLCC – locum fees July 23 - £842.49 (£702 net)
    - Community First – 2023/24 Insurance – £262.29
6. It was agreed to hold quarterly meetings on the second Monday of the month starting on 9<sup>th</sup> October and then repeating every 3 months.
7. It was noted that no cost was involved in an application for Village Green status. The area to be applied for was discussed and it was proposed, seconded and unanimously agreed to apply for Village Green status for public land.
8. The Chair invited the County Councillor to speak, and Cllr Ian Chubb reported on the following:
- East Devon was trialling the use of an electric refuse van and modular housing to help with the housing crisis, although sites was an issue.
  - Devon County Council had a new Chief Executive, Donna Manson, who had been in post for 6 months. She was introducing new ways of working with employees rather than sub-contractors.
  - Work was being undertaken on devolution.
  - Highways were trialling use of elastomac which is 70% recycled material mixed in with tarmac.
  - It was requested that the Parish Council ensure grit bins were filled and in good order.
  - There was work on relining the roads mainly on junctions and prioritising disabled bays. This was a 4-year project.

The Council asked what was being done about potholes in the area and what could be done to apply pressure to get them repaired. The County Councillors agreed to chase the County Council on this issue.

A resident wished to publicly thank the County Councillor for his work on the community shop.

9. *It was resolved to exclude the press and public due to the confidential nature of the business to be transacted.*

**10. Staff Matters**

- a. It was proposed, seconded and unanimously agreed to approve a job description for a permanent Clerk.
- b. It was proposed, seconded and unanimously agreed to approve the salary for the Clerk (as in the draft contract) and his working hours as 3 per week.
- c. It was proposed, seconded and unanimously agreed to approve a working from home allowance of £200 per annum.
- d. It was proposed, seconded and unanimously agreed to approve the contract of employment for the Clerk.
- e. It was proposed, seconded and unanimously agreed to appointment Ian Walker as Clerk and Responsible Financial Officer from 1<sup>st</sup> October 2023.

**11. The date of the next meeting was 9<sup>th</sup> October 2023.**

The meeting closed at 8.25pm

K G Laing  
Chair

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