

DALWOOD PARISH COUNCIL

MINUTES OF THE MEETING OF DALWOOD PARISH COUNCIL HELD ON

WEDNESDAY, 22nd JANUARY 2020

AT 7.30 p.m. IN DALWOOD VILLAGE HALL

1. PRESENT : Cllr. K.G. Laing (Chairman), Cllr. G.J. Perry (Vice-chairman), Cllr. P.H. Lawrence, Cllr. L.P. White, Cllr. C. Wyatt, the Clerk, Cty. and Dist. Cllr. I. Chubb and 8 members of the public. 0 representative of the police.
2. APOLOGIES : Cllr. A.P. Bengier and Cllr. T.M. Hodges.
3. MINUTES OF MEETING HELD ON 12<sup>TH</sup> DECEMBER 2019:  
The following corrections were made:  
  
Minute 4, final sentence changed to read "Cllr. Perry will arrange for a contractor to do the work".  
  
Minute 9b, final sentence changed to read "Cllr. Perry will ask a local contractor to do the requisite remedial work using material supplied by him".  
  
Cllr. Laing, seconded by Cllr. Lawrence, proposed that the corrected minutes be approved and adopted.  
Agreed.
4. MATTERS ARISING NOT COVERED BY ITEMS BELOW: None.
5. FINANCIAL MATTERS:
  - a. Current Position - the Clerk reported the financial position at the end of December stood as follows:

BANK RECONCILIATION	
31/12/2019	
STATEMENT 17 31/12/2019	13800.17
(Unpresented Cheques)	-684.95
Post Date Payments	0.00
	13115.22
Post Date Receipts	0.00
Total	13115.22

This was broken down as follows:

ACCOUNT SUMMARY	
P3 Balance	2454.60
Parish Business Balance	9901.85
Grants Balance	758.77
Total	13115.22

b) Requests for Financial Assistance - none for consideration at this meeting.

c) Intervening Payments to be Approved.

CHQ. NO	PARISH BUSINESS	TOTAL	V.A.T.	GOODS
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1028	Staff Costs (PAYE QTR 3)	43.40	0.00	43.40
1029	Staff Costs (Qtrs 1-3)	520.80	0.00	520.80
	Total	564.20	0.00	564.20

The Clerk pointed out that the value of cheque 1029 was, in fact, £100 greater as it included this sum to correct an error made by the bank on a cheque issued in the prior financial year.

Cllr. Laing, seconded by Cllr. Lawrence, proposed that these be approved. Agreed.

d) Payments to be Approved for which bills had been received:

CHQ. NO	PARISH BUSINESS	TOTAL	V.A.T.	GOODS
1030	Dalwood Village Hall (Hall Hire)	81.00	0.00	81.00
1031	S. Burns (Drainage works)	210.00	0.00	210.00
1032	D.J. Taylor (Tree and drainage works)	2094.00	349.00	1745.00
	Total	2385.00	349.00	2036.00

Cllr. Lawrence, seconded by Cllr. Perry, proposed that the above payments be approved. Agreed.

e) Forthcoming Payments: The Clerk said that there may be further bills for maintenance.

f) Annual Accounts Update and Way Forward: the Clerk said that she had not had time to complete the V.A.T. returns but would do so by mid-February.

g) Banking Arrangements: the Clerk said that she had not had time to get to the bank with the forms for updating signatory details.

h) Budget and Precept for 2020-2021: there was discussion regarding the need to create an earmarked fund to enable the Parish Council to contribute towards community acquisition of assets such as a Fair Field or purchase of any building to secure its retention as a community facility. Several Councillors felt that this should not be done without more detailed consultation with residents and it was pointed out that when a situation had arisen some months ago where action was needed the residents themselves had been proactive in offering funding at very short notice. Cllr. Lawrence proposed that the precept and budget be set at £6800. Cllr. Perry seconded the proposal. Carried.

b. Applications and Decisions

Although no applications had been received formally, the Chairman had received paper copies of an application which had been submitted for upgrading and enlargement of the chicken farm at Sunnylands. These plans were considered by Councillors. The Chairman said that those residents most likely to be affected had been consulted by the applicant. It was resolved that once the formal notice was received that the Clerk should make the following response:

**DALWOOD PARISH COUNCIL SUPPORTS THIS APPLICATION IN PRINCIPLE BUT WOULD RECOMMEND THAT, IN THE INTERESTS OF MINIMISING DAMAGE TO THE NARROW MINOR ROAD AND HEDGEROWS, THE SITE IS SERVED BY THE SMALLEST FEASIBLE LORRIES.**

District Councillor Chubb left at this point.

Decisions Received – None.

c. Correspondence E.D.D.C. had advised that certain changes in the administration of planning and the function of the website would be made in the coming months.

d. Neighbourhood Plan – the Chairman of the Steering Committee, Dr, Fearnley, reported that she was at the stage of sending out the draft report to the 63 statutory consultees. She asked the Parish Council to register the Parish Council website as a secure site as some of the consultees would not be able to access the document unless this was done. The draft report was on the Parish Council website and on the Dalwood Daily and hard copies were available at the village hall and the shop. Drop in consultations would be held on 28<sup>th</sup> January and 16<sup>th</sup> February. These would be the last opportunity for residents to comment on the content at the pre-submission stage. The condition statement is being written. Any further comments received will be scrutinised after 3<sup>rd</sup> March and any necessary changes made in response. The submission version would then have been achieved for consideration by the District Council. Subsequent steps would include submission to an independent examiner, further amendments if recommended and then a formal referendum to seek the opinion of residents. Dr. Fearnley said that a

further £3000 would be needed to fund advice from the consultant. She hoped that this would be available as a grant but asked that the Parish Council consider funding this requirement if the grant was not forthcoming. She also highlighted certain problems relating to the former and present websites. Cllr. Laing, seconded by Cllr. Wyatt, proposed that the Parish Council should provide the funding necessary to enable the completion of the plan if it was not available via a grant. Agreed. Cllr. Hodges will be asked to arrange for the website issues to be resolved.

6. HIGHWAY MATTERS:

- a. Response to Matters Reported Previously – no action had been taken so all the matters will be re-reported.
- b. Matters to Report: Cllr. White will contact a local farmer regarding the cutting of the hedges by the school. Cllr. Lawrence will investigate the reason for water coming across the road at Dickens Marsh. A jetter is needed for drains/culverts at Sunnylands and Carters Cross. Cllr. Perry thought there was a water leak in the field above Newberys. Cllrs. Laing and Perry will attend the meeting on 6<sup>th</sup> February regarding the A35. Councillors favoured the imposition of a 50 m.p.h. speed limit on the Loughwood bend and straight and the installation of a barrier on the Loughwood side of the road.
- c. Community Road Warden Scheme – the Clerk had no new information on this scheme or training requirements.

8. MATTERS OF URGENCY: None.

9. PARISH PATHS PARTNERSHIP:

- a. Diversion of Footpath 6 – the Clerk reported that this had progressed to the next stage.
- b. Circular Footpath Linking Dalwood and Stockland – the contractor still had some works to complete.
- c. Report from Footpath Warden – Mr. Morgan reported that the Annual Surveys had been completed. 40 items of work had been identified in the process. Five day closure notices had been issued for Footpath 16 and Bridleway 2 pending urgent repairs. It was reported that Dalwood Drain had burst through its separating bank. Mr. Morgan suggested that a suitable solution would be put in place by the County Council. It had been confirmed that the same vegetation cutting grant would be paid as in previous years and the existing contractor had indicated that he was prepared to undertake the cut on the same basis as at present and was willing to undertake some of the minor repairs needed. Mr. Morgan will prepare a work schedule for the quote,

10. EMERGENCY PLANNING: the Clerk had not yet been able to collect the sandbags from Sidmouth.

11. MAINTENANCE MATTERS:

- a. Notice Board – repairs to this are in hand.
- b. Grass Maintenance – nothing to report.
- c. Telephone Kiosk – nothing to report.
- d. Bus Shelters – nothing to report.
- e. Trees – the Chairman will ask the Tree Warden for suggestions as to a suitable tree to replace the horse chestnut tree by the bridge.
- f. Seats - no problems to report.

12. ADMINISTRATIVE MATTERS:

- a. Website – following the points raised by the Chairman of the Neighbourhood Plan Steering Committee, Cllr. Perry, seconded by Cllr. Wyatt, proposed that the Parish Council website be upgraded to the level of security required. Agreed. It was thought that the cost would be in the region of £80 but no specific price limit was set to enable flexibility in purchasing.
- b. Risk Management – the Clerk said that she was working on reviewing and revising the Council's Risk Management processes.

13. WEBSITE: the Clerk will make contact with a recommended provider in the New Year.

14. CORRESPONDENCE: None.

15. PUBLIC FORUM: the following matters were raised:

- a. That the minute recording payments authorised relating to cheque 1023 should read “audit costs for 2018-2019” not 2019-2020. This change was made and initialled by the Chairman.
- b. That the minutes outstanding from 2017-2018 should be completed within the next 8 weeks now that the notebook containing the notes had been found.

16. DATE OF NEXT MEETING: 4<sup>th</sup> March 2020.

Signed ..... Date .....

