

**Tetcott and Luffincott Parish Council Meeting**  
**8th August 2023**  
**7:30pm**  
**The Arscott Hall, Tetcott**

**Chair:** Cllr. Terry ROOKE  
**Present:** Cllr. Sylvia DART, Cllr. Mike GREENAWAY, Cllr. Gareth MITCHELL,  
 Cllr. Jonathan PEARCE, Cllr. Lynn PETT, Cllr. Nick WONNACOTT  
 District Cllr. Stephen GIBSON  
 2 Members of the public

**Clerk:** Kay NAPIER  
**Apologies:** Cllr. Tina BARRIBALL, Cllr. Jonathan BRITTON

**1. Declarations of Interest**

None.

**2. Questions from Public**

Cllr. Gibson introduced himself as our District Councillor, having been elected in May. He advocated telling him of matters and he can be our champion at Torridge. Cllr Gibson has set up a Facebook page and shared his mobile number with Councillors.

**3. Planning Application 1/0699/2023/FUL - Installation of 22 ground mounted Solar Panels at The Old Rectory, Tetcott**

Cllr Rooke confirmed he had spoken to Sir William Molesworth-St.Aubyn regarding this development. It is understood there will be a slight amendment to assure there is no visibility of the solar panels from The Wilderness. Most of the discussion centred around ensuring it would be adequately concealed from view.

Following a short discussion, all were in favour of the development.

**Action: Clerk to message TDC in support of the development.**

**4. Minutes of last meeting - 5th June 2023**

Agreed as correct by those present.

Proposed: Cllr. Greenaway

Seconded: Cllr. Mitchell

Signed by Cllr. Rooke

**Minutes of meeting 23rd March 2023**

Minutes previously discussed but not formally signed.

Agreed as correct by those present.

Proposed: Cllr. Greenaway

Seconded: Cllr. Mitchell

Signed by Cllr. Rooke

**5. Financial Update and approval of Clerk Payment**

Since the last meeting, the following payments have been made:

15th June	£0.40	Bank-line
22nd June	£1,523.50	Transfer of VAT money to the reserve account for playground maintenance
26th June	£90.00	Alvian Ltd for the inspection of the play equipment
27th June	£228.00	Duchy Defibrillators - annual fee

	£87.27	Devon Association of Local Councils
7th July	£474.11	Clerk Wages - quarterly payment
12th July	£144.00	CD Garden Service for Tetcott Churchyard cuts - 1/5
17th July	£1.20	Bankline

The balances are therefore

<b>Current Account</b>	<b>£3067.53</b>
<b>Reserve</b>	<b>£2413.93</b>

**TOTAL** **£5481.46**

A further payment to CD Garden Services for £144.00 has been requested and set up for payment this Friday coming.

## 6. Noise Complaint

Cllr. Rooke reported that the occupant of the house in question has now moved and the council has been thanked by the people of Cox's Meadow for their effort.

## 7. CCTV Update

A request has been submitted to the Tetcott fund for the amount of £1800 + VAT for their consideration (to allow extra money for signage).

## 8. Public Rights of Way consultation

There has been a request from Caroline Gatrell to look at the Council's Historic minutes to look for evidence of public rights of way. Cllr. Rooke suggested to contact Ms. Gatrell to ask about the procedure for permitting access to our old minutes. Cllr. Rooke to transfer documents to Clerk.

**Action: Cllr. Rooke to transfer documents to Clerk**  
**Action: Clerk to contact Caroline Gatrell**

## 9. Clerk's Request for Equipment

Clerk emailed Councillors 11th July 2023 to consider whether the council would consider purchasing a £89 Canon iriscan Book 3 Handheld Document Scanner for scanning paperwork for TDC and possibly digitising historic records in her own time. Cllr Pett suggested via email using the Clerk's personal phone, Cllr Dart in agreement with this.

Cllr. Mitchell suggested to get a scanner and printer in one. Cllr. Rooke said the old minutes wouldn't be able to put face down on a scanner.

Purchase of scanner proposed by Cllr. Pearce, seconded by Cllr. Mitchell.

Cllr Greenaway asked who the scanner would belong to - Clerk confirmed it would remain a council asset.

Clerk also requests a ream of printer paper and a memory stick to back up data. All in favour of Clerk purchasing this.

**Action: Clerk to purchase scanner, ream of paper and memory stick**

## 10. Standing Orders, Risk Assessment and other documentation

A working group met to discuss Standing Orders and Risk Assessment 24th July. Clerk in process of typing up the latter but has circulated Standing Orders via email to councillors. At the meeting it was identified that there were several other outdated or missing policies, so subgroup will continue to meet and work through these.

Next meeting: 23rd October 2023

## 11. Village Green

Cllr. Greenaway stated that the hedges near the proposed Village Green needed taking down to create the Green.

Cllr. Wonnacott commented that removal of the existing hedge would be better visibly, and improve safety at the junction.

Cllr Greenaway suggested contacting Sir William Molesworth-St.Aubyn who is supportive of the project.

Cllr. Rooke requested Clerk contact Sir William to ask if he can move forward with the Village Green, or whether the council can do something with it ourselves. The advantages of this were listed as the safety element to drivers, creating a central space for the village and a general feeling that people would use it.

**Action: Clerk to contact Sir William Molesworth-St.Aubyn regarding the Green**

### **Any Other Business**

#### **12. Xmap Subscription**

Clerk received an email about renewing Xmap subscription. We received a free year's subscription because of our BHIB insurance. This has not been used at all. All in favour of cancelling.

**Action: Clerk ensure subscription cancelled.**

#### **13. Hugo Fox Website cost**

Clerk received an email 8th August notifying that the Hugo Fox website would be charging £9.99 + VAT monthly from September.

Cllr. Pett asked whether the hall would consider splitting the cost as they also use website. We were reminded that the hall is considering their own site.

Clerk suggested continuing with this package in the short term so we are not left without a website but to look around.

Cllr. Pett will ask a friend if they can suggest anything that offers this service for free.

**Action: Clerk to arrange payments going forward**

#### **14. NPT Monthly Meetings**

These are monthly Microsoft Teams meetings online with other Parish Councils and the Policing Team. Clerk was wondering whether there could be a representative to attend these. Cllr. Pett asked whether this is recorded to watch back.

**Action: Clerk to ask if NPT meetings are recorded.**

#### **15. Remembrance Day Wreath**

As the next meeting will likely be close to Remembrance Sunday, Clerk requests permission to order a wreath in September/October to bring to the November meeting - all in agreement.

**Action: Clerk to purchase wreath**

#### **16. Dates of Future Meetings**

Monday 6th November 2023 (Budget)

Meeting closed 20:32.

Next meeting: Monday 6th November 2023, 7:30pm at The Arscott Hall, Tetcott

Chairman: .....

Date: .....

Minutes prepared by K. Napier 08.08.2023