

# Thelbridge Parish Council

## Minutes

May 10<sup>th</sup>, 2017

19:30

Venue: Thelbridge Parish Hall

Janet de Rochefort, Parish Clerk 01884 860173 [jderochefort@gmail.com](mailto:jderochefort@gmail.com)

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

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**Present:** Cllrs Boundy, Gibson, Hayes, Webber, Gillbard, Grant, Ford, Squires (DCC & MDDC) (from 8:10)

**Apologies:** Cllr Binks (MDDC)

I. Election of chairman

Cllr Boundy was proposed by Cllr Webber, seconded by Cllr Ford and unanimously re-appointed as chairman.

II. Election of vice chairman

Cllr Gibson was proposed by Cllr Hayes, seconded by Cllr Gillbard and unanimously re-appointed as vice chairman.

III. Public forum

No members of the public were present.

IV. Approval of minutes from last meeting

Minutes for 5th April 2017 were signed as a correct record.

V. Declarations of interest

There were none.

VI. To receive reports (if any) from:-

a) Cllr. Margaret Squires (Devon County Council & Mid Devon District Council)

In this period so soon after the county council election, there was no report.

b) Parish Council Chairman

The next parish hall annual meeting will be held on 7<sup>th</sup> June at 7:30.

VII. Clerk's Report

The Council was notified of the death of the previous Clerk John Wilkinson. A sympathy card was sent and the Council would like to record their thanks for the support he provided.

A response, previously circulated to councillors, was sent to MDDC regarding their request for comments on the Charter between MDDC and Town and Parish Councils in Mid Devon.

A response, previously circulated to councillors, was sent to MDDC regarding their Local Enforcement Plan.

Devon County Council have advised that the Neighbourhood Highways Officer for this area is Stephen Tucker who can provide support and information on highways matters.

The Chairman of Mid Devon District Council for the coming year has expressed a wish to attend a meeting of each town and parish Council. The Council has been asked to confirm whether he is invited to attend and if so advise him on future meeting dates. It was **resolved** that the chairman be invited.

The clerk has completed four out of the five module of the ILCA course.

#### VIII. Verge Cutting

MDDC's current rate to cut grass verges to is £3.62 + VAT per 100m<sup>2</sup>. This rate is subject to review for the 2018 season, an increase in the region of 3% is anticipated (rate would be £3.73 + VAT/100m<sup>2</sup>)

As a guide, to cut the Nomansland area shown on the the map would be approximately £173.52 + VAT per cut for the 4,652m<sup>2</sup> at £3.73 + VAT/100m<sup>2</sup>

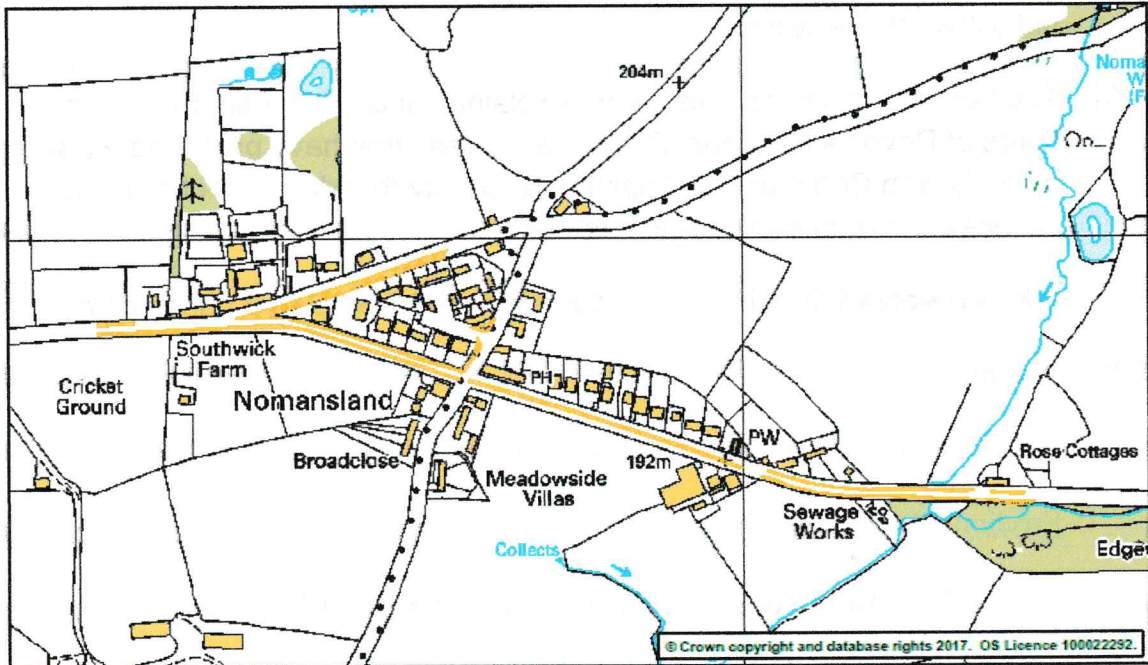
There was some discussion and views were expressed that it should be left until the topic could be discussed with the MDDC chairman when he attends a meeting. Also, it was **resolved** to invite Stephen Tucker regarding visibility at Millbarn Cross in relation to verge cutting. **Clerk** to clarify whether the estimated cost for Nomansland falls only within the parish boundary.



Site <b>Thelbridge</b>	Location <b>Nomansland</b>
Scale: 1:3,962 @ A4	Date: 16 March 2017
Dwg. No: <Double-click to enter>	Produced by: Carol Langley

Customer Services, Estates Management  
Phoenix House  
Phoenix Lane, Tiverton EX16 6PP  
Tel: 01884 255255  
Website: www.middevon.gov.uk

**Mid Devon**  
DISTRICT COUNCIL



## IX. Finance

- a) Current balance and most recent bank statement was presented and checked.
- b) Internal audit report was noted, the recommendations are being addressed.
- c) The annual governance statement 2016/17 was approved and signed.
- d) The annual accounting statement for 2016/17 was approved and signed.
- e) Retrospective approval of £32 payment to the internal auditor. It was **resolved** that the £11 fee should be paid to the Land Registry to verify whether the parish council has any land or property assets.
- f) Bank mandate change to add third authorised signatory was authorised.
- g) Budget 2017/18 was considered, the reserve was agreed as appropriate and it was **resolved** the budget would be used for future financial monitoring.
- h) Clerk's salary report was considered and it was **resolved** that the recommendation be adopted. Cllr Gibson proposed, Cllr Grant seconded, agreed unanimously.
- i) Standing order approved for clerk's salary and was signed.
- j) Insurance renewal report was considered and it was **resolved** that £160.65 should be paid for renewing the policy starting 1<sup>st</sup> June with Communityfirst.
- k) Financial regulations were discussed and it was **resolved** they should be adopted and published on the website.

*W. A. B. 26.7.17*



- X. It was **resolved** that the document retention schedule should be adopted and published on the website.
- XI. It was **resolved** that the risk management document should be adopted and published on the website.
- XII. The benefits of a parish plan were explained; it is estimated that about two thirds of Devon's rural population live in areas that have produced a parish plan. Devon Communities Together, a charity that does not charge for its services can help with developing the plan.

It was **resolved** that there is no current need to develop a parish plan.

### XIII. Planning

#### Applications approved since last meeting:

##### Erection of single storey extension

Billhole Farm Black Dog Crediton Devon EX17 4QH

Ref. No: 17/00446/HOUSE | Status: Decided

##### Conversion of barn to dwelling (Revised scheme)

Land and Buildings at NGR 278649 111338 (Billhole Farm) Puddington Devon

Ref. No: 17/00312/FULL | Status: Decided

#### Applications pending decision:

##### Erection of a temporary agricultural worker's caravan

Land at NGR 283175 113696 (Menchine Farm) Nomansland Devon

Ref. No: 17/00557/FULL | Status: Awaiting decision

There are two supporting public comments (NFU and St. David's Poultry Team) and no objections from the Environment Agency, Highways Agency or Environmental Health.

It was unanimously **resolved** that the Council's response would be neutral with a query regarding 6 chicken houses on the plan when there are only 5 that having planning permission with 4 built so far. Also, since a resident worker is required clarification on the "temporary" element of this application is requested.

[Erection of extension](#)

Westcott Witheridge Tiverton Devon EX16 8NX

Ref. No: 17/00486/HOUSE | Status: Awaiting decision

Support for the application was unanimous.

[Erection of a barn to house flexible generation and energy storage plant with associated infrastructure, access, cable route and landscaping](#)

Land and Building at NGR 280066 113155 (Woodford Farm) Witheridge Devon

Ref. No: 17/00395/FULL | Status: Awaiting decision

To be decided at the Planning Committee on 17<sup>th</sup> May.

XIV. Items for future agenda

- Communications strategy
- Grant awarding policy
- Expenses policy
- Complaints policy
- Health and safety policy
- Equal opportunities policy
- Action plan

XV. Future meeting dates for the forthcoming year were provisionally agreed, please note that with the exception of the first and last meetings, all other dates have been revised to fit in with other parish hall bookings:-

26<sup>th</sup> July 2017

4<sup>th</sup> October 2017

6<sup>th</sup> December 2017 (budget setting for 2018/19)

7<sup>th</sup> February 2018

4<sup>th</sup> April 2018

16<sup>th</sup> May (annual meeting)

The meeting closed at 21:35

Signed *W. K. Brundy* ..... (Chairman) Date *26<sup>th</sup> July 2017* .....