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## Shillingford Parish Council

### Minutes of the meeting held on Monday 6<sup>th</sup> February 2017

**Present:** Cllrs Carr (Chairman), Turner, Stamp, Parrott, TDC Cllr Lake. 1 member of the public present.

**1. Apologies for absence** – Cllr Howard, TDC Cllr Goodey & DCC Cllr Connett

**2. Declarations of Interest / Requests for dispensation** – None

**3. County & District Councillors Reports.** TDC Cllr Lake spoke of the rural skip service which is in the area in the near future. Dates will be forwarded to the Clerk for publication. The Boundary Commission outcome was discussed. The lobbying by our TDC councillors Goodey and Lake to retain the Kenn valley ward have been successful. Our parish will remain part of the Kenn Valley ward. Due to development plans, an additional councillor has been agreed. The county seat for Exminster and Kenn Valley ward has also been reviewed and remains essentially the same other than Longdown and Whitestone which have been included for the May elections. Discussion took place regarding traffic impact on our parish as a result of large developments in adjacent parishes. TDC Cllr Lake undertook to keep the parish council updated on planning progress so that opportunities to participate in consultation and influence planning decisions aren't missed.

**4. Open Forum** – No issues raised.

**5. Minutes of the previous meeting (circulated)** – Ordinary meeting of 5th December 2016. Accepted and signed as a true record of the meeting.

**Proposed** Cllr Stamp. **Seconded** Cllr Turner. **All Agreed.**

**6. Matters Arising**

**a) Defibrillator Project (key fobs)**– The Clerk reported that the Community Heartbeat Trust appeared to have mislaid the order, however they have promised to get the fobs to us by next week. 300 are on order at 25pence each. There is likely to be a small postage and packing charge and the fobs may be distributed with Country News for a small donation. The Clerk reported that there had been no volunteers so far for the Community First Responder or the VET schemes following the appeal in the parish magazine.

**b) Projector for Future Planning Applications**– The Clerk updated that following a survey a quote had been received for £3,235. In order to be suitable for film nights in the village hall an amplifier and speakers would be required at a further cost of £1440. It was agreed that the cost was prohibitive. It was proposed that the Clerk be given a budget of up to £500 to purchase a portable projector and screen suitable for planning requirements **Proposed** Cllr Turner. **Seconded** Cllr Howard. **All Agreed.**

**7. Review of Clerks Hours** – The Clerk reported that over the last 12 months the hours worked have averaged 3.3 hours a week. The contracted hours are 2.5 hours. Additional hours had been required for the defibrillator project and the audit which should be a simpler process this year. However, the paperless planning process will incur more time in preparation for meetings. A more realistic expectation of hours a week would be 3 to 3.5 hours. Following discussion, it was agreed that the hours should be amended to 3.5 hours a week and should be reviewed again in 12 months.

**Proposed** Cllr Carr. **Seconded** Cllr Turner. **All Agreed.**

**8. Public Rights of Way** – The Clerk advised that she had been in contact with the Rights of Way officer Ros Davies who had supplied a map of the parish rights of way. There is grant funding of up to £30 per mile to restore and maintain the rights of way. It was agreed that there wasn't a requirement for any remedial work at this stage.

**9. Proposal to Purchase Road Salt Dispenser** – The Chairman suggested that in the absence of the Highways authority salting the roads through the parish it may be beneficial to purchase a salt dispenser that could be towed behind a car or quad bike. Several models were discussed and for approximately £1000 including VAT a suitable piece of equipment could be procured. It was agreed that this would be worth progressing.

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**Proposed Cllr Carr. Seconded Cllr Stamp. All Agreed.**

**10. Highways Community Enhancement Fund** – This is a new funding stream launched by Highways dept to cover costs incurred through the Community Road Warden scheme to do work that Highways dept no longer do. The value of a parish lengthsman, who worked when needed rather than twice yearly visits was discussed. It was agreed that this could be considered in future years but the salt dispenser at item 9 would be worth applying for funding for. The Clerk to submit an application.

**Proposed Cllr Carr Seconded Cllr Parrott. All Agreed.**

**11. Litter Pick** – The Clerk advised that the annual parish litter pick had been arranged for 10am on Saturday 11 March, starting at the village hall. Posters have been displayed on the noticeboards. It was agreed that a full-page notice should go into Country News. The £16 charge was approved.

**Proposed Cllr Carr. Seconded Cllr Stamp. All Agreed.**

**12. Neighbourhood Watch** – Cllr Stamp enquired as to whether anyone had received any NHW updates since the two villages moved under one co-ordinator. It was agreed that the co-ordinator should be invited to the next parish council meeting to give an update.

**13. Finance -**

13.1 Report – The bank account balance was £6,610.40 as of 28th November.

13.2 Clerks Salary and Expenses – 1 Oct – 21 December 2016. Salary - 13 weeks @ 2.5hrs/wk = 32.5hrs @ £9.99/hour = £324.67. Additional Hours = 12 hours @ £9.99/hour - £159.84. Pay adjustment for under payment in previous quarter. Total payment = 500.35. (PAYE deducted) £299.95 (HMRC payment £200.40)

Other Expenses- £52.14. Mileage: 27 miles @ 45p/mile = £12.15. Expenses associated with working from home (July - September'16) @ - £8.33 per month = £24.99. Broadband @ £5/month April – September = £15.00.

13.3 Approval of expenditure –

- Village Hall Hire – £18 for 1 ordinary meeting.

- Stationary- £36.78

- £1000 donation (previously agreed) and £342 elector fund donation to the village hall toilet refurbishment fund

- Website annual fee - £24.96

- Electrical repair to telephone kiosk light - Shillingford Abbot for defibrillator - £90

**Proposed Cllr Stamp. Seconded Cllr Turner. All Agreed**

**14. Teign Housing Stakeholder Event** – The Chairman updated on his attendance. The Strategy for affordable housing for the future had been presented as well as grants for helping the homeless. There had been 5 people from our parish who had enquired about an affordable home. This compares with no enquiries last year.

**15. TALC Update** – Cllr Parrott had been unable to attend this meeting however the draft minutes had been circulated.

**16. Planning Training** – The Chairman updated on the bespoke planning training course attended by himself, Cllr Turner and the Clerk. Following discussion, there was a consensus that the current approach of the parish council was fully complying with requirements.

**17. Village Hall Report** – No representative who had been at the last meeting were present to give an update. The Clerk stated that there was a request for a Cllr to participate in a sub group. It was felt that there are already 2 Cllrs on the main committee and that should suffice.

**18. Clerk's Correspondence** – The Clerk reminded those present that this item was for urgent correspondence that had come in since publication of the agenda.

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**Waste Collection Service** – A parishioner had complained about the refuse teams not closing the rear doors when travelling between stop, causing refuse to fly out littering the roads. The Clerk has discussed with the supervisor who has spoken with the team.

**Planning Application** – Peamore – The Clerk sought advice as to whether the Parish Council wished to have a dedicated planning meeting to discuss. It is on the boundary of the parish however it was decided that the impact on the parish was negligible and a meeting was not required.

**Proposal for Planters for the Parish-** A suggestion in response to the request for ideas of influencing driver speed through the parish in demonstrating they were entering a 'cared for area'. Planters to be sited each end of the villages. Previous planters had been stolen and it was felt that this would not have a beneficial effect on speed. The contributor to be thanked and updated.

**19. Chairman's Remarks** – Cllr Carr thanked the member of the public for coming and the councillors for their participation. The dates of future meetings were discussed to see if a more conducive date for our TDC councillors could be found to avoid the clash with Exminster parish meetings. It was decided that the current dates should remain.

**20. Date of next meeting – Monday 3rd April 2017**

The meeting closed at 9.25pm

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