

Shillingford Parish Council

Minutes of the meeting held on Monday 7th December 2015

Present: Cllrs Carr (Chairman), Turner, Stamp, Howard, Parrott, Durrans. 4 residents present.

TDC Cllr Lake arrived during the meeting

Open Meeting – A discussion took place regarding a property in St Georges Terrace, Shillingford St George, owned by Teign Housing. The property is a 3 bed house of single occupancy and for the past 5 years has been occupied for 1 night per week. It was agreed that the Clerk would raise the matter with Teign Housing. **All agreed**

1. Apologies for absence – No apologies

2. Declarations of Interest – No declarations of interest were made.

3. Introduction & Welcome – A warm welcome was extended to Sarah Sharpe who has taken on the role of Clerk to the Parish.

4. Minutes of last meeting – Were accepted and signed as a true record.

5. Matters Arising

a) Car dealing from Teign Housing Property – Further details of this matter were supplied to the Clerk to progress with Teign Housing

b) Shed – Manstree Terrace – Teign Housing have given the owner 2 months to remove the shed. Thereafter enforcement action will be taken.

c) Markham Lane composting site – Matter in hand with DCC planning

d) Parish Information Sheet – The parish council entry was approved. A member of the public reported already receiving a leaflet which was contrary to the understanding that printing was awaiting the council feedback. The Clerk to submit council comments regarding this and a query regarding whether the Forest School was a 'not for profit' organisation as suggested.

e) Grass Cutting – The previous grass cutting arrangement had now ceased and outstanding payment made along with a letter from the Council thanking the individual for their services to the community. It was suggested that the council buy a second hand ride on mower to be used by volunteers to keep the grass in order. Proposer Cllr Stamp. Seconded by Cllr Howard

6. Planning – Application 15/03206/FUL (6 Ilex Close) was discussed. No objections were raised.

7. Correspondence – No matters of late correspondence.

8. Clerks Contract/salary arrangements. The proposed contract was considered by councillors. The £100 home working allowance was agreed and the decision for the Chairman to sign the contract on behalf of the council was unanimously agreed. Salary

payment every 2 months was agreed with additional hours and out of pocket expenses to be submitted for council approval on a 6 monthly basis. **All agreed**

9. Training – The Clerk reported having attended the New Clerks Course and training on the Transparency Code. Costs to be shared with Dunchideock parish council.

10. Finance

a. Financial Position. The Clerk reported the current balance and the transfer of £2k to the village hall committee which had been incorrectly deposited in the parish council account by Teignbridge District Council.

b. Banking Signatories. Change of signatories were discussed and it was agreed that there was no requirement for all councillors to be signatories, however it was agreed that Cllr Howard would be added to the account. The Clerk to draft a letter from the Chairman to change the postage of statements to the new Clerk and remove 2 previous councillors (no longer serving) from the account. **All agreed**

c. Precept and Budget 2016/17. Future financial challenges and contingency funding were considered and it was agreed unanimously that the precept should remain at the same level as 2015/16. The Clerk to prepare the return for consideration of the Chairman before submission. **All agreed**

11. Transparency Code - The Clerk updated councillors on the requirement to be fully compliant with the Transparency Code by March 2016. Issues relating to the council pages on the Parish Website and the need to obtain editorial rights were considered. The Clerk to progress and report to next meeting. IT requirements were discussed and it was unanimously agreed that as the Clerk services both parishes, Shillingford parish should take up Dunchideock parish on the offer to share the laptop and printer they were applying for under the Transparency Code funding and not to make a separate application. **All agreed**

12. District Councillors Reports – TDC Lake reported on the status of the planning application relating to Llyals caravan, Dunchideock with regard to general interest of the process. The graffiti on the A30 underpass was discussed and it was reported that an offender had been located and spoken to and there had been no re occurrence. There was a general discussion about other planning matters not relating directly to Shillingford parish.

13. Village Hall Report – A discussion took place regarding the Social Club ceasing to trade. An update was given about first aid training. It is still hoped to arrange free first aid training but the funding situation was to be confirmed with Peter Richardson. A discussion took place about the procurement and siting of defibrillators in both villages in the parish. It was agreed that the councils' desire would be to achieve two defibrillators. The Clerk to research the matter and report back to the next meeting.

Date of next Parish Council meeting - Monday 1st February 2016.

The meeting closed at 9.45pm

Chairman