

Shillingford Parish Council

Minutes of the meeting held on Monday 8th April 2019

Present: Cllrs Carr (Chairman), Turner, Stamp, Parrott, Howard, Clerk Sarah Sharpe and 7 members of the public present.

1. **Apologies for absence** – TDC Cllrs Goodey & Lake
2. **Declarations of Interest / Dispensations**– None
3. **Open Forum** –No issues raised.
4. **Minutes of the Previous Meetings (circulated)** – Ordinary meeting of 11th February 2019 – signed and accepted as a true record of the meeting.
Proposed Cllr Stamp Seconded Cllr Turner All Agreed
5. **County & District Councillors Reports** – None
6. **Matters Arising**
 - a) **Update on remedial work on road surface near bridge (Shillingford Abbot)**
- The Clerk said that since the contractors had re surfaced the road, there had been some comments from parishioners that it was no better. Following a discussion, it was agreed that there was only a marginal improvement but much of the problem was that a large area had not been re-done. The Clerk was asked to raise the matter with Highways.
7. **Planning Application –19/00537/FUL**

Location: Land off Sampsons Hill, Shillingford St George
Proposal: Agricultural building including upgrade of existing track
Applicant: Messrs M and A Bragg
The Clerk advised that this application had been withdrawn.
8. **Planning Enforcement – 18/00304/ENF** – Land adjacent to the Willows, Shillingford St George. The Clerk stated that the Planning Enforcement Officer had responded to the query regarding the need for planning permission for the ongoing works at this location. He has advised that the creation of the track from the road to the stables did require planning permission. The owner had been advised but no application had been received at TDC (27/03/29). However, the planning officer had decided that it would not be expedient to take formal enforcement action as the cost was not in the public interest. Councillors expressed their concern that the lack of enforcement action was becoming a regular response to planning breaches referred to TDC.
9. **War Memorial Project** – Cllr Carr explained that we had applied for grants from the War Memorial Trust to restore both the cross at Manstree Road and the one at Peamore. The application for the Manstree Road cross was not supported as there is little that can be done. The sandstone cross is weathered and crumbling. It requires a small group to clear the moss from the surface. Research indicates a missing stone tablet with an inscription. The grant funding would not cover the replacement and it is suggested that we do this as a separate future project. The Peamore cross is granite and itself is in good repair but the dedicated area needs a lot more work. The cross is raised behind a retaining wall which needs re pointing and capping. The fence at the rear needs to be replaced and the surrounding area needs clearing and landscaping. A grant submission for the second application round has been completed and sent with quotes which ranged from £3-6k. We are awaiting an outcome. The grant if awarded will be between 50-75% and we will need to seek funding from elsewhere for the funding gap.
10. **Shillingford Remembers Booklet** – Cllr Carr said that following the WW1 centenary exhibition in the village hall. It was agreed that it would be nice to capture the exhibits and information in a booklet to preserve the memory of the local sacrifice. £352 in grant funding had been received. Printing costs were in excess of this and there was a

possibility of making a small charge for the booklets. The Clerk advised that following the May election the Parish Council could ask TDC councillors for consideration of additional funding.

11. Litter

a) The Clerk explained about the TDC 'See it, Hate it, Report it' campaign which is aimed to make sure areas remained 'clean & green'. People can report anyone seen littering from their vehicle to TDC on their online reporting system. TDC Cllr Goodey has offered to supply A1 posters that could be placed at relevant places in the two villages. These have proven successful in Kennford and Exminster. It was agreed that the litter picks had been very successful and our parishioners are regularly picking up litter on their walks. This community spirit is to be encouraged. It was suggested that the refuse trucks are now closing their rear doors and not re distribute collected rubbish further along the road. The Clerk was asked to request posters but smaller than the A1 posters on offer.

b) The Clerk said that last month TDC advised that the Ministry of Housing, Communities and Local Government had made funding available to support local authorities and community groups to clean up their areas. TDC were offering free litter picking kits consisting of 15 pickers, hi viz vests, gloves, shovel, broom and wheelbarrow. There was a short timescale to express an interest so the Clerk has submitted a bid for the parish and the result is awaited. This would allow us to run litter picks when we needed to or to clean up after community events. The 15 pickers aren't enough for the number of volunteers that we get but we could collaborate with other local parishes to pool resources.

12 Additional Parish Noticeboards –

a) The Clerk asked for an interim payment of £458.78 to be paid towards the materials purchased for the two noticeboards to date. The noticeboards are made of hardwood with an oiled finish. They each have two doors, one which locks and one open for community notices. They are glazed with reinforced glass and should be a valued parish asset for many years to come. They are hand carved with each village name. A photograph of one of the boards was circulated. The Parish Council expressed its gratitude to Peter Wareham for his generosity in making these for the parish.

b) The outstanding materials will be £169.05. This takes the total to £628.83, which is £78.83 over the agreed budget. The Clerk asked for authorisation for this spend to enable completion of the project.

c) The Clerk suggested that the old noticeboards could be offered to Dunchideock Parish Council who were looking to site an additional board. A sale would offset some of the additional costs of the new noticeboards. Cllr Carr said he would like to propose that as an act of solidarity with Dunchideock Parish Council he felt that the old noticeboards should be offered free of charge. This was unanimously agreed.

Councillors resolved a, approve interim payment b agree the increased budget & c offer Dunchideock PC the old noticeboards free of charge.

Proposed: Cllr Stamp **Seconded:** Cllr Parrott **All Agreed**

13 Audit Arrangements

a) The Clerk informed Councillors that Tracy Gould who had previously conducted the internal audit for the parish for several years, was happy to offer her services again. This had previously been agreed but the Clerk asked for formal ratification through the minutes. Although this is a voluntary service offered by Tracy as one of our parishioners, the Clerk asked Councillors if they wished to give a £50 gift voucher as a 'thank you', as they had done in previous years. This had been accommodated in the budget and was in line with costs paid by other parishes. Councillors agreed that they wished to do this and asked the Clerk to arrange it.

b) The Clerk referred to a Certificate of Exemption (previously circulated). It is possible for an authority with an income or expenditure not exceeding £25k to certify themselves exempt from an external audit (limited assurance review). There were a number of other criteria which the Clerk stated the Parish Council fulfilled and therefore they could

exempt themselves as they had last year. This would save an additional audit fee unless there was a subsequent challenge to our accounts by a member of the public. Councillors were in agreement to certify exemption and the Chairman signed the certificate on behalf of the Parish Council.

c) Following the internal audit, the Parish Council will be required to approve the Statement of Accounts and certify our governance processes. This will be done at the meeting in May. Following this the public have the right to inspect copies of the audit documentation. The period for the public to exercise this right is for 30 working days inclusive and must include the first 10 working days of July. The Clerk proposed Monday 10th June to Friday 19 July 2019, which were accepted.

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

14. Election Process - The Clerk said that there were 6 nominations for parish councillors for the 2 May elections and there are 6 seats on the council. Therefore, the election is not contested. Peter Barwell would be taking up the vacant seat and the existing parish councillors would all be re-elected. As the election was not contested, there would be no poll and no cost to the parish. Existing Councillors would officially stand down on 7th May and the new Parish Council would officially take up their 4 years of Office on the same day.

15. Website Domain Name – The Clerk described difficulties in getting the domain name transferred from the previous Clerk to her name on behalf of the council. It had now been achieved at a cost of £12.00 transfer fee. This was approved by all present.

16. Finance Update & Expenditure for Approval

16.1 The Clerk reported the Bank Balance as £4,038.08 as of 31st March 2019. Cllr Carr signed the end of year bank reconciliation document (previously circulated) and Councillors resolved to accept the accounts.

16.2 The Clerk said that the following income had been received: £550 from DCC for the noticeboard project, £352 for the Shillingford Remembers booklet and £2,500 from the Rural Aid fund which was applied for in 2017 for the village hall accessible toilet project. Expenditure for approval

16.3 Clerk salary 1 Jan – 31 March 2019 42hrs @ £10.30/hour- £432.60 (£346.20 net)

16.4 HMRC - £86.40

16.5 Clerk Expenses - £50.79

16.6 Hall Hire - £36.00

16.7 Stationery - £6.00

16.8 Computer Anti-virus software - £19.96

16.9 DALC Training (Election course) reissued cheque - £36.00

16.10 Noticeboard Materials - £458.78

16.11 PAYE Agent annual fee - £69.60

16.12 Grant to Village Hall for accessible toilet project (Item 16.2) - £2,500.00

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

17. Highways Issues – Councillor Stamp stated that Sampsons Hill had been re surfaced to a good standard. The government has announced £420m allocation for local highway maintenance so hopefully some of this will go to repairing the potholes in the parish roads. He said that he would report the potholes in Waybrook Lane. Cllr Carr said that the edges of the lanes needed scraping to free up blocked gutters. The centre of Markham lane was raised as the mud is 6” high in places. Cllr Stamp agreed to raise these matters.

18. Village Hall - The Village Hall committee chairman reported that the hall bookings were going from strength to strength. Community events such as the film nights and Exchange are well supported. Plans for the ‘Mid-Summer Madness’ event on 22nd June

were progressing well. As a thank you to the community and other hall users for keeping the village hall going, everyone attending would be given a free burger and drink.

19. **TALC Update** – Cllr Parrott said that the date was changed at very short notice and he was unable to attend.
20. **Clerks Correspondence** – The Clerk updated on the following items:
 - DALC membership** has been advised at £90.92. This is less than £1 increase on last year. Authorisation will be on the next agenda.
 - Applications are open for Rural Aid funding.** This is the fund that previously donated £2.500 to the village hall accessible toilet project. Applications must be in by 31 May. The Clerk went through the funding criteria and asked for ideas for suitable projects.
 - Whitestone Landfill Proposal.** The Clerk had received an email from a local group who are opposed to this application which is proposed in an area of Great Landscape Value. If approved, it will attract an increased volume of large good vehicles and will permanently change the local landscape. They were asking for Parish Council Chairmen to sign a letter of objection for them. Councillors felt that they needed to understand more about this application and asked to Clerk to circulate the email and for Cllrs Carr and Stamp to make contact with a view to doing a site visit.
21. **Public Discussion** – A member of the public thanked the Chairman for welcoming the participation of the public and for the friendly atmosphere at the meetings.
22. **Chairman's Remarks** – The Chairman said the Parish Council had enjoyed 4 good years, with a good team and they would look forward to welcoming a new member in May. He hoped that most people appreciated what councillors have been trying to do and he thanked the public for their support.
23. **Date of Next Meeting** – The Annual Parish and Annual Council meeting will be held on Monday 13th May 2019. The next Ordinary meeting will be on Monday 10th June 2019.

The meeting closed at 8.50 pm

_____ Chairman