

Shillingford Parish Council

Minutes of the meeting held on Monday 9th December 2019

Present: Cllrs Carr (retiring Chairman), Barwell (newly elected Chairman, Parrott, Howard, Stamp, TDC Cllr Swain, Clerk Sarah Sharpe and 6 members of the public present.

1. Apologies for absence – DCC Cllr Connett, TDC Cllrs Foden & Nuttall and Cllr Turner

2. Declarations of Interest / Dispensations– None

3. Open Forum – Nothing raised

4. Resignation of Chairman and Election of New Chairman – Cllr Carr said that he felt it was time that he resigned having been in the Chair for about 10 years. Over this time, he had been supported by a number of Clerks and he gave his thanks to the current Clerk for her support to him and the Parish Council. He said that he will remain as a Councillor but step down as Chair. Cllr Carr asked for nominations for a new Chairman. Cllr Parrott nominated Cllr Barwell this was seconded by Cllr Carr. Cllr Barwell confirmed he would be happy to carry out the role. There being no further nominations, there was a show of hands and all were in favour of Cllr Barwell being elected as Chairman. Cllr Barwell completed and signed an Acceptance of Office declaration.

Proposed Cllr Parrott Seconded Cllr Carr All Agreed

5. Minutes of the Previous Meeting (circulated) – Ordinary meeting of 14th October 2019 – signed and accepted as a true record.

Proposed Cllr Carr Seconded Cllr Howard All Agreed

6. County & District Councillors Reports – TDC Cllr Swain said that he would like to continue to try to forge better relations between the Trustees of the Village Green and the community. He said that he intended to talk with the Trustees again. Cllr Barwell offered to be part of this discussion and TDC Cllr Swain felt that this may be helpful.

7. Matters Arising –

a. Shillingford Remembers Booklet – Cllr Carr said that this is progressing slowly. Working with members of the Shillingford Local History Society, they were still gathering information together so were not at an editing phase yet. The Clerk suggested that as this project had been ongoing for some time, that a project plan was drawn up with some timelines. Cllr Carr said that he would report back on progress.

b. Old Village Pump – Cllr Barwell said that there had been a discussion at the last village hall committee meeting. It was agreed that the best place to site the pump would be outside the village hall to the left of the porch with trough underneath. It is proposed to put a plaque on the wall to explain its origins.

c. Tree Planting Event Arrangements– Cllr Carr said the Woodland Trust are encouraging tree planting across the country. The free tree received from them was very small so it had been agreed with the village hall committee that they would plant two trees on village hall land. This would be done just after Christmas.

d. Copper Beech Tree – The Clerk said that she had received an update regarding the copper beech tree on the village green adjacent to the village hall car park. The tree is infringing on the adjacent property. Relatives of the occupant attended the last parish council meeting where the parish council advised that they have no legal responsibility for the tree. The relatives have been in touch with the Clerk and updated that they have consulted with the Tree Preservation officer at TDC, and the Trustees of the Village Green who have suggested that they cut the tree down. Arrangements have been made to fell the tree on Friday 20th December. They would like to donate a replacement tree for the benefit of the community but in a different location. The Clerk suggested that this offer was something that could be considered by the village hall committee.

8. Review of Councillor Responsibilities & Bank Signatories – The Clerk suggested that the new Chairman was included as a signatory to the Parish Council bank account. This was agreed. She also said that Cllr Parrott had agreed to take over the financial oversight which Cllr

Barwell previously did. Cllr Barwell thanked Cllr Parrott and it was resolved to accept both proposals.

Proposed Cllr Stamp Seconded Cllr Carr All Agreed

- 9. Parish Questionnaire** – Cllr Barwell said that the meeting last month where the results of the questionnaire were disclosed to the public, was well attended. It resulted in a list of things people in the parish thought would be beneficial or were of concern. This included the speed of traffic, which was top of the list of complaints. There had been a number of solutions suggested. The issue linked in with concerns of safety on the road between the two villages. Cllr Barwell said that discussions were already underway with landowners to see if a permissive path could be developed. Other issues suggested improving the appearance of the villages, planting of flowers to make it more attractive when passing through. Litter and dog poo. Many felt that communication in the community could be improved by developing the Parish Council website, setting up a Facebook page or other social media groups. Cllr Barwell said that the lead community group would put something in the Country News magazine asking for volunteers to be part of themed groups to take some of the ideas forward.
- 10. The Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018** – The Clerk said this legislation affected public sector websites and this included the Parish Council website. It needed to go through an accessibility assessment which was a comprehensive piece of work. Guidance had been produced to complete a basic check, following which remedial action needed to be taken and then an accessibility statement needed to be made. The Clerk gave examples of where the Parish Council website would need amending. The website must be compliant by September 2020. This was a significant piece of work and the Clerk had factored a contingency into next years budget, however if a volunteer could be found to do the assessment, this would be preferable.
- 11. Useful numbers page in Country News** – The Clerk said that Country News had agreed to print a page of useful numbers for Dunchideock and Shillingford St George Parish Councils on alternate months. A discussion took place regarding what should be included. It was suggested that as Shillingford St George Parish Council put in a newsletter on a bi monthly basis that their useful numbers went into that edition and as Dunchideock had printed theirs in the double December/January publication, we ask them to agree to the page for this council going in the February and March edition and bi monthly after that to synchronize the publications. The Clerk undertook to request this of the Dunchideock Chairman and Clerk.
- 12. War Memorial Restoration Project** – Cllr Carr said that this project was for the restoration of the memorial crosses at Peamore and Manstree Road junction. The Manstree cross needed gentle cleaning to remove the moss and algae. A grant had been applied for through the War Memorials Trust for the Peamore cross and Cllr Carr said he would follow up on this. It had also been suggested to representatives of Barratt Homes who were building a housing development nearby that they may like to contribute to the restoration but they said they were unable to have such discussions until after they had secured planning permission for their development.
- 13. Defibrillator Future Funding** – The Clerk said that the Community Heartbeat Trust offer an annual service arrangement which would help the Parish Council budget year on year for the cost of replacement batteries and pads. The arrangement also means that a replacement defibrillator would be made available in the event of ours being out of service following a deployment. The Clerk said that this arrangement was considered 3 years ago when the defibrillators were purchased but as the batteries and pads were due for replacement next year, she wanted to ensure that Councillors were happy with the current arrangement. She confirmed that the replacements had been budgeted for year on year. Councillors agreed to continue with the existing arrangements and not enter into the annual service arrangement.
All Agreed
- 14. Re-homing of Old Parish Noticeboards** – The Clerk said Dunchideock Parish Council had decided to seek grant funding for new parish noticeboards and therefore did not need the two old noticeboards offered to them by this council. However, the Clerk at Bridford has taken

them to be refurbished for use at the Teign Valley Community Hall.

15. Litter Pick Event – It was agreed to run a community litter pick event on Saturday 7th March 2020. The Clerk said that she would do the relevant notifications.

16. Finance Update & Expenditure for Approval

16.1 The Clerk reported the Bank Balance as £4,295.86 as of 30th November 2019. There was £710.43 expenditure since the last report. Cllr Parrott signed the bank reconciliation document and Councillors resolved to accept the accounts.

16.2 Good Councillor Course - £36.00

Proposed Cllr Howard **Seconded** Cllr Barwell **All Agreed**

17. Budget Proposal and Precept 2020/2021- The Clerk took the Councillors through the budget proposal (Appendix A) which was based on known and anticipated costs for next year. It was a modest budget and the Parish Council were fortunate to have a good contingency in their bank balance for unforeseen expenditure. There was an increase from £3,800 this year to an anticipated £4,280 in 2020/21 and therefore the Clerk proposed a small increase in the precept to cover this cost. Councillors resolved to approve the proposed budget and precept request.

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

18. Highways Issues

a. Update on remedial work near A30 overbridge – Cllr stamp confirmed that DCC Highways department had now confirmed that they felt the standard of the road surface following remedial work was acceptable and no more would be done.

b. Scraping the centre of Markham Lane – The Clerk said that Neighbourhood Highways Officer had been contacted on a number of occasions as cars were bottoming out on the mud in the centre of the lane, further potholes had developed and the lane was flooding near Markham farm. However, there had been no response. Cllr Carr said that he had been in touch with DCC Highways about flooding in Waybrook Lane where the water is about 1.5 ft deep and it wasn't possible to walk this lane. The Clerk agreed to contact Cllr Connett to see if he can influence the essential work needed on the parish roads. It was also requested that the solid boarded 6' high fence near the stream in Barton Lane is reduced in height to allow the stream to be seen.

19. Resignation of Parish Clerk – The Clerk said that she had worked for the Parish Council for over 4 years. She said that they were a fantastic team to work with and she had received excellent support and made many friends. Sadly, for personal reasons, she needed to tender her resignation. She realised that the timing wasn't good with a new Chairman being appointed and said she would endeavour to stay until a suitable replacement was found. Cllr Carr thanked the Clerk for all the work she had done for the parish, particularly over the last couple of years that had been a challenging period for the council and the community.

20. Village Hall Report– Cllr Barwell said that there had been a meeting of village hall committee last Friday, when a number of items were discussed including the site for the village pump and tree planting (already reported). This was a busy period for bookings with a number of exciting events coming up. These are advertised in the usual way on the website and noticeboards. The gent's toilets have been refurbished and the village hall finances are in excellent order

21. TALC Update – Cllr Barwell outlined the topics covered by visiting speakers to the meeting. He stated that although Cllr Parrott had sent his apologies to the TALC Chairman, these were not tendered at the meeting. Cllr Barwell pointed this out and again offered Cllr Parrott's apologies to the meeting but the draft minutes of the meeting did not reflect this. A discussion took place regarding the TALC meetings in general and the way that they currently operate. It was agreed that the meetings represented a lost opportunity as the visiting speakers were generally interesting and informative. Cllr Barwell said that at the last meeting it was agreed that there would be a working group of attendees to address similar concerns.

- 22. Clerks Correspondence** – The Clerk said that the Sect 137 limits for expenditure next year had been announced as £8.32 pe elector.
Cllr Connett had asked for any requests for consideration for double yellow line markings by 12th December. Councillors agreed that there were none for this parish.
- 23. Public Discussion** – Nothing raised.
- 24. Chairman's Remarks** – The Chairman said that he had only been on council for little under a year and looked forward to the new role. He said he wished to give enormous thanks to Cllr Carr for all the service he had given to the community over his time as Chairman.
- 25. Date of Next Meeting** – The next Ordinary meeting will be on Monday 10th February 2020.

The meeting closed at 9.20 pm

_____ Chairman

Appendix A

Shillingford St George Parish Council - Budget and Precept 2020/21

Current year tax base	161.8
Current year budget	£3800
Current precept	£3791
Current council tax	£23.43
Next year tax base	163.1

2019/20 Baseline budget

The basic amount needed to operate the parish council with current obligations.

2020/21 - £4280

Precept = £4281

Council tax = Precept / Tax Base

New Council tax = £4281 / 163.1 = £26.25

Budget for 2019/20

Known / Anticipated Costs

Clerk's Salary (including PAYE)	£2000
Clerk's mileage	£ 100
Clerk's home working allowance	£ 100
Clerk's Broadband	£ 60
HMRC agent (T P Jones accountants)	£ 75
DALC & SLCC contribution	£ 130
Information commissioner	£ 40
Insurance	£ 310
Admin, stationery & postage	£ 100
Hire of hall for meetings (6 meetings/year + contingency)	£ 200
Website	£ 40
Training	£ 75
Defibrillator fund	£ 350
Chairman's allowance	£ 100
Project contingency	£ 250
Website Accessibility compliance work	£ 250

£4280

Known / Anticipated Income

Precept	£4281
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Other Considerations

Election contingency	£1500
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Bank Balance @ 30 November 2019 £4,295.86

Uncashed cheques @ 30 November 2019 £ 00.00

£4,295.86