

Thelbridge Parish Council

Meeting Minutes

February 22, 2017

19:30

Venue: Thelbridge Parish Hall

Janet de Rochefort, Parish Clerk 01884 860173 jderochefort@gmail.com

Present: Cllrs Boundy (Chairman), Hayes, Webber, Gillbard, Grant, Ford

I. Public forum

One member of the public was present. A question was raised regarding verge and community grass cutting plans for 2017. **Clerk** to clarify with DCC & MDDC where the responsibility lies and what arrangements are in place.

II. Apologies for absence

Cllr Squires and Binks were unable to attend due to a meeting clash with the Mid Devon District Council's budget meeting.

III. Approval of minutes from last meeting

The minutes for 30th November 2016 were signed as a correct record.

IV. Declarations of interest

Cllr Gillbard has submitted planning applications, currently awaiting decisions.

V. To receive reports from the County and District Councils

None received.

VI. Finance

- a) The current balance stands at £1,984.32. The amount paid for burial ground upkeep was discussed and since it has been held since at least 2004, it was **resolved** to increase St. David's payment by £10 to £88 and Hele Lane in proportion by £5 to £43.
- b) At present there are only two authorised signatories both of whom must sign cheques. Since this would present difficulties should one of the signatories not be available it was **agreed** the Clerk should contact Cllr Gibson to find out whether he would be the third signatory with the requirement for cheques to be signed by any two out of three.
- c) The insurance renewal is due in May. The current policy is with Communityfirst and underwritten by Zurich. The premium is expected to increase by around £10 (£150.78 last year). In summary the current cover includes:

- Office contents (Clerk's home) - sum insured £2,500
- Computer reinstatement of lost data - sum insured £500
- Employer's liability (Clerk) - sum insured £10 million
- Public liability - sum insured £10 million
- Personal accident (Clerk and Members) - capital benefit £20,000, weekly benefit £25
- Fidelity guarantee - sum insured £25,000
- Corporate legal protection - sum insured £100,000
- Hirer's liability - sum insured up to £200,000
- Libel and slander - sum insured £250,000
- Money cover

It was **resolved** that the Clerk should review whether this is providing best value for money and report back to the next meeting.

- The report on options for providing the website was considered and it was **resolved** that the BT Community Web Kit offering, which is free of charge and provided as part of BT's corporate social responsibility programme, should be adopted. It was also **resolved** that the Clerk should be responsible for maintenance of the Parish Council's website, the website address is www.thelbridge.btck.co.uk
- The joint TAP funding bid proposed by Chawleigh Parish Council will not go ahead since they felt the time remaining for submission (28th February) was too short.

VII. Training

- The Clerk is attending the South West Regional Training Seminar – Saltash, 27th September, free due to Came and Company sponsorship for new clerks.
- It was **resolved** that the new Clerk should be funded to take the Introduction to Local Council Administration at £99 + VAT, which is the Society of Local Council Clerks' members rate instead of £149 + VAT for non-members. It is an online course of five modules covering the core rules, laws and procedures, finance, management and community.

VIII. Roads and PROW

Advance notification of a road closure has been received and previously circulated to councillors:- Work Ref: LM501NC6348061/01 – on the ROAD FROM ASH LANE TO EAST PIDSLEY CROSS, KENNERLEIGH for 02/05/2017 to 08/05/2017. KIER has applied for a road closure to complete SOUTH WEST WATER Utility works on the ROAD FROM ASH LANE TO EAST PIDSLEY CROSS, KENNERLEIGH. These works, subject to approval from Devon Highways, will take place from 02/05/2017 to 08/05/2017. The area closed is from opposite SARUM to opposite THE THORN TREE.

Clerk to report Milbarn Cross to Henceford Cross has numerous potholes. Also the beech hedge is overhanging the B3137 at Middlewick Barton to Nomansland causing traffic to drive in the middle of the road.

IX. Planning

Permissions granted since last meeting:

- a) [Application to deadwood 1 Ash tree and reduce overhang over house by 2m protected by Tree Preservation Order 02/00008/TPO](#)
5 Eastwick Barton Nomansland Tiverton Devon EX16 8PP
Ref. No: 16/01804/TPO | Status: Decided
- b) [Listed Building Consent for erection of a stud wall to separate bedroom; erection of a stud wall in downstairs bathroom; installation of a chimney liner and installation of bathroom in bedroom 3](#)
Lower Woodhouse Cottage Thelbridge Crediton Devon EX17 4SJ
- c) [Erection of an agricultural livestock building \(800sqm\)](#)
Land at NGR 279852 111695 (Westcott Dairy) Witheridge Devon
Ref. No: 16/01606/FULL | Status: Decided
- d) [Erection of an agricultural livestock building \(800sqm\)](#)
Land at NGR 279852 111695 (Westcott Dairy) Witheridge Devon
Ref. No: 16/01606/FULL | Status: Decided

Applications pending decision:

- e) [Erection of a poultry unit \(830 sq.m.\)](#)
Land at NGR 279169 111524 (Hele Barton Farm) Black Dog Devon
Ref. No: 17/00099/FULL | Status: Awaiting decision
- f) [Variation of Condition \(3\) of planning permission 15/01571/MFUL to allow increase in size of chicken houses from a total of 5040 sq.m. to 5196 sq.m., re-positioning of boiler house and office, and amendment to entrance track layout, and Condition \(5\) to allow re-positioning of attenuation pond and submission of revised surface water drainage scheme](#)
Land at NGR 283175 113696 (Menchine Farm) Nomansland Devon
Ref. No: 16/01917/FULL | Status: Awaiting decision

Application pending decision post issue of agenda:

- g) [Erection of extensions to 2 agricultural buildings](#)
Land at NGR 279207 111451 & 279259 111355 (Hele Barton Farm) Black Dog Devon
Ref. No: 17/00211/FULL | Status: Awaiting decision

It was **resolved** that there were no objections to the planning applications pending decision.

X. Correspondence

- Advance notice of road closure (see VIII), circulated 23/1/17
 - Supplementary mapping information (provided at meeting)
- Mid Devon District Council Town and Parish Newsletter January 2017, circulated 23/1/17
- Devon Association of Local Councils email on the transparency code (included in the website options report)
- South West Regional Conference notice (provided at meeting)
- East & Mid Devon Community Safety Partnership conference notice (provided at meeting)
- Devon Association of Local Councils email newsletter (Feb) (provided at meeting)
- Electoral Register data (289 registered electors in Thelbridge Parish)

XI. Items for future agenda


- Adoption of revised code of conduct
- Adoption of standing orders
- Parish plan
 - Consideration of burial capacity
 - Future TAP bids
- Insurance renewal
- Standing order for clerk's salary from April

XII. Future meeting dates

29th March (subsequently postponed until 5th April)

10th May AGM to elect the Chairman & Vice Chairman, receive year end accounts and sign off Grant Thornton audit form

The meeting closed at 21:25

Signed  (Chairman) Date 4th April 17