

**MINUTES OF THE ORDINARY MEETING OF HALBERTON PARISH COUNCIL
HELD ON TUESDAY, 13TH SEPTEMBER 2011 AT 7.55PM AT HALBERTON
VILLAGE HALL**

81. Present

Mesdames Anderson, Graham Jepps and Johnstone, Cllrs Browse (the Chairman), Corden, Hand, Parker, Saunders and Walters, Cllr Des Hannon, MDDC Cllr Ray Radford PCSO J Sims and colleague plus four members of the public

82. Apologies

Cllr Britton

83. Public Forum

A parishioner had attended the meeting to express his grave concerns as to the proposed new footpath running up to the Farmshop and which would abut his property, citing privacy and health and safety reasons. He advised that the line of the footpath would result in members of the public being within close proximity to his home and as he had children he was very concerned about their welfare. He was also upset that it was only recently that the provision of the footpath had been brought to his attention, although Cllr Mrs Johnstone explained that the provision of this footpath was regularly discussed at PC meetings (which were minuted) and there were also regular references to it in the Newsletter. Cllr Hand declared a personal and prejudicial interest and left the room whilst the matter was discussed. It was agreed that the matter be an item for the October agenda

84. Approval of the Minutes

The Minutes of the Ordinary Parish Council Meeting of 12th July 2011 were approved and signed accordingly

85. Matters Arising from the Ordinary Minutes

- i. Jenny Miller the PC's Internal Auditor had sent a letter of thanks to the PC for the gift vouchers, sent by the PC in appreciation of her carrying out the PC's internal audit
- ii. Laura Bannister of Macmillan Cancer Support had sent a letter of thanks for the PC's donation of £100, which it advised would go towards much needed care to cancer patients in Devon
- iii. Cllr Corden would progress the ordering of a 'No Dogs' sign for the Mead
- iv. Alan Cooper had advised the Clerk that he had now placed a light in the telephone kiosk and addressed all outstanding safety issues. Cllr Saunders confirmed that Alan had made an excellent job and the Ash Thomas parishioners appeared to be very happy now they had a telephone kiosk with a working light. The PC expressed their thanks to Alan and was most appreciative of the work he had carried out on its behalf.
- v. The bin in the Rec` appeared to be being emptied now by MDDC on a regular basis

86. Chairman's Announcements and Consideration of Approving an Allowance for the Chairman as authorised by Section 15 of the Local Government Act 1972

The Clerk advised that an allowance could be permitted under the Local Government Act 1972 S15 (5) for the Chairman, of a set amount which could be used for items not covered under the other heads of PC expenditure. The monies to be retained by the Parish Council and used `as and when`. It was resolved that the Chairman be given an annual allowance of £100.

87. Police Matters

PCSO Jonathan Sims presented his report and listed the crimes reported in the Parish from July to the beginning of September which included thefts from a Girl's Brigade camp, criminal damage in the High St, theft from the telephone exchange on Willand Road on two separate occasions, the arrest of an individual who was driving whilst disqualified, an assault on a child who was injured when a person in a vehicle being driven through the village threw food out of the vehicle which hit the child, assault – domestic incident

PCSO Sims advised that an anti-crime operation had been carried out which had been quite successful. He also advised that when members of the public wanted to speak to the police about a non-urgent matter the new standard number of 101 was being introduced across the country and was now operational in Devon. The Chairman reported two road traffic accidents on Willand Road. PCSO Sims advised that Community Speed Watch signs would be erected on the Willand side and the Farmshop side of the village

88. DCC Matters

i. Southwest Highways had now removed the road lines between the Farm Shop and Greenway which they had reinstated in the wrong place! Cllr Hannon was hopeful that the reinstatement of the road lines in the correct place would be carried out shortly!

ii. Steve Leigh of DCC had advised that the culvert which ran from the corner of the playing field in Halberton under the road and onto private land/open ditch had been cleaned using a high pressure jetting machine. DCC had also cleaned the linking drainage system and gullies. The Clerk had thanked Mr Leigh on behalf of the PC for this work

iii. Mark Baker, Canal Ranger had attended the meeting in person and had advised that due to proposed extensive financial cuts to the funding of the canal, he was seeking financial contributions to assist with the improvements/maintenance of this very important asset from those parishes who had the benefit of the canal running through their parishes. Mark was seeking funding in the region of £1400. The Chairman thanked Mark for taking the trouble to attend the meeting and explaining the situation to the PC. The Chairman advised that full consideration would be given to his request at the November Precept meeting

iv. CCllr Hannon updated members on current DCC matters

89. Approval of Recommendations made at the Halberton Newsletter Meeting

There had been various issues concerning the Newsletter. The proposal to increase advertising costs had now been aborted and rates would remain at they were at the present time. The Clerk had circulated information regarding the formulation of a Newsletter sub-committee of the Parish Council, the restrictions on voting by non-councillors, the provision of a stand alone organisation which would be completely separate to the PC funded by an annual grant payment etc . The matter was ongoing.

90. Cemetery Matters

The work to the memorial stones had been completed by Fine Memorials (Richard Grant). The Clerk had received a certificate stating that the works were Bramm compliant. The Clerk had sent an updated information sheet to the members of the Cemetery Sub-Committee showing the income received from various grave owners to cover repairs. There was still quite a large amount outstanding. Concern had been expressed by the Clerk that both she and Cllr Mrs Jepps were no longer being contacted by WH Squires when there was an impending burial. The Clerk had written to the Funeral Directors in July and again in September but had not had a response. It was

understood that Cllr Corden had now spoken to them and that in future, initial contact would be made with the Clerk and/or Cllr Mrs Jepps. The Clerk had provided the Chairman, Cllrs Corden and Mrs Jepps with an updated Burial Records list. She would pass the Vice-Chairman's copy to him at the next meeting.

91. Replacement Computer for the Clerk

The Clerk's computer had required repair during the summer recess. The repairers on examining it, had ascertained that there were parts of the computer showing signs of rupturing and recommended to the Clerk she backed up all her work on the machine as she could lose all the information if it broke down again. It was likely the computer would not be repairable next time in any event. The Clerk confirmed that the computer she was currently using had been purchased by the PC in 2006 for £546 and she was currently using 2001 Microsoft software. The PC agreed that the Clerk should be provided with a new laptop computer. The Clerk had obtained three separate quotes which included the provision of a mouse, a bag and Microsoft 2010 software. It was resolved that the cheapest quote from Dell be accepted (which was cheaper than the cost of the computer purchased in 2006) and the Clerk be permitted to order the computer immediately. (If she ordered after 14th September she would lose the £30 discount). Cllr Mrs Jepps was concerned that the PC would also need to incur the additional costs of a new printer as she was of the view that the laptop would not be compatible with the PC's printer. However she was assured by other PCllrs that this would not be the case.

92. MDDC Matters

i. The Clerk and Cllr Parker agreed to attend an ICT Workshop held at Phoenix House on 21st September at 6.30pm. MDDC was offering computer services to improve partnership working. Parish Councils could have a 'managed computer service' tailored to their individual requirements or a 'soft touch' approach whereby their Clerks could attend free workshops provided by MDDC offering advice, help and assistance on ICT matters. It was also mentioned by the Clerk that Jo Cuthbert had advised, very reluctantly, that due to work commitments she was unable to continue with managing the Halberton Parish website. Cllr Parker expressed an interest in taking this on and thought the ICT Workshop may be able to offer him assistance on the matter. The Parish Website to be an item to be included on the Oct agenda

ii. MDDC was holding a Business Forum at the Tiverton Hotel on 20th September from 6.30pm – 8.30pm which existed to encourage new business and the expansion of existing businesses.

93. Mid Devon Transport Group

The Clerk read out the letter from this organisation in which it was asking parish councils to consider the future transport requirements of their respective communities. It was agreed that this item be included on the October agenda and in the meantime PCllrs to come up with ideas to present to the October meeting

94. Queen's Diamond Jubilee Celebrations and Sub-Ctte Update

The Sub-Ctte had appointed John Anderson as Chairman. The Clerk clarified that the Jubilee mugs would be for all children in the Parish aged from 0 to primary school age. The costs of the mugs were being considered by the Ctte who would subsequently pass their recommendations to the PC. The next meeting of the Sub-Ctte would be on 1st November. The Clerk passed paperwork to Cllr Mrs Johnstone about the lighting of a beacon in the Parish and indicated that the PC would have to register its interest by April next year if it intended to take part and to also confirm with MDDC its intentions.. It was understood that the Ash Thomas residents required a tree and a bench to mark the event. The tree would need to be purchased in the autumn, as this

would be the most appropriate planting time and in view of this it was suggested that the Sub-Ctte may need to meet prior to 1st November. Cllr Corden advised that the Donkey Derby would be self financing.

95. Dog Bin

Mark Baker, Canal Ranger had advised in response to the PC's request to site the bin at Rock Bridge that it would not be possible to do so due to there being no safe place for the person emptying the bin to pull in (without blocking peoples gateways) and as there was no pavement over the bridge it would not be safe for someone to be routinely carrying heavy bags of waste along the section of road where car speeds were relatively high and visibility restricted by bends in the road. PCllrs mentioned the extent of dog fouling in the village and requested a reminder notice be placed in the newsletter of dog owners responsibilities in this respect

96. Car Park at Lower Town

Cllr Corden advised that both he and Cllr Hand had been looking at various sites throughout the village. Cllr Corden did not say anything further as he declared a personal and prejudicial interest and left the room whilst the item was discussed. Cllr Hand didn't have much to add other than the matter was being progressed.

97 Dispensation re the Rec

The Clerk had now obtained a dispensation from MDDC allowing PCllrs to discuss issues relating to the management of the Recreational Ground, of which the PC was the charity trustee. The dispensation would last for the full term of the PC

98. Safety Surfacing Quote

It was agreed that these quotes should be considered at an Amenities Ctte meeting. It was suggested that this should take place on the same date as the next Planning Ctte Meeting. It had been suggested that members should look at the safety surfacing at Bampton which would give them an idea as to the type of surfacing available. Cllr Mrs Jepps was concerned that the S.106 monies available to fund this project would be lost if the PC didn't act swiftly. It was agreed that the Clerk should check the deadline date and amount available from Paul Tucker at MDDC

99. Outstanding Rent re the Rec

The Clerk had been sorting out of her filing system and had come across correspondence which indicated that the PC should be receiving £25 per annum from DCC for allowing the school the use of the Rec. However it appeared that DCC had not paid any monies since 1999/2000. The Clerk to pursue recovery of the arrears.

100. Meetings Attended/Future Meetings

8th October 2011 – DALC Exeter Racecourse

The Chairman and Cllr Hand would attend. The PC resolved to pay the conference fee of £15

101. Committee Reports

Amenities

Cllr Corden advised that the two picnic benches had now been concreted in to make them permanent. He wished to express his thanks to the Parish Cllrs who has assisted with this task It was agreed that an Amenities Ctte Meeting be arranged for Tuesday, 27th September to tie in with a Planning Ctte Meeting if any applications needed to be considered. Matters to be included – separate fenced area for dogs, consideration of quotes for safety surfacing, S106 money cut off date

Footpaths

The Chairman advised that he had been in contact with Stuart Howell DCC's Footpath Warden with regard to issues relating to an unmettled footpath at Battens

102. Clerk's Report

The Clerk advised that the PC's accounts had been submitted to the Audit Commission in June. She had received a query back in August from the Commission as to why the monies in the PC's general fund was so high to which the Clerk had advised that these were monies set aside for the PC's car parking project. Since this time, the Clerk had still not heard whether the accounts had been approved but in view of the Audit Commission being abolished she assumed that there was not much enthusiasm amongst its staff to deal with the accounts as speedily as they once may have done. It was understood that for the 2012/13 accounts, and thereafter, it would be a matter of the PC appointing its own auditors

103. Bank Mandate

Cllr Walters due to work commitments had found it difficult to attend the local branch of HSBC to produce identity documentation for the PC's Bank Mandate. He now understood that the documentation could be produced at any branch of the bank and was hopeful he would be able to deal with the matter shortly

104. Accounts

RECEIPTS FOR PERIOD 1ST July – 31st August 2011:

Bank Interest	2.59
Newsletter	500.50
Cemetery	934.00
TOTAL	£1437.09

PAYMENTS MADE FOR THE PERIOD 1ST July – 31st August **£2235.93**

PAYMENTS TO BE APPROVED

Cheque No	Amount	Vat	Total	Details
DD	26.00		26.00	MDDC – Cemetery Rates
1525	353.51		353.51	Mrs C McIntyre – Salary (Sept/Oct)
1526	265.20		265.20	HM Revenue & Customs – tax payable for June-Sept
1527	132.00		132.00	DALC – Course Fees for Councillors
1528	20.00		20.00	Mrs J Austin – Newsletter delivery charges
1529	68.21	13.64	81.85	Ottery Office & Computer – stationery, photocopying & repairs to computer
1530	1780.00	356.00	2136.00	Fine Memorials – repairs to headstones
1531	16.82		16.82	South West Water – water rates for May – Aug
1532	67.28	13.46	80.74	Viking – stationery supplies
1533	100.03		100.03	Mrs C McIntyre – repayment of costs of:- document wallets, postage, internet & phone costs per quarter
1534	750.00		750.00	Mr N Cuthbert – grass cutting July & Aug
1535	436.87		436.87	Education Matters – Publication Costs of Newsletter
1536	25.00		25.00	Ash Thomas Village Hall – Hall Hire
1537	100.00	20.00	120.00	Halberton Village Hall – hall hire

The above invoices were approved for payment
 Balance of bank accounts carried forward 28172.60
 Plus Receipts for period 1st July – 31st August 2011 1437.09
TOTAL: £29609.69

Minus Payments made for the above Period £2235.93
TOTAL £27373.76

Made up as follows:- High Interest A/c 26742.15
 Current A/c 631.61
TOTAL £27373.761

*VILLAGE HALL FUNDS	4420.00
PARISH PATHS FUND	1688.00
VILLAGE OF THE YEAR PRIZE	212.00
DONATION FROM PARISHIONER	1616.00
PARISH PLAN FUND	434.00
CAR PARKING	4500.00
TRAINING	200.00
RECREATIONAL GROUND	307.00
COMPUTER/SOFTWARE	500.00
GENERAL FUNDS	13496.76
TOTAL	£27373.76

***AshThomas - £2250 and Halberton £2170**

Halberton Newsletter: Income to date £1329 less Expenses £912.27 = credit of £416.73

105. Member`s Business

- i. Cllr Parker asked whether the Newsletter Committee could be provided with a room in the Village Hall. The Village Hall Ctte was meeting next week and would consider the request
- ii. Tim Hugill had very kindly offered to deliver Newsletters in the Muddiford Lane area and it was suggested that Judy liaise with him about this
- iii. Cllr Hand was encountering problems with highway contractors who were undertaking works close to his home. The Clerk provided him with the point of contact at DCC in order that he could make a formal complaint.
- iv. Cllr Mrs Jepps enquired about the times the street lighting would be on during the winter months as some parishioners were concerned about the lack of light now the mornings were becoming darker. The Clerk would check this out with DCC
- v. The Chairman would follow up about dog-friendly stiles.
- vi. Cllr Corden requested that a proposed Protocol for planning meetings be included on the Oct Planning Ctte meeting

106. Future PC Meetings

- 27th September 2011 Planning Ctte Meeting - 7.00pm (provisional)
 - 27th September 2011 Amenities Ctte Meeting – 7.30pm
 - 11th October 2011 Planning Ctte Meeting - 7.00pm
 - 11th October Ordinary PC Meeting - 7.30pm
- The Meeting closed at 9.40pm

CHAIRMAN

DATED

