

**MINUTES OF THE ORDINARY MEETING OF HALBERTON PARISH COUNCIL
HELD ON TUESDAY, 11TH OCTOBER 2011 AT 7.30PM AT HALBERTON
VILLAGE HALL**

108. Present

Mesdames Graham and Jepps, Cllrs Britton (Vice-Chairman) , Browse (Chairman), Corden, Hand, Parker, Saunders and Walters, PCSO J Sims, Steve Leigh –DCC and two members of the public

109. Apologies

Cllr Mesdames Anderson and Johnson, Cllr Des Hannon, MDDC Cllr Ray Radford

110. Public Forum

Colin Grabham, parishioner requested an update re the removal of the hedge at Venn Farm. He was advised that the matter had been discussed in the Planning Cttee meeting and that the Chairman and Cllr Corden were unhappy with the explanation provided by MDDC and were pursuing it further. Mr Grabham indicated that he may be able to provide documentary evidence by means of maps etc to confirming that a hedge had been in situ until very recently, for which he was thanked.

111. Introduction of Steve Leigh from DCC`s Highways Dept

Steve Leigh attended and apologised for Dave Fergie`s absence. He gave a very informative talk about highway responsibilities and tasks which were carried out by DCC eg drain clearance, street lighting, verge trimming, the provision of the Parish Lengthsman etc. Concern was raised by a parishioner about the new operational hours of street lighting. The parishioner was concerned now that the mornings were getting darker as to the reduced lighting hours of operation. Steve would look into the matter and liaise with the Clerk. Steve raised the question of Halberton having its own Snow Warden. Steve advised that if the PC signed up for the Snow Warden Scheme, salt would be made available to the PC free of charge. The Snow Warden would be the key point of contact between the local community and DCC. The Snow Warden would receive suitable training which would enable him/her to be able to set up a voluntary self help scheme and recruit register and deliver training to community volunteers. DCC would cover the public liability aspect of insurance for the volunteers. Cllr Hand volunteered for this role and the PC agreed to his request. The Clerk would provide Steve with Cllr Hand`s details. Cllr Hannon had indicated previously that he would obtain grit bins free of charge for the Parish. The Clerk to chase up. There were various other issues raised with Steve including the problems with the parking of vehicles at Pethertons. It was concluded that this was more likely to be a police matter. PCSO Jonathan Sims would liaise with Cllr Corden about it.

112. Police

PCSO Jonathan Sims reported that there had been very little crime reported in the Parish. A number of individuals who had caused problems in the Parish had now left hence crime was now at minimal levels. There had been a theft of a motor vehicle and the vehicle had still not been recovered. There had been a report of a drunken male at Sutton Barton Farm. Complaints had been made about tractors travelling at speed through the village. Jonathan collected names of the PCllrs who were keen to participate in Speed Watch.

113. Approval of the Minutes

The Minutes of the Ordinary Parish Council Meeting of 13th September 2011 and the Amenities Committee of 27th September 2011 were approved and signed accordingly

114. Matters Arising from the Ordinary Minutes

- i. The Clerk had still not received the return of the PC's accounts from the Audit Commission despite her making further phone calls and sending e-mail reminders. She really had no idea as to when the PC would receive the accounts.
- ii. Cllr Walters advised that he would make an effort to take the necessary documentation into the bank, in order that he could then become an authorised signatory for the PC
- iii. Cllr Corden had progressed the 'No Dogs' sign for the Mead
- iv. The Clerk was still pursuing recovery of the monies owed by DCC to the PC for the school's use of the Rec.
- v. The line of the footpath between the Farmshop and Greenway had now been re-instated in its correct position

115. Matters Arising from Amenities Cttee Meeting

- i. It was agreed that the consideration of the safety surfacing quotes be delayed until the next Amenities Cttee meeting – date to be agreed
- ii. The plinths presently stored in the cemetery shed had now been removed
- iii. The grass had been cut in the wild flower area. It was understood that the area needed to be scarified in the spring. The PC to consider in the future as to whether it required this work to be carried out by the grass cutter, as an additional cost
- iv. The Clerk to report to MDDC's Dog Warden the problem of a dog fouling in the vicinity of Pond Hill and the Church. Apparently this was happening on most days at approximately 1.30pm
- v. Cllr Hand would investigate the dog bins (which had faulty locks) at the pond and Church Walk.
- vi. The issue of the wild water cress on the Pond Mill Leat was being dealt with.

116. Section 106 Agreements

The Clerk had provided all members with details of the two Section 106 Agreements relevant to the Parish which were the Townsend House and Cordwent developments. Currently the money available to spend under the Townsend House Agreement stood at **£35,290.00**

The cut-off date to spend the money is **6th November 2012** – this date was provided by Sandra Hutchings of MDDC which was a year later than anticipated.

With regards to the Cordwent development MDDC has advised that the Section 106 contribution from the developer of £8,286, had not been collected due to an oversight by MDDC. The cut-off date for spending the contribution would presumably be five years from the collection date of the contribution. It was hoped that MDDC would be able to recover the contribution from the developer.

MDDC had also confirmed that its proposals, some years ago, to appoint an Open Space Officer whose salary was to be funded from S106 contributions (and which the PC most strongly objected to) had been abandoned.

117. Election of Chairman for Amenities Committee

Mike Britton was elected un-opposed

118. Chairman's Announcements

The Chairman advised that a request had been made by the school for funding for equipment etc for the new school building. It was agreed that this would be an item for the November Precept Meeting. Cllr Mrs Jepps and Cllr Hand declared personal and prejudicial interest.

119. Newsletter

The Clerk queried with the PC the latest amount of the invoice raised by the Newsletter, in respect of the publication costs which seem to be increasing with each edition (it was noted that the number of editions had risen from 730 to 735). It was agreed that if the amount quoted was in accordance with the accepted tender from Education Matters then the invoice would have to be paid. On a more positive note the Clerk reported that the advertising income had increased significantly and there was now a glut of new advertisers on board thanks to the efforts of Caroline Lang whereby the income was the highest it had ever been. Cllr Mrs Jepps advised that the Licensee of the Barge was upset that an advert had not been collected from the Barge for inclusion in Edition 97, detailing a forthcoming event. The PC asked Cllr Mrs Jepps to pass on its apologies for this omission. The Newsletter was in the process of going through a number of changes and unfortunately the arrangement with the Barge had been missed

120. Parish Footpaths

i. New Cemetery Footpath

As the proposed footpath crossed DCC's land there would not be the need for a Permissive Path Agreement. DCC had the budget to cover the cost of the works and the works would commence once Dan Meek (County Farms) authorised access to the land

ii. New Farmshop Footpath

DCC was waiting for the charity land to be registered at the Land Registry in order to complete the Permissive Path Agreement. A parishioner had expressed concern about the proposed footpath indicating that it would run too close to his property. He had health and safety concerns and had requested it be moved further away from his property. After full consideration the PC was of the view that the small number of persons who would actually use the footpath should not present any health and safety issues. Other Parish footpaths had not resulted in issues of this nature. It was concluded that the footpath be proceeded with.

121. Cemetery Matters

The PC was extremely pleased by the work carried out by Richard Grant to the memorial stones. However Richard on a final inspection of the stones had discovered that the safety notice affixed to one of the memorials had been removed and the cosmetic joint had also been broken indicating a deliberate act of vandalism. He wanted to make the PC aware of this as he was concerned that the owner of the memorial stone may come back in the future and make a complaint. Richard had confirmed that these actions would not make the stone unsafe. Cllr Corden confirmed that he had inspected the stone and had seen the damage at first hand. The PC would monitor the situation. The Clerk confirmed that despite sending a number of letters requesting payment to owners of repaired memorial stones for a contribution towards the cost of repairs, only a minimal amount of money had been recovered. It was agreed that there was no justification for the Clerk to continue to try and recover the outstanding monies but that the PCllrs would have further dialogue with some of the owners to attempt recovery of the same. It was noted that in the majority of cases owners had either died or no longer lived in the Parish with their whereabouts unknown. It was understood that graves 205 and 206 should only be used for single graves (not double plots). It was also suggested that grave owners contribute to a fund which could be used as and when repairs were required to be carried out to the stones. This to be an item for the next Amenities Ctte Meeting. Cllr Corden reported that the tidying up of the cemetery had been carried out and a bonfire had been used to dispose of debris. Cllr Corden would deal with the compost issue.

122. Grass Cutting Advert

It was resolved that the Clerk arrange for the publication of an advert requesting the submission of tenders for the PC's grass cutting contract in Mole Valley's publication. The advert to also be placed in the next Newsletter.

123. Request for funding by Ash Thomas Village Hall

It was resolved that a grant of £1000 be made to the Village Hall towards the cost of the refurbishment works. Payment of the grant to be made on completion of the works and the production of an invoice. Cllr Saunders declared a personal and prejudicial interest. The Chairman advised that there was significant funding being made available by DCC to the Community Council of Devon for village halls use, which Ash Thomas may be interested in applying to

124. Request for a Donation by the Citizens Advice Bureau

It was resolved to make a donation of £50. Cllr Mrs Jepps voted against the proposal

125. Waste Disposal

The Clerk had had gone through all the PC's files over the summer resulting in 4 sacks of old and out of date correspondence. It was resolved that the Clerk arrange for this old correspondence to be treated as confidential and destroyed as confidential waste at Devon Waste Services at Exeter. The cost was likely to be in the region of £20. The Clerk would also arrange for the planning applications she held at home to be transported over to the village hall. Any old applications could be destroyed*

*The PC's data policy required the PC to retain planning applications for a period of 10 years from the application date .

126. Parish Website

The matter was on-going. The Clerk had consulted with Christina Crosse at MDDC about the possibility of MDDC taking on this task and she would report back when she had further information about costs etc.

127. Review of Standing Orders and Parish Council Committees

The Clerk had provided each PCllr with information about this subject. She advised that the PC's Standing Orders needed to be updated to reflect the PC's requirements for Committees and Sub- Committees and she would deal with this as and when she had time available. She also reiterated the fact that the Newsletter would need to set itself up either independently of the PC or as a Sub Committee or advisory committee where non-parish councillors on these committees would have limited or no voting rights. The matter was ongoing.

128. DCC Matters

CCllr Hannon had advised that the building project at the school was proceeding apace. He advised that the new building was a great improvement for children of the parish. He has pledged £5000 of DCC locality money to furniture and fittings on a match funding basis. If parents, donors, sponsors and local organisations were prepared to put money in CCllr Hannon would match it pound for pound with DCC money up to £5000.

129. MDDC Matters

1. Miscellaneous Matters

i. The Audit Commission had given MDDC a clean bill of health for its annual accounts and it had also received positive feedback both on financial resilience and on economy, efficiency and effectiveness

129. MDDC Matters Contd (Miscellaneous Matters)

ii. It was resolved that the Chairman and Cllr Corden complete the on-line survey on behalf of the PC re MDDC's Corporate Plan. The Clerk advised that this had to be completed by 21st October 2011.

iii. Cllrs Walters and Parker advised that they wished to attend the Code of Conduct training at Phoenix House on 26th October. The Clerk would contact Cllr Mrs Anderson to see whether she also wished to attend.

iv. 50% of MDDC's council houses may soon be fitted with solar panels. This would be at no cost to MDDC. The panels would be installed thus benefiting tenants by giving them free access to some of the energy generated and would make the housing stock more efficient

v. Culm Valley Sports would be holding an Open Day on 15th October from 10am – 4pm with a range of special introductory offers, taster activities and competitions

vi. MDDC was *reviewing grants it made to voluntary sector organisations by considering proposals to increase overall core grant funding budget by 4%, creating a "seed fund" for new initiatives and matching grant funding to MDDC priorities

*Note one of the proposals was to reduce funding for the canal from £54,700 for 2011/12 to £50,000 for 2012/12

2. Litter Pick

It was agreed that this should be carried out on Saturday, 29th October at 10.00am. MDDC Cllr Radford to advertise the event with posters etc. The Clerk reminded the PC that pledge forms needed to be completed by all litter picking volunteers for insurance purposes

3. Conduct of MDDC Officers etc

The Chairman and Cllr Corden declared personal and prejudicial interests and left the room whilst this matter was discussed. Cllr Hand spoke at length about the handling by MDDC of Hartnoll planning application No. 10/01183/FULL, which had subsequently been refused. There had been previous meetings with representatives of the PC and elected members at which the PC raised its concerns as to why this application had been allowed to drift on without any time constraints being adhered to, whereas other applications submitted to MDDC were determined within the statutory timescales. (There had been a period of 14 months from the submission of the application to its determination). After much debate and discussion it was resolved that the Clerk contact MDDC stating that the PC was most unhappy with its Planning Officers execution of the planning application and required a meeting to be set up with its Chief Executive, Leader, Chairman, Chairman of the Planning Committee and Ward Member and representatives of the PC. The Clerk to advise the Chief Executive that it would not be conducive for any Planning Officers to be present as it was understood that they may currently be in dispute with members of the Planning Ctte. It was also agreed that at this time it was unnecessary for the Clerk to make any investigations as to land holdings etc.

130. Mid Devon Transport Group

The Chairman and Cllr Corden would deal with responding to the Mid Devon Transport Group Letter regarding future transport provision in Halberton. It was understood that DCC would establish a fund at a rate of £1 per elector in 2012/13 with decisions on its use made by the County Councillors for the area, but informed by the views and priorities of the Town and Parish Councils. It was suggested that perhaps funding could be used to run a bus service for the benefit of Halberton.

131. Queen`s Diamond Jubilee Celebrations and Sub-Ctte Update

The was nothing to report. A further meeting would take place on 1st November

132. Oil Buying in Bulk

Mrs Jo Cuthbert had provided information as to the financial advantages of buying oil in bulk for parishioners. The PC was appreciative of Mrs Cuthbert informing the PC of this useful money saving idea. Cllr Hand would liaise with her and bring further information back to the next PC Meeting

133. Car Parking

There was nothing further to report as the matter had been discussed at the last Amenities Ctte meeting and was on-going

134. New Location for Agendas to be displayed on the Uffculme side of the Parish

Cllr Hand would make further investigations as to the most appropriate location and report back to the PC at the next meeting. The Clerk to inform Mrs Stewart that the matter was being progressed

135. Meetings Attended

8th October 2011 – DALC Exeter Racecourse

The Chairman and Cllr Hand both attended this meeting. Cllr Hand advised that there had been some interesting speakers. Localism in Action and Neighbourhood Plans were discussed but it appeared that the cost implications would be huge.

136. Clerk`s Report

The Clerk thanked the PC for the provision of her new laptop computer. She was very appreciative of the PC for agreeing to supply it. She was now getting to grips with it and hoped to be able to bring it to future PC meetings in order to take the minutes etc

137. Accounts

RECEIPTS FOR PERIOD 1ST - 30th September 2011:

Bank Interest	1.31
Newsletter	380.00
Cemetery	608.00
2 nd ½ Precept	5676.50
TOTAL	£6665.81

PAYMENTS MADE FOR THE PERIOD 1ST – 30th September 2011 £4087.15

PAYMENTS TO BE APPROVED

Cheque No	Amount	Vat	Total	Details
DD	26.00		26.00	MDDC – Cemetery Rates
1538	353.51		353.51	Mrs C McIntyre – Salary (Oct/Nov)
1539	37.50		37.50	DCC – ½ year rent of the Mead
1540	375.00		375.00	N Cuthbert – grass cutting
1541	527.47	105.49	632.96	Mrs C McIntyre – repayment of cost of new computer, accessories and delivery
1542	10.49	2.10	12.59	Mrs J Cuthbert – repayment of hosting website

1543	15.00		15.00	Community Council of Devon – Delegate Fee
1544	49.76	3.74	53.50	Mrs C McIntyre – Repayment cost of 4 ink cartridges
1545	20.00		20.00	Mrs J Austin – repayment of delivery costs of Newsletter
1546	499.80		499.80	Education Matters – publishing costs of newsletter

The above invoices were approved for payment

Balance of bank accounts carried forward	27373.76
Plus Receipts for period 1 st – 30 th September 2011	6665.81
TOTAL:	£34039.57

Minus Payments made for the above Period	£4087.15
TOTAL	£29952.42
Made up as follows:- High Interest A/c	27419.96
Current A/c	2532.46
TOTAL	£29952.42

*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	90.00
RECREATIONAL GROUND	192.00
COMPUTER/SOFTWARE	500.00
CHAIRMAN`S ALLOWANCE	100.00
GENERAL FUNDS	16200.42
TOTAL	£29952.42

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

Halberton Newsletter: Income to date £1709 less Expenses £1369.14 = credit of £339.86

138. Miscellaneous Matters

i. Cllr Hand reminded the PC that Remembrance Day would be taking place shortly and the PC had been asked to re-imburse Mr Brannon for expenditure* in connection with this event.

*This item needed to be included on the November agenda as notice needed to be given of this proposed expenditure prior to approval being given

ii. The provision of the dog-friendly stile was being progressed by the Chairman. It was proposed that a new gate would be installed with an inbuilt gate for dogs.

iii. It was agreed that an Amenities Ctte Meeting would take place on 29th November at 8.00pm (or earlier if there were no planning applications to discuss). It was agreed to include an item re S106 monies and footpaths and provision of footings for the goal mouth as suggested by Nigel Cuthbert

iv. It was understood that there was an issue with a tree in the centre of in Ash Thomas whereby a number of residents in Ash Thomas did not wish to have it removed and replaced, whereas another parishioner did. The Jubilee Ctte would discuss this at their next meeting

v. The Clerk to contact MDDC to ascertain when affordable housing would be built on the Cordwents site

138. Miscellaneous Matters Contd

vi. It was noted that consultation was being carried out until 5th December re the proposed Parliamentary Constituencies in England. The proposals would not affect Halberton

139. Future PC Meetings

25th October 2011 Planning Ctte Meeting - 7.00pm (provisional)

8th November 2011 – Precept Meeting -6.00pm

8th November 2011 Planning Ctte Meeting - 7.00pm

8th November Ordinary PC Meeting - 7.30pm

29th November 2011 Amenities Ctte Meeting – 8.00pm (provisional)

The Meeting closed at 10.10pm

CHAIRMAN

DATED

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