

MINUTES OF AN ORDINARY MEETING OF HALBERTON PARISH
COUNCIL ON TUESDAY, 10TH JUNE 2003 AT 7.30PM AT HALBERTON
VILLAGE HALL

52. Present

The Chairman, Vice-Chairman, Cllrs Mesdames Armstrong, Fisher, Hull, Jepps, Cllrs Gibbs, Hugill, Lane-Smith, Saunders, Radford and six Members of the Public

53. Public Forum

Mr Garnsworthy spoke about Halberton Club's desire to move to a new site, advising that if the far end of the village was eventually developed to provide more housing then it would make sense to have the Club and other facilities in the vicinity. He asked that this factor should be taken into account, when future plans for the village were under consideration. The Clerk, responding to Jan Johnstone's concerns about pedestrian safety in the High Street, advised that she had written to Alan Mitchard (DCC) about this problem, requesting that a risk assessment should be carried out without delay. Peter Gimber, DCC's Road Safety Officer had advised that Marion Deacock, the Road Safety Officer for the Halberton area would be dealing with the issues raised. Further Mr Mitchard would be responding directly to the Clerk. However to date he had not contacted the Clerk. The Clerk would chase up Mr Mitchard. It was noted that Mrs Onley-Gregson had also written to Mr Mitchard endorsing the concerns of the PC. The matter would also be raised at the Parish Plan Meeting arranged for 11th June. Further it was suggested that a meeting of the Highways Ctte should be called at some stage, to consider the issue. A new Highways Ctte Chairman would need to be elected at this meeting.

54. Apologies

There were none

55. The Minutes of:-

- i. The Annual Meeting of the Parish Council of 13th May 2003 were approved subject to amendments to the figures contained in Minute No 40
- ii. The Parish Council Meeting of 19th May 2003 were approved without amendment.

56. Matters Arising

- i. The Clerk had written to the Chief Constable about the highway concerns of the residents of Millstream Gardens. She had not received a reply so would chase the matter up.
- ii. BT had advised that the removal of the payphone at Pethertons had been put on hold for the present time.
- iii. There had been no places available for the New Councillors Training Day on 10th June, The Clerk had provisionally booked four places for the next training session on 10th November.
- iv. There were no available dates for DCC'S mobile internet café 'The Shuttle' to visit Halberton Village Hall. However, as the hall did not have a telephone line then it would not have been possible to connect to the Internet, in any event. The Clerk understood that later on in the year a bus would be visiting the region equipped with several computers and a satellite link to the Internet. The Clerk had requested that Halberton be considered as a possible venue.
- v. The repairs to the chain link fence running from Lower Town to Boyce Close, Pethertons had still not been effected, despite several requests to MDDC. The Clerk to chase up the matter.

- vi. The missing 'No Cycling' sign, near the Church had still not been replaced, despite a request from the Clerk. The Clerk to chase up the matter with MDDC.
- vii. There had been no response from MDDC regarding the replacement litter bin at Pethertons. The Clerk to chase up the matter.
- viii. There had been no response from Alan Mitchard re the missing road signs at Ash Thomas. The Clerk to chase up the matter.
- ix. The Vice-Chairman had been elected onto the County Committee of the Devon Association of Parish Councils for 2003 – 7.
- x. The Vice-Chairman promised that he would now look at formulating a paragraph to be included in a letter which the Director of Community Services (MDDC) wished to send to First Great Western, regarding Tiverton Parkway Station.
- xi. Paul Tucker, Grants Officer had provided the Clerk with details of funding agencies to approach for help with the surfacing costs of the rec`. However she advised that she had already approached the main funders he had recommended, and was presently waiting to hear the outcome of the applications.

57. Chairman`s Announcements

The Chairman had been contacted by Radio Devon about the concerns of some parishioners about the excessive increase in Council Tax for 2003/04. The Chairman would be unable to attend the Culm Area Ctte Meeting arranged for 11th June as it clashed with the Parish Plan Meeting. Cllr Hugill would attend instead.

58. Appointment of Members for Various Committees

These were as per attached sheet. It was also noted that Cllr Mrs Armstrong wished to be taken off two of the Cttes, she had previously agreed to stand on. The amendment was noted.

59. Councillors Allowances

The matter of the Chairman or other Members of the Parish Council receiving allowances under the Local Authorities (Members` Allowances) (England) Regs 2003 was discussed briefly. It was decided that the Clerk should obtain further information before the PC could make a decision.

60. Countryside and Rights of Way Act 2000

The PC had no comments to make as the proposals did not affect any land within the Parish.

61. Parish Web Site

It was understood that the Village Hall Ctte would be happy to pay a contribution of £40 towards the hosting of the Parish Web Site. The Clerk to raise an invoice for this amount.

62. Police Matters

It was noted that a number of burglaries had been carried out on farms in the areas. Diesel had been stolen from farm machinery. There had been a number of house burglaries. Suspicious characters had been seen around Halberton. `Sunnyside` was being vandalised and concern was raised about the possibility of squatters moving into the property. Concern was also expressed about vehicles travelling at high speeds, very late at night in certain areas of the Parish.

63 Mid Devon District Council Matters

MDDC had set a target to introduce a plastic recycling scheme by 2005 and was currently seeking ways of financing the additional service provision.

64.Devon County Council Matters

These matters would be considered in the `Committees` section of the Meeting.

65. Meetings Attended

i. 29th May 2003 Market and Coastal Towns Initiative – Willand Village Hall

Cllr Lane-Smith attended. He concluded that the aims of the Initiative were similar to those of the Parish Plan.

ii. 3rd June 2003 Mid Devon Police Liaison Meeting – Tiverton Town Hall

Cllr Mrs Fisher attended. She advised that it was poorly attended. The meeting seemed to concentrate on Neighbourhood Watch matters. Drugs and violence were the main problems in Tiverton. Sniffer dogs were now accompanying police when visiting pubs in an attempt to detect illegal substances. Again the frustration of many members of the public was aired with regards to the difficulties they faced in attempting to get through to the police by telephone. Devon would be getting an extra 70 police officers. Mike Bull had now joined the Police Authority.

66. Future Meetings

30th June 2003 – Halberton Charities Meeting, Methodist School Room at 7.30pm

The Chairman and Vice-Chairman would attend.

67. Committee Reports

i. Cemetery

It was hoped that Mr Roberts of DCC would be in contact with the Ctte shortly with regard to progressing the matter of the gate. Cllrs Hugill and Gibbs were thanked for their work in the Cemetery. A Cemetery Ctte Meeting to be arranged for Tuesday, 24th June at 7.00pm at Halberton Village Hall. Mr Quance from MDDC's Bereavement Services to be invited to attend.

ii. Amenities

The Clerk had not yet heard whether the PC had been successful with its grant application to MDDC. She should be informed of the result by the next PC meeting. She had also submitted a grant application to the Devon County Playing Fields Association. The result of which would not be known until August. The Chairman and Vice-Chairman would liaise with each other regarding the Rospa report. The new fence had been erected. Cllr Saunders was thanked for doing an excellent job. The picnic table in the rec had been damaged. The Chairman and Vice-Chairman would examine it.

iii. Footpaths

A P3 Summer Workshop would be held on 12th August 2003 at Witheridge Village Hall. The Vice-Chairman would try and attend. The Clerk had passed to him full details. The footpath from Greenlands to Ash Thomas had not been reinstated. Cllr Mrs Fisher would speak to the land owner. It was hoped to progress the matter of the footpaths brochure shortly.

iv. Highways

There was nothing further to report as specific highway matters had already been discussed earlier on in the meeting.

v. The Canal

Under the Mid Devon Shop Mobility Scheme, scooters etc were now being made available for elderly/disabled persons who wished to travel along the canal towpath, each Tuesday from 10.00am – 4.00pm. .

68. Accounts

RECEIPTS FOR PERIOD 1ST – 31ST MAY 2003:

Bank Interest	19.59
Cemetery Fees	196.00
Parish Plan	250.00
Newsletter	40.50
TOTAL	£506.09

PAYMENTS MADE FOR THE PERIOD 1ST – 31ST MAY 2003 **£929.42**

PAYMENTS TO BE APPROVED

Cheque No	Amount	VAT	Total	Details
Direct Debit	20.00		20.00	MDDC – Rates re Cemetery
100719	216.24		216.24	Mrs C McIntyre – Salary (less tax deductions)
100720	40.00		40.00	Mrs J Austin – Buffet – Parish Meeting
100721	22.00		22.00	DAPC – Councillor Guides
100722	165.00		165.00	Town & Country – grass cutting cemetery
100723	56.44		56.44	Mrs C McIntyre – Expenses March – May Internet, telephone, mileage
100724	51.46	9.00	60.46	Landscaping and Grounds Maintenance
100725	5.73		5.73	PO Ltd – (SWW) –water charges re Cemetery
100726	10.00		10.00	T Payne – repayment of delivery costs re Newsletter
100727	182.88	32.00	214.88	Education matters – Publication of Newsletter
100728	7.20		7.20	Mrs C McIntyre – reimbursement cost of stamps for Newsletter
100729	5.85		5.85	Mrs P Armstrong – repayment of phone calls re Parish Plan
100730	420.00	73.50	493.50	B Saunders – Cost of replacement fencing
100731	24.34	4.26	28.60	K Browse – repayment of cost of timber – re Parish Plan

The above payments were authorised by the PC

Balance of bank accounts carried forward	18,864.14
Plus receipts for period 1 st - 31 st May 2003	506.09
	TOTAL £19,370.23
Minus payments made for the above period	929.42
	TOTAL £18,440.81

Made up as follows:- Current	£2,788.84
High Interest	£15,651.97
TOTAL	£18,440.81
VILLAGE HALLS FUND	£ 3,500.00
PARISH PATHS FUND	£1,823.72
PARISH PLAN FUND	£260.07
GENERAL FUNDS	<u>£12,857.02</u>
TOTAL	£18,440.81

NEWSLETTER :

Income for period 1/4/03 – 31/05/03 £472.90
Income received in 2002/03 (payment in advance for advertising in 2003/04) - £68.57
TOTAL INCOME = £541.47 - LESS EXPENDITURE = £204.25 NET INCOME = £337.22

69. Audit of Accounts 2002/03

The Clerk advised that the figures for year end as approved at the Annual Parish Meeting in May now had to be incorporated into the specially designed Annual Return, supplied by the Audit Commission. The Clerk had supplied the PC with completed Section 1 – The Statement of

Accounts . With regards to Section 2 – The Statement of Assurance, the Clerk informed the PC of the eight statements the document contained which the PC had to either agree or disagree with. The PC after careful consideration agreed all of the statements, The following was subsequently resolved:

- i. to approve the accounts as set out in Section 1 – ‘The Statement of Accounts’
- ii. to approve the ‘Statement of Assurance’ as set out in Section 2

Mrs G Erasmus, the PC’s Internal Auditor, had again very kindly checked all the PC’s books and had certified in Section 4 - ‘Annual Report by Internal Auditor’, that she considered the PC’s system of internal controls were in place, and were adequate for the purpose intended and effective. The Clerk would now arrange to submit the document to the District Auditor. It was agreed to thank Mrs Erasmus for all her hard work by arranging for a bouquet of flowers to be sent to her. The cost not to exceed £20 plus delivery cost. The Clerk advised that Mrs Erasmus had attended an Internal Auditing Course during the year, which she had found to be extremely helpful. She had pre-warned the PC that she may do a ‘Spot Check’ on the Parish accounts during the current financial year.

70. Bank Mandate

It was necessary to amend the bank mandate to ensure the signatories listed at HSBC bank, correctly reflected the present Council The PC resolved the following:

- i. That bank accounts be continued with HSBC Bank PLC and that the Bank be authorised to:-
 - a. pay all cheques and other instructions for payment signed on behalf of the PC by any three signatories (these being all the members of the PC and the Clerk) whether any account of the PC is in debit or credit;
 - b. deliver any item held on behalf of the PC by the Bank in safe keeping against the written receipt of the signatory; and
 - c. accept the signatory as fully empowered to act on behalf of the PC in any other transactions with the Bank
- ii. That any debt incurred to the Bank under the mandate shall, in the absence of written agreement by the Bank to the contrary, be repayable on demand
- iii. That the Clerk is authorised to supply the Bank as and when necessary with lists of persons who are authorised to sign, give receipts and act on behalf of the PC and that the bank may rely upon such lists
- iv. That these resolutions remain in force until cancelled by notice in writing to the Bank signed by the Chairman or Clerk acting or claiming to act on behalf of the PC and the Bank shall be entitled to act on such notice whether the resolutions have been validly cancelled or not

71. Members Business

- i. Cllr Gibbs had reported to MDDC the problem of an abandoned vehicle at Greenway. MDDC would take appropriate action.
- ii. Cllr Hugill had very kindly strimmed around the picnic table at the pond. Unfortunately he had not had time to collect up the cuttings Cllr Mrs Armstrong expressed concern about this. Cllr Hugill suggested that the PC may consider using the contractor who cuts

the grass at the cemetery for this purpose in the future. It was understood that Mr Stevens had tentatively indicated that he may be agreeable to the cutting back of some of the tree branches down at the pond but he wished to be present if/when the work commenced.

- iii. Cllr Mrs Armstrong would speak to the owner of property opposite Loosemore`s about cutting back overhanging tree branches.
- iv. It was reported that stones on the school wall, (which was a dry stone wall) were being removed by vandals. The PC would monitor the situation, but didn`t know what the solution to this problem was..
- v. Cllr Hugill requested two volunteers to assist him to clear out the Leat.
- vi. The Parish Plan to be an item for the July agenda.

72. Miscellaneous Matters

The Clerk had details of a number of training courses being run in the next few weeks. It was resolved that Cllr Mrs Armstrong should attend a course entitled `Engaging Communities` on 9th July at Okehampton, at a cost of £35. Details of a course on `Writing Skills for Parish Magazines` to be passed to Judy Austin.

73.Next Meeting

A Meeting of the Parish Council would take place on Tuesday, 8th July 2003 at Ash Thomas Village Hall at 7.30pm, preceded by a Meeting of the Council`s Planning Committee at 7.00pm.

The meeting closed at 10.00pm.

CHAIRMAN

DATE