

MINUTES OF AN ORDINARY MEETING OF HALBERTON PARISH COUNCIL ON TUESDAY, 12th JUNE 2007 AT 7.00PM AT HALBERTON VILLAGE HALL

28. Present

The Chairman (K Browse), Vice-Chairman (B Lane-Smith), Mesdames Cuthbert and Johnstone, Cllrs Britton, Corden, Radford, Saunders and Wooding and 2 members of the public

29. Public Forum

No questions were raised

30. Apologies

Cllrs Mrs Jepps and Cllr Gibbs were both attending the Mayor's Banquet.

NOTE: Cllr Hannon's apologies were received after the meeting by the Clerk

31. Approval of Minutes

The Minutes of the Ordinary Parish Council Meetings of 8th May 2007 were approved and signed subject to the amendment of Minute 15. The amount stated of £25,000 was incorrect and the sum of £2,500 needed to be inserted.

32. Matters Arising from the Minutes

i. The Clerk read out a letter received from Wing Commander Ian Fancourt which was a response to the PC's concerns regarding the cost of postage incurred by Service Personnel. Wing Commander Fancourt gave a full and informative reply citing financial reasons as to why it was not possible for the Ministry of Defence to introduce permanent payment of Royal Mail Group's charges. However there were numerous other services that were provided to service Personnel free of charge. Cllr Mrs Johnstone advised that there was no postal charges for carrying postal packets through the BFPO system to personnel on active operations.

ii. A letter of thanks had been received from Shelter in respect of the PC's donation.

33 Welcome to new Parish Councillors and signing of Declarations of Acceptance of Office

The Chairman welcomed Cllrs Mesdames Cuthbert and Johnstone and Cllrs Britton, Corden and Wooding to the meeting. He hoped their time on the Parish Council would be interesting and rewarding. The new Cllrs, together with Cllrs Radford and Saunders made their declarations of acceptance of office. The Clerk reminded them that their General Registerable Interest forms needed to be returned to MDDC no later than 10th July 2007. The Clerk to enquire whether this requirement was applicable to Cllrs who had served on the previous Council.

34. Chairman's Announcements

The Chairman reported that Ofsted had carried out its inspection of the Primary School. The Ofsted Report indicated areas which were both good and excellent. It was agreed that the Clerk should write to the school for achieving such an excellent result which reflected the commitment and dedication of the Head Teacher and his teaching staff. It was understood that County Cllr Des Hannon had joined the Executive Cttee of DCC and should be congratulated for this achievement.

35. Model Code of Conduct

The Clerk provided copies of the revised Code of Conduct to all members. She advised that the PC would need to approve it and, if approved, a notice would need to be inserted in the Newsletter. The PCllrs would consider the contents between now and the next PC Meeting. The item to be placed on the July Agenda. The PC had until 1st October to adopt the revised Code,

after that time, members of councils who had not adopted the revised Code would be automatically covered by it.

36. Police Matters

PC Dodd was not present at the meeting and instead had conveyed police news by e-mail. He advised that there had been problems with youths in Halberton. He had spoken to the father of the ringleader and was confident that the problems would not reoccur. An unfamiliar vehicle had been seen on several occasions cruising around the village and appeared suspicious. Unfortunately as the registration details had been incomplete the police were unable to follow up this matter. The problem of the damaged roof tiles to the bus shelter was raised. The Chairman reported that a steel roof was to be erected to replace the existing tiles, in an attempt to defeat the vandals. It was agreed that a number of PCllrs meet at the bus shelter on Thursday, 28th June at 10 O'clock with a view to implementing the necessary work. Cllr Mrs Cuthbert requested a copy of a job description of the Police Community Support Officer, as she wished to see the extent of their responsibilities and exactly what tasks they were required to undertake. The Clerk would deal with this request.

37. Speed Survey

There had been much correspondence since the last meeting about this matter. CCllr Hannon had expressed concern as to the attitude of the police. It was now understood from the Chairman that PC Wilson was intending to carry out the survey by means of placing a radar camera in the village. However the task could not be carried out immediately. Halberton "was on the list". It was not known how long the PC would have to wait. Cllr Radford suggested that it would also be sensible if, at the same time, the survey could be carried out along Willand Road. The item to be placed on the July Agenda. The Vice-Chairman also raised the issue of when the 30mph speed limit would be extended from Townsend House. The matter to be referred to CCllr Hannon.

38.DCC Matters

- i. It was understood that DCC would repair the pot holes in the lane up to Rock View. It was not a public highway and no one had claimed responsibility for the land, so it was pleasing to note that DCC was prepared to carry out the repair work.
- ii. There were a number of matters which had been reported to DCC's Highways Management Team some time ago. It appeared that none had been dealt with. The Clerk would e-mail the Team requesting urgent action be taken and for CCllr Hannon to be copied in so he was made aware of the situation.
- iii. DCC was intending putting out its residential and domiciliary care services to an outside body. It was recommending the Shaw Health Care Group for this task. It was understood that as the PC had not been contacted immediately following the 29th May that the recommendation had been accepted. This would mean DCC would now begin a series of meetings with Shaw to plan the next stages.

39. Mid Devon District Council Matters

- i. Cllr Radford reported that a new Chief Executive should be in place by September. He reported that there had been a good number of applicants for the post.
- ii. The new Chairman of MDDC, Mrs M Squires would be attending the July PC Meeting. It was suggested that the Head Teacher of Halberton School and also Graham Isaac be nominated to attend MDDC's Chairman's Reception in the Autumn in view of their contribution to the Parish.
- iii. A request had been made by Peter Brown, Emergency Planning Officer to learn whether the Parish Emergency Planning package which DCC and MDDC had developed had been useful. It

was understood that although the PC did have an Emergency Plan, it was now out of date and therefore needed to be revised and the recommendations of the “Package” incorporated.

iv. The Halberton Conservation Area Appraisal & Management Plan had been adopted by MDDC. The Clerk advised that it was a very informative and useful document. It was agreed that it should be circulated around the PCllrs .

40. Newsletter Complaint

The Clerk reported that the Proprietor of Parkway Taxis had complained about an article in edition 71 of the Newsletter, in which, he stated, untrue and unfair allegations had been made about his business. The article had been submitted by the PC on behalf of Mr D Slack. The proprietor requested an apology and a retraction of the statement in the next edition of the Newsletter by both Mr Slack and the PC. Mr Slack had already submitted a letter of apology. The PC resolved that the Clerk draft a suitably worded statement of apology. In the meantime the Clerk to also obtain a quote for indemnity insurance.

41. Parish Web Site

The Clerk advised that the Parish Website drastically required updating as much of the content was now out of date. She had tried to contact Tim Hugill on several occasions to deal with the matter but had received no response. The Chairman would make enquiries. However Cllr Mrs Cuthbert indicated that she would be more than happy to take on the responsibility for the site. It was understood that Rob Stevens may also be prepared to assist.

42. Halberton Village Hall – Letter of Support

The Village Hall Cttee was seeking a letter of support for its plans to refurbish “The Green Room”. The PC resolved to support the project. The Clerk would write the necessary letter. The Chairman, Vice-Chairman, Cllr Mrs Johnstone and Cllr Corden declared Model Code of Conduct and took no part in the discussion.

43. Play Equipment for the Rec and No Dogs sign

The Clerk had ordered the equipment and the granules as she had received the go ahead from MDDC. She had not heard further from Graham Isaac but presumed matters were progressing. Mr Isaac had agreed to co-ordinate the delivery of the items. It was hoped that the play equipment would be in situ shortly. It was understood from Cllr Radford that the amount of Section 106 monies promised to the parishes may be reduced. A recommendation was being made to the full Council of MDDC for this to be effected. The monies saved would be used to fund the post of a Open Spaces Officer . The PC expressed concern and alarm at this proposal, particularly as there had been no consultation carried out. It was resolved that the Clerk inform MDDC that all the S.106 money that it had been previously promised (namely £40,000) was earmarked for play equipment, new footpath and car park and for MDDC to give a firm assurance to the PC that these monies would not be reduced. Cllr Mrs Cuthbert agreed to collect the ‘No Dogs’ sign from Orbital Group. The Clerk would e-mail her the details.

44. Unitary Bid – Letter from Mayor of Exeter

The Clerk read out the contents of a letter from the Mayor of Exeter as to why he was in favour of the Unitary bid going ahead. The Chairman advised that a letter had previously been received from DCC opposing a Unitary Council. The PC had no comment to make about the matter.

45. Parish Council Committees and Organisations

It was agreed that due to lack of time , this item be placed on the July agenda for discussion.

46. Car Park/Footpath Update

It was understood that a survey of the site had been carried out and a report would be arriving shortly. The Clerk would circulate the letter received from Alison Fish (MDDC's Planning Officer) in order that the new PCllrs had some background information to the project.

47. Meetings Attended

17th May 2007 - South West Cemeteries Forum

Cllr Mrs Jepps attended this. She was not present at tonight's meeting but she would give a full report at the July PC Meeting.

48. Future Meetings

26th June 2007 Tiverton Town Hall Annual Meeting with Town and Parish Clerks

The Clerk would be unable to attend as she had a prior engagement.

29th June 2007 – Community Conference on Recycling, Composting and Climate Change at Boniface Centre, Crediton

2nd July 2007 – CCD Members Forum Affordable Housing Field Visit

The meeting was noted. However the PC considered that with affordable housing currently being erected in the Parish that it was fairly conversant with this topic.

12th July 2007 – DPFA AGM at Winkleigh Sports Centre

The Vice-Chairman would not be attending

14th July 2007 – P3 Westleigh Church Hall 10.00am followed by walk commencing at 1.45pm

5th – 7th October 2007 – NALC Annual Conference

49. Committee Reports

Footpaths

The Chairman reported that everything was in order concerning the Parish Paths. The Clerk to make enquiries to see whether any strimming courses were likely to take place in the future as Cllr Corden wished to attend.

50. Planning Applications for consideration

<u>Planning App No</u>	<u>Name/Address</u>	<u>Details</u>
07/00797/OUT	Mrs E Kilby, Walnut Keep, Greenway	Outline for erection of dwelling
PC'S Decision:- The PC was of the view that it would have overwhelmingly supported the application had the proposed development been within the settlement line. The Chairman declared an interest		
07/00814/FULL	Mr R Persey, Hitchcock's Farm, Willand	Erection of agricultural storage building for egg packaging & farm waste storage
PC'S Decision:- The PC was unhappy with waste material being stored in the same building as where eggs were being packed. If the application was approved by MDDC and the building became redundant in the future, it should be removed off the site		
07/00940/FULL	Mr & Mrs D Barrington, Moorfield Dairy, Uffculme Road	Retention of existing mobile in connection with agricultural business

Note: Mr and Mrs Barrington were present at the meeting and gave background information to support their application.

PC'S Decision: The PC was unable to make a decision about this application, as Schedule 4 (the financial information) was missing from the application. Cllr Radford declared an

interest under the Model Code of Conduct (The Clerk to seek the missing information from MDDC)

07/00980/CAT Mrs A Sidlow, 14 High St, Halberton Intention to carry out tree work in Conservation Area

PC'S Decision:- The PC supported the application

07/00982/CLU Mr P Charteris, Backswood Cottage Certificate of lawfulness for the existing use of barn as dwelling

PC'S Decision:- The PC supported the application

07/1083/FULL Mr & Mrs J Reeve, Burrow Corner, Bickleigh Erection of extension

PC'S Decision:- The PC supported the application

51. Planning Decisions received from MDDC

<u>Planning Ref</u>	<u>Name/Address</u>	<u>Decision</u>	<u>No. of Conditions</u>
07/00422/FULL	Mr N Worden, Herons Bank,	Granted	7
07/00505/FULL	Mr A Woodman, Mountstephens Farm	Granted	12
07/00510/FULL	G W Persey, Langlands Business Park	Granted	9
07/00588/FULL	Mr M Williams, The Firs, Sampford P	Granted	3
07/00662/FULL	D P Hurlock, Sampford Peverell Telephone Exchange	Granted	2
07/00738/FULL	C J Parish & Sons, Mountstephen Farm	Granted	8

52. Miscellaneous Planning Matters

i. Mid Devon Hire Boat Advert

The Chairman reported that this had now been removed

ii. Hartnoll Farm

MDDC's Planning Enforcement Officer had advised that there had been protracted enforcement enquiries/investigations carried out on the site. The Enforcement Officer reported that landscaping was progressing; a degree of outside storage was taking place due to an increase in business at one unit. This would be subject of a new planning application. The Local Planning Authority was negotiating at length with the business in relation to enforcement issues in the hope that a solution could be reached without recourse to formal notices. The Clerk also advised that she had been contacted by Matthew Turpin of Jigsaw Projects regarding a proposed planning application that Clare and John Clapp would be submitting shortly with regard to an extension to the Business Centre to create new business property. An exhibition of the proposed development would be held on 25th June (venue to be decided) to which the PC would be invited. In addition Mr Turpin wished to make a presentation to the PC regarding the development. It was agreed that a separate Planning Cttee Meeting be held on 3rd July at 7.30pm at Halberton Village Hall. Cllr Corden declared an interest regarding Hartnoll Farm

iii. Planning Appeals – Land between Nos 38, 40, 46 & 48 Canworthy Cottage, High St, Halberton

The Appeals by Messrs Steele and Radford, regarding MDDC's refusal to grant them planning permission to erect two dwellings, were dismissed by the Planning Inspector.

iv. Planning Cttee Meetings

Concern was expressed as to the time being spent on discussing planning applications, the cut off dates for submitting the PC's decisions to MDDC, which, in some cases were before the applications had been discussed. Suggestions ranged from having a Planning Cttee Meeting on the

fourth Tuesday in each month as well as within the Ordinary PC Meeting. The matter to be considered at the July PC Meeting.

53. Clerk's Report

The Clerk had nothing to report

54. Accounts

RECEIPTS FOR PERIOD 1ST – 31ST MAY 2007:

Bank Interest	40.88
Newsletter	358.49
VAT Refund	835.92
TOTAL	£1235.29

PAYMENTS MADE FOR THE PERIOD 1ST – 31ST MAY 2007 £1509.32

PAYMENTS TO BE APPROVED

Cheque No	Amount	Vat	Total	Details
SO	23.00		23.00	MDDC – Cemetery Rates
1103	40.00		40.00	Mrs J Austin – Provision of buffet
1104	6.86		6.86	South West Water – Cemetery Water Rates
1105	662.00	115.86	777.86	Gardencare – Grass Cutting for April & May
1106	52.58	9.20	61.78	Ottery Office & Computer Ltd – stationery & photocopying
1107	230.43	40.32	270.75	Education Matters – Publication costs of newsletter
1108	15.00		15.00	Mrs J Austin – Delivery costs of Newsletter
1109	4.44	0.78	5.22	Mrs C J McIntyre – repayment of paper
1110	243.94		243.94	Mrs C McIntyre – salary June/July
1111	206.34		206.34	HM Revenue – payment of Income Tax April – June
1112	40.00		40.00	Mrs C J McIntyre – contribution towards Internet June- Aug and phone calls
1113	15.00		15.00	Mrs C J McIntyre – repayment of cost of vouchers
1114	16.08		16.08	Mrs C J McIntyre – repayment costs stamps

The above invoices were approved for payment

Balance of bank accounts carried forward	25732.46
Plus Receipts for period 1 st – 31 st May	1235.29
	TOTAL £26967.75
Minus Payments made for the above Period	1509.32
	TOTAL £25458.43

Made up as follows:- High Interest A/c	25086.11
Current A/c	372.32
	TOTAL £25458.43

VILLAGE HALL FUNDS	600.00
PARISH PATHS FUND	2113.79
PARISH PLAN FUND	433.54
CAR PARKING	300.00

GENERAL FUNDS

22011.10
TOTAL £25458.43

Halberton Newsletter: Income for Period 1st April - 31st May 2007 = £473.54 less expenditure £274.93 = Profit £198.61

55. Approval of 2006/07 Accounts

The Clerk advised that the accounts had been circulated prior to the June Meeting. Mrs Erasmus had subsequently completed the internal audit of the accounts. However it was necessary for Sections 1 and 2 of the Annual Return for the year ending 31 March 2007 to be approved. The Clerk subsequently went through the statements with the PC and it was resolved as follows:-

- i. to approve the accounts as set out in Section 1
- ii. to approve the `Statement of Assurance` as set out in Section 2

The Clerk would now arrange for the Annual Return to be submitted to the District Auditor. It was also resolved that the Clerk purchase £15 of vouchers for Mrs Erasmus to show its appreciation for her undertaking the Internal Audit.

56. Car Park Fund

It was resolved that the amount of monies earmarked for the car park be increased to £850. Once the survey costs for Centre Lines had been paid there would be approximately £500 left.

57. Bank Mandate

It was agreed that due to lack of time, the amendment to the Bank Mandate be discussed at the July PC Meeting.

58. Members Business

The Vice-Chairman again advised that the flooding problems near the speed hump adjacent to his property had still not been resolved. The Clerk would chase up this matter with DCC.

59. Miscellaneous Matters

- i. Cllr Corden had recently strimmed the duck pond as it was in an untidy state. He was thanked for his efforts.
- ii. The pole outside of Bird Cage Cottage had been “removed” and thrown into the pond. It was suggested that when it was back in situ it would cause numerous problems. CCllr Hannon was investigating the matter. It was noted that there had been complaints received from parishioners as well as the owner of Birdcage Cottage about the positioning of the pole.
- iii. Cllr Corden`s views regarding the grass cutting of the Mead were noted. He considered that it could be improved. He queried the amount charged by the grass cutting company which he considered was expensive. However he was advised that the contract had gone out to tender at the beginning of the year and the contractor had been chosen as he was the cheapest and his standard of workmanship the previous year had been good. It was agreed to keep an eye on the situation .
- iv. Carole Graham advised that she was lacking helpers for the Flower Group. She was particularly concerned as the plants had been planted and would now require regular watering. Cllrs Mrs Cuthbert and Corden indicated that they would be prepared to assist.
- v. The Clerk advised if anyone was interested in building a local association for a Senior Council for Devon that she had contact details available.
- vi. It was agreed that the talk by Martin Harvey , Chairman of MDDC`s Standards Ctte be postponed until the September PC Meeting. The requested talk by Hastoe Housing to take place

at the July PC meeting where information about the lettings and management of the affordable housing scheme at Pethertons, would be provided..

vii. Cllr Mrs Johnstone reported the overgrown hedge between the school and Mr and Mrs Grants property which needed trimming. The Chairman would carry out this work.

60. Future Parish Council Meetings

i. 3rd July 2007 at Halberton Village Hall at 7.30pm – Planning Ctte Meeting (including talk by Jigsaw re proposed developments at Hartnoll Farm)

ii. 10th July 2007 at Ash Thomas Village Hall at 7.00pm – Ordinary PC Meeting

The Meeting ended at 10.20pm

DATE

CHAIRMAN