

**MINUTES OF AN ORDINARY MEETING OF HALBERTON PARISH COUNCIL ON TUESDAY, 14<sup>th</sup> FEBRUARY 2006 AT 7.30PM AT HALBERTON VILLAGE HALL**

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**167. Present**

The Chairman (K Browse), Vice-Chairman (B Lane-Smith) Cllrs Gibbs, Saunders, Mesdames Armstrong, Fisher, \*Jepps and Hull, CCllr Des Hannon, PC Dodd and two members of the Public \*Cllr Mrs Jepps left the meeting early due to another engagement

**168. Public Forum**

Barry Corden was concerned about the Conservation Area Appraisal and Management Plan for Halberton. It appeared that some areas subject to Conservation status would be removed (eg Lower Close) and other areas in the parish would be included. The Chairman advised that the matter would be discussed later on in the meeting. Mrs Lane-Smith asked that Item 9 be split as two separate items. This was agreed.

**169. Apologies**

Cllrs Cooper, Greenhill and Radford

**170. Approval of Minutes**

The Minutes of the Ordinary Parish Council Meeting of 10<sup>th</sup> January 2006 were approved and signed accordingly

**171. Matters Arising from the Minutes**

- i. The Clerk advised that David Westwood (Chair of Exe Valley Plan IT Focus Group) had not responded to her request to attend the Communications Meeting on 28<sup>th</sup> February. Cllr Gibbs would try and make contact with him to see whether he was available.
- ii. The various highway matters which had been reported to DCC were being dealt with. The potholes should now have been filled in. Alan Mitchard of DCC, had however, advised that some sections of Church Path/Corner Lane were not the responsibility of DCC, to clear. In addition DCC had designed a repair programme for the section of road from around the PO to the Village Hall access which would involve planing out the surface and relaying, in view of the concerns of the poor condition of the highway. This would be done as soon as DCC's contractor had finished his currently programmed work and would probably be towards the end of March. The rocking manhole cover which was causing a disturbance throughout the night and early hours of the morning had been reported to South West Water for urgent attention, by DCC.
- iii. Glen Crocker, MDDC's Planning Enforcement Officer would be attending the March PC Meeting to talk about planning enforcement issues and Catherine Simmons, the Rural Housing Development Officer would be attending the April PC meeting to talk about Low Cost Housing.
- iv. The Clerk had received confirmation from Mr Thornley, MDDC's Senior Planning Officer, that the PC's comments regarding the Local Development Framework would be assessed before finalised versions were submitted to the Secretary of State in accordance with the timetable set out in MDDC's Local Development Scheme. Once submitted, a planning inspector would consider whether the documents were "sound" and would make binding recommendations on their contents.
- v. The Clerk had received an e-mail from Thulborn Contractors who had tendered for the PC's grass cutting contract. The Contractor wanted to know: i. the number of companies who had tendered, ii. the tendered prices and iii. the deciding factors in awarding the contract. The Clerk was concerned in view of the Freedom of Information Act as to how much information she had to provide and, in the first instance, had sought advice from

DAPC who were in turn, now seeking advice from NALC. She had however informed Thulborns that the contract had been awarded to the same contractor as last year and although the contract price wasn't the cheapest, the contractor had been selected for his reliability and efficiency.

- vi. The Clerk had now received £500 from SWAN, the promised Parish Plan monies.

### **172. Police Matters (including Request for Funding re Residential Trip)**

PC Dodd advised that during December/January there had been some crimes committed in the Parish including 2 x thefts, 1 burglary etc. He stated that the crimes committed were completely random and there was no suggestion of an epidemic of crime in the Parish. He had spoken to youngsters regarding the problem of egg throwing and for the moment this appeared to have stopped. It was resolved after much discussion that the PC would meet any losses up to a maximum amount of £50 with regard to the proposed residential trip to Dartmoor at the Steps Bridge Youth Hostel on 18<sup>th</sup>/19<sup>th</sup> March 2006, which PC Dodd was organising. However this was subject to PC Dodd providing the Clerk with a request for funding in writing, bank account details etc and suitable insurance being in place. The Vice-Chairman declared a prejudicial interest and left the room whilst this item was being discussed.

### **173. DCC Matters**

- i. There had been some confusion regarding the closure of part of the High Street on 30<sup>th</sup> January to enable British Telecom to carry out pole repairs. The address details provided by DCC had been incorrect and it necessitated Cllr Gibbs sorting out the problem with DCC and for them to provide an amended notice. The Clerk had had to remind DCC to provide her with a notice of the proposed closure as she had not received this and she was grateful to CCllr Hannon for informing her of the pending works.
- ii. CCllr Hannon had been in contact with the Head Teacher and Board of Governors re minor works to be carried out to Halberton school. A planning application should be submitted shortly.
- iii. CCllr Hannon had recently spoken to a resident at Boyes Close. The resident advised that a member of the PC had very kindly trimmed the hedge at the back of her house some time ago and she had requested that it be trimmed again. It was understood that this could not be done immediately due to the work commitments of the Councillor involved but hopefully he may be able to assist in the future.
- iv. CCllr Hannon thanked members of the PC for getting involved with the Market and Coastal Towns Initiative (MCTI).
- v. It was likely that the proposed increase in council tax would be 4.9%. DCC would be setting the budget on Thursday.
- vi. From 27<sup>th</sup> February to 7<sup>th</sup> March it was understood that no pedestrian or cyclist would be able to proceed along the Grand Western Canal towpath between East Manley Bridge and Crown Hill Bridge as tree coppicing work would be carried out.

### **174. Mid Devon District Council**

- i. It was agreed that the proposed draft Conservation Area Appraisal and Management Plan for Halberton would be an item for discussion at the Communications Meeting on 28<sup>th</sup> February. The draft document had been passed to Cllr Gibbs. Mr Corden was advised that members of the public would be welcome to attend this meeting. The Clerk to contact Ms S Warren, of the Forward Planning and Conservation Division to seek an extension of time to the deadline for the PC to submit its comments and for her to provide additional copies of the draft Plan.

- ii. MDDC had provided guidelines for the protocol of celebrating the Queen's 80<sup>th</sup> Birthday on 21<sup>st</sup> April 2006. It was understood that in terms of county celebrations, Her Majesty's Private Secretary was concerned that the tone should not become one of a mini-Jubilee and, therefore appropriate celebrations would include the flying of flags on civic buildings and cathedrals and churches to ring their bells etc.
- iii. The South West Peninsula Strategic Health Authority had launched a consultation process about changes to the National Health Service. A series of meetings across the south west had taken place regarding the proposals for the number of Primary Care Trusts in the region. It was understood that MDDC together with all Devon District Authorities had made strong representations in support of the 3 PCT option.
- iv. It was understood that MDDC was currently in the process of preparing a strategy regarding the nature and quality of open space provision throughout the district. Inspectors would be undertaking assessment of open space throughout the District over the next few weeks which might include land in Halberton. MDDC considered this to be the start of an exciting process to enable the provision of more and enhancement of existing open space for the benefit of all.

#### **175. Request for Funding by Club 17**

The Vice-Chairman declared a prejudicial interest and left the room whilst this item was being discussed. Mrs Lane-Smith was seeking funding towards the cost of equipment for the newly formed youth club, 'Club 17' which had been set up in Halberton Village Hall. There were now 12 regular members using the Club and in an effort to help the Club the Village Hall Ctte had agreed for the first few months that it could use the hall free of charge. It was agreed after much discussion that the sum of £200 could be used from the Parish Plan fund towards the cost of the equipment as the Plan was quite specific in its aim to provide facilities for the older children in the community.

#### **176. Parish Website**

The Clerk was concerned that the Parish Website only showed PC Minutes up to July 2005, despite the fact that she had submitted approved Minutes up to December 2005 for the site. It was understood that Tim who was responsible for the upkeep of the Website was now working abroad and his very hectic work commitments abroad were preventing him from updating the site on a regular basis. It was agreed that this should be an item for discussion at the Communications Ctte meeting.

#### **177. Devon Local Access Forum – Membership**

The Forum was currently recruiting new members. The Forum was set up as a statutory forum under the Countryside and Rights of Way Act 2000 and its role was to provide independent advice to DCC and other organisations on issues relating to improving access to the countryside. The forum had fifteen members who represented a balance between land managers and those with access interests (such as walkers, cyclists, horseriders, vehicular users and canoeists). The Chairman expressed an interest in joining and advised that he would contact Lesley Smith of DAPC about the matter in due course.

#### **178. Chairman's Announcements**

The Chairman wished to remind Members of the PC of the following:

- i. Councillors must be professional in their dealings with both statutory bodies and the public
- ii. Councillors must try to use accurate and precise information in letters, e-mails and dialogue to avoid misunderstanding, which can lead to extra work for the Clerk

- iii. Copies of communications sent in connection with Council business, both e-mails and letters, should be copied to the Clerk and the Chairman
- iv. If unsure of any facts, in the first instance to check with the Clerk and other members of the Council who together have amassed much knowledge over the years

### **179. Meetings Attended**

#### **M & C TI Meeting**

The Chairman attended this. He found that the meeting was not as focussed as the Halberton Parish Plan meetings had been. He would be suggesting to M & CTI that the various topics were split up into separate groups, as he felt that far more would be achieved if this method was followed.

### **180. Dates of Future Meetings**

#### **The Grand Western Canal Joint Advisory Cttee Meeting – 7<sup>th</sup> March 2006 at 7.30pm at Phoenix House**

#### **181. Committee Reports**

##### **Amenities (including the Cemetery)**

It was resolved that the PC should enter Halberton (not Ash Thomas) in the CPRE and MVF's Best kept Village in Devon Competition 2006 as well as the Calor Village of the Year Competition. Rospa would be carrying out its annual inspection of the play equipment some time in March. It was agreed that laminated signs would be erected in the Rec` in readiness for the inspection. Thanks were expressed to Michael Johnson, Henry Edgecombe and Nikita Hutter, three youngsters of Club 17 and Cllr Gibbs and Graham Isaacs for assisting with repairs to equipment in the Rec`. It was agreed that the Clerk should write to the youngsters on behalf of the PC to thank them for all their hard work. The bin had still not arrived in the Rec`. Cllr Cooper indicated at the last meeting that he would contact Colin Carey about the matter. It would also be necessary to clarify with Cllr Cooper if he was still making regular checks of the play equipment. Roger Folley had written to the Clerk regarding a proposed car park at Cordwents, to advise that the County Environment Director could carry out the initial design work for the PC at a cost in the region of £2,000. The Clerk advised it was very unlikely that funding would be made available towards the cost. MDDC had a grants programme, however Project Grants were for grants for 50% of the total project cost up to £1,000 award limit, and applicants would be required to demonstrate how their project met the aims of the Council's 2005 – 2010 Corporate Plan. In addition with regards to the Mead, the question of leasing the whole field had been discussed with DCC's Land Agent but he would wish to retain the barn and adjoining land as this would be required for DCC's tenant at Cordwents Farm. It was resolved that a site meeting be arranged for 1<sup>st</sup> March at 11.00am at Cordwents. There were no problems reported by the Village Hall or the Cemetery Sub-Cttee. The Vice-Chairman advised he would provide the Clerk with the Minutes of the Amenities Meeting of 7<sup>th</sup> February as soon as possible. The work to the bus shelter was now completed apart from the painting of the interior. Ben Richards was thanked for his help in this matter. The associated costs to the repair work to the shelter were likely to be in the region of £100. The Clerk queried this as she understood from previous minutes that the materials to be used were to be donated and that any expenditure would be minimal. The Vice-Chairman advised that the materials purchased were essential to the work and apologised for not obtaining the consent of the PC to this expenditure initially. It was suggested that a competition be run for youngsters to paint their own designs in the shelter and the competition could be advertised in the Newsletter. The Vice-Chairman would be looking into this. The cost of the paint to be borne by the PC. The next Amenities Cttee Meeting would be held on 23<sup>rd</sup> March and Debbie Whiteway would be attending to talk about play equipment. The Clerk had been contacted by Steve Ward regarding the PC's allocation of Section 106 money. Mr Ward wished to make a site visit. The Vice-Chairman would arrange this and would be accompanied at the meeting by the Chairman.

The Chairman advised that he had been looking into the cost of planters. A planter measuring 15 x 9 x 3 was £15.10

#### Environment and Cemetery Cttes

The Landlord at the Barge had reported to SWW a leak from a manhole cover in the middle of the Sampford Peverell carriageway at the junction of Willand Road. Concerns had been expressed as to the highway being particularly dangerous when temperatures were at freezing point.

#### Communications

The next meeting would be held on 28<sup>th</sup> February at 7.30pm.

#### Footpaths

The Footpaths Ctte Meeting had taken place on 24<sup>th</sup> January 2006. Richard Spurway attended and gave an informative presentation on producing a Parish Footpaths Brochure. It was resolved that the Ctte should explore layouts and talk with printers to get an idea of the cost for a print run of A3 folded design similar to the Broadhembury and Upottery leaflets. The P3 annual survey of paths was almost complete. The Definitive Map Review was likely to start in eighteen months time. Maintenance contract for 2006 season would be based on the cutting schedule prepared in 2005 in conjunction with DCC and the Parish. It was understood that the PC had always used Mr N Page for its footpath work for a number of years as the contractor was reliable and his prices competitive. In view of this the PC had not put the contract out to tender. Mr Spurway confirmed that he was happy with this arrangement as he considered that Mr Page's cost were reasonable and if the PC was happy with his workmanship there seemed little point of putting the work out to tender, for the moment. It was approved that the cost of the material of the wooden map frame which the Chairman had made (£21.06 inc of vat) be met from monies held in the Parish Path fund

### **182. Clerk's Report**

The Clerk had nothing to report.

### **183.Accounts**

*RECEIPTS FOR PERIOD 1<sup>ST</sup> - 31<sup>ST</sup> JANUARY 2006:*

<i>Bank Interest</i>	<i>16.91</i>
<i>Newsletter</i>	<i>132.70</i>
<i>P. Plan Grant</i>	<i>500.00</i>
<i>MDDC – Church Yard Grant</i>	<i>50.00</i>
	<i>TOTAL £699.61</i>

*PAYMENTS MADE FOR THE PERIOD: 1<sup>ST</sup> - 31st JANUARY 2006 £315.57*

*(This includes £4 bank charge)*

#### **PAYMENTS TO BE APPROVED**

<i>Cheque No</i>	<i>Amount</i>	<i>VAT</i>	<i>Total</i>	<i>Details</i>
SO	22.00		22.00	MDDC – Cemetery Rates
100983	142.10		142.10	Inland Revenue – 3mths tax deductions Oct – Dec 2005
100986	117.00		117.00	Halberton Village Hall – Room Hire Costs Sept- Dec
100987	10.00		10.00	Mrs J Austin – Delivery Costs (Newsletter)
100988	246.55	43.15	289.70	Education Matters – Newsletter production costs
100989	120.00	21.00	141.00	Audit Commission – Audit fee 2004/05
100990	18.96		18.96	Mrs C McIntyre – repayment of postage costs
100991	236.51		236.51	Mrs C McIntyre – Salary Jan/Feb (less tax

				deductions)
100992	19.69	3.44	23.13	Ottery Office and Computer Ltd – photocopying and ink cartridge
100993	10.00		10.00	Ash Thomas Village Hall – hire of hall
100994	200.00		200.00	Club 17 – Donation towards cost of equipment

**The above invoices were approved for payment**

Balance of bank accounts carried forward	11,931.51
Plus receipts for period 1 <sup>st</sup> – 31 <sup>st</sup> January 2006	699.61
	TOTAL £12,631.12
Minus payments made for the above period	315.57
	TOTAL £12,315.55

Made up as follows:- High Interest	9713.37
Current	2602.18
	TOTAL £12,315.55

VILLAGE HALLS FUND	£360.00
PARISH PATHS FUND	£1,846.72
PARISH PLAN FUND	500.00
GENERAL FUNDS	£9608.83
	TOTAL £12,315.55

**NEWSLETTER :**

Income for period 1/4/05 – 31/01/06 £1,674.82 less expenditure to date of £1,287.51 = Net Profit £387.31

**184. Audit 2004/05**

The Clerk advised that the accounts had now been signed off as correct, by the District Auditor.

**185. Members Business**

Nothing was raised by members

**186. Miscellaneous Matters**

- i. The Clerk had been nominated to attend the Royal Garden Party on 20<sup>th</sup> July 2006.
- ii. The Clerk advised that DAPC was running a number of training courses: `New Councillors`, `Introductory Course on being a Chairman`, `Chairman Master Class`, `Creating Newsletters`, `Introduction to Planning` etc. The Clerk had full details available

**187. Future Parish Council Meetings**

- i. 28<sup>th</sup> February 2006 – Communications Ctte Meeting – 7.30pm
- ii. 14<sup>th</sup> March 2006 – Planning Ctte Meeting – 7.00pm
- iii. 14<sup>th</sup> March 2006 – Ordinary Meeting of PC – 7.30pm
- iv. 23<sup>rd</sup> March 2006 – Amenities Ctte Meeting – 7.30pm

The Meeting ended at 9.45pm

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DATE

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CHAIRMAN

