

# MINUTES OF AN ORDINARY MEETING OF HALBERTON PARISH COUNCIL ON TUESDAY, 14<sup>TH</sup> JUNE 2005 AT 7.30PM AT HALBERTON VILLAGE HALL

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## **22. Present**

The Chairman (K Browse), Vice-Chairman (B Lane-Smith) Cllrs Cooper, Gibbs, Greenhill, Radford, Saunders Mesdames Armstrong, Fisher and Jepps, Cllr D Hannon and one member of the Public

## **23. Apologies**

Cllr Mrs Hull

## **24. Public Forum**

No one wished to raise any matters

## **25. The Minutes of:-**

- i. The Annual Parish Council Meeting of 10<sup>th</sup> May 2005
  - ii. The Amenities Ctte Meeting of 2<sup>nd</sup> June 2005
- were approved without amendment.**
- iii. The Extraordinary Parish Council Meeting of 7<sup>th</sup> June 2005 were approved subject to the following amendments:
    1. **Present** 2<sup>nd</sup> line - delete `Gibson` and insert `Gibbs` insert after `nine`  
`volunteer`
    7. **Formation of new Committees – Amenities** – after `Leisure` insert  
`Cemeteries`
- ii Miscellaneous Matters** 3<sup>rd</sup> line – delete `sole` and insert `soul`

## **26. Matters Arising from the Aforementioned Minutes**

- i. The formation of a new Emergency Planning Ctte would be discussed later in the Meeting
- ii. The Clerk explained the problems she had encountered with the Vice-Chairman`s offer to be considered as a replacement for Tim Hugill on the Standards Ctte. The secretary at DAPC indicated that it may be too late for the Vice-Chairman to be considered for this position now in any event as she thought a replacement had already been found. Cllr Mrs Armstrong also advised that she had not received notification of any meetings recently from DAPC. Cllr Gibbs would chase these matters up and report back at the next meeting.
- iii. The Chairman advised that Jane Nicholls (South West Acre Network) was looking into the matter of the PC`s reduced Parish Plan grant payment

## **27. Declaration of Acceptance of Office**

The Chairman made his declaration of acceptance of office of Chairman of the PC. His signature on the form of declaration was witnessed by the Clerk.

## **28. Chairman`s Announcements**

There were no announcements by the Chairman other than he was pleased and honoured to be elected as Chairman and would work hard on behalf of the Parish Council

## **29. Police Matters**

Brian Wooding, Neighbourhood Watch Representative advised that he had attended a recent meeting and various matters were discussed including the question of Beat Managers not having to attend Parish Council Meetings if they didn't wish to, the fact that parishes could not have the provision of a high police presence anymore, etc. He indicated that there didn't seem to be too many problems at the moment and he would present a full report to the PC at its next meeting. The Chairman mentioned the benefits of a text messaging system so that recipients would have instant information. It was hoped that this may be implemented in the future. Cllr Mrs Jepps reported that youngsters had let out a herd of cows from a field at Post Hill. Fortunately a member of the public managed to get them back into their field. PC Dodd had advised that he had carried out a speed check of traffic at The Barge end of the village. He stated that no one was speeding by Orchard View. He also measured the speed of vehicles at the bottom of the dip. The fastest car he saw was a taxi travelling at 39mph, and this was before it entered the speed limit area. The vehicle rapidly slowed down once it was in the built up area. PC Dodd concluded that he expected the vehicles to be travelling much faster and was suitably surprised that they weren't. It was agreed that this matter should be an item for the July Agenda.

## **30. Variation of Standing Orders**

The Clerk advised of the regulations regarding the formation of Cttes by the PC. It was resolved that the present Cttes as contained in the PC's Standing Orders 41 – 48 be varied to accord with the revised Cttes suggested in Minute 7 of the Extraordinary Meeting of 7<sup>th</sup> June, with the addition of a Cemetery Sub Ctte. It was important that parishioners should also be invited onto the Cttes although they would not have voting rights and would not be able to sit on the Policy Ctte. It was further suggested that each Ctte should have a quarterly meeting and the new Cttes should be effective from September. It was agreed that the Chairman should resign from the Village Hall Ctte as the PC's representative as it was considered there would be a conflict of interest if he remained. The Clerk would have to inform the Village Hall Ctte of this course of action. It was agreed that at the first meeting of the Amenities Ctte the PC's representative for the Village Hall Ctte would be appointed. The following would need to be actioned by the Communications Ctte:

- i. To place an advert in the Newsletter inviting parishioners to join the Cttes.
- ii. To write to the former volunteers on the Parish Plan Steering Group Ctte to advise of the aforementioned and to advise that they would be very welcome to join the Cttes
- iii. To draw up a set of basic rules which each Ctte should comply with

In addition there were other organisations/outside bodies which were represented by PC members. After much discussion it was agreed that membership of these organisations/outside bodies as well as membership of the PC's Cttes would consist of PC members as per the attached sheet.

**(The Clerk has since liaised with Cllr Mrs Hull and has added her name to the Cttes she has requested to join)**

## **31. Maintenance of Closed Churchyards**

MDDC were investigating with Parish, Town and Parochial Church Councils the future of, and the maintenance of, closed churchyards in view of the increasing maintenance costs. It was understood that a parochial church council could require the local parish to take over the maintenance of a closed churchyard. However if a Parish does receive a request it can within three months require the District Council to take over the maintenance of the closed churchyard instead of the Parish. It was understood from Cllr Mrs Armstrong that the churchyard at Halberton was still, strictly speaking operational, albeit in a limited capacity. In view of the aforementioned it was considered that the PC did not need to follow up this matter further with MDDC

### **32. Proposed Modifications of Mid Devon Local Plan**

The Clerk suggested that the information which was quite extensive should be circulated amongst members and any matters needing further discussion to be raised at the next PC Meeting.

### **33. Parish Plan**

Cllr Mrs Armstrong had nothing to report other than a parishioner at Pethertons informing her that Hastoe Housing had been in contact enquiring as to whether the parishioner was still interested in another rental property in the parish, as Hastoe were acquiring land for housing development. The Clerk would make enquiries of Catherine Simmons to ascertain Hastoe's intentions as this was the first indication the PC had received about any future housing development.

### **34. MDDC's Waste Collection and Recycling Service**

The PC had been informed about the new organic waste collection service which would be introduced from September. It was understood that MDDC would write to all householders in August to make them aware of the new service. Each householder would have delivered i. A brown wheeled bin, ii. a kitchen 'caddy' - a small bin which could be used to take kitchen scraps out to the wheeled bin and iii detailed instructions on how to use the new service and a calendar showing the waste collection days for the year ahead. There was much discussion about this matter. It was agreed that the item be placed on the September Agenda and in the meantime the Clerk to forward details to the Newsletter of the impending service. If it was considered necessary and enough parishioners were interested the PC would arrange a presentation by MDDC on how the service would work

### **35. Mid Devon District Council Matters**

The Chairman of MDDC, Cllr M Lee would be making a future visit to a PC Meeting at some point in the year. He was also seeking nominations of people from the parish who, the PC considered had made a significant contribution to the community. It was agreed that this item be placed on the July agenda. It was also understood that the new Leader of the Council, Eddie Dennis would be pleased to attend a PC Meeting if there was a specific matter the PC wished to discuss with him but he would not be attending PC meetings on a regular basis.

### **36. Devon County Council Matters**

CCllr Des Hannon explained he was gradually becoming used to his new position as a CCllr. He hoped that parishioners would contact him with any issues or problems they had.

### **37. Committee Reports**

#### **i. Cemetery**

Cllr Mrs Fisher advised that there were no problems to report. The current row of graves had space, possibly for one more grave, another row would then have to be started, which would need some planning.

#### **ii. Amenities**

It was resolved that the recommendations made in the Minutes of the Amenities Meeting dated 2<sup>nd</sup> June 2005 regarding volunteer help and repairs to the bus shelter be implemented. It was further agreed that the creation of a database listing the names of volunteers willing to help be an item for the Communications Cttee to discuss. It was understood that Edward Stevens was opposed to any PC members tidying up the Pond area. He maintained it was a farm pond and not a village pond and was simply something that the PC should not get involved with. It was reported that youngsters were riding small

motorbikes in the Mead. The Clerk advised that if the youngsters sustained an injury there could be problems under the Occupiers Liability ruling. Again the question of putting up warning signs was raised. It was agreed that 'Signs' should be an item for discussion at the next PC Meeting.

iii. Footpaths

The Chairman had attended a meeting at Woodbury. He also reported that Ros Davies, Footpaths Officer at DCC would be leaving DCC shortly as she was pregnant. It was resolved to accept the quote submitted by Mr Page for footpath work in the sum of £350. Forms of Evidence of User of footway had been requested regarding the route from Sellake to the canal. If the footpath subsequently became a public footpath it would be a definite asset to the Parish.

iv. Highways

Problems had been reported about delayed buses or buses simply not bothering to turn up. Cllr Gibbs explained that some parishioners were encountering problems with Stagecoach when attempting to telephone them, as the Company was taking too long to answer the calls. However he understood that the Company was now updating its telephone system. A parishioner at Lower Town had complained to Cllr Mrs Armstrong about a motorist parking his vehicle outside of her house which was blocking her daylight and also creating difficulties in her being able to park her own vehicle. Cllr Mrs Armstrong reported that the matter now seemed to have been resolved.

**38. Clerk's Report**

The Clerk explained that she needed a substantial amount of stationery including file holders and files for the new filing cabinet when it arrived. She had not re-ordered stationery supplies for four years (other than paper and ink cartridges) and needed to replenish stocks. She estimated that this would be in the region of £100. The PC approved the order.

**39. Accounts**

*RECEIPTS FOR PERIOD 1<sup>ST</sup> – 31<sup>ST</sup> May 2005:*

<i>Bank Interest</i>	<i>29.38</i>
<i>Newsletter</i>	<i>473.35</i>
<i>Cemetery Fees</i>	<i>286.00</i>
<i>TOTAL</i>	<i>£788.73</i>

*PAYMENTS MADE FOR THE PERIOD 1<sup>ST</sup> - 31<sup>ST</sup> MAY 2005 :* *£1899.46*

*PAYMENTS TO BE APPROVED*

<i>Cheque No</i>	<i>Amount</i>	<i>VAT</i>	<i>Total</i>	<i>Details</i>
<i>SO</i>	<i>22.00</i>		<i>22.00</i>	<i>MDDC – Cemetery Rates</i>
<i>100936</i>	<i>18.38</i>	<i>3.22</i>	<i>21.60</i>	<i>Ottery Office/Computer Ltd – Photocopying</i>
<i>100937</i>	<i>230.42</i>	<i>40.33</i>	<i>270.75</i>	<i>Education Matters – Newsletter Publication costs</i>
<i>100938</i>	<i>10.00</i>		<i>10.00</i>	<i>Mrs J Austin – Delivery of Newsletter</i>
<i>100939</i>	<i>6.13</i>		<i>6.13</i>	<i>SWW – Water Costs - Cemetery</i>
<i>100940</i>	<i>13.68</i>		<i>13.68</i>	<i>Mrs C J McIntyre – repayment of cost of postage</i>
<i>100941</i>	<i>236.61</i>		<i>236.61</i>	<i>Mrs C McIntyre – Salary April/May (less tax deductions)</i>
<i>100942</i>	<i>178.50</i>		<i>178.50</i>	<i>Halberton Village Hall – Room hire costs (Oct – April)</i>
<i>100943</i>	<i>1893.00</i>	<i>331.28</i>	<i>2224.28</i>	<i>FRS - Playground Eqt</i>

100944	52.94		52.94	Mrs C J McIntyre – Expenses for March – May (Tel, travel, Internet)
100945	317.00	55.48	372.48	Gardencare – Grass Cutting – April

The above accounts were approved for payment

Balance of bank accounts carried forward 21,802.16

Plus receipts for period 1<sup>st</sup> - 31<sup>st</sup> May 2005 788.73

**TOTAL £22,590.89**

Minus payments made for the above period 1,899.46

**TOTAL £20,691.43**

Made up as follows:- High Interest 18,530.31

Current 2,161.12

**TOTAL £20,691.43**

**VILLAGE HALLS FUND £360.00**

**PARISH PATHS FUND £2,176.72**

**GENERAL FUNDS £18,154.71**

**TOTAL £20,691.43**

#### **NEWSLETTER :**

**Income for period 1/4/05 – 31/05/05 £473.35 less expenditure to date of £256.55 = Net Profit £216.80**

#### **40. 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 or accept instructions to stop such payments 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 (including closing any accounts)
- 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

#### **41.Members Business**

Nothing was raised

#### **42. Miscellaneous Matters**

- i. Cllr Mrs Armstrong reported that the Parish 'Welcome Pack' for people moving into the parish was out of date. This was an item to that needed to go onto the Agenda of the Communications Ctte when it had arranged its first meeting.
- ii. It was agreed that the telephone number of the Victim Support Devon Helpline be advertised in the Newsletter
- iii. The Clerk had received an e-mail which was slightly confusing. However she gleaned that it was about the MCTi Tiverton – Exe Valley exercise which was to prepare a regeneration plan of 22 parishes which would include Halberton. It would be a grass roots driven plan ie the people of the various communities would be pointing the way they saw regeneration as best managed or achieved over the next 20 – 30 years. It was understood that Christopher Caffin would be contacting the various parishes and to this end the Clerk advised him to access the Parish Web site for contact details of the Councillors.
- iv. The Clerk had received a letter of thanks from Mr Herlihy the Secretary of Ash Thomas Village Hall in respect of the PC's donation towards renovation work to the hall
- v. Mrs Erasmus had sent a letter of thanks to the PC for the bouquet of flowers she had received for auditing the Parish accounts. She advised that although the flowers were most welcome she considered they were not necessary as she enjoyed auditing the accounts.

#### **43. Next Meeting**

A Meeting of the Council's Planning Ctte would take place on 12<sup>th</sup> July at 7.00pm at Ash Thomas Village Hall followed by an Ordinary Meeting of the PC at 7.30pm.

The Meeting closed at 9.25pm

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**CHAIRMAN**

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**DATED**