

MINUTES OF AN ORDINARY MEETING OF HALBERTON PARISH
COUNCIL ON MONDAY, 14TH SEPTEMBER 2004 AT 7.30PM AT
HALBERTON VILLAGE HALL

64. Present

The Chairman, Vice-Chairman, Cllrs Gibbs, Lane-Smith, Radford, Saunders, Mesdames Armstrong, Fisher and Hull and Cllr M Lee, Chairman of MDDC and two Members of the Public

65. Apologies

Cllr Hugill

66. Public Forum

Rob Stevens of the Village Hall Ctte advised that contracts on the Hall would be signed imminently. However the Ctte was seeking additional funding for the works as a surveyor involved with the project, had underestimated the costs and there was now a shortfall. In view of this Mr Stevens asked whether the PC would consider increasing its agreed donation to £540 (an increase of £90). It was agreed that this be an item for the October agenda.

67. Introduction of Cllr Michael Lee, Chairman of MDDC

Cllr Lee was welcomed to the meeting by the Chairman. Cllr Lee outlined his aims during his term of office including recognising community spirited individuals.

68. Approval of the Minutes of:

- i. The Ordinary Parish Council Meeting of 13th July 2004
- ii. The Extraordinary Parish Council Meeting of 26th July 2004
- iii. The Footpaths Ctte Meeting of 6th July 2004
- iv. The Amenities Ctte Meeting 10th August 2004
- v. The Highways Ctte Meeting of 10th August 2004

All the minutes were approved.

69. Matters arising from the aforementioned Minutes

i. Ordinary Parish Council Meeting 13th July 2004

The Clerk was still waiting to hear if Pauline McCluskey of the Royal Devon and Exeter Foundation Trust would be attending the October PC Meeting.

ii. Amenities Ctte Meeting – 10th August 2004

The Chairman advised he was waiting for costings from Ken White re the `No Dogs` sign. The Clerk advised that with regard to an Inventory of Parish amenities, she had checked the items currently insured, and in addition to those a mentioned previously, the following should now be included on the Inventory: Brick built store, 3 seats, 1 litter bin, playground equipment. The PC held the freehold to the cemetery and it held the Mead on licence from DCC.

iii. Highways Ctte Meeting 10th August 2004

The High Street sign had disappeared. If it could be located then MDDC would re-furbish it. The Clerk to chase up DCC about the damaged sign at Brithem Bottom, as Cllr Gibbs had had no response from Mr Mitchard.. Cllr Lee advised that the provision of pedestrian controlled traffic lights could be placed on DCC's Highways and Traffic Order Ctte agenda for consideration. He stressed that this should be actioned asap in view of the meeting being held shortly.

70. Chairman`s Announcements

The Chairman requested that all Cllrs who wish to raise any points during this and future meetings, should ensure that they made them as briefly as possible.

71. Police Matters

Terry Payne`s vehicle had been broken into last evening. It had also been reported that string had been tied across a road in the Parish. It was of much concern to the PC that a person (or persons) had deliberately set out to injure or maim others by carrying out such a senseless act.

72. The Newsletter

It was agreed that this item now be placed on the October agenda for discussion.

73. Repairs to the equipment in the Rec`

There was much discussion about this. Part of the equipment in the Rec` had been taken down as it had been damaged. The posts at the base of the small swings were rotting. It was agreed that the swings must be taken down as soon as possible. It was subsequently agreed that Cllr Lane-Smith should investigate the cost of upgraded metal swings and obtain at least three quotes. It was noted that grant monies should be available but only if the new swings were classed as a significant improvement. If the swings were replaced with something of a similar design and material to the existing, funding would not be available. Cllr Lane-Smith had obtained a selection of costings already but would obtain further quotes in the light of the PC`s suggestion.

74. Parish Plan and Funding Matters

The Clerk reported that the monies in hand now stood at £120.74. It was agreed that at the present time matters be left in abeyance regarding future funding. The Clerk had received a letter from the Countryside Agency with regard to the impact of the new rural strategy on the Countryside Agency. It was understood that the Countryside Agency would continue to do its best to support rural areas and communities throughout the transitional period. There would be no change in the processes for management of project grants until March 2005. The PC to continue to liaise with contacts in either Bristol or Exeter. A public meeting was held in Halberton Village Hall on 6th September to listen to the presentation given by Bill Holman of DCC on High Bickington. It was well received and interesting. There would be Publication and Consultation days on 26th and 27th November. There would be a further Steering Group Meeting on 29th September. Details of these future meetings would be inserted in the Halberton Newsletter

75. Responsibilities of Charity Trustees

The Clerk had provided each member with a booklet and copy of a letter of explanation from the Charity Commission explaining the responsibilities of the members as Charity Trustees in respect of the Rec`. It was understood that the PC as the corporate body was the trustee of the charity rather than individual Parish Councillors. Therefore the duties, responsibilities and liabilities of trusteeship lay with the corporate body. It was agreed that the entries in the Annual Returns should be amended to reflect the aforementioned, thus no individual Councillor would be named. Halberton Parish Council would be entered as a corporate body on the form instead. The Charity Commission had agreed to this amendment in its letter.

76. Access Agreement with DCC – Re Cemetery

An agreement had been received from DCC to formalise the granting of access to the PC for its tractor and trailer to cross DCC`s land to remove grass cuttings from the cemetery. The conditions were acceptable to the PC, with the exception of the width of vehicle permitted to cross DCC`s land. DCC had stipulated that a 2m width was required. However the PC would

require a 3m width. It was agreed that the Clerk would contact DCC requesting this amendment. The item to be included on the October Agenda.

77. Condition of `Sunnyside` site

Concern had been expressed as to the state of the site which was becoming increasingly dilapidated. It had further been reported that a noxious smell was now emanating from the site. It was agreed that the Clerk would liaise with her colleagues in Environmental Health about the matter.

78. Draft Town and Parish Council Charter

A copy of the Charter had been circulated to all Members. It was agreed that the period in which PCs have to respond to a planning application should be a calendar month and not 21 days as stated in the charter. The Clerk to request of MDDC that this should be implemented..

79. Mid Devon District Council Matters

- i. The Chairman`s Reception would be held on 23rd September at Kentisbeare Village Hall. Rob Stevens of the Village Hall Cttee was nominated to attend (together with his wife) in recognition of the work he had undertaken in respect of fundraising for the Village Hall project.
- ii. A `round robin` letter had been sent to all Parish Councils drawing to their attention the necessity to follow the appropriate procedures laid down for advertising for a replacement Cllr when a vacancy arose.
- iii. Notification had been received advising of the new Licensing Act 2003. In order that a licensing policy could be put in place it was necessary for MDDC to consult widely. Details of the consultation document was available on the web or a hard copy could be obtained.
- iv. Estimates of costs for 2004/05 in respect of the cemetery and the churchyard had been requested in order that grant provision could be calculated. It was agreed that the following figures be presented: Cemetery – Expenditure - £2000 and Income - £400. The PC had for the past few years made a grant of £50 to St Andrews Church towards the upkeep of the churchyard and MDDC had also contributed £50. Cllr Mrs Armstrong advised that the costs of the churchyard were increasing and the church required considerably more than £100 per annum towards its upkeep.
- v. Angela Gaskin of MDDC`s Community Development and Regeneration was seeking a contribution from the PC of £100 towards the 5X30 project which was in conjunction with Sport England. Its aims were to encourage and promote physical activity in towns and rural areas around the County. The PC after some discussion agreed that it was not in a position to make a donation this year, as the precept had been set, but it would reconsider making a donation next year if at all possible. The Clerk to inform Ms Gaskin accordingly.

80. Devon County Council Matters

Notification had been received of the intention to adopt the Devon Structure Plan 2001 to 2016. It was understood that objections to the Policies, raised no substantive issues that warranted further action or material change to the Policies in the Plan and agreed, subject to a small number of technical points to adopt the Plan proposals on 26th August.

81. Meetings Attended

i. Grand Western Canal Advisory Cttee

The Vice –Chairman advised that there was considerable work going on, particularly at the end of the canal and the basin.

82. Future Meetings

i. Public Scrutiny Cttee Meeting – 15th September 2004

Cllr Gibbs would be attending.

ii. Halberton Consolidated Charities – 20th September 2004

iii. Mid Devon Primary Care Trust AGM – 22nd September 2004

v. DAPC AGM at Exeter – 25th September 2004

The Vice-Chairman would attend this meeting. It was agreed that the PC would pay the lunch/administrative fee of £15.

83. Committee Reports

Cemetery

Cllr Saunders would price up the cost of the gate as soon as possible. The repair to the hedge and surrounding area caused by a road traffic accident had been completed. The memorial work to the stones would be carried out shortly. The footpaths required spraying. Grave markers from 176 – 200 were required (spike on a number and cast). The Clerk to obtain. A letter had been received from Mr Duncanson confirming that work had been completed to memorial stone no. 146. The Clerk to acknowledge the letter and to confirm that the work had been found to be satisfactory by the PC.

Footpaths

A hedge cutting machine had been ordered. The Vice-Chairman would speak to the owners of property up at Pethertons/Crown Hill requesting they trim the hedge abutting their property as it was overgrown. The Chairman would also ask the owner of an over hanging fig tree to trim it back. It was suggested that an item be placed in the newsletter drawing to the attention of property owners their responsibilities in relation to hedge/tree trimming.

84. Clerk`s Report

The PC agreed to an increase in the Clerk`s salary in accordance with Local Government pay scales and also in accordance with her contract of employment.

85. Accounts

RECEIPTS FOR PERIOD 1ST AUGUST - 30th SEPTEMBER 2004:

<i>Bank Interest</i>	<i>55.33</i>
<i>Newsletter</i>	<i>137.85</i>
<i>Cemetery</i>	<i>450.60</i>
<i>TOTAL</i>	<i>£643.78</i>

PAYMENTS MADE FOR THE PERIOD 1ST AUG - 30th SEPTEMBER 2004: £3417.78

PAYMENTS TO BE APPROVED

<i>Cheque No</i>	<i>Amount</i>	<i>VAT</i>	<i>Total</i>	<i>Details</i>
<i>SO</i>	<i>21.00</i>		<i>21.00</i>	<i>MDDC – Cemetery Rates</i>
<i>100852</i>	<i>40.00</i>		<i>40.00</i>	<i>Community Council of Devon – P.Plan Course</i>
<i>100853</i>	<i>22.06</i>	<i>3.86</i>	<i>25.92</i>	<i>Education Matters – Newsletter Costs</i>
<i>100854</i>	<i>186.88</i>	<i>32.71</i>	<i>219.59</i>	<i>Education Matters – Newsletter Costs</i>
<i>100855</i>	<i>10.00</i>		<i>10.00</i>	<i>Judy Austin – Newsletter Delivery Costs</i>

100856	182.16		182.16	PO Ltd – 3mths x tax (Clerk`s Salary)
100857	310.00	54.25	364.25	Gardencare – Grass Cutting for July
100858	20.00		20.00	D Rigby – Work in Cemetery in Jan
100859	251.60		251.60	Mrs C McIntyre – Salary Sept (Incs back pay of £37.90 from 1 st April) (less tax deductions)
100860	100.00		100.00	N Page _ Footpath Work
100861	20.00		20.00	Mrs C McIntyre – repayment costs of flowers re Mrs Erasmus
100862	445.00	77.88	522.88	Gardencare – Grasscutting cemetery and playing fields and repairs to hedge
100863	6.06		6.06	PO Ltd – Water charges cemetery
100864	30.00		30.00	Ash Thomas Village Hall – Hall hire
100865	23.65	4.14	27.79	Mr A Cooper – Repayment of weed killer
100866	20.87		20.87	Mrs P Armstrong – Repayment of cost of phone calls re P.Plan
100867	15.00		15.00	DAPC – AGM Delegate Fee

Balance of bank accounts carried forward	18,018.66
Plus receipts for period 1 st Aug – 14 th Sept 2004	643.78
	TOTAL £18,662.44
Minus payments made for the above period	3,417.78
	TOTAL £15,244.66

Made up as follows:- High Interest	14,875.58
Current	369.08
	TOTAL £15,244.66

VILLAGE HALLS FUND	£1,950.00
PARISH PATHS FUND	£2,428.72
PARISH PLAN FUND	£120.74
GENERAL FUNDS	£10,745.20
	TOTAL £15,244.66

NEWSLETTER :

Income for period 1/4/03 – 30/06/04 £833.80 minus expenditure £368.08
= NET PROFIT £465.72

The accounts had been returned by the Audit Commission as the Clerk had made an a sight error on one of the figures. It was agreed that the error be amended and duly initialled and signed by both the Clerk and the Chairman. The amended accounts could now be returned to the Audit Commission. In addition the Commission had also requested to know why there had been such a variation between the 2002/03 and the 2003/04 salary figure. The Clerk explained that she had received a slight increase in salary and in addition the income tax payment to the Inland Revenue for part of the 2002/03 period had been included in the 2003/04 figure. A letter of thanks had been received from Mrs Erasmus for the bouquet of flowers.

86. Members Business

Cllr Mrs Armstrong gave an in-depth Report about the Public Meeting of 6th September. (A copy of the Report was available from the Clerk) The meeting was held to enable Bill Holman from DCC to give a presentation about High Bickington and how a similar scheme could possibly be considered for the Cordwents Farm land. There would be a number of factors to consider and

any land development would need to meet the needs of the local community. The Chairman thanked Cllr Mrs Armstrong for preparing the report and for all the tremendous work she had put into the Parish Plan.

87. Next Meeting

A Meeting of the Council's Planning Ctte would take place on 12th October at 7.00pm at Halberton Village Hall followed by an Ordinary Meeting of the PC at 7.30pm

The Meeting closed at 9.55pm

CHAIRMAN

DATED