

# **MINUTES OF A MEETING OF HALBERTON PARISH COUNCIL ON TUESDAY, 9<sup>TH</sup> APRIL 2002 AT 7.30PM AT HALBERTON VILLAGE HALL**

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## **1. Present**

The Chairman, Vice-Chairman, Cllrs Anderson, Payne, Radford, Saunders, Stevens, Mesdames Fisher, Jepps and Lunn and four Members of the Public

## **2. One Minutes Silence**

One minutes silence was given as a mark of respect to the Queen Mother and also Laurie Neal who had recently died. The PC and its parishioners had been saddened by these recent events and particularly so in the case of Mr Neal who was fondly remembered as a person who had given a lot to the community of Halberton and in particular his very active involvement with the Halberton Ringers.

## **3. Apologies .**

There were none

## **4. Public Forum**

Mr Corden expressed grave concern as to the extent of development taking place at the property 'Sunnyside', which it was understood was being carried out without planning consent. Cllr Radford was aware of the problem and was investigating it. The Clerk to also write to MDDC's Enforcement Officer to pass on the PC's concerns. Cllr Radford also indicated he was a dealing with the problems Mr Thomas was having with the local planning authority regarding the thatching of his roof. Tim Hugill advised that Halberton PC now had its own official Web Site. He was happy to prepare the images for the site. Tim was warmly thanked for his involvement with the Project and for ensuring that it actually got off the ground.

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

- i. The Parish Council Meeting of 12<sup>th</sup> March 2002 and
- ii. The Amenities Committee Meeting of 26<sup>th</sup> March 2002

were approved subject to the amendment in the Amenities Minutes. Para 3, last line – delete the word 'funding' and insert the word 'grants'

## **6. Matters Arising**

- i. Cllr Lejeune had still not given his signed Undertaking to the Clerk, under the Model Code of Conduct. If this was not received by 11<sup>th</sup> April, he automatically ceased to be a Parish Councillor. The matter to be placed on the May Agenda.
- ii. The Clerk advised that if the PC wished to register its interest to produce a Parish Plan, it must be aware that it would be required to set up a steering committee, estimate the costs of the project and find sources of funding or help "in kind". The PC confirmed that it wished to proceed on this basis and the Clerk to deal with registering its interest..
- iii. The Clerk advised that WPC Valentine had advised that funds of approx £500 would be made available to the PC to install a metal shutter on its bus shelter.
- iv. Mr Densham of MDDC had advised that he was endeavouring to find a solution with regards to the new railings to be included in the local improvement scheme. The Clerk would remind him that she needed confirmation as to whether or not the provision of fencing without mesh panels would be in breach of Health and Safety Regs. Mr Densham also advised that an order had been placed with a contractor for the erection of the timber posts at the Mill Pond, work on the sluice gate and interpretation board was also progressing. He also advised that he was now arranging to meet with Mr Browse in connection with the adoption of Orchard view.
- v. The Clerk confirmed that her computer was up and running. She had a printer and was also connected to the Internet. She thanked Tim Hugill for all his help and the time he had spent in making sure that all the technology actually worked.
- vi. The Chairman of MDDC, Mrs J Campbell had kindly supplied the Clerk with information confirming that consent needed to be obtained under Building Regs for any person wishing to install double glazing in their property. The information was available to any Councillor who required it.
- vii. The Clerk, at the suggestion of MDDC's Chairman, Mrs J Campbell, had obtained information from MDDC in respect of the Governments intentions to reform the present planning legislation. This was available to any Councillor who required it.

- viii. MDDC's Health and Housing Cttee had turned down the PC's request for the properties at Pond Hill to be let to over 45s only. It was resolved that the PC would fight this decision and would request that the matter be reconsidered by MDDC at its next Health and Housing Cttee meeting. It was also requested that the Clerk also draw to the attention of MDDC the implications of S17 of the Crime and Disorder Act 1998 whereby if there was disorder in the community that MDDC would have to act.
- ix. Mr Folley of DCC had advised that with regard to the proposed new footpath to run from the cemetery to the Grand Western Canal, DCC's costs were likely to be £250 and his costs approx £200. It was agreed that the Clerk should write to Mr Folly, confirming that in principle it wished to proceed with the project on the basis of a 3m wide footpath. However at the present time the project to be put on hold until the PC had all the funding in place.

## **7. Police Matters**

A Police Liaison Meeting was to be held on Wednesday, 17<sup>th</sup> April 2002 at 7.30pm. The Clerk would try and attend.

## **8. Halberton `Newsletter`**

It was resolved that the Parish Council would be responsible for ensuring that the Newsletter ran on a business basis and that there would be a regular review of its financial position every two months. Cllr Payne was thanked for all his hard work and commitment to the Newsletter. The Clerk advised that there were still a number of advertising payments outstanding and she was endeavouring to recover them but it was a time consuming process..

## **9. Halberton Village Hall**

Mrs Johnstone of the Village Hall Cttee had requested confirmation that the PC had agreed some years ago to give a grant of £1,000 towards the cost of providing improved facilities for the elderly and disabled. The Clerk had ascertained that this had been agreed at the PC Meeting of 17<sup>th</sup> February 1993. The Clerk would advise Mrs Johnstone of this fact and also advise her that there were monies in the Village Halls fund well in excess of this amount.

## **10. Alteration of commencement time of Parish Council Meetings**

After much deliberation it was resolved that in future, Planning Meetings would precede the Ordinary Parish Council Meeting and would commence at 7.00pm, followed by the Ordinary Parish Council Meeting at 7.30pm

## **11. `Care` - Gardens and Grounds Maintenance**

Care was a charitable organisation and it had now set up a Gardens and Grounds Maintenance Dept, for which a number of its residents worked. The PC had already appointed its grounds maintenance contractors for this year. However it may consider using the organisation next year.

## **12. Training Courses**

The Clerk announced that there were future courses available to Councillors regarding the following:- The New Ethical Framework, `Meet the Auditors`, and a course on strimmer safety.

## **13. Muxbeare Lane**

The Clerk reported that Mrs Sanders of Braddons Farm House, Willand had made a complaint about boy racers travelling down the lane and the increasing problems of dog fouling. She had contacted MDDC's Environmental Health Dept who advised that because the lane was de-restricted it had no power to take any action. It was decided that there was little action that the PC could take, other than to ask Mrs Saunders to keep the PC informed of all development.

## **14. Meetings Attended**

- i. `Crime is your Business` - Conference at the Crossmead Centre, Exeter on 28<sup>th</sup> March  
The Chairman attended this and found it to be most informative, particularly the implications of S17 of the Crime and Disorder Act 1998.

- ii. Mid Devon Primary Care Trust - Tiverton & District Locality Planning Team – 19<sup>th</sup> March  
Cllr Mrs Fisher attended this. Matters discussed included the new Tiverton Hospital, with concern expressed as to what would happen to the old hospital. Complaints procedures were discussed. Colin Greensmith would be prepared to attend a PC Meeting to explain the work of Mid Devon Primary Care Trust.
- iii. Model Code of Conduct Meeting (MDDC) at Padbrooke  
Cllr Anderson had attended this. He was most unhappy with all the implications of the Code that he advised he would not be standing at the next PC elections.

## **15. MDDC Matters**

- i. Public Entertainment Licence Applications – The Barge and Ash Thomas Village Hall  
The PC had no objections
- ii. Expansion of Kerbside Recycling Scheme  
The Clerk had received a letter from MDDC's Environmental Health Dept dated 11<sup>th</sup> February, but had not received it until the end of March. The letter advised that recycling boxes would be delivered to every house in the village on 27<sup>th</sup> February, with the first collection of recyclable materials on 13<sup>th</sup> March.
- iii. Parish Boundaries  
Cllr Radford advised that he was concerned at the length of time it had taken for MDDC to submit the application to the Secretary of State re the proposed boundary changes. He understood that pressure of work had resulted in the application being delayed by MDDC. He would keep the PC informed of developments.

## **16. DCC Matters**

- i. GIS Computer System  
The PC understood that this was a `state of the art` system used for OS survey work and it was an amazing piece of technology.
- ii. Council Tax 2002  
DCC had sent a letter of explanation as to why the County Council element of the council tax had been set above the rate of inflation at 9.5%.
- iii. Abolishment of the Community Health Council  
Cllr Radford advised about this.
- iv. Devon Primrose Survey and Japanese Knotweed  
The PC had been asked to display a notice regarding the Primrose Survey and to advise of known locations of the Japanese Knotweed plant
- v. Temporary Restriction  
A temporary restriction meant that from 8<sup>th</sup> April – 12<sup>th</sup> April, traffic could not go through Ash Thomas due to roof repairs being carried out at the Old Church House

## **17. Committee Reports**

- i. Traffic Calming  
Cllr Payne advised that questionnaires had been sent out and he was pleased with the response, so far. He was meeting with Bob Wigley of DCC shortly.
- ii. Planning  
In view of the lack of time it was agreed that a meeting of the Planning Committee be arranged for Thursday, 18<sup>th</sup> April, in the Village Hall at 7.30pm. It was agreed that the Clerk should prepare a number of blank headed agendas for future meetings, which could be completed by Cllr Radford and Browse re planning,  
Footpath matters etc
- iii. Cemetery  
The grave digger would deal with the sunken graves as and when he had the time available. The proposed estimates which the Clerk had already submitted to MDDC for proposed expenditure on the cemetery for 2002/03 was agreed by the PC. It was resolved that with regard to a burial fee, the parishioner rate be charged to the family of the late Kevin Davey, in view of him being a former parishioner and also because of all the excellent work he had carried out at the cemetery in past years.

iv. Amenities

The Committee had received a few replies from parishioners indicating that their children would be attending the Golden Jubilee parties. In addition, help was being offered to assist with the events and to also entertain, which was pleasing. Cllr Browse was arranging for the swings to be repaired. The bin in the recreational ground had `disappeared`. The Clerk to ascertain the full cost of the bin and check insurance provisions etc. The item to be placed on the May agenda. It was resolved that the PC should become a Member of the Devon Playing Fields Association. The fee being £12.

v. Footpaths

It was resolved to pay the sum of £515.86 (inclusive of vat £ 76.83) for a new strimmer. It was also resolved that two places be booked on strimmer course at a cost of £30, per delegate, on 18<sup>th</sup> July organised by DCC. A Parish Paths grant had been received made up of :- mileage rate £330, Special projects £100 and Administration £55 – total £485.

vi. Canal

The Canal Advisory Board had asked for a donation towards the cost of building and installing an opening footbridge at the Tiverton Road Bridge Car park. The item to be placed on the May Agenda. An open discussion evening was being held on 19<sup>th</sup> April at Sampford Peverell at 7.30pm about the canal.

## 18. Clerk's Report

The Clerk advised that she was delighted with all the technology she now had. She was using the E-Mail facility which would save on postage etc. She advised that under the new Audit Regulations it would be necessary for the PC to appoint an internal auditor to check the PC accounts. It could not be anyone connected with the Council but must be someone independent. She asked that if any member of the PC knew of anyone who could fill that role to let her know. She was attending a seminar about the Regs next week and would inform the PC of the implications of the Regs at the next PC meeting. It was suggested that the appointment of an internal auditor be an item for the May Agenda.

## 19. Accounts

- i. The PC resolved that the payment of MDDC's council tax charge in respect of the cemetery could be paid by monthly Standing Order payments WEF 1/4/02.
- ii. It was understood that the total cost of hosting the Web Site was £130, of which the PC would pay £40 on receipt of an invoice. The Village Hall Committee had already contributed £40. The remaining balance would have to be found from other sources.

### **RECEIPTS FOR PERIOD 1<sup>ST</sup> – 31<sup>ST</sup> MARCH 2002**

Newsletter Advertising	174.00
Bank Interest	12.21
PP3 Money	485.00
<b>TOTAL</b>	<b>£671.21</b>

### **PAYMENTS MADE FOR PERIOD 1<sup>ST</sup> – 31<sup>ST</sup> MARCH 2002 TOTAL £497.36**

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

<u>Cheque No.</u>	<u>Amount</u>	<u>Vat</u>	<u>Total</u>	<u>Details</u>
SO	23.20		23.20	Burial Ground Council Tax
100570	9.50		9.50	Repayment cost of stamps for Newsletter
100571	16.40		16.40	Age Concern – photocopying
100572	9.45		9.45	DAPC – Audit Regs book
100573	181.00		181.00	DAPC – Annual Subs
100574	5.61		5.61	South West Water – water charges re Cemetery
100575	322.80	56.49	379.29	Norfolk China – final payment re Jubilee mugs
100576	82.50		82.50	Ash Thomas Church – Donation
100577	148.50		148.50	Tiv Community Trans Ass – Donation
100578	50.00		50.00	Involve – Donation
100579	165.73		165.73	Mrs C J McIntyre salary (£212.47 less Tax £46.74)

100580	49.96	8.75	58.71	Landscaping & Grounds Mait – grass cutting
100581	120.95	21.17	142.12	Swandhams Research – repayment cost of printer and associated computer items
100582	21.08	3.70	24.78	T Hugill – repayment of cost of nursery items
100583	10.00		10.00	Ash Thomas Village hall – room hire
100584	12.00		12.00	DPFA – Annual Subs
100585	439.03	76.83	515.86	Mole Avon – cost of strimmer
100586	26.34	4.61	30.95	Education Matters – photocopying costs
100587	60.00		60.00	DAPC – training course re trimmers x 2 delegates

Balance of bank accounts carried forward 10,810.03  
Plus receipts for period 1<sup>st</sup> – 31<sup>st</sup> March 2002 671.21  
**TOTAL £11,481.24**

Minus payments made for the above period 497.36  
**TOTAL £10,983.88**

Made up as follows:- Current A/C 1,356.55  
High Interest A/C 9,627.33

**AS AT 31<sup>ST</sup> MARCH 2002, HALBERTON PARISH COUNCIL HELD MONIES TALLING £10,983.88 MADE UP AS FOLLOWS:-**

**VILLAGE HALL FUND 4,000.00**  
**PATHS FUND 2,152.75**  
**GENERAL FUND 4,831.13**

## **20. Members Business**

- i. The Clerk to write to Mr Mitchard at DCC to advise that the 30mph sign near the cemetery was facing the wrong way and the 30mph sign near the property 'Ashleigh' was laying on the ground and required attention
- ii. A number of trees had been replaced re the Swans Neck Tree Project. Cllr Browse thanked Tim Hugill for all his help. Unfortunately the ties on the trees had already gone 'missing'.

## **21. AOB**

- i. Concern was expressed about vehicles parking adjacent to 'the Barge' which were posing a traffic hazard. The situation would be monitored.
- ii. Cllr Mrs Lunn was concerned about the details of PC Meetings advertised on the Parish Website, as the meetings did not always take place on the dates shown. As the PC had not passed a resolution to amend meeting times then it would be necessary to consider the matter at the next PC Meeting.
- iii. The Clerk to liaise with Cllr Payne to arrange for 'Judy' to undertake the catering arrangements for the Annual Parish Meeting on 14<sup>th</sup> May 2002.

## **22. Next Meeting**

The meeting closed at 10.55pm and the next one was fixed for Tuesday, 14<sup>th</sup> May at 7.00pm at Halberton Village Hall. This would be followed by the Annual Parish Meeting to commence at approx 8.00pm

\_\_\_\_\_  
**CHAIRMAN**

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**DATED**

## **CONFIDENTIAL MATTERS**

It was decided that on the next Agenda an item be included to review the Clerk's working hours/job description in view of the additional time she was spending on the Newsletter and her additional duties under the Model Code of Conduct