

THORVERTON PARISH COUNCIL

MINUTES of the Meeting of Thorverton Parish Annual Council Meeting and Monthly Meeting held at the Memorial Hall, Silver St, Thorverton on Tuesday 9th May 2023 at 7pm.

PRESENT	Cllr Andrew Foster (Chairman)	Cllr Andy Price (Vice-Chairman)
	Cllr Stuart Crang	Cllr Graham Sims
	Cllr John Hodge	Cllr Bryanna Uglow
	Cllr Colin Marshall	Cllr Jan Wills
ABSENT	None	

IN ATTENDANCE: D/Cllr Rhys Roberts, one member of the public
Jim Roberts (Clerk and RFO)

1 Election of Chair

Council **RESOLVED** to elect Cllr Andrew Foster as Chairman.

2 Election of Vice-Chair

Council **RESOLVED** to elect Cllr Andy Price as Vice Chairman and allocated the following responsibilities and Working Groups:

Responsibilities

Focus – Cllr Foster
School– Cllr Price
Social Media – Parish Clerk
Raddon Group – Cllr Foster
Memorial Hall – Cllr Wills
Recreation Ground – Cllr Sims
Highways/Footpaths – Vacancy
Speedwatch – Cllr Sims & Hodge
Allotments – Mr Neville Lane
Snow Warden – Cllr Marshall

Working Groups

New Cemetery – Cllr Hodge, Cllr Uglow,
Mr S Fice, Mr N Bright & Mr M Ayre
Staffing – Cllr Foster, Cllr Price
Planning & £106 Funding
– Cllr Crang, Cllr Wills
Grant Giving – Cllr Hodge & Cllr Marshall
Village Leats – Cllr Crang
Barliabins – Cllrs Uglow, Cllr Wills, Cllr
Marshall & Mr Sanders

3 Councillor Administration

Councillors noted that the following paperwork needs to be completed:

3.1 Register of Interests Clerk will circulate an electronic copy which the Cllrs will complete and return to the clerk by 31st May 2023. The clerk will forward completed forms to MDDC for publication on their website.

3.2 Details of Election Expenses Cllrs should complete the forms they have been sent & return them directly to MDDC, by post or by hand as they wish, by 28th May 23.

3.3 Declarations and Contact Permissions Prior to the start of the meeting Cllrs completed their Declarations of Acceptance of Office and provided written permissions for use of their contact details.

[At this point the Chairman called forward items 8 and 11.2 on the agenda.]

8 Public Open Session

A member of the public raised the following issues:

- He passed a message from the landlord of the pub who had wondered why the pavement outside their establishment had been mentioned in the minutes of the April Parish Council meeting. The Chairman promised to explain the matter.
- The problems with School Lane with reckless tractor driving and the resultant mess at the end of the path from the Glebe. The member of the public recognised that a Cllr had cleared the area

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- recently but the mud had already built up again to an unacceptable level. Clerk will escalate this using the portal and, if necessary, contact Michelle Woodgates.
- Highways had closed a road without giving any prior notice whatsoever.

11.2 External Report from D/Cllr Roberts

The Chairman and Council welcomed D/Cllr Rhys Roberts and congratulated him on his election.

D/Cllr Roberts reported that it had been a busy first day and he didn't even have an email address set up yet. Next week would be the first meeting of the new Council and the minority Conservative group would be looking to exert their influence as the various committees are set up.

He asked what the Parish Council expected from their District Councillor. Council explained about the Barliabins project needing his sign-off and Affordable Housing is a major project. D/Cllr Roberts confirmed that housing was a major issue raised with him by residents across his ward.

The Council also stated that they would welcome his help when issues couldn't be sorted via the usual channels with MDDC and asked D/Cllr Roberts to liaise with the clerk as the main contact with the Parish Council.

[D/Cllr Roberts and 1 member of the public left at 7:48pm]

4 Review of Council Orders and Policies

Council **RESOLVED** to amend the current Financial Regulations para 6.4 deleting the phrase 'and the Clerk'. Paragraph 6.4 will now read:

Financial Regulations para 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council in accordance with a resolution instructing that payment.

Council asked the clerk and Chairman to re-draft and circulate the Standing Orders in time for the next meeting as well as working through all the documents and policies to see what can be removed.

5 Financial Authorisation

5.1 Council **RESOLVED** to continue with NatWest Bank for the Council's accounts (subject to successful revision of the mandate).

5.2 Council **RESOLVED** to add all willing Councillors to the Bank Mandate as cheque signatories, delete the signatories no longer on the Council and add the clerk as someone who is 'permitted to see the account, but not manage it'. The bank will require each signatory's name, job title, email address, mobile number & authority to carry out searches.

5.3 Council **RESOLVED** to set the amount for a purchase at £1,000 above which three quotes will be required.

6 Risk Management

Cllr Wills & Cllr Price will review the Risk Management document with the clerk and circulate a draft for Council to consider before the next meeting.

7 Dates and Times of Meetings

Council **RESOLVED** that for the coming year monthly Parish Council meetings will be held on:

13th June 2023

18th July 2023

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12th September 2023
10th October 2023
14th November 2023
12th December 2023
16th January 2024

13th February 2024
12th March 2024
9th April 2024
14th May 2024

[8 Public Open Session Taken after para 3 above.]

9 Declarations of Interests

None

10 Confirmation of Minutes

Council **RESOLVED** to approve the minutes of Tuesday 11th April 2023 as a true record and the Chairman duly signed them.

11. External Reports

11.1 Devon County Council

No report this month.

[11.2 Mid Devon District Council Taken before para 4 above.]

11.3 Police statistics

No report this month – Cllr Price will report this in future.

11.4 Saturday Market

No items raised at the previous market. Cllr Sims is attending this Saturday coming and Cllr Hodge will sort out the rota.

12 Parking

The Chairman will explain the limited options available to the Parish Council in a Focus article.

13 Recreation Ground

13.1 Financial Report for April

Felling of trees £330 and Mower service £566.45: Total £ 896.45

13.2 Cllr Sims raised the possibility of Proceeds of Crime Act providing funding for some play equipment. The clerk will write to the contact to put the Council's case and explain the plan. Cllr Price will contact Viridor for further funding.

13.3 The Play Area Working Group will be Cllrs Wills, Sims, Uglow, Marshall & Price with members of the public invited to join.

14 Projects

14.1 Jubilee Green & Barliabins (OSWG)

Council noted the circulated report as follows:

Barliabins working group met to discuss a second draft kindly drawn by Andrew Saunders which shows a slightly different positioning of entrances, now making both slight slopes rather than steps.

The group decided that draft 2 was preferred. The paperwork to include an updated schedule of work will be used to obtain three quotes. We briefly talked about the Trees using larger pot grown for instant impact and asking the school if they would like to be involved. Unfortunately the meeting was cut short due to the weather.

The group further reported that schedule of works has been produced and quotes are being obtained.

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14.2 Affordable Housing

The group reported that at the last public meeting it was decided to form a CLT, four members of TAHG met to look over information received. In order to facilitate the next move, they are seeking further professional advice. It is also hoped that they will shortly meet with MDDC regarding available grants.

14.3 New Cemetery

No report this month.

14.4 Pump Track

Item will be removed from the agenda due to the considerable expenditure necessary and waning enthusiasm in the community.

14.5 Quarry Car Park Line Marking

This task is still waiting for good weather.

14.6 New Shed to Replace the Rented Garage

The new shed will be delivered on Weds 17th May between 0930-1830. A more specific window for delivery will be given nearer the time.

The clerk will chase confirmation of the planning situation with MDDC.

14.7 Bullens Close Broken Streetlamp and Lane Surface

14.7.1 The concrete on the surface of this path has started to break up and the trip hazard is greater at night as the streetlamp is not working. As this path is not a Public Right of Way the clerk will take the matter up with the landowner who is believed to be MDDC.

14.7.2 A technician from the Street Lighting Team at DCC has confirmed that the contractor has been asked to prioritise this job.

15 Handyman

15.1 Work for the coming month:

- Clear the leat and cutting grass when the weather is clement. The Handyman is using his own mower while the Council's is being assessed for economic viability of repair. The Chairman will chase up the repairer.
- Additional grass cutting on the square of turf by the seat in Bullens Close.

15.2 The Council discussed alternatives to spraying weedkiller that would be kinder to the environment. Council is confident that the product is safe and necessary to reduce the moss that becomes very slippery if allowed to grow unchecked. It was noted that households used to clear weeds in the patch outside their own homes, but only a few do so now.

Council could not identify an alternative to spraying that would manage the weeds other than burning (not recommended with the many thatched properties in the village) or manually pulling up the weeds. Volunteers for this task would be most welcome. Council will continue spraying until a better solution becomes available. The process will be risk assessed.

15.3 The temporary repairs outside the Berry Dairy which were originally reported in November 2021 have not been completed. There is now further breakup of the surrounding cobbles. The clerk will raise this with DCC.

16 Planning and Consultations

16.1 [23/00693/FULL](#) **Bowden Hill Barn** (NGR 292126 106310) New agricultural workshop.

Council **RESOLVED** not to comment on this application.

16.2 DCC Mobile Library Consultation

The Cllr who uses the mobile library reports that it is well used by both the elderly and school children. He often has to queue to get into it. The

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deadline doesn't really give the Parish Council a chance to survey the village or put it into the newsletter to find out what the level of support and type of usage there is for/of the mobile library.

The Council criticised the consultation as requiring online returns when the mobile library is likely to be used by those without internet access. Only permitting comments to be made online completely disenfranchises those who use the service the most.

17 Accounts and Annual Governance and Accountability Return (AGAR)

17.1 Accounts for 2022-23

Council **RESOLVED** to approve the accounts for 2022-23 as presented by the clerk. The Chairman duly signed them.:

17.2 AGAR External Audit Exemption

Council **RESOLVED** to apply for an exemption from the External Audit part of the AGAR process.

17.3 AGAR Internal Audit

Council noted the Internal Audit completed on 2nd May 2023.

17.4 AGAR Governance

Council **RESOLVED** to approve the Annual Governance Statement for 2022-23

17.5 AGAR Accounting

Council **RESOLVED** to approve the Annual Accounting Statement 2022-23

17.6 Notice of Public Rights

Council is **RESOLVED** to confirm the dates for the exercise of Public Rights as Monday 9th June to Friday 14th July 2023.

The Chairman duly signed the appropriate forms.

18 Finance

18.1 Council noted the current bank balance of £ 60,415.32 (3rd May 23) and the receipts since the last meeting of £ 8881.50 precept, £ 28.73 interest, £ 25 Allotment deposit and £ 10 Allotment rent.

18.2 Donation to the Thorverton Royal British Legion

Council **RESOLVED** to donate £200 to RBL for 2022 & 2023 in recognition of the expense on materials to maintain the Jubilee Green.

18.3 Payments Council **RESOLVED** to make the following payments:

18.2.1 MDDC	Garage rental (monthly Direct Debit) May	£	55.68
18.2.2 Grounds Maintenance	Invs BF20230090 & BF 20230105	£	241.58
18.2.3 Community Land Trust	Annual subscription	£	80.00
18.2.4 J P Roberts	Clerk pay for April	£	426.49
Reimbursements	Allotment field half-year rent	£	90.00
	Printer Ink Cartridges	£	44.99

19 Business at the Chairman's Discretion

None.

20 Next Meeting Tuesday 13th June 2023

The Chairman closed the meeting at 9:53pm.

Signed Date
Cllr Andrew Foster, Chairman