**THORVERTON PARISH COUNCIL MEETING**

To all members of the Council

You are hereby summoned to attend a Meeting of the above named Parish Council to be held at Thorverton Memorial Hall on Tuesday 15th November 2016, commencing at 7.30pm, for the purpose of considering and resolving upon the business to be transacted at the meeting as set out below.

Alison Marshall

Alison Marshall Clerk to the Parish Council thorvertonpc@gmail.com 01392 861228 (10.11.2016)

**AGENDA**

Standing Orders suspended.

1. **Open Session** for public participation (15 minutes).
2. **To receive reports from** i) D/Cllr Deed ii) C/Cllr Squires iii) PCSO Paul Goodier

Standing Orders to be resumed.

1. **Apologies** for absence.
2. **Declarations** of Interest.
3. **Dispensation** requests.
4. **Confirmation of Minutes** of the extraordinary meeting of Tuesday 25th October 2016 (circulated).
5. **General Power of Competence –** to consider adoption of the GPC following the Clerk gaining the Certificate in Local Council Administration (CiLCA) and becoming a fully qualified Council Clerk.
6. To consider **Planning Applications** received and circulated to the date of the meeting – none to date

To note the following **planning decisions** received to the date of the meeting -

* 1. 16/01107/FULL Retention of self-service car wash/vacuum/tyre pressure facility at Thorverton Mill, Thorverton. Permitted with Conditions to Discharge (circulated).

1. **Village Handyman/Road Warden –** to consider the Handyman’s monthly report (circulated) and a) payment of expenses and hours worked b) duties for next month c) the siting of a salt bin in the Quarry Car Park and a review of the village salt supply from Cllr Turner.
2. **Grant Giving Policy –** to consider Cllr Waldron’s suggestions regarding this policy (circulated).
3. **Grant to the Church for maintenance –** to consider this agreed annual grant of £600.
4. **Quarry Car park Garages - rent review –** to consider an increase in the existing £60.00 annual rent payment. Details circulated.

# Recreation Ground – to receive updates on the educational sign, Cllr Spivey, and trees, Cllr Sims.

**PART 2 –** In view of the sensitive and confidential nature of the business to be transacted under item 14 it is agreed that the press and public be excluded from the meeting and be instructed to withdraw.

1. **Clerks employment review –** to consider the recommendations from the Employment Working Party following the Clerks employment review

**END of PART 2 –** the press and public are now able to re-join the meeting.

1. To consider **Financial matters** (and to sign cheques) for - tax:

* Payment to the Clerk – October salary net of 20% tax £185.84 net
* Payment to the Clerk for overtime worked January – July 2016 net of 20% tax £129.41 net
* Payment to HMRC of tax deducted from Clerks salary and overtime payments £ 78.81
* Payment of Clerks expenses (ink £15.19 paper £11.51) £ 26.70
* Payment to C Marshall for Handyman duties (Oct 12 - Nov 1) net of 20% tax £120.00
* Payment to HMRC of tax deducted from Handyman salary £ 30.00
* Payment of Handyman expenses for materials £ 82.44 incl.
* Payment to SW Highways for the spraying of the village cobbles £499.20 incl.
* Payment to the Parochial Church Council for the annual grant £600.00
* Payment to Focus for printing of the Parish Plan questionnaires £ 8.00
* Payment to MDDC for the garden waste bin on Jubilee Green – annual payment £ 48.00
* Payment to the Clerk for the HMRC Working from Home Allowance (tax free) £396.00
* To note the bank balance as at 01/11/2016 of £46,941.22

1. **Christmas Tree and Lighting Ceremony –** to consider a ‘tree’ working party to put up and decorate the tree. To plan the lighting ceremony event to co-inside with the Memorial Hall’s event on 4th December.
2. **Parish Plan (2008) revisited –** to receive an update from Cllr Lane regarding the questionnaire and to consider the next steps.

# Development –

* New Cemetery – to receive and consider reports from i) Cllr Lawson re. MDDC Planning ii) Cllr Bright re. the recent PCC meeting with the new Rector.

1. **Allotment Rules and Regulations review –** to receive an updated copy of the rules and regulations from Cllr Hodge (circulated) and to consider this document for adoption.
2. **Freedom of Information and Publication Scheme –** to consider this document for adoption (circulated).
3. **Communications -** to consider/note communications received to the date of the meeting –
4. Financial support for the Ring and Ride Service – to consider a donation.
5. To note D/Cllr Deeds update re. planning application ref: 16/01107/FULL and to consider any further action.
6. **Highways -**

* Hulk Lane – to receive any update on the bridleway from Cllr Spivey and to note that the letters of support are still pending due to receipt of further information being required
* School Lane – to receive any update from Cllr Lane regarding the letter to Highways from the School
* Village 30mph signage – to consider the Traffic Order rules awaited from C/Cllr Squires.

1. **To receive Representative reports from -** TMGT, Focus, Memorial Hall, Raddon Group and the School.
2. **Monthly Market –** to receive feedback from Cllr Spivey on the November market and to consider any actions. To secure a volunteer to attend the December market.
3. **Business at the Chairman’s discretion –** Councillors are respectfully reminded that this is not an opportunity for decision making.
4. To confirm the date, time, and venue of **the next Parish Council Meeting** being **Tuesday December 13th** at 7.30pm in the Memorial Hall, Thorverton. All are welcome to attend.