**MINUTES of the THORVERTON PARISH COUNCIL MEETING held on Tuesday 15th November 2016, 93**

**7.30pm, at the Thorverton Memorial Hall**

**Present: Cllrs Bright (Vice Chair), Reygate, Turner, Lawson, Waldron, Lane, Hodge, Sims, Crang (Chairman), Spivey.**

**In attendance: the Clerk, D/Cllr Deed**

Standing Orders suspended.

**Open Session:** 2 members of the public were present – neither wished to speak.

**Reports from: i.** D/Cllr Deed - nothing to report

 **ii.** C/Cllr Squires – no report

 **iii** PCSO Goodier – e-mailed report received stating a) a red Peugeot 206 in the Quarry Car Park

not been abandoned, as had been reported, and is owned by a village resident who had been

asked to get in touch with the PC and b) 2 crimes had been reported in October being an attempted

 break in to a garden shed and an actual break in and theft from a garden shed. The Clerk was asked

 to thank PCSO Goodier for his support.

Standing Orders resumed.

**16/235 Apologies:** PCSO Goodier

**16/236 Declarations** of Interest: Cllrs Lane and Bright declared an interest in the Allotments, Cllr Bright also declared an interest in the new Cemetery matter.

**16/237 Dispensations:** Council was reminded of the Dispensations held regarding the Allotments and Garages.

**16/238 Minutes of the extraordinary meeting** held on October 25th 2016 were signed as a correct record of the meeting. Proposed by Cllr Spivey, seconded by Cllr Turner and RESOLVED.

**16/239 General Power of Competence:** Cllr Crang summarised the circulated document regarding the GPC which could now be adopted by the PC following the Clerk becoming fully qualified and gaining the Certificate in Local Council Administration. It was noted that the additional requirement for 7 Cllrs to have stood for election had also been met. Adoption was proposed by Cllr Bright, seconded by Cllr Waldron, and RESOLVED.

**16/240 Planning Applications** received and circulated to the date of the meeting: None.

 **Planning decisions** received to the date of the meeting:

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

**16/241 Village Handyman/Road Warden –**

Following a review of the Handyman’s monthly report (circulated) it was proposed by Cllr Spivey, seconded by Cllr Turner and RESOLVED, that the payment of hours and expenses be made. It was agreed that the Quarry Car Park now looks a lot tidier. Handyman duties for next month were agreed as a) cut back the hedge and bank along the boundary behind the post office following the fence being removed b) strim the grass on Lynch Road in front of the car park wall c) fill the flower troughs on the car park wall with compost and spring bulbs ready for early 2017 d) clear the leaves from the leat drains in the village to avoid blockages e) clear the Dinneford Street leats/gutters and unblock the pipe under the road opposite Bell House. It was agreed that the clearing of the road verge, under the hedge outside the School, was a mechanical job and so Cllr Crang agreed to look into getting this cleared together with the weeds from the stream by the Memorial Hall as already agreed.

Cllr Spivey suggested that the wall in Dark Lane was unsafe and so a danger to residents. Cllr Bright’s investigations revealed no substantial foundations to the wall and that the tarmac and wall showed evidence of movement. He considered that the wall is acting as a retainer for the road which would make it the responsibility of DCC Highways as had been suggested by the previous Clerk. The current Clerk had logged a call with DCC Highways advising of the

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safety concerns. Cllr Crang proposed that the PC take action if no action is taken by Highways in the next 10 days and that the Clerk be given delegated authority to arrange for the Handyman to remove the top of the wall, over the cracked area, this was seconded by Cllr Lawson and RESOLVED.

Cllr Turner reported that salt village stocks appear to be spread around the village and that salt from Berry Dairy needs moving. He suggested a lockable storage container be placed in the Quarry Car Park to amalgamate the stock but that such bins cost around £700. It was confirmed that the village salt bins are currently full and would be re-filled as required by DCC Highways although costs had not been confirmed. It was RESOLVED that the CLERK enquire of Highways as to whether there were any salt bins for sale. Cllr Crang agreed to move the salt from the Berry Dairy to the car park and to deliver some of this to the School following a request.

It was noted that the Handyman’s 3 monthly employment review should appear on the next AGENDA.

**16/242 Grant Giving Policy –** Cllr Waldron proposed that the circulated draft application form be adopted and amalgamated with the existing (amended) policy. He also proposed that a working party, consisting of himself plus Cllrs Reygate and Turner, be set up to vet applications upon receipt and prior to making recommendations to full Council for decision making. This was seconded by Cllr Spivey, who volunteered to be a working party ‘stand in’, and RESOLVED. It was noted that no further information had been received from the Football Club and that an application was pending from the Memorial Hall and the PTFA – CLERK to send them the new forms for completion and return.

**16/243 Annual grant to the Church for churchyard maintenance –** The Clerk had received a verbal request from the PCC regarding the previously agreed PC annual grant of £600. Cllr Turner proposed that this be paid, Cllr Hodge seconded, and it was RESOLVED.

**16/244 Quarry Car park Garages – 5 yearly ground rent review –** After discussion Cllr Spivey proposed that the PC budget for an increase of £10 to £70 per year per garage owner due to the car park having been tidied up. This was seconded by Cllr Bright and RESOLVED. This increase would be advised, by letter, to relevant garage owners in March 2017 in readiness for the annual payment of ground rent next due to the PC by July 1st 2017.

# 16/245 Recreation Ground – Cllr Spivey advised that no progress had been made regarding the educational sign design and purchase. Cllr Sims reported that the 2 dead trees had been cut down and the debris removed. The invoice for this was pending. He also enquired as to the old tractor tyre – not belonging to the PC – and as to whether the PC would be responsible for any accident claims made in its connection. It was agreed to put this on the next AGENDA.

**16/246 PART 2 –** It was proposed by Cllr Crang, seconded by Cllr Hodge and RESOLVED, that in view of the sensitive and confidential nature of the business to be transacted under the next item **part 2** would be invoked. The press and public were, therefore, asked to leave the meeting at this point. (No press present).

**Clerks employment review –** Cllr Crang reported to Council that the working party had met with the Clerk on 1/11/2016 to complete her six monthly employment review and, as a result, he had several recommendations to put to full Council for consideration under part 2. After discussion part 2 ended and the press (no press present) and public were invited to re-join the meeting.

**END of PART 2**

**16/247 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 n/a

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* Payment of Clerks expenses (ink £15.19 paper £11.51) £ 26.70 n/a
* Payment to C Marshall for Handyman duties (Oct 12 - Nov 1) net of 20% tax £120.00 n/a
* Payment to HMRC of tax deducted from Handyman salary £ 30.00 n/a
* Payment of Handyman expenses for materials £ 82.44 incl.

It was proposed by Cllr Waldron, seconded by Cllr Turner and RESOLVED that the above payments be made.

* Payment to SW Highways for the spraying of the village cobbles £499.20 incl.

It was proposed by Cllr Lawson, seconded by Cllr Bright and RESOLVED that this payment be made.

* Payment to the Parochial Church Council for the annual grant £600.00 n/a
* Payment to Focus for printing of the Parish Plan questionnaires £ 8.00 n/a
* Payment to MDDC for the garden waste bin on Jubilee Green – annual payment £ 48.00 n/a

It was proposed by Cllr Spivey, seconded by Cllr Turner and RESOLVED that the above payments be made.

* Payment to the Clerk, back dated, HMRC Working from Home Allowance (tax free) £396.00 n/a

It was proposed by Cllr Bright, seconded by Cllr Turner and RESOLVED that this payment be made.

It was noted that the bank balance as at 01/11/2016 stood at £46,941.22 with £30,000 of this earmarked for the Graveyard/new Cemetery, £1,515.05 earmarked for Defibrillator costs, and £5,000 placed in general reserves.

**16/248 Christmas Tree and Lighting Ceremony –** Cllr Crang agreed to collect both the PC and Memorial Halls trees at the end of November with the Handyman and Cllr Waldron. The Clerk had sorted out the electric. Switching on of the lights would coincide with the Memorial Hall countdown. The Handyman and Cllr Waldron were to sort out the lights given by the Memorial Hall. The tree would be put in place, decorated, and taken down by the Handyman, Cllrs Crang, Waldron, Bright and any other Councillors available to help at the time.

**16/249 Parish Plan (2008) revisited –** Cllr Lane circulated a summary of the questionnaire replies received to date and it was noted that only 4 residents, so far, had shown interest in leading on topics. The CLERK would post reminders to residents to return questionnaires by November end on the notice board and in FOCUS. Cllr Lawson would post a reminder in the School Newsletter and on the Facebook link. Cllr Spivey would post a link on the Next Door community site. Cllr Lane would report back further at next month’s meeting.

# 16/250 Development – New Cemetery

Cllr Lawson summarised the report received from MDDC Planning following the recent pre-planning application site meeting. The Environment Agency had requested that only a few points be confirmed in order for the site to be classed as low risk and to avoid the need for a survey. The Conservation Officer had requested that the stone wall at abutting the site in Dark Lane should not be removed. The Archaeology Environmental team had requested that a field evaluation be carried out involving the digging of 3 trenches on site. Cllr Lawson had obtained 4 quotations in this regard which were discussed and she explained that Roman artefacts had been found within the area which was the cause for the investigation requirement.

Highways had implied that access for a Hearse, with a 25m view line, should be considered and Cllr Hodge enquired as to whether this was actually reasonable considering the bend in the road. Cllr Crang suggested that coffins could be taken to the new Cemetery along the existing ‘improved’ path, through the churchyard, meaning that no Hearse space in Dark Lane would be required. The CLERK was asked to gain permission for the dig from the Farmer and to advise the Church Commissioners of the up to date position. Cllr Lawson was thanked for her work in obtaining the quotes and for advising the PC on the matter.

Cllr Bright reported to Council on the recent PCC meeting which he had attended during which the existing churchyard and proposed new Cemetery were discussed at length. It was reported that the new Rector was of the opinion that when the existing churchyard becomes full it would be in the PCC’s best interest to close it due to

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ongoing maintenance costs. Cllr Bright stated that the PCC are keen to talk to the PC further in connection with the way forward and invited Councillors to join a future PCC meeting. Cllr Turner expressed reservations regarding the

PC becoming a burial authority due to potential income and expenditure issues. The CLERK was asked to reply to the e-mail form the PCC (circulated), which had been sent to the Chairman setting out the PCC’s position, and to enquire as to future meeting dates. Cllr Waldron requested that the PCC clarify the situation regarding the re-use of graves.

**16/251 Allotment Rules and Regulations review –** Cllr Hodge presented an updated document (circulated) to Council for consideration. After discussion it was agreed that further amendment was required prior to adoption and Cllr Hodge agreed to see to this. It was agreed that the matter would be carried forward to next month’s meeting.

**16/252 Freedom of Information and Publication Scheme –** the Clerk had updated and circulated this document. It was proposed by Cllr Bright, seconded by Cllr Spivey and RESOLVED, that this document be adopted.

**16/253 Communications -** received to the date of the meeting –

1. Tiverton & District Community Transport Association request for a donation (circulated) – the CLERK was asked to send out the newly adopted grant funding application form for completion and return.
2. Citizens Advice Bureau request for a donation (circulated) – CLERK to send out grant form as above.
3. MDDC Grass Cutting Consultation (circulated) – Cllr Bright had spoken with MDDC to clarify the options and proposed that the PC accept option 2. This was seconded by Cllr Lawson and RESOLVED.
4. To note the e-mail (circulated) from the PCC regarding the existing Churchyard and proposed new Cemetery.
5. To note D/Cllr Deeds e-mail regarding Planning Application 16/00661/FUL. CLERK to thank D/Cllr Deed for the update and advise that the PC will not be taking this matter further.
6. To note the MDDC Town and Parish Councils Charter (circulated).
7. To note the Memorial Halls e-mail (circulated) regarding funding. CLERK to respond appropriately.
8. To note the Solar PV Developments in the Landscape report – as shown at the table.
9. E-mail from a resident regarding cars parking close to the Post Office doors in the Quarry Car Park making it difficult, at times, for people to enter. The PC concluded that this is a matter for the PO not the PC. CLERK to write to the resident advising that the PC would be happy to listen to any plans the PO wanted to present on this matter to alleviate the situation.

**16/254** **Highways -**

* Hulk Lane – it was noted that the matter of the bridleway is progressing. The Clerk advised that the letters of support have been put on hold for now following a request from the resident involved.
* School Lane – Cllr Lane reported that he had pressed C/Cllr Squires regarding the verge and the zig zag lines.
* Village 30mph signage – the Traffic Order rules had still not been received from C/Cllr Squires and so the CLERK was asked to request a copy from DCC Highways direct.

**16/255 Representative reports –**

TMGT – Cllr Spivey stated that progress is being made regarding the purchasing of land to the North of the stream and that a grant application had been made from AVIVA in this regard. He urged people to vote on the AVIVA website. A working party would be tidying the field this Saturday and all were invited to attend.

FOCUS – Cllr Turner had nothing to report.

Memorial Hall – Cllr Hodge reminded the PC of the Christmas Tree lighting ceremony on 4th December and reported that a request for grant funding for the purchase of new chairs would be with the PC shortly.

Raddon Group – The minutes had been circulated and Cllr Spivey clarified that the village does not have a night time Helicopter landing pad. The CLERK would request that the minutes be amended.

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School – Cllr Lane advised of the difficulties the PTFA are having recruiting members currently and urged anyone interested to get in touch with the School.

**16/256 Monthly Market –** Cllr Spivey reported that the following comments were made at the November market a) the wall in Dark Lane looked dangerous b) the cobbles along Silver Street and outside the shop are in a poor state.

Cllr Turner reminded the PC that Councillors and members of the public can report such matters on-line or by phone direct to DCC Highways. Cllr Spivey agreed to do this and the CLERK was asked to put a note in FOCUS to this effect. A further matter reported was that in Silver Street cars are again parking on the pavement and so forcing residents to walk on the road causing safety concerns. The CLERK was asked to obtain further leaflets from the PCSO to be delivered to car owners in the area with the aim of discouraging pavement parking. Cllr Bright volunteered to attend the December market.

It was noted that the Post Office could sign and stamp official documents to avoid Cllrs needing to do this and the PC needing to obtain an official stamp.

**16/257 Business at the Chairman’s discretion –**

1. Cllr Crang reported that he and the Clerk had accepted an invitation to attend the Tough Choices event on 5th December 2016 and that he would report back to Council on this next month
2. Cllr Sims reported that the Court Barton wall was now leaning more than ever and is unsafe. The CLERK was asked to alert Highways of this issue.
3. Cllr Hodge reported that an overgrown hedge in Silver Street was causing issues to walkers. He was asked to report this matter to Highways as the PC was unable to take action.

The meeting closed at 9.37pm.

**The next Parish Council Meeting will be held on Tuesday December 13th at 7.30pm in the Memorial Hall, Thorverton. All are welcome to attend.**