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**THORVERTON PARISH COUNCIL – MINUTES of the meeting held on Tuesday 9th February 2016 in the Thorverton Memorial Hall at 7.30pm**

**Present:** Cllrs Crang, Turner, Waldron, Lane, Bright, Sims, Wills.Cllr Bright was welcomed to the Council by the Chairman and it was confirmed that he had signed the Declaration of Acceptance of Office document on 18th January 2016 and that MDDC had been advised of his appointment. The Register of Interest form had not yet been received from MDDC and the Clerk would chase this.

**In attendance:** The Clerk

**Open Session:** no members of the public were present.

**16/31 Apologies**: C/Cllr Squires and Cllr Spivey due to holidays, D/Cllr Deed and Cllr Hodge due to illness.

**16/32 Declarations of interest:** Cllr Bright declared an interest on planning matter 16/00204/Full.

**16/33 Confirmation of Minutes** of the last meeting (circulated) of Tuesday 12th January 2016. It was proposed Cllr Turner, seconded Cllr Sims and RESOLVED that the minutes be signed as a correct record of the meeting by the Chairman.

**16/34 Dispensations:** none.

**16/35 Reports**: (i) D/Cllr Deed – no report.

(ii) C/Cllr Squires had sent an e-mail reporting that the resurfacing of School Lane was still on Highways agenda which would black out the existing zig zag lines, as previously resolved by the Parish Council (PC) which would then allow the new zig zag lines to be placed.

(iii) PCSO Randle – no report.

16/36 To consider **correspondence** received to the date of the meeting -

1. E-mail received from a resident regarding planning matters (circulated) which was read out by the Chairman. After discussion it was agreed not to take up the suggestions but to instead ensure that a link be inserted onto the new PC website enabling easy and direct access to any parish planning matter as well as to keep reporting planning matters in Focus.
2. Sandbag policy – DCC had e-mailed to request information on the village sand bag policy and it was confirmed that there is no such policy in place. The document gave information on Flood Risk Management and it was agreed that this should be sent to Focus for publishing and placed on the School Lane notice board.
3. Silver Street road closure – following a query from a resident advising that the diversion suggested would involve Hulke Lane, which is currently closed, the Clerk made enquiries and found that due to this the Silver Street road closure had been delayed further until March 13th 2016 by when an alternative diversion should have been found and notified.

The following items are for information only:

1. Crediton High Street road closure information (circulated).
2. Copy of a letter Bradninch PC had sent to MDDC regarding Precept calculations and ongoing cuts.

Note: All correspondence circulated is in the public domain.

**16/37 Highways** –

Hulke Lane – no update to report. The Clerk was asked to enquire as to whether a permanent ‘road closed’ sign could be put up at each end of this road so that the large free standing and unsightly signs could be removed.

School Lane – C/Cllr Squires report on the road re-surfacing is documented above and the Clerk was asked to enquire of Highways as to when the road will be re-surfaced. Cllr Wills agreed to liaise with the new School Head regarding

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the parking outside of the School, which continues to cause problems for vehicles turning into School Lane from Bullen Street, and the possibility of getting cars to park on the opposite side of the road. It was reported that the ‘no parking’ signs do not seem to be working. Cutting back the large hedge outside of the School was suggested as this could provide safe parking for several cars, although the new Conservation Area would need to be considered, and Cllr Wills would discuss this with the School.

Community Lengthsman – no update from The Raddon Group.

Village Highway maintenance – Cllr Crang brought the Councils attention to the Road Warden and Chapter 8 scheme documents for volunteers (circulated). Victor Gough, Highways, had requested a site meeting to discuss village Highways and the Clerk was asked to arrange this and to clarify the legal side regarding the two schemes to ensure the PC acts lawfully when making decisions on this topic. Cllrs Sims, Wills and Bright volunteered to join the site meeting. The Clerk was asked to find out whether village cobbles can be sprayed by either a volunteer or paid Contractor this year. It was noted that Cllr Sims had completed part 1 of the Chapter 8 training. The Clerk was asked to obtain details of villages currently using either of these schemes so that further information on how the schemes work could be gained. Cllr Lane proposed that adverts for volunteers be put in FOCUS and on the notice boards to include requirements such as cutting grass verges, cleaning cobbles, weeding and sign cleaning and that any advert should state that free training of any volunteer would be required and that the PC’s interest in entering the ‘Best Kept Village’ or similar competition should also be noted on the advert. Documents would be available from the Clerk for public view. Cllr Wills seconded this proposal which was RESOLVED.

16/38 To consider **Planning** matters received and circulated to the date of the meeting –

1. 15/01955/TPO to reduce the crown height by 3m and re-shape 1 Oak Tree at 31 The Glebe, Thorverton. Consent granted.
2. 16/00204/Full Erection of garage following removal of existing garage at Fairoak, Thorverton. Cllr Bright declared an interest and left the room. The PC resolved to give no observation on this application. Proposed by Cllr Turner, seconded by Cllr Sims.
3. 15/01919/CLP Certificate of Lawful use for a proposed use or development issued for Harefields, Jericho Street, Thorverton.

**16/39 Development** –

Graveyard extension – the Clerk reported that the Church Commissioners will meet with agents Strutt & Parker on 10th February to discuss the provision of a site off Dark Lane for the extension. Cllr Waldron proposed that a working party be set up to take this matter forward and to also look at whether the PC want to become a burial authority in future, the costs involved with this and the advantages/disadvantages of it, options, suitability and costs of other land in the village that may be available for the extension and ongoing maintenance costs. This was seconded by Cllr Wills and RESOLVED. Cllr Waldron, Cllr Hodge, Cllr Wills and Cllr Turner would form the working party and report findings and recommendations to the PC at future meetings for consideration. Cllr Crang suggested that the working party liaise with the PCC representative who holds years of research and information on this matter.

**16/40 Property Management** –

Barliabins plantation – the Chairman reported that a tent had been found in the plantation which was reported to Police and has now been removed. The Clerk had placed a temporary laminated sign on the gate advising that camping is not permitted. Cllr Turner proposed that a temporary ‘closed as unsafe’ or similar sign be put up, due to the wooden fence needing attention, and that the gate be padlocked. After further discussion it was agreed that the Clerk should purchase a chain and padlock for the gate and put up a new laminated sign stating ‘closed to the public until further notice’. This was seconded by Cllr Waldron and RESOLVED.

Transfer of the Jubilee Green – no update. The Solicitors had been chased.

Trees on the Jubilee Green – no update. Cllr Turner advised that a site meeting was awaiting better weather.

Property and land maintenance – the Barliabins fence needs mending and Cllrs Turner and Sims volunteered to look at it and report back next month. Last year’s village maintenance contract requirements were read out by the

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Chairman and amendments for this year’s contract were considered. Cllr Sims proposed that strimming the Allotment grass 3 times in Spring/Summer should be added along with strimming Barliabins twice a year which was seconded by Cllr Wills and RESOLVED. Cllr Lane declared an interest in the allotments and abstained from voting. Cllr Crang said the spraying of cobbles needed to be removed until advice had been sought. The Clerk was asked to obtain quotes.

Allotments – The Clerk reported that of the 30 Allotments 2 would be kept as grass as always and 2 were currently up for rent at £10 for the year and were being advertised. 23 residents had renewed their rental for this year. Reminder letters had been sent to the 3 remaining tenants.

**16/41 Recreation Ground –**

Viridor Grant & S.106 – Cllr Waldron stated that a site visit had taken place with a Viridor Grant Assessor and that word was now awaited as to whether the application for £18,165. had been successful.

Transfer of the Rec from MDDC to the PC – no update. The Solicitors had been chased.

Tree and tree stump requiring attention – Cllr Sims reported that a site visit had taken place and the requested quote had been received and was £160. It was proposed by Cllr Sims, seconded Cllr Waldron and RESOLVED that the Clerk should advise the Contractor to proceed with the work.

Removal of rollers – the Clerk had written again to the Chairman of the Football club to ask for the old roller to be removed and the newer roller, if still required, to be moved further down the field.

**16/42 Clerks 6 monthly Employment Review –**

The working party of Cllrs Crang, Turner and Wills, had met with the Clerk to review progress. The Clerks timesheets (July-December) evidenced a claim for 11.75 hours overtime and Cllr Crang proposed that this be paid which was seconded by Cllr Wills and RESOLVED. The Clerk had completed 1/3 of the CiLCA requirements to date and would submit the completed portfolio by the end of June 2016. It was agreed that the Clerks hours remain unchanged. Cllr Turner proposed, seconded Cllr Bright and RESOLVED that Cllrs could assist in the archiving of the old records which was long overdue. The Clerk was asked to check availability of the Memorial Hall and to circulate some dates. It was agreed that 5 years of records should be kept at hand by the Clerk.

16/43 To consider **Financial matters** (and to sign cheques) for -

* Payment of the Clerks net salary for January 2016 £184.00
* Payment of tax to HMRC regarding Clerks salary for January 2016 £ 46.00
* Payment to the Clerk for expenses (IT security, card, heating) £ 50.00
* Payment of the Clerks net overtime July – December 2015 £ 86.48
* Payment of tax to HMRC regarding Clerks overtime £ 21.62

It was proposed by Cllr Turner, seconded by Cllr Waldron and RESOLVED that all the above payments be made. The Clerk reported the bank balance, after the above payments, stands at £37,729.23 (£30,000 earmarked for the graveyard extension). The agreed Precept claim had been submitted and £14,045.40 would be credited to the PC by way of 50% in April and the remainder in October.

**16/44 TAP funding –** the Clerk advised that Shobrooke PC was reviewing the application in favour of the Memorial Hall for £1,318. and was expected to support it. It was noted that only £809. had been allocated to Thorverton but that additional funds may be available. The Clerk would send the application to MDDC for consideration.

**16/45 Buckingham Palace Garden Party –** the Clerk reported that this year’s nomination had not been successful.

**16/46 Committee Representative reports –** Memorial Hall – no report. Focus – AGM 2nd March. Raddon Group – no report. School – no report. TMGT – no report.

**16/47 Parish Council Public Relations and Saturday Market – 45**

Cllr Lane volunteered to cover the March meeting as the Clerk was no longer able to. He would also circulate a report on the January market. A resident had suggested that the cups on display at the Memorial Hall could be used for something and Cllr Lane had agreed to look into this.

**16/48 Village Defibrillator –**

53 residents attended the training sessions on 1st February and the new Defibrillator is due to be installed outside Parkers Insurance, The Bury, this week. Parkers have kindly agreed to pay the annual electricity costs. The Clerk would arrange for the item to be added to the PC’s insurance and would liaise with the project leader to put together a forward plan in order for the PC to adopt the item as previously resolved. The PC were delighted with the outcome of this matter and the Clerk was asked to send a card of thanks to the project leader.

**16/49 PC Website –** the Clerk advised that the new website should be up and running by mid-March. The Clerk would ask a local resident, historian and author if he would provide an overview of the village history for the site.

**16/50 Communications – Vodafone –** Cllr Wills reported that the aerials had now been fitted on her property, the Memorial Hall and the Baptist Chapel and that BT would be activating them soon. Cllr Wills would find out about free ‘test’ Vodafone sim cards for residents to try in order to ascertain whether ‘switching’ would be appropriate.

**16/51 Thorverton in bloom (or similar) –** Cllr Waldron suggested that the PC consider entering the ‘best kept village in Devon’ competition this year which is set up to promote social cohesion and community involvement. The suggestion was received favourably and Cllr Waldron volunteered to investigate further and report back next month.

**16/52 Dog bin in Jericho Street –** After discussion Cllr Turner proposed that the Clerk contact MDDC to enquire as to whether a bin can be placed at the top of Jericho Street. This was seconded by Cllr Wills and RESOLVED.

**16/53 PC Grant Policy –** After a review of the draft the Clerk was asked to make amendments for consideration next month. It was agreed, however, that such a document was a good idea for the PC to pursue and advertise as this would make the process for potential applicants clear and hopefully encourage applications.

**16/54 Business at the Chairman’s discretion –** Councillors are respectfully reminded that this is not an opportunity for decision making.

1. A Chairman’s Allowance was discussed and it was agreed this should be put on the next Agenda.
2. Cllr Sims enquired as to whether the PC could light a beacon on 21st April this year to celebrate The Queens 90th Birthday and it was agreed that this should be put on the next Agenda.
3. Cllr Wills suggested that local press, Express & Echo/Tiverton Gazette, should be told of positive village outcomes such as the defibrillator and it was agreed to put this on the next Agenda.
4. The Clerk had been informed by a resident that the Court Barton Developers had now been chosen and that contracts were currently being drawn up by Solicitors.

To confirm the date, time, and venue of **the next Parish Council Meeting** –

Tuesday 8th March 2016 at 7.30pm at Thorverton Memorial Hall.

The meeting closed at 22.08