

Present: Cllrs Crang, Bright, Waldron, Sims, Hodge, Lane, Turner, Lawson and Wills.

In attendance: The Clerk.

16/107 Election of Chairman – Cllr Crang, the presiding Chairman, took the chair and asked for nominations for Chairman. Cllr Sims nominated Cllr Crang, who agreed to stand, and the appointment was seconded by Cllr Bright and RESOLVED. The Chairman signed the Declaration of Office and was presented with the badge of office.

16/108 Election of Vice Chairman – Cllr Crang asked for nominations for Vice Chairman but as no nominations were forthcoming it was RESOLVED to put the item on next month's meeting agenda.

16/109 Election of Committee Representatives – Cllr Crang proposed that the same representatives stand this year as last year and this was seconded by Cllr Bright and RESOLVED.

Open Session – Two members of the public were present. The first spoke on the proposed new cemetery and read out an e-mail that she had sent to the Chairman today regarding the background of the graveyard extension/new cemetery. Cllrs had not yet received the e-mail. The e-mail also mentioned some rules and regulations for Parish Council (PC) consideration. The second provided an update on 1) Hulke Lane in that a site meeting with the owners of the land and DCC Highways had taken place to review the Lanes drainage and stabilisation. The PC was asked for moral support in backing a plan to make a traffic free bridle path along the Lane. 2) The resident then advised that the Yellowford Farm planning application for permitted development had been withdrawn pending a further application with amendment. The Chairman thanked both residents for attending the meeting.

16/110 Apologies for absence – D/Cllr Deed, C/Cllr Squires and Cllr Spivey due attendance at other meetings.

16/111 Declarations of Interest – Cllr Lawson declared an interest on the Harefields planning application and Cllr Bright declared an interest regarding the Parochial Church Council (PCC) and proposed new cemetery. Cllr Crang reported that the Register of Interest forms were now on both the MDDC and the PC websites. He also noted that he had not heard anything further from MDDC regarding its views on him having a pecuniary interest in Church Commissioner (CC) matters and the Clerk confirmed that no update had been received from the Monitoring Officer in this respect. Cllr Crang reported to the PC that he did not have such an interest in CC matters.

16/112 Confirmation of Minutes of the last meeting (circulated) of Tuesday 12th April 2016. It was proposed by Cllr Wills and seconded by Cllr Turner and RESOLVED that the minutes be signed as a true record of the meeting after the following amendment to minute 16/89 'Cllrs Waldron and Lane suggested that the PC approach the CC (not the PCC) direct'. The Clerk agreed to make the amendment.

16/113 Dispensations – none.

16/114 Reports: (i) D/Cllr Deed was not present but reported that the Yellowford Farm planning application for permitted development had been withdrawn (as advised in the open session).

(ii) C/Cllr Squires was not present and had not submitted a report.

(iii) Police – no report received.

16/115 Correspondence received to the date of the meeting for consideration –

- a) E-mail from a resident regarding the 'for sale' sign at The Glebe being illegal and the early morning village road sweeper being ineffective due to the number of parked cars at 6.50am (circulated). After discussion the PC RESOLVED that these items were not PC matters and the Clerk was asked to reply to

the resident suggesting that he contacts DCC regarding the 'for sale' sign on its grass verge and DCC

Highways regarding a more appropriate time for the road sweeper to clean the village roads. This was proposed by Cllr Wills and seconded by Cllr Turner.

- b) E-mail concerning large vehicles causing damage to properties in Jericho Street. A resident had requested that the PC consider a sign stating 'unsuitable for heavy goods vehicles' at the bottom of the street. After discussion it was RESOLVED that this matter be reported to DCC Highways by the Clerk for their advice. This was proposed by Cllr Turner and seconded by Cllr Wills.
- c) Police and Crime Commissioner – Statement of Persons Nominated (circulated). Noted.
- d) E-mails from a resident (circulated) regarding the proposed new cemetery as referred to in the open session. Noted.

It was agreed that all documents circulated for future meetings would now be uploaded onto the new PC website.

16/116 Highways –

- Hulke Lane – Cllr Sims reported that a large crack had appeared on the railway bridge (top to bottom on the right hand side) in Hulke Lane. Cllr Crang proposed that this be reported to DCC Highways by the Clerk. This was seconded by Cllr Wills and RESOLVED. The PC noted the update received in the open session.
- School Lane – Cllr Wills reported that she had met with Mrs Parkes (School Head) and Mr Jolliffe (Federation Head) about Walking the Footpaths as a joint School / PC project and the School Travel Plan. The School had confirmed that the Travel Plan was currently under review and was the more important issue currently. The Clerk reported that DCC Highways, had not yet responded to her e-mail following Aprils site meeting.
- Village signage – Cllr Turner reported on the 30mph signs around the village and had identified 3 areas where signs could be moved further out of the village to encourage vehicles to slow down on entering the village. Cllr Wills reported that a Traffic Order was required to move signs which could cost in the region of £3000. Cllr Lane proposed that the Clerk write to Highways for a quote to move 3 signs, paint the zig zag lines outside the School, paint a white 'virtual' pavement on Bullen Hill and to ask what else could be included within such a Traffic Order. This was seconded Cllr Bright and RESOLVED. The Clerk had reported the broken 30mph sign at the top of Jericho Street to DCC Highways.
- Village maintenance contract – 2 quotes had been received regarding the 2016 village maintenance contract and after discussion it was proposed by Cllr Hodge, seconded by Cllr Bright and RESOLVED that the cheapest quote be accepted being from Ed Rogers. The PC then discussed the hiring of a qualified Road Warden for spraying the village cobbled pavements and the Clerk was asked to make contact with the Road Warden at Broadclyst to see whether he would be interested in the job as long as qualified for spraying. The PC agreed delegated authority for the Clerk to hire a qualified Road Warden, spending up to £300, to spray the cobbles. This was proposed by Cllr Bright, seconded by Cllr Waldron and RESOLVED. Cllr Wills proposed that an appraisal of the maintenance required around the village be requested of a local Contractor for a fee. It was agreed to put this on the next agenda for further discussion.
- Grass Cutting Schedule – the Clerk advised that no update had been received but had been chased.

16/117 To consider Planning matters received and circulated to the date of the meeting –

- 1) 16/00169 FULL Conversion of redundant barn to dwelling at Heathfield Farm, Thorverton. Approved
- 2) 16/00663/LBC (Cllr Lawson declared an interest) for internal alterations to remove flying freehold and alterations to staircases at Harefields, Jericho Street, Thorverton. Cllr Bright proposed that the PC make 'no comment' which was seconded by Cllr Turner and RESOLVED.
- 3) 16/00366/PNAG Prior Notification for the erection of an agricultural storage building at Yellowford Farm – withdrawn.
- 4) 15/01681/CLU Canns Farm - it was proposed by Cllr Hodge that following last month's report an update from the Enforcement Officer should be obtained. This was seconded by Cllr Waldron and RESOLVED.

16/118 To consider how Cllr Lawson could use her expertise to support the PC with planning - after discussion it was proposed by Cllr Wills that Cllr Lawson review the planning applications prior to PC meetings in order to support the

PC on decision making during meetings. Cllr Lawson agreed to do this. The proposal was seconded by Cllr Waldron and RESOLVED. The Clerk advised that she would see to putting a link to MDDC Planning on the new PC website.

16/119 Development –

- New Cemetery – The Clerk had circulated an update from the working party prior to this meeting. Cllr Wills reported she had put together a set of draft questions to ask the PCC regarding its position with the existing graveyard and the new cemetery. It was agreed that the working party would investigate the areas brought up in the open session and those included within the residents e-mails sent earlier today. After discussion it was proposed by Cllr Turner that an extraordinary public meeting be called inviting the PCC to discuss further its involvement in the future of the existing graveyard and the new cemetery. This was seconded by Cllr Lawson and RESOLVED. Clerk to arrange. It was proposed by Cllr Waldron, seconded Cllr Wills and RESOLVED, that as the offer to purchase the identified piece of land for the proposed new cemetery had not yet been made, as far as known, to the CC by the PCC representative the Clerk should instead write to the CC to make the offer. The basis should be £7,500 per acre conditional on planning, highways and ground conditions, on the identified piece of land between Corbet Court and Dark Lane as per the plan on file (not including the reservoir) which had been estimated to be approximately 1/3rd of an acre in size. The Clerk was also asked to write to the PCC representative to advise him of the PC's intentions, to thank him for his valuable expertise to date, and to request his ongoing support.
- Court Barton – the Clerk had e-mailed the Developers but had not received a reply to date.

16/120 Property Management -

- Transfer of the Jubilee Green – completion of the transfer is still pending due to delays by Strutt & Parker.
- Barliabins plantation – 3 quotes had been received to replace the broken fence and it was proposed by Cllr Turner, seconded by Cllr Bright and RESOLVED, that the lowest quote be accepted from A Andrews.
- Allotments – the Clerk reported that all the allotments were currently let and that there was no waiting list. She had heard of an allotment due to become vacant and so would advertise the fact in Focus. Cllr Bright reported an issue with weeds being piled into the hedge which were now falling out the other side onto private land. Cllr Hodge volunteered to investigate and provide the Clerk with the allotment numbers involved so that the tenant(s) could be spoken to and asked to dispose of their weeds responsibly. 2 quotes had been received for the strimming of the allotment grass and after discussion it was agreed that the quote from E Rogers should be accepted and added to the village maintenance contract requirements.

16/121 Recreation Ground –

- Viridor Grant & S.106 – Cllr Waldron reported on behalf of the working party that Viridor had paid out the first instalment to A Parkinson for the Wildlife garden and that Cllr Sims would be levelling the garden area this week with a hired digger. All the new equipment had been ordered and the table tennis table was expected to be installed on June 6th but that the concrete base, which it was hoped could be sourced locally at little cost, had not materialised. Due to this he suggested that the PC may wish to consider matting at a cost of approximately £300, although the table could be placed on grass, and proposed that this be considered at the next meeting which was seconded by Cllr Wills and RESOLVED. Cllr Lane suggested that the PC may wish to consider an application to FOCUS for the matting but no proposal was made.
- Future S106 funding: It was agreed to postpone this matter until next month.
- Open Day July 10th 2016 – Cllr Lawson reported that she would be involving the PTFA in this project and that plans were going well. Cllr Waldron reminded the PC that everyone involved in supporting the project should be invited.
- Transfer of the Rec from MDDC to the PC – the Chairman confirmed that the transfer had now been finalised and so this item could be removed from the agenda. The Clerk was asked to contact BT regarding the annual wayleave payment due to the PC now that the registration had been completed.
- DCC Annual Inspection – the Clerk advised that the inspection was still pending.

16/122 PC General Annual Insurance renewal – Cllr Waldron presented 3 like for like quotes for PC consideration after receiving the renewal papers from AON for £831.68. After discussion Cllr Waldron proposed that the insurance was swapped to Hiscox, through Came & Company, with an annual premium of £326.66, tied in for 3 years, representing much better value for money. The new play equipment, when installed, would need to be added on at a cost of approximately £100 and a further adjustment may be required after a full review of the current values on the PC's asset register. Cllr Hodge seconded this motion which was RESOLVED.

16/123 TAP funding – the PC was delighted to hear that the increased request in favour of the Memorial Hall of £1,318.00 had been granted by MDDC to support the Halls ongoing refurbishment project.

16/124 To consider Financial matters (and to sign cheques) for –	VAT
• Payment of the Clerks net salary for April 2016	£ 184.00 (n/a)
• Payment of tax to HMRC regarding Clerks salary for April 2016	£ 46.00 (n/a)
• Payment to the Clerk for expenses (ink, stationery, litter picker pack, stamps, mileage, parking, heating)	£ 51.05 (incl)
• Payment to Veitch Penny – Recreation Ground Transfer	£ 449.00 (incl)
• Payment to Thorverton Memorial Hall – TAP Funding	£ 1,318.00 (n/a)
• Payment to Parkers Insurance - Mower Insurance	£ 280.40 (n/a)

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

- Payment for the Parish Councils annual general insurance to Hiscox (as above) £ 326.66 due 1/6/16 proposed by Cllr Wills, seconded by Cllr Hodge and RESOLVED.
- To agree payment to Countryside Tree Services of £160.00 as per the quote which was agreed by the PC last year for tree work completed at the Recreation Ground. It was proposed by Cllr Sims, seconded by Cllr Turner and RESOLVED that this payment be made. £ 160.00 (n/a)
- To note receipts from The Leonard Trust (Viridor) of £107.00 and 2 newly let allotments £70.00
- To note the bank balances as at 01/04/2016 £38,007.93 (£30,000 earmarked for the new cemetery).

16/125 Annual Audit – the Clerk presented section 2 of the annual audit paperwork to the Council for consideration (circulated) and it was proposed by Cllr Crang, seconded by Cllr Waldron and RESOLVED that this be signed off by the Chairman.

16/126 Committee Representative reports – Memorial Hall: a further Viridor Grant had been applied for to continue the refurbishments. Focus: nothing to report. Raddon Group: nothing to report. School: as noted elsewhere in these minutes. TMGT: nothing to report.

16/127 Walking the village footpaths – Cllr Wills requested that the PC consider taking on the maintenance of the Parish Footpaths, involving the Parish Paths Partnership, and it was agreed to put this item on the next agenda. Cllr Crang volunteered to investigate the PPP matter further.

16/128 Digital Tool Kit – It was agreed to postpone this item until the next meeting.

16/129 PCPR and Saturday Market – Cllr Lane would attend the May market and Cllr Lawson the June market.

16/130 Parish Plan – It was agreed to postpone this item until the next meeting.

16/131 Grant Giving Policy – It was agreed to postpone this item until the next meeting.

16/132 Complaints Policy – It was agreed to postpone this item until the next meeting.

16/133 Dog bin in Jericho Street/rubbish bin Berrysbridge Road bus stop – the Clerk reported that no response had been received to date and that she would again chase this.

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16/134 Annual Parish Meeting – 17th May 2016 – the agenda was reviewed, Cllr Spivey would provide a screen for the School, the Clerk would purchase the refreshments, adverts were on display on the notice boards and in Focus.

16/135 Business at the Chairman's discretion – Councillors are respectfully reminded that this is not an opportunity for decision making.

- Cllr Crang suggested the PC should consider funding for replacing the play equipment at the Rec when discussing next year's budget.
- Cllr Turner advised that several residents had brought to his attention the rubbish behind the 'not the village shop' which would need reviewing when the shop moves.
- Although not a PC event Cllr Sims thanked the Chairman for providing the Beacon at Bidwell Barton for the Queens 90th Birthday, which Cllr Sims lit, and it was reported that a lot of positive comments had been received from residents in this connection.
- Cllr Wills suggested changing the agenda items around next month to allow for the items postponed today to be discussed.

The date, time and venue of the **next Parish Council Meeting** – Tuesday 14th June 2016 at 7.30pm at the Thorverton Memorial Hall.

The date, time and venue of the **Annual Parish Meeting** – Tuesday 17th May 2016 at 7.30pm at the Thorverton Memorial Hall.

This meeting ended at 10.10pm and the annual meeting of the Trustees of Thorverton Recreation Ground followed immediately afterwards.

MINUTES of the ANNUAL MEETING OF THE TRUSTEES OF THE THORVERTON RECREATION GROUND held on 10th May 2016 at the Thorverton Memorial Hall.

PRESENT: Cllrs Crang, Bright, Waldron, Sims, Hodge, Lane, Turner, Lawson and Wills
In attendance: The Clerk.

Appointment of Officers for 2016/2017 – It was proposed by Cllr Waldron, seconded by Cllr Bright and RESOLVED that all Cllrs be appointed as Trustees of the Thorverton Recreation Ground. The Parish Council Chairman, Cllr Crang, would hold the same position ex officio for the Trustees.

Minutes of the last meeting held on 12th May 2015 (circulated) were confirmed as a true record of the meeting and were signed by the Chairman. Proposed Cllr Wills, seconded Cllr Sims and RESOLVED.

Matters arising from the minutes – Cllr Crang provided an overview of the situation regarding the Cllrs being Trustees of the Rec in that the PC had been acting on behalf of the Trustees over the past 12 months and that the main PC meeting minutes had recorded the actions of the Trustees and matters of the Recreation Ground. It had been confirmed, following last year's meeting, that the Trustee Indemnity Policy was fit for purpose.

Expenditure 2015/2016 - see below

Business at the Chairman's discretion – the Chairman confirmed that the PC was now the registered owner of the Recreation Ground following the completion of the transfer from DCC to the PC by Solicitors Veitch Penny.

EXPENDITURE (excluding VAT) 2015/2016:

a) Mole catcher	£129.00
b) Mole trap	£ 4.95
c) Fuel	£ 5.00
d) Mower Service	£378.04
e) Playsafe – RoSPA inspection	£ 83.00
f) Mower Insurance	£271.43
g) Equipment paint	£ 40.34
h) Countryside Tree Services	£450.00
Total	£1,361.76

INCOME received from the Parish Council £1,361.76

(The total expenditure figure has been reported to the Charity Commission as the charity's income/expenditure for the financial year to comply with requirements).