

# MILTON ABBOT GROUPED PARISH COUNCIL

(Parishes of Milton Abbot, Chillaton, Dunterton and Bradstone)

---

To all Members of the Council

You are hereby summoned to attend a Meeting of Milton Abbot Grouped Parish Council on **Wednesday 5<sup>th</sup> October 2016, 7.30pm, at Marystowe Church Hall** for the purpose of transacting the business set out below.

Members of the public are welcome to attend.

*E James*

Emma James, Clerk to the Council

Thursday 29<sup>th</sup> September 2016

## A G E N D A

1. **Apologies for Absence**
2. **Declarations of Interest**
3. **Confirmation of the minutes of the meeting held on 7<sup>th</sup> September 2016**
4. **Open Session – Members of the Public may speak regarding parish matters**
5. **Councillor Vacancy (Dunterton)**

**The Council is requested** to consider the co-option of James Holland to fill the Dunterton Councillor vacancy.

## 6. **Planning**

Application for consideration:

2592/16/FUL Braemer House, Chillaton

New Dwelling

<http://www.westdevon.gov.uk/planningdetails?RefType=APPPlanCase&KeyNo=0&KeyText=162645>

Decision for noting:

2168/16/HHO Middle Edgumbe Barn, Edgumbe Road, Milton Abbot

Householder application for a front and side extension

Refusal

The Council had agreed to support this application at its meeting in September. The reason cited for the refusal being *'The proposal is an insensitive extension to an existing barn conversion, in both design and materials. The proposal would result in domestic addition and alteration, which detracts from the original traditional character and appearance of the barn contrary to Local Plan Policy RB1 and RB2.'* A copy of the decision notice can be found here; <http://www.westdevon.gov.uk/civica/Resource/Civica/Handler.ashx/Doc/pagestream?cd=inli ne&pdf=true&docno=1868046>

## 7. Progress Reports

To review and consider updates since the last meeting;

### Risk Assessment

Following the annual review of the Council's Risk Assessment in May, the agreed actions have been completed as previously reported, the remaining item being;

*Carry out a review of the Council's record keeping and produce proposals for the safe and efficient use of computer systems for internal communication and archives, particularly in respect to electronic records.*

- i) *Main passwords to systems such as the Clerk's email, to be held by the Chairman in case of emergency.*

The prepared list of passwords to be passed to the Chairman.

## 8. Financial Matters

### Bank Reconciliation and Budget

Attached at Appendix A is a bank reconciliation dated 25<sup>th</sup> September 2016 which is based on bank statements obtained on that date. At Appendix B is the Budget Monitor, also dated 25<sup>th</sup> September.

### MAGPC Website

The Council is in receipt of an invoice for the website which requires some breakdown of the costs involved as some of these are optional. The invoice has already been paid for by Cllr Beighton for this coming year and for which the **Council is requested** to authorise reimbursement, £63.39 as itemised under the payment item of the agenda.

The website requires at a minimum a domain name (magpc.co.uk) and somewhere to put the content of the website (the Council uses HostPapa). The domain name cost is unavoidable and covers the cost of renewing this name every year, currently the cost is £11.99 p/a. The hosting cost was paid in 2015 as part of a 3 year package and is due for renewal in September 2018. The optional annual costs are for the backup of the website (£12.95 per year) and security for the website (£29.88 per year) with VAT, this bill comes to £63.69.

The Council could choose not to back the site up. However if the Council did not do this, in the event of loss of the data, the site would have to be rebuilt from scratch and all of the information re-uploaded to it. This service, probably represents good value and it is recommended that it should be retained.

The larger charge is for security protection of the site using a service called SiteLock (<https://www.hostpapa.co.uk/sitelock/>). This monitors the site and will tell us if there is any malware, or if a vulnerability has been introduced to it. We are likely to do neither as long as the site continues to be used for the current purpose (minutes, agendas etc). The package that we have will not fix any problem, it just reports it and the Council may still find that it is necessary to pay someone to fix any problem identified.

Given that the Council has a simple site, are not selling products and all of the content is backed up elsewhere, it is suggested that the SiteLock monitoring aspect is cancelled and that reliance is placed on the backup if needed. The **Council is requested** to consider and advise on how it would like to proceed in the future.

### Payments

**The Council is requested** to authorise the below listed items for payment by BACS or Cheque:

- a) Reimbursement of £63.39 to Cllr Beighton for the renewal of the magpc.co.uk domain registration and associated costs
- b) Payment of £298 to JS Murrain & Sons for grass cutting and weed spraying in Milton Abbot, April to July 2016
- c) Payment of £35.00 to the Information Commissioner for renewal of the data protection registration. Unfortunately they will only accept payment by cheque, card or direct debit, not by BACS.
- d) Reimbursement of £11.60 to E James, Clerk, for stamps and phone top-up

To note Clerk's pay on 30<sup>th</sup> September 2016, paid by BACS:

- Mrs E James - £132.01
- HMRC – £17.20

### On-Line Banking

Cllr Hough to complete the new signatory form and once the application has been accepted the on-line banking form.

## **9. Personnel Committee**

The Personnel Committee will be meeting on the 5<sup>th</sup> October, immediately prior to the Parish Council meeting to undertake the Clerk's annual appraisal and to review the Clerk's salary

**The Council is requested** to consider an oral report from the Chair of the Personnel Committee

## **10. Council Tax Referendum Principles - Consultation**

Since the introduction of council tax referendums in 2012/13, referendum principles have not been extended to town and parish councils. At the time the government made it clear that this would be reviewed, hence this consultation which closes on 28<sup>th</sup> October, a copy of which is attached at Appendix C(i)

**The Council is requested** to consider the attached consultation and report at Appendix C(ii) and its response to the consultation.

## **11. Grass Cutting Contract**

The current grass cutting contract ceases at the end of this financial year and will need to be retendered. The **Council is requested** to consider:

- a) Whether tenders should be sought for the forthcoming financial year only or for a longer period of time; i.e. 3 years.
- b) The scope of the work; ie that the requirements remain the same as at the present time
- c) How the Council will identify those contractors to be approached;
  - i) The Clerk to contact the current contractor, any that have recently expressed an interest in carrying out such work for the Parish Council and any others that the Council may be aware of in the locality, or
  - ii) Whether to advertise for expressions of interest

## 12. Councillor Training

Free training for Parish/Town Councillors has been arranged following a Tap Approved Grant. All sessions are in The Rundle Room, Tavistock Town Hall, from 6.30pm (refreshments) for a 7pm start, until 9pm. Spaces are limited and while there is no charge, no shows will incur a charge to the Council of £15 per booked non attendee.

The courses available are:

- Finance - Wednesday 9 November 2016
- Councillors - Wednesday 16 November 2016
- Chairmanship - Wednesday 30 November 2016

## 13. Super Link Meeting

The next Super Link meeting has been arranged to take place at the Main Hall, the Oakment Centre, Okehampton on Wednesday, 7 December 2016, commencing at 7.00pm. This date coincides with that of the December Parish Council meeting, however the **Council is requested** to consider the attendance of a Councillor.

## 14. Councillors' reports and items for future agenda

Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

## 15. Dates of future meetings

2 <sup>nd</sup> November 2016	Milton Abbot Village Hall
7 <sup>th</sup> December 2016*	Marystowe Church Hall
4 <sup>th</sup> January 2017	Marystowe Church Hall
1 <sup>st</sup> February 2017*	Milton Abbot Village Hall
1 <sup>st</sup> March 2017	Milton Abbot Village Hall
5 <sup>th</sup> April 2017*	Marystowe Church Hall
3 <sup>rd</sup> May 2017	Annual Parish Meeting for Chillaton - Marystowe Church Hall
4 <sup>th</sup> May 2017 (Thursday)	Annual Parish Meeting for Milton Abbot, Dunterton and Bradstone in Milton Abbot Village Hall followed by the Parish Council Annual and Ordinary meetings

*Note: Meetings dates followed by '\*\*' are additional meetings which may be cancelled if not required.  
All meetings are on Wednesdays at 7.30pm unless otherwise specified*