

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 1st November 2017, 7.30pm, at Milton Abbot Church Hall** for the purpose of transacting the business set out below.

Members of the public are welcome to attend.

S Honey

Shane Honey, Clerk to the Council
Wednesday 25 November 2017

A G E N D A

- 1. Apologies for Absence**
- 2. Declarations of Interest**
- 3. Confirmation of the Minutes of the meeting held on 4th October 2017**
- 4. Open Session - Members of the Public may speak regarding parish matters**
- 5. Planning**

Decisions to note:

3018/17/FUL
Hill Park Bradstone Milton Abbot
Conversion of existing garage into ancillary accommodation

Withdrawn

6. Progress Reports

Milton Abbot wall – TAP Fund application

At its last meeting, the Southern Link Group considered a request by the Council for grant aid from the TAP fund of £2,693 towards the cost of the repair to the wall adjacent to the churchyard in Milton Abbot. The application was successful and means that the whole cost of the works, estimated to cost £5,386 plus VAT is now covered by grant funding.

As is standard practice, both grants are net of VAT, because the Parish Council will be able to reclaim this element of the cost. It will, however, be necessary for the Council to pay this element, amounting to £1,077, to the contractor before reclaiming that sum from HMRC.

7. Community Defibrillators

At the last meeting, it was agreed that the Clerk be authorised to investigate further and report back with options for the installation of defibrillators in Chillaton and Milton Abbot.

The Defibrillator Officer from South Western Ambulance Service is able to attend the meeting and will offer information, guidance, and answer any questions from councillors.

8. Assessment by Police and Highways for the B3362

Mr Jeremy Gallow has sent the following request to Cllr Pahlsson, for consideration by the Council:

Due to the number of incidents relating to the B3362 (junction with the A388 (Launceston – Callington road) and Carr's Garage junction (Collacombe Down); the Parish Council has been asked if it would consider requesting the Police and the Highway Authority to provide accident statistics, and a vulnerability assessment;

I wonder if the MAGPC would consider requesting the Police and Highways authority to provide accident statistics, and a vulnerability assessment for the B3362 from its junction with the A388 (Launceston – Callington road) and Carr's Garage junction (Collacombe Down).

I arrived shortly after an accident outside Milton Abbot (westbound) last month, to which two Air Ambulances were called.

At the weekend, someone failed to notice the Felldownhead road came to a T-junction with the B3362 and collided with the "Give Way" sign, after heavy braking.

Yesterday (18th) I noticed that a vehicle had left the road, and embedded itself in a tree, about 1½ mile up from Greystone bridge, going towards Milton Abbot.

These recent events remind me that:

- 1) A woman was killed on the east side of Milton Abbot – I think in March this year*
- 2) A motorcyclist (I understand) was killed just off the A388, on the B3362, near the Lawhitton turning, a month or two later.*
- 3) There have been several collisions with the hedge, and other vehicles, on the road from Tuell Down to Carr's Garage crossroads in recent months.*
- 4) There have been several collisions on the road from Greystone Bridge to the A388 (I know this is outside the Parish boundary – but the drivers who don't hit hedges, or each other, almost always proceed through Milton Abbot in one direction or the other)*
- 5) There have been several collisions on the crossroads at Carr's Garage.*

The B3362 was originally the A384, and I recall being told that one of the reasons for de-classifying the road was to encourage drivers to take an alternative route to Tavistock (or Launceston). This appears not to have been successful, not least because nothing else was done to discourage drivers.

I travel this route now every day. It seems to me that the number of deaths, collisions and injuries on this stretch of road is disproportionate and warrants assessment and action by the Police and the Highways authority.

9. Consideration of Planning Applications and Other Matters

Application No. 0254/17/FUL Bennett's barn

Permission has been granted for the removal of a condition attached to the original grant of planning permission for this development, despite the objection raised by the Parish Council. The applicant has subsequently asked why no reason for the Parish Council's objection to this proposal was minuted or sent to the Borough Council for consideration.

The Chair, having consulted the Vice-Chair and the Clerk, as he was not present at the meeting, was informed that the reason for the Council's objection was that it considered that the retention of Condition 4 reinforced the Parish Council's view that this building was only for agricultural use and should, under no circumstances, be used otherwise.

As Cllrs are aware, it is normal practice for reasons to be given [and minuted] for any decision of the Parish Council. The combination of a difficult discussion recorded by a Parish Clerk at only her second meeting, together with the absence of the Chair who normally applies a careful scrutiny to all planning decisions, led to this omission and the Chair has apologised to the applicant and stated the reasons for the Council's objection, as set out above.

Abnormal circumstances will occur from time to time, but the Council should aim to ensure that they do not result in a departure from normal practice. It is therefore suggested that the following procedures governing various aspects of the Council's decision-making process and the recording of those decisions, should be adopted:

i) If the Chair of the Parish Council is absent from a meeting, but is subsequently available before the minutes are circulated, he/she should have a copy so that they may also check the draft, but the primary responsibility for checking their accuracy lies with the person chairing the meeting.

Note: Of course, regardless of who chairs a meeting, the Clerk has the final say on the content of the published minutes, although their accuracy may be challenged at the meeting at which they are considered as to whether or not they are a correct record.

ii) No additional information received after a meeting should be included in the relevant minute, because it does not then constitute a correct record of what was considered. If it is absolutely essential that subsequent, supplementary, information is provided, then it should be clearly indicated as such. [Cardboard re-cycling at the last meeting is a case in point.]

iii) Unless the PC's view is 'No comment', no statement of support for, or objection to, an application shall be made unless accompanied by reasons for the Council's position, such reasons to be based on the Council's understanding of relevant planning policies.

In addition to the specific concerns highlighted by this issue, it may be helpful if there was also a general discussion regarding Cllrs collective contribution towards making and recording the Council's decisions.

10. Data Protection Registration

There is a requirement for every Council that meets the relevant criteria, to register annually with the Information Commissioners Office (ICO). Following the introduction of the Transparency Code there is an expectation that Councils will always follow best practices; of

which this is one. We are legally required to renew our registration each year. Ours will expire on 08/11/2017. Renewal costs £35. There is an allocation for this amount in the budget.

The Clerk seeks permission to renew our registration.

11. Parish Council Grants

This item was deferred at the last meeting.

Background

For the last two years, concerns have been expressed by Cllrs Brewer and Westcott that there was insufficient information available for the Council to determine whether or not grant aid should be given to various parochial church councils towards the cost of the maintenance of burial grounds and to the Kelly Hall Management Committee towards the upkeep of Kelly village hall.

Such decisions are taken as part of the budget process, which is finalised in January, and it was agreed last year that the bodies concerned would be asked to submit sufficient financial information so as to enable to Council to take a more informed decision about the level of grant aid to be given in 2018/19.

As well as the need for more information when making these decisions, concern had also been raised by those Cllrs over the impact of these grants on the overall expenditure of the Council. Any additional financial burden as a result of grant aid is borne by local Council Tax payers, because the amount of the Parish Council's precept is added to the Borough Council's charge to householders in the parish.

The cost to households

The 2017/18 budget is £4,644.70, of which grants amount to £1,005, which is 21.6% of the total planned expenditure. The precept of the Parish Council was only £4,506, but the Council is still benefitting from the Council Tax support grant, which in 2017/18 was £149.

Band D is always taken as the benchmark and the following table shows the Band D Council Tax as 100% with bands above and below that modified according to the % variation they have from Band D, as shown in the table below.

Band	Amount	Relative %	Parish Precept	Annual amount spent on grants per household	Monthly equivalent	Per Adult [Two people]	Monthly equivalent per adult [Two people]	Single person [25% discount]	Monthly equivalent [Single person]
A	1,171.24	67	8.53	1.84	0.15	0.92	0.08	1.38	0.12
B	1,366.46	78	9.93	2.14	0.18	1.07	0.09	1.61	0.13
C	1,561.86	89	11.33	2.45	0.20	1.22	0.10	1.84	0.15
D	1,756.87	100	12.73	2.75	0.23	1.37	0.11	2.06	0.17
E	2,147.28	122	15.53	3.35	0.28	1.68	0.14	2.52	0.21
F	2,537.70	144	18.33	3.96	0.33	1.98	0.16	2.97	0.25
G	2,958.68	167	21.26	4.59	0.38	2.30	0.19	3.44	0.29
H	3,513.74	200	25.46	5.50	0.46	2.75	0.23	4.12	0.34

It can be seen that the monthly amount paid towards the cost of grant aid by each person in a two person Band D house in 2017/18 was 11p and that of a single person [after a 25% discount] was 17p. The figures for the occupiers of properties in the lowest band, where marginal expenditure will have a greater impact, are 8p and 12p per month.

The need for grant aid

Accounts have been provided by all the parochial church councils concerned and by the Management Committee of Kelly village hall. As would be expected, the accounts differ in format, but the relevant items of income and expenditure are set out in the following table. Cllrs can obtain a full set of the relevant papers by contacting the Clerk.

PCC	Year Ending		Total income	Total expenditure	Surplus or [Deficit]	Balances	Annual expenditure as a % of balances
Marystowe	Dec 2016		7,045.00	13,101.00	[6,056]	23,575	55.57
	Burial ground maintenance		530.00	390.00	140.00		
In 2015, the PCC had to transfer £976 from its general account to meet the costs of maintaining the churchyard and in 2017 has had to spend an extra £430 on removing a tree.							
Kelly with Bradstone	Dec 2016		2,707.89	4,687.42	[1,979.53]	9,409.99	49.80
	Church maintenance		100.00	100.00	0.00		
The accounts do not show expenditure on the churchyard as a separate budget. Overall expenditure on 'maintenance' was £432.63.							
Milton Abbot with Dunterton	Dec 2016		15,233	12,855.00	2,378.00	27,213	47.23
	Dec 2016	Milton Abbot	10,708	10,502.00	206.00	11,153	94.16
		Dunterton	4,525.00	2,353.00	2,172.00	16,060	14.65
		Churchyard	490.00	990.00	[500.00]		
		Milton Abbot	315.00	630.00	[315.00]		
PCC	Year Ending		Total income	Total expenditure	Surplus or [Deficit]	Balances	Annual expenditure as a % of balances
		Dunterton	175.00	360.00	[185.00]		
Kelly village hall	Dec 2016		4497.66	2611.82	1885.84	6973.09	37.45
MAGPC accounts for comparison	March 2018		4,658.00	4,831.00	[173.00]	9,836.00	47.35

The Council is **requested to give initial consideration** to requests for grant aid for these bodies in 2018/19. All have asked for the same sum as was given this year.

Milton Abbot and Dunterton PCC has also asked for an additional £200 towards the cost of upgrading a footpath at Milton Abbot church. The overall cost of that work will be about £4,000, towards which a donation of £2,342 has been made.

The Secretary of the Kelly village hall states that there is a dynamic new Committee at Kelly that is striving to maintain normal events whilst investigating new opportunities. The hall is in need of some structural work to maximise these opportunities and a financial contribution would be greatly appreciated.

Grants made in 2017/18 were:

Marystowe PCC	£315
Milton Abbot	£315
Dunterton	£175
Bradstone/Kelly	£100
Kelly Village Hall	£100

12. Brentor Compassionate Neighbour Scheme

This scheme is operated by a non denominational sub group of the Brentor Parochial Church Council who aim to support individuals who may be suffering from a long term condition, living with a life limiting illness and/or are approaching the end of their life. They state that the compassionate communities approach identifies and utilises appropriate members of the local community facilitating a networking approach to support the changing needs of individuals living with serious life limiting illness.

Working in partnership with St. Lukes Hospice; who have been instrumental in providing training for the volunteers already recruited; the group has asked if there may be a process to apply for possible allocation of funds from the Parish Council to support the scheme in its setting up and maintenance.

13. Grass Cutting

Grass cutting quotations for Milton Abbot Churchyard for the forthcoming financial year will need to be obtained for consideration at the January 2018 Parish Council meeting. At least three quotes should be sought; 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. **It is therefore recommended that the Parish Council** authorise the Clerk to obtain quotations for the work, for consideration in January.

14. Application for grant aid from the TAP fund

Consideration has been given by the Chairs of this and Lifton Parish Councils to whether a suitable scheme could be put together and submitted for a grant from the TAP fund, as this still has unallocated money in this financial year.

They have suggested that a request is made for funding for the cleaning/tidying up of areas that are current neglected; weeds on pavements, choked gullies, edges of carriageways not dealt with by street sweepers, etc.

The Council is requested to consider this proposal and any other potential schemes that individual Cllrs may suggest.

15. Financial Matters

Bank Reconciliation and Budget Monitor

Attached at Appendix A is the bank reconciliation and Appendix B is the budget monitor for 2017/18, both dated 18 October 2017, for the consideration of the Council.

Payments

Consideration of approval of the following payments:

To note Clerk's pay on 30th October 2017, paid by BACS:

- Ms S Honey - £141.97

16. 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.

17. Dates of future meetings

2017

6th December Marystowe Church Hall

2018

3rd January Milton Abbot Village Hall

7th February Marystowe Church Hall

7th March Milton Abbot Village Hall

4th April Marystowe Church Hall

Annual Meetings

2nd May Milton Abbot, Dunterton and Bradstone - Milton Abbot Village Hall

3rd May Chillaton - Marystowe Church Hall followed by the Parish Council Annual and Ordinary meetings

Note: All meetings are on Wednesdays at 7.30pm unless otherwise specified