

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 3rd August 2016 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 28th July 2016

A G E N D A

1. **Apologies for Absence**
2. **Declarations of Interest**
3. **Confirmation of the Minutes meeting held on 6th July 2016**
4. **Open Session – Members of the Public may speak regarding parish matters**
5. **Planning**

0579/16/VAR Lamber Hey

The Planning Officer, Tom French, declined an invitation to an open meeting in July to discuss the application, stating that he felt he would be provided with a duplication of information; comments already submitted by residents and a previous site meeting with Mr & Mrs Dunbar. He also pointed out the strength of feeling about the application was apparent and would be taken into consideration. Prior to any decision being made the following would be taken into consideration and liaison would be undertaken with Cllr Baldwin;

- The previously refused applications, and appeal, for the erection of a double garage with studio over. Tom French will be looking into these to establish the differences between the applications in 2006 and the current one.
- Additional drainage requirements requested to be included in the application following the flooding caused to the Dunbar's.

Decisions: for noting by the Council

1565/16/LBC Dukes Cottage, 2 The Village, Milton Abbot
Listed building consent for a proposed replacement back door and frame
Conditional Approval

6. **Progress Reports**

To review and consider updates since the last meeting;

Felldownhead Road

Councillor Phalsson to provide an update at the meeting.

Retaining wall, Milton Abbot

A report is attached at Appendix A

Bearing in mind that the views of Devon Building Control have been taken without a structural survey and only a brief investigation, the **Council is requested** to consider the way forward:

- a) To take on-board the findings and recommendations from Devon Building Control and
 - i) employ a contractor to remove the vegetation,
 - ii) seek quotations for the re-bedding of stones and repointing areas of immediate concern, and
 - iii) employ a Building Surveyor to undertake movement monitoring of the wall.
- b) Obtain a Structural Engineers Report and undertake repairs as recommended
- c) Employ a contractor to make repairs to the wall as previously quoted

Devon Air Ambulance Trust (DAAT) – Night Flying Initiative

On reviewing the previously suggested sites in Chillaton it became apparent that two of them also appeared in the Site Information Pack referred to in the Joint Local Plan Consultation documentation as potential housing sites; behind Marlow Crescent and the field adjacent on the way out of the village towards Lifton. This leaves one remaining suggestion in Chillaton, adjacent to Beauford House, the owners of which have been contacted by Cllr Asbridge and are happy for this site to be considered.

Cllr Cox will be liaising with John Spur regarding the possible use of his land, Cllr Tucker has offered use of his land in Milton Abbot if necessary and Cllr Hough has been liaising with the local school, however they are now on their summer break and not back until September.

The provision, maintenance and lighting requirements of any adopted site is the responsibility of the community or Council. As such consideration should be given to the question of how funds will be raised, likely to be between £5K and £10K per site, how the site would be managed and who by. Another consideration in relation to the adoption of a site which is privately owned is that the landlord could decide to sell up, or that they no longer wished to support the initiative.

Once further information regarding possible sites is forthcoming the Council will be requested to consider which site/s, it would like to refer to DAAT for evaluation.

Joint Local Plan

A report from Cllr Asbridge is attached, Appendix B, for the information and consideration of the Council.

Future of MACKPlan

To give further consideration to whether or not to proceed with MACKPlan, in the light of i) the PC's consideration of the report on the JLP elsewhere on this agenda and ii) the response by existing team members, who have recently been asked if they wish to be involved in further work on the plan [to be reported at the meeting] and iii) WDBC's current approach to development in villages, as outlined at a meeting attended by Cllr Asbridge on 26th July,

whereby it is expected that proposals will emerge from the production of neighbourhood plans. The overall number of proposed new homes would be monitored and action taken by WDBC only if it appeared that there were insufficient grounds for considering that the target of 300 homes across West Devon would not be met.

Risk Assessment

At the last meeting, Minute No 41:16/17, and following the annual review of the Council's Risk Assessment in May, actions were agreed and have been undertaken as below;

1. *Make enquiries of all the operators of premises used by the Parish Council, to ensure that they comply with relevant health and safety legislation.*

The Secretary for both locations used by the Council for meetings, Milton Abbot Village Hall and Marystowe Church Hall, have been contacted for a second time requesting health and safety information.

2. *Ensure an annual inspection of all premises and equipment owned by the Parish Council is undertaken.*

The above action has been added to the annual cycle of business activities held by the Clerk to be undertaken in the autumn by Cllrs before budget and precept setting for the forthcoming year.

3. *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.*

Three elements were identified;

- i) *Electronic data held by the Clerk to be stored/backed up on a regular basis to a cloud storage facility.*

Following consultation with Cllr Beighton, Dropbox is now being used for this purpose.

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

A list of passwords has been drawn up by the Clerk, including email and Dropbox, and has been sealed in an envelope for holding by the Chairman. This information will be reviewed annually, in May, by the Clerk.

- iii) *Archive hardcopies of papers to be reviewed annually by the Clerk in the autumn and statutory documentation, once no longer required to be readily available, to be sent to the Records Office for safe keeping.*

The above action has been added to the annual cycle of business activities held by the Clerk.

7. Financial Matters

Bank Reconciliation and Budget

Attached at Appendix C is a bank reconciliation dated 18th July 2016 which is based on bank statements obtained on that date, at Appendix D is the Budget Monitor, also dated 18th July. The budget monitor includes all payments made to date apart from the Clerks salary for July.

It has been established that a balance of £441.54 remains unspent from a sum of money totalling £3,000 which was ring-fenced some time ago for specific use in the Chillaton area of the parish. The rest of the funding, £2558.46, having been used to partly fund the purchase of the two VAS speed signs sited in the village. This changes the Earmarked Funds figures as below. The **Council is requested** to consider approval of this amendment;

Contingency – Elections	£ 1,500.00
General Contingency (1/3 rd of 2016/17 income)	£ 1,470.00
Chillaton Issues	£ 441.54
Unallocated Reserves	£ 5,043.28
TOTAL	£ 8,454.82

Payments

The Parish Council is requested to authorise the below listed items for payment:

- a) Payment of £8.84 to Mrs James for postage, stationary and phone top-up

To note Clerk's pay on 29th July 2016, paid by BACS:

- Mrs E James - £132.01
- HMRC – 17.20

On-Line Banking

Cllr's Phalsson and Hough to complete on-line banking and signatory forms.

8. Highways Conferences

The Highways Department will be holding workshop style events rather than the more traditional conference style and are asking Councils for their views and the subjects they would like discussed. The **Council is requested** to consider a response and which subjects it would like to see on the agenda from the below;

- Community Mobilisation; Road Warden, Snow Warden Community Self Help etc
- Winter maintenance/service
- Highways funding
- Drainage issues
- Road works – coordination and approval process
- General highway maintenance
- DCC and Parish/Town Council communication

9. Payroll Service

Cllr Westcott suggested that there may be other local persons or businesses who could undertake the payroll service, currently provided to the Council by Hodgsons Accountants, at a more competitive cost. The current cost being £120 +VAT p/a.

Details of two possible suppliers of this service were provided. Enquires have been made with both of them, quotes and details as below:

	Fee	Relevant Experience	Accounting Qualifications
a)	• £6 initial set up fee (assuming information is passed on by current supplier)	Wages preparation and filling in RTI together with payslips for a number of businesses employing people from 1-12 persons, weekly and monthly.	None

	<ul style="list-style-type: none"> • £6 p/m after the initial setup cost • Not VAT registered • Annual Cost - £78 + initial set-up cost 	40 years+ experience in preparing annual accounts up to trial balance stage, Vat returns and any other necessary bookkeeping work for various types of businesses, dealing with accountants and the HMRC.	
b)	<ul style="list-style-type: none"> • Estimated to be £10 per month (half an hour). Hourly fee is £20 • Additional time for end of year work • Not VAT registered • Annual Cost – approx. £130 	Experience in book keeping but no previous knowledge of PAYE. No further information was provided.	Member of the International Association of Bookkeepers

The **Council is requested** to consider the quotations and the way forward which best suits their requirements.

10. 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.

11. Dates of future meetings

7 th September 2016	Marystowe Church Hall
5 th October 2016*	Milton Abbot Village Hall
2 nd November 2016	Milton Abbot Village Hall
7 th December 2016*	Marystowe Church Hall
4 th January 2017	Marystowe Church Hall
1 st February 2017*	Milton Abbot Village Hall
1 st March 2017	Milton Abbot Village Hall
5 th April 2017*	Marystowe Church Hall
3 rd May 2017	Annual Parish Meeting for Chillaton - Marystowe Church Hall
4 th 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*