

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 the Milton Abbot Grouped Parish Council to be held at **7.30pm on Wednesday 4th March 2015 at Milton Abbot Village Hall** for the purpose of transacting the business set out below.

H.J. Asbridge, Acting Clerk to the Council

Wednesday 25th February 2014

A G E N D A

Part 1

- 1. Apologies for Absence**
- 2. Declarations of Interest**
- 3. Confirmation of the Minutes of the meeting held on 7th January 2015**
- 4. Confirmation of the Minutes of the meeting held on 29th January 2015**
- 5. Open Session – Members of the Public may speak regarding parish matters**
- 6. Progress Reports**

To review any developments since the last meeting, regarding the following matters:

Proposed Wind Turbine at Beckwell Farm – outcome of Appeal, if known.

Traffic issues - Felldownhead Road: current position.

Purchase of speed warning signs – These have been ordered and quotes accepted for the installation of the necessary posts.

MACKPlan: - A meeting of the MACKPlan team will be held on 25th February at 7.30pm and the outcome reported to this meeting.

Localism Act – Identification of Community Assets: current position.

Application 00060/2014 Bennett's Barn Milton Abbot – To note the current position regarding this application for retrospective planning permission for change of use, etc.

CAB Grant application

During 2013/14, the CAB received 12 enquiries about debt and 33 enquiries about welfare benefits from clients in Milton Ford ward. All were provided with free, independent, confidential and impartial advice. The CAB has submitted its annual request for grant aid from the Parish Council, as set out in **Appendix A** to this agenda. The Parish Council's views are requested.

Appointment of Parish Clerk

At the meeting held on 7th January, it was agreed that the Clerk's salary should be raised to £1,500 p.a., based on about four hours work each week [50 weeks a year]. This would give an hourly rate of about £8.50, which was sufficient to link the post to the relevant point on the NJC salary scale.

Cllr Asbridge has prepared a job description, as follows:

1. *Acting as the Parish Council's proper officer and responsible financial officer.* This is a regulatory role, where the Clerk has a duty to monitor the conduct of meetings and the way in which the business of the Parish Council is conducted. The Clerk is responsible for ensuring that the financial processes and purchasing activities of the Parish Council are carried out in accordance with the Council's Financial Regulations.
2. *Preparation of Agendas and draft minutes of Parish Council and committee meetings.* The Clerk is responsible for the collation of items for Parish Council agendas and ensuring that the Parish Council complies with any statutory requirements for the publication of agendas, reports and notices of meetings. Draft minutes of Parish Council meetings are to be prepared for consideration by the Chair of the Parish Council within three working days of the meeting concerned.
3. *Keeping Cllrs informed, co-ordinating responses to third parties and publicising the work of the Parish Council.* It is essential that the Clerk filters information and passes on relevant material quickly and efficiently. The Clerk also has to be capable of presenting a professional image of the Parish Council in written communications with third parties.

As an initial step, Cllr Asbridge will be circulating details of the post to all other parish clerks in the Southern Link area, to see if there is any interest from anyone prepared to work for more than one parish council and the outcome will be reported to this meeting.

Parish Council Elections

If the Acting Parish Clerk has received nomination papers by the 4th March, they will be handed out at this meeting, together with any further instructions or advice received from WDBC. If not, they will be posted to Cllrs as soon as they are received.

Nomination papers must be hand delivered to WDBC offices, between 26th March and 9th April.

Our Plan – Formal Consultation

Formal consultation on the draft Local Plan 'Our Plan' takes place between 26th February and 13th April. Unless the Parish Council wishes to hold a special meeting to consider the draft plan, this meeting will be the only opportunity to consider whether or not to make formal representations to WDBC.

Because of the time constraints, the Acting Parish Clerk has carried out a review of the proposed policies using the draft of Our Plan submitted to the Borough Council on 20th January. Following approval by the Borough Council, various amendments may be included in the final version released for consultation.

The Clerk's review focuses on those issues that he considers to have specific relevance to the Parish Council and its residents, and is contained in **Appendix B** to this Agenda. The Clerk previously sent informal comments to WDBC on various e-newsletters covering aspects of the draft plan, at their request, and these were endorsed by the Parish Council at its meeting on 7th January. Those views were set out in Annexe 1 to the minutes of that meeting and have been reflected in this review.

The Parish Council is requested to consider the report in Appendix B and determine:

1. Whether it wishes to hold a special meeting to consider its response to the proposed policies in Our Plan and, if so, whether it wishes to issue a consultative document based on Appendix B, amended as appropriate, or
2. Whether it wishes to determine its submission to WDBC at this meeting, and if so, to consider whether it wishes to endorse or amend Appendix B as appropriate.
3. If it proceeds as in 2 above, whether it seeks a dialogue with WDBC over the comments it makes, or whether it wishes to proceed to make formal objections at this stage, to any policies with which it takes issue.

16. Payments due

In accordance with Standing Orders, the Parish Clerk will seek authorisation at the meeting for any outstanding payments to creditors, to be made by the Parish Council, as set out in **Appendix C**.

Accounts – quarterly report

As part of the review of the Parish Council's financial processes, approved on 5th November 2014, it was agreed that a quarterly review of receipts and payments to date, together with a reconciliation to the Council's bank statements would take place.

The current schedule of payments for 2014/15 is set out in **Appendix C**. Cllrs will note future liabilities for one of the two vehicle activated signs VAS for Chillaton. Although the second VAS is grant funded, that grant is net of VAT. VAT can be reclaimed by the Parish Council even though it is not registered for VAT and as soon as the VAS have been paid for, a VAT claim will be made for all VAT incurred by the Council in 2014/15.

It is also necessary for the Parish Council to receive a reconciliation between its bank balances and accounts, every quarter. To begin this process, it is necessary to have an opening balance from which, each quarter, income received [e.g. precept] and expenditure as submitted in Appendix C can be reconciled to the latest bank statements.

The Council has two bank accounts, both with Lloyds TSB. As at 9th January, the capital account had a balance of £10,264.94 and the current account stands at £1,392.90. Both these accounts and the schedule of payments will shortly be audited by the Council's external auditor.

There are a number of other improvements in the Council's financial process that will be the subject of a report to the May meeting, as agreed on 5th November. There are also issues such as risk assessments and a review of the Council's IT, record keeping etc. There was no date set for these to be considered by the Council and it is suggested that they be deferred until the May meeting at the earliest.

Weekly Planning Lists

Cllr Pahlsson has asked for further consideration to be given to the way in which information about planning applications, decisions etc., is sent to Cllrs.

At our meeting on 5th November 2014, it was agreed that the current practice of only sending those lists of planning applications, received from WDBC, that contained applications relating to the area of Parish Council, be continued.

15. Consideration of planning applications

To report the outcome of the consideration of planning applications by the relevant Planning Committees of the Parish Council.

Bradstone/Dunterton Planning Committee

Application 00090/2015 Eastacott Barton Farm, Dunterton

The Parish Council supported this application for conversion of an agricultural building to two residential dwellings.

17. 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.

18. Dates of future meetings

Wednesday 13th May 2015 Parish Meeting for Milton Abbot, Dunterton and Bradstone at Milton Abbot Village Hall.

Thursday 14th May 2015 Parish Meeting for Chillaton followed by the AGM and an ordinary Council Meeting.