

# SOUTH TAWTON PARISH COUNCIL

Minutes of Annual General Meeting of Parish Council held at Victory Hall, South Zeal, on Monday 9<sup>th</sup> May 2011 at 7.30pm

Councillor A White (Chairman)  
Councillor W Cann  
Councillor J Jecks  
Councillor B Woolland  
Councillor C Critcher  
Councillor J Christon

Councillor M Watkins  
Councillor A Sampson  
Councillor J White  
Councillor C Coombs

Dr P Brotherton (Clerk)

- 11/041 In attendance; Mr Chalcraft  
**Apologies for absence.**  
All councillors were present. The chairman (councillor A White) congratulated Councillor Cann on his election to West Devon Borough Council and welcomed councillors Jecks, Critcher, Christon and Watkins to their first meeting.
- 11/042 **Election of officers.**  
a) **Election of Chairman.**  
Councillor Cann nominated and councillor Sampson seconded councillor A White as Chairman of the Council. Councillor White was willing to stand. There being no other nominations, all agreed that Councillor A White be elected Chairman of South Tawton Parish Council for the coming year. Councillor A White accepted the position.  
b) **Election of Vice Chairman.**  
Councillor Sampson nominated and councillor Coombs seconded councillor J White as Vice Chairman of the council. Councillor J White was willing to stand. There being no other nominations, all agreed that councillor J White be elected Vice Chairman of South Tawton Parish Council for the coming year. Councillor J White accepted the position.
- 11/043 **Adoption of the Code of Conduct**  
Proposed by councillor J White and seconded by councillor Coombs, the Code of Conduct as supplied to councillors with the agenda, was adopted. All agreed.
- 11/044 **Completion of documentation on Declaration of Acceptance of Office and Undertaking to Observe the Code of Conduct.**  
These forms were completed and signed by councillors and returned to the clerk.
- 11/045 **Collection of the completed Register of Councillors' Interests.**  
These completed forms were returned to the clerk.
- 11/046 **Declaration of Interest for items on the agenda**  
There were no declarations of interest and no councillor wished to update his or her register of interests.
- 11/047 **Minutes of the last meeting.**  
Minutes of the meeting held on Monday 18<sup>th</sup> April 2011 were circulated, read, confirmed as a correct record and signed by the Chairman.
- 11/048 **Nomination of councillors to various bodies.**  
a. **Nomination to various committees.**  
Proposed by councillor A White and seconded by councillor J White and agreed by all, the following Councillors were appointed as Council delegates to the designated committees.  
i. The Victory Hall committee. Councillors Cann, Sampson and A White  
ii. South Tawton Charities committee. Councillor J White.  
iii. Dartmoor National Park Consultative Forum. Councillor Cann.  
iv. Eastern Links Committee. Councillors Woolland and Critcher.  
v. Den Brook Community Liaison Group. Councillors Cann, Coombs and Jecks.  
b) **Nomination of councillors to form the Internal Financial Control Group.**  
Proposed by councillor Woolland and seconded by councillor Cann, councillors Christon and Critcher were elected as the Internal Financial Control Group of Councillors. All agreed.  
c) **Nomination of Internal Auditor.**  
Proposed by councillor Coombs and seconded by councillor Christon, Mrs. J Davey, who had kindly volunteered her services again, was elected as the Internal Auditor. All agreed. Council wished to thank Mrs. Davey for her expert advice and help in this capacity.  
d) **Nomination of councillor(s) to consider planning applications.**  
After discussion it was proposed by councillor Cann and seconded by councillor Critcher that a group of four councillors lead by Councillor Sampson and drawn from the seven councillors who volunteered to help with these matters, namely councillors J White, Cann, Sampson, Coombs, Woolland, Critcher and Watkins, would address most planning applications and present their recommendations to council at the next full meeting. In the event that a recommendation on an application be required between council meetings, Councillor Sampson would contact all available councillors before reaching a decision based on received advice and communicate this to the clerk. All agreed.

- e) **Nomination of councillors to form a document appraisal group.**  
Councillor Jecks kindly agreed to undertake analysis arising from inspection of documents sent to council for consideration from time to time.
- f) **Decision on the membership of the First committee.**  
It was agreed that as and when such a committee was needed it would be constituted from any two appropriate councillors and the clerk and chaired by either the Chair or Vice Chair of the council. This committee has no devolved authority.
- g) **Nomination of Parish Members to Dartmoor National Park Authority.**  
No nominations were forthcoming from council.

11/049 **Collection of the Update of Councillors' Contact Details. (Distributed with Agenda)**

These documents were collected from councillors.

11/050 **Distribution of Induction pack to councillors.**

The clerk distributed and explained a variety of documentation and procedures to all councillors. New councillors choose which of the paths or bridleways they would help oversee and accepted a map on loan to help with this and planning matters. It was agreed that the new Standing Orders, copies of which were given to all councillors, would be placed on the next agenda to be considered for adoption.

11/051 **Clerk's Report.**

a. **Report concerning the car and car park at Hillcrest.**

The clerk reported that he had had no response, other than a 'read receipt', from the parishioner. Council instructed the clerk to write to Mrs. D Bird, West Devon Borough Council, Housing Strategy and Policy Officer, to enlist her support and help concerning both matters.

b. **Report concerning P3 matters.**

There had been no further developments to report. Council decided to hold a site meeting and in preparation for that ask for a range of possible dates from the P3 organisers, assuming a time between 4pm and 6pm.

c. **BT offer of a kiosk for £1.**

This offer, which council had consider when the idea was first mooted, was noted and will be carried forward to the next meeting.

d. **Offer of a second hand bus shelter by North Tawton Parish Council at a cost of £700.**

Council's attention was brought to this matter, which will be added to the agenda for the next meeting.

11/052 **Questions from parishioners.**

a. Both the Chairman (Councillor A White) and the Vice Chairman (Councillor J White) regretted that they would be unavailable to chair the next meeting of council on June 6<sup>th</sup> 2011. Councillor Cann was asked if he would chair this meeting and kindly accepted to do so.

b. It was brought to council's attention that the discovery had been made, which had been reported to the police, of a 1000 litre fuel tank in the lay-by near the site of the old 'Rising Sun' public house. Council noted the suggestion of increased theft in the area.

c. Councillor Coombs reported that a parishioner had asked her if there was any point in coming to a council meeting if one was not allowed to speak at it. Council immediately refuted this idea. The details are contained in the Standing Orders.

d. Councillor Critcher asked if a dog bin could be positioned somewhere in the centre of South Zeal or in School Lane. Bearing in mind that no one liked the idea of having a dog bin near their house, council was at a loss on how to proceed. It was agreed that the Dog Warden should be asked to adopt a higher profile presence.

e. Councillor Critcher also raised a question about speeding traffic and the possibility of reducing the speed limit to 20mph. Council rehearsed the history of this matter but reached no conclusion on the matter.

11/053 **Correspondence**

a. **Notice of Dartmoor National Park Authority Forum meeting on Friday 27<sup>th</sup> May, 2.15pm at Parke.**

This was passed to councillor Cann.

b. **Grant of the Dartmoor Folk Festival Premises Licence.**

Council noted this document.

11/054 **Agenda Items for discussion and resolution**

a. Agreement that NatWest Bank be requested to act as bankers for South Tawton Parish Council and that the Authorised Signatories in the current NatWest bank mandate, for the accounts detailed in section 2, be changed in accordance with section 5 and the current Mandate will continue as amended.

Proposed by councillor J White (Vice Chairman) and seconded by councillor Coombs all agreed that the above agreement be adopted.

Six councillors signed the relevant NatWest Bank Mandate to register their application to sign council cheques,

b. **Electronic distribution of agenda and minutes.**

The clerk explained the present situation and therefore asked those councillors who agreed to receive agenda and minutes by this method rather than by post or direct delivery to sign to agree to this.

c. **Management of common lands.**

Thanks were expressed to Councilor Woolland and the STOC group for the work carried on Ramsley common on two occasions this spring.

- d. **Review of the council contract for the cleaning of the toilet block in the Recreation Ground.**  
The Chairman (councillor A White) explained that whilst he was generally pleased with the execution of this contract, he would like independent views on the matter. He asked that councillors volunteer to carry out a limited check of the standard of the work and report back to the next meeting. Councillors Coombs and J White (Vice Chairman) agreed to do so and report back at the next meeting.
- e. **Review of Royal Wedding Street party.**  
Council were most pleased with the way this event had gone and asked that all those responsible for its organisation be thanked. Many favourable comments had been received. Council looked at the relevant documentation and thought this a helpful record.
- f. **WDBC Invitation to a Planning Workshop to discuss Community Involvement on 12<sup>th</sup> or 19<sup>th</sup> May.**  
No councillor was able to accept this invitation.
- g. **The Annual Parish Meeting.**  
The clerk apologised for missing the opportunity to ask that an advert for this event be placed in the Beacon. Councillors agreed to display the poster supplied to them in a prominent position in the parish.
- h. **Discussion on the Parish Plan and the way forward.**

	Parish Plan areas	Parish Plan Lead person
<b>B</b>	<b>Communication</b>	<b>Peter Brotherton</b>
<b>C</b>	<b>Crime and Safety</b>	<b>Jamie Christon</b>
<b>D</b>	<b>Housing Needs</b>	<b>Bill Cann</b>
<b>E</b>	<b>Planning</b>	<b>Andrew Sampson</b>
<b>F</b>	<b>Transport and parking</b>	<b>Andy White</b>
<b>G</b>	<b>Highways and roads</b>	<b>Clive Critcher</b>
<b>H</b>	<b>The environment</b>	<b>Carol Coombs</b>
<b>K</b>	<b>Shopping</b>	<b>Jane White</b>
<b>L</b>	<b>Social Activities</b>	<b>Jane Jecks</b>
<b>M</b>	<b>Services and Facilities</b>	<b>Bryan Woolland</b>

The Chairman (Councillor A White) explained a new way of promoting the development of the Parish Plan, taking one topic per month and asking that all councillors address this matter and report their thoughts and ideas to council at the next meeting. All agreed that this would be a useful way forward. It was agreed that Crime and Safety would form the focus of the discussion at the next meeting in June. Councillors volunteered to lead Parish Plan areas as shown in the table above.

11/055

**Planning**

- a. **DNPA 0184/11 (Jon Holmes, May 16<sup>th</sup>, 2011) Mr C Chalcraft, Penshurst, Ramsley, South Zeal for Land at Holland Park Farm, South Tawton Full Planning Permission.** Erection of livestock building (223sqm) and polytunnel (164sqm). **Further amended plans received 6<sup>th</sup> May 2011.**  
Proposed by councillor Cann and seconded by councillor Woolland, all agreed that council support this application.
- b. **DNPA 0200/11 (Brian Corcorran, May 19<sup>th</sup> 2011) Mr R Halliwell, 5 Greenbank, South Zeal. Full Planning Permission.** Erection of timber shed on allotment garden.  
Proposed by councillor J White (Vice Chairman) and seconded by councillor Coombs, all agreed that council support this application.

11/056

**Determination**

- a. **DNPA 0111/11 (Louise Smith 8<sup>th</sup> April 2011) Messrs M and G Clinch, Reddaways Removals, South Zeal. Full Planning Permission.** Conversion of existing storage building into site office.  
Granted. Conditions: Roof to be covered with dark grey coloured material of which a sample should be submitted.

11/057

**Accounts**

- a. **Presentation and adoption of accounts for the year ended 31<sup>st</sup> March 2011.**  
The following accounts and documents were presented to council and various details explained. Having done so, it was proposed by councillor Coombs and seconded by councillor Woolland that these various documents be adopted. All agreed.
- i. **Receipts and Payments for the year ended 31<sup>st</sup> March 2011**
  - ii. **Statement of Funds for the year ended 31<sup>st</sup> March 2011.**
  - iii. **Statement of VAT claim pending.**
  - iv. **Statement of balance for Hoare and Emergency Accounts.**

- b. **Presentation and adoption of Audit Commission return for the year ended 31<sup>st</sup> March 2011.**  
Following explanation and discussion, it was proposed by councillor Critcher and seconded by councillor Watkins that the Audit Commission return be adopted. All agreed.
- c. **Presentation and adoption of Audit Commission Annual Governance Statement for the year ended 31<sup>st</sup> March 2011.**  
Following explanation and discussion, it was proposed by councillor Jecks and seconded by councillor Woolland that the Audit Commission Annual Governance Statement for the year ended 31<sup>st</sup> March 2011 be approved. All agreed.
- d. **Presentation and adoption of the current account expenditure and balance (details below).**  
Proposed by councillor Christon and seconded by councillor Sampson, all agreed that the monthly accounts be adopted.

01-Apr-10	Balance brought forward				£ 8,216.27
01-Apr-10	NatWest Bank	Voucher STMNT Fee. April	£ 3.25	£ -	£ 8,213.02
06-Apr-10	West Devon Borough C	First half of Precept	£ -	£ 5,900.00	£ 14,113.02
05-Apr-11	Majestic Wines	Royal Wedding Street Party	£ 191.52	£ -	£ 13,921.50
10-Apr-11	Mr. T.Sandeson	Toilet cleaning	£ 85.00	£ -	£ 13,836.50
10-Apr-11	Get Changed Theatre Co.	Grant	£ 100.00	£ -	£ 13,736.50
10-Apr-11	AON Ltd.	Annual Council insurance	£ 538.03	£ -	£ 13,198.47
10-Apr-11	Post Office Ltd. Jan-Mar	EDF. Rec.Ground: Electricity	£ 31.33	£ -	£ 13,167.14
10-Apr-11	Post Office Ltd.Jan-April	SWW. Rec.Ground: Water.	£ 95.01	£ -	£ 13,072.13
10-Apr-11	WDBC.Oct 10 – Mar 11.	Empying Dog Bins	£ 32.45	£ -	£ 13,039.68

- e. **Presentation of Internal Auditor's Report for the year ended 31<sup>st</sup> March 2011.**  
The clerk read the comments from the Internal Auditor's report and explained their significance.
- f. **Presentation and adoption of the draft budget for 2011/2012.**  
After full explanation of the way in which the budget and precept were used and calculated, including the traffic-light system to guide transfer of funds between costs centers, it was proposed by councillor A White (Chairman) and seconded by councillor Cann that the budget be adopted for the year. All agreed.

The Chairman (Councillor A White) adjourned the meeting at 9.20 pm.