

**Minutes of the Ordinary meeting of ALL SAINTS PARISH COUNCIL  
of Tuesday 1st May 2018 at All Saints Village Hall, All Saints, held at 7.30pm**

**Present:**

Cllrs. Forbes (Chair), Speed (Vice-Chair), Hubbard, Lightfoot and Nixon.  
Clerk, Paul Hayward. EDDC Cllr. Paul Diviani (Yarty ward)  
9 members of the public. Incl. Hon. Footpath Warden, Libby Dibble

**Fire regulations and precautions:**

Fire Regulations and emergency exits highlighted to those in attendance

**Police Report:**

No report provided.

**County Councillor Report:**

No report received. Chair asked Cllr. Diviani to convey Council's frustration to Cllr. Hall's regular non-attendance. Cllr. Diviani advised that meetings at EDDC/DCC often conflicted.

**District Councillor Report:**

Cllr. Diviani gave a verbal report covering matters such as new EDDC HQ, recycling successes, planning challenges, budgetary performance. Question asked re: recycling standards from Contractors at point of collection. Cllr. Diviani asked to made aware of any incidents.

**Other Reports:**

**P3:**

Nothing to report. Libby was thanked for all the work she does for the parish and community. This was echoed by Chairman.

**Tree Warden:**

No report available.

**Webmaster:**

Clerk gave a report on behalf of Dave Wicken and advised that website required updating to a Wordpress platform as per previous discussions of Council. Some "offline" time might be experienced during the transitional period.

**Neighbourhood Watch:**

Witnesses to an incident on the A358 Musbury Rd. on 29/4 were sought.

**School Representative:**

Libby provided a written report which will be uploaded to website.

**Public Forum:**

No questions / representations raised.

**18/27**

**Apologies Received:**

Cllr. Hall (DCC), Police representative.  
Dave Wicken (Webmaster), Kevin Feeney (Tree Warden)

**18/28**

**Declarations of Notifiable Interests:**

None declared at this point.

**18/29****Minutes of previous meetings:**

i) Minutes of the Ordinary meeting Monday 19th March 2018

Approval of minutes proposed by Cllr. Hubbard, seconded by Cllr. Nixon

ii) Minutes of the Planning meeting Tuesday 3rd April 2018

Approval of minutes proposed by Cllr. Hubbard, seconded by Cllr. Speed

**Both approved unanimously. Signed by Chairman as a true record of proceedings.**

Matters arising: Query regarding the installation of the audio / visual equipment.

Clerk advised that all equipment was now purchased and that once housing constructed by VH committee, the final installation could take place. Electric screen already installed.

**18/30****Chairmans Announcements / Matters of urgency for report only:**

None.

**18/31****Planning Matters:****a) To consider planning applications received.***18/0816/FUL - Malls Orchard, Smallridge. EX13 7LY**Constr. single storey rear extension, porch to front, alterations to bay windows.**Proposed by Cllr. Lightfoot, seconded by Cllr. Nixon. Council SUPPORTS this application.**Resolved unanimously. Clerk: Please submit comments to EDDC planning by deadline.***b) To consider planning applications received after publication of agenda.** None received**c) To consider minor amendments.** None.**d) To consider Tree Matters.** None.**e) Determinations**

As per published agenda.

\* denotes where decision was contrary to Councils views / recommendations.

**f) Enforcement Matters**

None.

**g) Planning Correspondence received.***None received.***18/32****Financial Matters:****a) to receive current monthly cashbook / bank reconciliation / budget monitor.**

Financial documents as per agenda previously circulated to members.

Approval proposed by Cllr. Hubbard, seconded Cllr. Nixon. Resolved unanimously.

**Clerk: please publish these documents on the Council's website as per legislation.****b) to consider and, if thought fit, approve accounts for payment.**

Council received Summary of Accounts payable.

Approval proposed by Cllr. Speed, seconded Cllr. Hubbard. Resolved unanimously.

**c) To consider matters of expenditure authorised under Chairmans delegated powers.**

None advised.

**18/33**

**Business to be conducted:**

**a) To consider proposed lease of land at Corner School Lane / Goldsmiths Lane.**

i) Clerk updated Council as to present status of project.

ii) Clerk reported that lease was now available to sign.

It was proposed by Cllr. Hubbard, seconded by Chair, that lease be signed by Chair and Vice-Chair at the earliest opportunity. Resolved unanimously.

**Clerk: please note and make necessary arrangements for signature and completion.**

iii) Clerk updated Council on ongoing DAAT / Night Landing Site project.

All funding had now been received to enable capital installation and next stage was planning application submission to EDDC.

Libby mentioned that she and Tim Pedder had been in touch with residents adjacent to field and that project had been met with universal approval and consent. Chair thanked them both for their proactive approach. **Clerk: Please liaise with DAAT to obtain equipment spec. and submit planning applications as soon as possible to get the ball rolling.**

Cllr. Nixon suggested that a small management group be established to coordinate efforts to improve both the playing field amenity and Pavilion. It was further suggested that advert be placed in the Parish Magazine to promote inclusion and involvement.

**b) To consider costs of essential IT upgrades for website.**

It was proposed by Cllr. Speed, seconded by Cllr. Nixon, that Council enter into a contract with a website developer to undertake the necessary IT work on the website to ensure ongoing functionality and availability. Costs proposed £250. Resolved unanimously.

**Clerk: please note and arrange for IT work to be completed asap. and training for Webmaster.**

**c) To consider financial implications of GDPR compliance.**

It was proposed by Cllr. Nixon, seconded by Cllr. Lightfoot, that Council enter into contract with GDPR Data Compliance contractor to the value of £135 per annum (for one year only) to ensure that Council remains compliant with the new GDPR Regulations from 25th May.

Resolved unanimously. **Clerk: Please make necessary arrangements for data audit and registration with the ICO via the nominated contractor.**

**d) To consider Parish arrangements for 2018 Armistice centenary commemoration.**

After discussion, it was agreed that all arrangements were in hand.

There will be a cooperative series of events involving the community, the church and the school. Chair proposed that a sum of money from his Chairman's Allowance be used for the purposes of promoting the event if so required.

**e) To consider arrangements for Parish and District Elections May 2019**

Chairman suggested that Cllrs. ask around the parish to see if there are any interested parties keen to join the Council next year as some members may not be standing for office again.

It was agreed that the matter can come back on the agenda in September 2018.

**Clerk: please note and add to SEP agenda.**

**Please also create suitable adverts for website, noticeboards, newsletter etc to generate awareness, and benefits, of Council involvement and to encourage nominations.**

**f) To consider future parish maintenance ( hedge and verge ) arrangements.**

Cllr. Nixon advised that maintenance programme was in hand with grass verges due to be cut end of June / early July with hedges and a 2nd verge cut towards mid / end September to allow for bird nesting season.

With regard to the pothole filling programme, Cllr. Nixon advised that the wet weather had prevented any significant progress but the better weather will allow more to be filled.

Clerk reported that a further 10 tubs of infill material had been obtained from DCC f.o.c.

Cllr. Lightfoot asked that Cllr. Hall be summoned to the next meeting to update Council as to the parlous state of parish roads, particularly at Socks and in South Common Lane.

**Clerk: please note and add to July agenda and ask Cllr. Hall to attend now so that his diary can be marked.**

**g) To consider membership of CPRE at a cost of £36 per annum.**

By unanimous agreement, it was agreed that Council will not join the CPRE (Campaign for the Protection of Rural England) but will liaise with Chardstock PC (who are members) and make a nominal contribution to that Council for the shared information available.

**Clerk: please note and liaise with Chardstock Parish Council accordingly.**

**h) To ratify decision of Council (2018/24ii) on 19th March 2018 to purchase and install a grit store bin at Colston Cross.**

Proposed by Cllr. Lightfoot, seconded by Cllr. Hubbard. Resolved unanimously.

**i) To consider purchase and installation of waste bin at bus-stop at Waggs Plot / A358**

This matter was deferred from March's meeting.

By unanimous agreement, it was agreed that Council will NOT proceed with this purchase.

**18/34 Highways Matters:**

Matters covered comprehensively earlier in meeting.

**Clerk: please continue to liaise with new HWO and Cllr. Hall to deal with highways issues and concerns in the parish.**

**18/35 Matters considered as urgent by presiding Chairman for discussion only:**

None raised.

**18/36 Correspondence received, not already circulated.**

None advised.

**Final Public Forum**

Resident thanked Cllrs. on behalf of the parish for all the good work they do as unpaid public servants.

**18/37** It was proposed that, under the provisions of the Public Bodies (Admission to Meetings) Act 1960, as amended by Local Government Act 1972, the public (including the press) be excluded from the meeting as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed. Proposed AL, seconded AF. Resolved unanimously.

**18/38 To consider business to be transacted in committee:**

**i) To consider staff remuneration.**

It was proposed by Cllr. Lightfoot, seconded by Cllr. Speed, that the recommendations of the NALC 2018/19 Pay Settlement be adopted by Council with effect from 1st April 2018.

Resolved unanimously.

**ii) To consider staff performance review arrangements.**

It was agreed that Chairman and Vice-Chairman will liaise with Clerk to undertake the appraisal so that the matter can be finalised by the next meeting of Council.

Appraisal templates to be circulated to Councillors for their completion.

**18/39 Date and time of next meeting:**

Tuesday 3rd July 2018 at 7.30pm in the Village Hall.

**With no further business to discuss, the meeting closed at 9.00pm**

Signed: \_\_\_\_\_ Chairman

Date: \_\_\_\_\_

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