

**Minutes of the Ordinary meeting of ALL SAINTS PARISH COUNCIL of  
Tuesday 26th July 2022 at 6.00pm, held in All Saints Village Hall**

*Approved Minutes - see meeting 6/9/2022 for adoption.*

**Present (for all or part of the meeting):**

Cllrs. Forbes (Chair), Speed (Vice-Chair), Galvin, Hall and Hubbard (Quorate)

*(Cllr. Galvin arrived at 6.40pm)*

Clerk, Paul Hayward. (also representing Yarty ward, EDDC)

Mr. Tim Pedder, Hon. Footpath Warden

2 members of the public present.

Meeting started at 6.00pm.

Chair welcomed all in attendance and outlined fire regulations and exits from the hall.

**Public Forum:**

- a) Chair reported on Clerk's resignation and efforts underway to secure a replacement Clerk.
- b) No Police Report available for review. Honorary Tree Warden unable to attend.
- c) Cllr. Hall (DCC) was not in attendance but had sent a DCC Members Report via email.
- d) Cllr. Hayward (EDDC) asked Chair for permission to provide a verbal report. Received and noted.
- e) Chair invited representations from members of the public in attendance.

No representations made.

*Chair closed public forum at 6.05pm.*

**22/048 To record members present at the meeting:**

All members present (as above).

**22/049 Apologies Received:**

No apologies received - all members present.

**22/050 To note members not otherwise present or with approved absence,  
To receive any other apologies for absence:**

Apologies received from Michael Davis, Hon. Tree Warden.

**22/051 Declarations of Notifiable Interests:**

None declared.

**22/052 To consider minutes of previous meetings:**

Minutes of the Extraordinary Meeting held Tuesday 28th June 2022 were considered.  
*Approval of minutes proposed by Cllr. Speed, seconded by Cllr. Hubbard. Resolved unanimously.*  
*Minutes were signed by Chair as a true record of proceedings.*  
 Matters arising raised:  
*None raised.*

**22/053 Chair's Announcements / Matters of urgency for report only:**  
*Chair acknowledged the kind donation from a parishioner of new storage bags for the Parish Gazebo units.*

**22/054 To consider any matters listed on this agenda that Councillors consider should be dealt with as confidential business as per the provisions of The Public Bodies (Admissions to Meetings) Act 1960:**

No matters considered as confidential other than agenda items already listed (see 22/063)

**22/055 Footpath and Highway Matters:**  
*Chair proposed suspension of Standing Order's to permit representations from non-members of Council. Approved.*

**i) Footpaths / P3 matters**

Mr. Pedder kindly reported on Footpath/P3 works across parish.  
 An issue had arisen on FP41 (All Saints School to Knights Farm) whereby the landowner had raised concerns about footpath users not keeping to the official line of the footpath (the western boundary hedgeline) when crossing the field which might eventually lead to a non-official traverse line being created. Noted.  
 Clerk reported that DCC had remitted to the PC an annual grant award sum of £1400. Noted with thanks.  
 Mr. Pedder offered to add a short piece to the Parish Magazine re: dogs & livestock interactions on footpaths.  
 Chair thanked Mr. Pedder for his continued enthusiasm, hard work and diligence.

**ii) Highway Safety and Maintenance Matters**

In the absence of Cllr. Hall (DCC) members noted ongoing highway works across the parish.

**iii) Matters relating to traffic speed and volume in the parish - iv) VAS installation update.**

Clerk updated members on the recent DCC decision to proceed with 4 x 20mph limit projects from the 121 requested by parishes across Devon. Members expressed frustration at the lack of impetus by DCC.  
 Clerk confirmed that the VAS project (in collaboration with Chardstock PC) was progressing and that the PC were awaiting confirmation from DCC Highways on installation dates. All costs to be shared with CPC.  
 A question was asked whether Cllr. Hall had been able to discuss school congestion and parking issues with the headteacher as per his recent kind offer to intercede. *Clerk: Please liaise and clarify situation with IH.*  
 Chair also suggested that the issue of traffic speeds on the A358 also be discussed at September's meeting.  
*Clerk: Please add to agenda accordingly.*

**22/056 Planning Matters:****a)i) To consider planning applications received prior to agenda publication:**

22/1399/FUL - Marble Close, Alston. EX13 7LG

Proposed two-storey side extension.

Supported. Proposed by Chair, seconded by Cllr. Speed. Resolved unanimously.

Clerk: Please submit comments to EDDC by deadline published.

**a)ii) To consider planning applications received prior to agenda publication**

where a decision was made under Council's extant Scheme of Delegation; decision to be ratified:

None to be discussed.

**b) To consider planning applications received after agenda publication:**

None to be discussed.

**c) To consider tree matters (planning related):**

None advised by EDDC Planning Authority.

**d) LPA Decisions as advised (determinations):**

None advised by EDDC Planning Authority.

**e) Enforcement and Appeal matters:**

None advised by EDDC Planning Authority.

**f) To consider planning correspondence received / planning matters in adjoining wards:**

None advised by EDDC Planning Authority.

**g) To consider planning applications which are to be heard at forthcoming EDDC****Planning Committee meetings:**

None advised by EDDC Planning Authority.

**22/057 Financial Matters:****a) To consider and, if thought fit, approve payments for May 2022.**

MAY Payments to value of £2532.07. Proposed by Cllr. Hubbard. Seconded Cllr. Hall. Resolved unanimously.

**b) To consider and, if thought fit, approve payments for July 2022.**

JUL Payments to value of £1394.75. Proposed by Cllr. Hubbard. Seconded Cllr. Speed. Resolved unanimously.

**c) To receive and review Council's Financial Reports for Q1 (22-23FY):**

Noted.

**d) To consider items of expenditure paid under delegated authority.**

None to report.

**e) Questions to the RFO.**

None.

22/058

**Business to be conducted:**

**a) To consider matters pertaining to the recruitment of a new Parish Clerk upon the resignation of the current Clerk to Council, Paul Hayward.**

Chair outlined current situation regarding recruitment and asked that the matter come back to Council for further discussion in September. In the meantime, Clerk to advertise on local noticeboards, social media channels and via the parish communications network.

Council needs to agree hours of work, SCP rates, terms and conditions etc.

**b) To consider proposal to purchase 3 x picnic benches for the Parish recreation field to recognise the service to the parish of former Cllrs. Doreen Bale, Sylvia Spiller and Rita Brickill at a cost of £1188 net.**

*Proposed by Cllr. Hall, seconded by Cllr. Galvin. Resolved unanimously.*

*Clerk: Please note and action accordingly as a matter of urgency to secure the discounted price offered by supplier.*

**c) To consider the proposal to apply for a Locality Grant from DCC (via Cllr. Ian Hall) for £600 towards the costs of these new amenity items for the parish.**

*Proposed from the Chair. Resolved . Clerk: Please action accordingly and keep members up-to-date on progress.*

**d) To consider Council's priorities for the forthcoming 12 months.**

*Chair suggested that this matter be deferred until September to allow a meeting of the Council's Strategic Working Party to be convened to drill down into what was most urgent, most important and most affordable.*

*Clerk: Please note and liaise with Chair to convene a WP meeting accordingly.*

**e) To consider timetable for Parish Policy Review timetable.**

*In light of Clerk's resignation, Chair suggested that this should be considered in September with a specially convened Extraordinary Meeting held prior to November to bring all policies and procedures up to date before the current Clerk leaves the Council's employment so as not to burden the replacement Clerk with this responsibility and workload. Agreed. Clerk: Please note and action accordingly.*

**f) To receive report on parish maintenance/lengthsman and to agree works on the recreation field.**

It was agreed that the previous method of communicating with landowners (by letter) had not been overly successful and so it was suggested by Chair that he and Cllr. Hubbard would visit those landowners (whose hedges were causing a safety hazard) and talk to them one-on-one. Chair to report back to Council in SEPT.

**g) To consider request from TRIP (a community transport group operating in the parish) for Grant Assistance funding towards their ongoing operational costs.**

*It was proposed by Chair, seconded by Cllr. Hubbard, that the grant request be declined. Resolved unan.*

Cllr. Hall gave a brief outline on the work undertaken by Axminster Care Service and, after discussion, it was suggested that Clerk write to ACS encouraging them to make an application for grant aid assistance.

*Clerk: Please action accordingly as soon as is practicable.*

Cllr. Hall also offered to provide some content for the Parish Magazine on this subject. Noted.

**h) To consider suggestion that the Parish "Pavilion" be let on a longer term basis to a local enterprise with proposed hours of operation (use) between 9am and 5pm, Monday to Friday.**

*Proposed by Chair, seconded by Cllr. Speed, that the Parish Council should NOT hire the building for exclusive use but continue to hire it to local groups on an "ad-hoc" basis in keeping with the overall use of the land as a recreation amenity for local residents and not a commercial venture. Resolved unanimously.*

Chair proposed that this matter should be re-visited in September and that every effort should be made to create a "Management Group" to oversee the maintenance, hire, promotion and publicity of the Pavilion.

*Clerk: Please add to September's meeting agenda.*

**22/059 Chair to propose suspension of standing orders to permit public representations at this point of the meeting.**

*Proposed by Chair. Resolved unanimously. Standing Orders hereby suspended.  
Representation received regarding enhancements to Parish Information website. Cllr. Galvin offered to investigate options and prepare costings for improved content and site refresh.  
Chair thanked all speakers for their contributions.*

**22/060 Chair to propose resumption of standing orders to preclude further public representations thereafter at this meeting.**

*Proposed by Chair. Resolved unanimously. Standing Orders hereby resumed.*

**22/061 Date and time of next Ordinary meeting:**

The next Ordinary meeting of the Parish Council was scheduled for Tuesday 6th September 2022.  
Time to be agreed.

**22/062** **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 Cllr. Hubbard, seconded by Chair. Resolved unanimously.*

*All members of the public left the meeting at this point.*

**22/063 Matters to be considered in committee:**

- i) To consider matters pertaining to Clerk's remuneration in light of ongoing NJC Pay Settlement 2021/22  
*It was proposed by Chair, seconded by Cllr. Speed, that the Parish Council recognise the NJC/NALC Pay Settlement Recommendation for 2021/22 (agreed in 2022) and that the award of £1925 \* be applied to the Clerks remuneration, backdated to the 1st April 2022. Resolved unanimously. (\* Pro-rata on 8 hours pw.)*
- ii) To consider matters pertaining to Clerk's performance review (appraisal) in light of recent events.  
*It was mutually agreed that, in light of his recent resignation, the Clerk would not seek to undertake an annual performance review this year (also known as Staff Appraisal) and would forgo the contractual incremental salary increase; an exit interview would be completed by the Chair upon Clerk's departure from Council's employment in November.*
- iii) *Matters discussed earlier that members believe need to be discussed further in committee (see 22/054)  
None raised.*

With no further business to discuss, Chair closed the meeting at 8pm.

**Signed:** \_\_\_\_\_ (Chair)

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

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