

# Drewsteignton Parish Council.

Clerk: Miss Alice Turner, Rowans, Kings Farm Lane, Winkleigh, EX19 8HF  
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## Minutes of the Parish Council Meeting held on Monday 14<sup>th</sup> December 2020 at 7.30pm via Zoom.

**Parish Councillors Present:** Ysanne James (Chair), Peter Brennan (Vice-Chair), John Redman, Anna Imrie, Ian Rowe & Paul Ridgers.

**Also in Attendance:** Alice Turner (Parish Clerk). County Cllr James McInnes. No members of the public in attendance.

### BUSINESS TRANSACTED.

#### **1.12.20: Welcome.**

Chair of the Council opened the meeting, a give brief explanation as to meeting protocols. The meeting was informed the meeting that recording was in progress to aid the Clerk in the preparation of the minutes.

#### **2.12.20: Apologies for absence.**

Resolution required to approve apologies (with reasons) made to the Clerk prior to the meeting. No apologies received.

#### **3.12.20: Minutes of the Last Meeting.**

Cllrs to consider the approval of the Minutes of the meeting held on Monday 16<sup>th</sup> November 2020. Cllr Rowe proposed that the minutes of the virtual meeting held on Monday 16<sup>th</sup> November 2020 be signed as a true and accurate record once physical meetings resume, seconded Cllr James. All in Favour – Motion Carried. (RR2020/079)

#### **4.12.20: Declarations of Interest.**

Cllr Redman declared a prejudicial interest Sandsgate planning application 8.12.20 a)i) (DOI/007)

#### **5.12.20: Public Speaking Time (max. 10 minutes). None.**

#### **6.12.20: Report from County Cllr. McInnes**

To receive a report from County Cllr James McInnes. Written report received prior to meeting and circulated to Cllrs.

#### **7.12.20: Council Policies & Documents.**

Cllrs to consider the policies presented for ratification. (circulated to Cllrs & available from the Clerk).

##### **a) DPC 023 Reserves Policy V1.0 – for ratification.**

Cllr James proposed that DPC 023 Reserves Policy V1.0 be ratified with immediate effect, seconded Cllr Brennan. All in Favour – Motion Carried. (RR2020/080)

#### **8.12.20: Planning.**

##### **a) New Applications:**

- i. 0537/20: Variation of Condition 2 attached to application ref: 0400/19 to allow material minor amendments to the floor plans; porch, window openings and garage/stable block shown on the approved drawings at Sandsgate Lodge, Chagford. Mr M Keyte –extension granted to 15<sup>th</sup> December**

Cllr Redman was put into the waiting room by the Clerk as he had declared a prejudicial interest in this item.

Following discussion Cllr Brennan proposed that the council give a neutral view on application 0537/20, seconded Cllr James. All in Favour – Motion Carried. (RR2020/081)

Cllr Redman re-entered the meeting room.

**b) Decisions received: See Meeting support document – Noted**

The Clerk informed the Council that the following information has been received from DNPA since the publication of the Agenda:

0495/20	Rose Cottage, Drewsteignton	Existing garden building for use as holiday let	Withdrawn
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**c) Planning Decisions Pending: See Meeting support document – Noted**

**d) Other Planning matters, for information only unless listed:**

**i. Farm Shop Appeal – Update (Cllrs Brennan & Ridgers)**

Cllr Brennan updated the council on the decision received from the planning inspectorate “Redetermination of (Hearing) Appeal Decision for 2701/18/FUL (WDBC) – Dismissed”

**ii. Concerns regarding un-authorised planning on Venton straight.**

Clerk reported that the following has been received from DNPA: “We have an active investigation open on these works. I have attended site and sent a letter to the owners requesting contact. I am yet to hear back but please be assured that this is in progress.”

**9.12.20: Current & New Business.**

**a) Request received for Grant to Church (Chair/Clerk)**

A request has been received from Holy Trinity Church, Drewsteignton for £350.00.

Cllrs discussed the request and agreed that RR2020/076 stand and that the Clerk should write to the church and inform them that in light of NALC guidance the Council are legally unable to provide any grants to the church going forward.

**b) Approval of cost for file sharing site (Clerk) – options to be presented at the meeting.**

The Clerk has set up a Free google drive account which has 15GB of storage and has emailed Cllrs the login information.

The Clerk screen shared the google drive she had set up for council consideration, Cllrs are happy to trial this and requested that the own device policy comes back to the January meeting. [Cllr Imrie proposed that the Council use the google drive account set up, seconded Cllr James. All in Favour – Motion Carried. \(RR2020/082\)](#)

**c) Recruitment of new Cllrs (Cllr Brennan)**

Cllrs to discuss options for recruitment of new Cllrs.

Cllr Brennan asked for ideas, the Clerk suggested the creation of a mail chimp newsletter which is free if you have less than 2000 subscribers (this is used by DALC) can be used to recruit Cllrs and increase interest in Council activities. Cllrs felt this was a good idea and asked the Clerk to implement.

**d) Judging of Poster Competition (Chair)**

Deferred to January meeting.

**10.12.20: Finance (Clerk):**

**a) To approve financial schedule of payments as presented by the Clerk at the meeting.**

Cllrs reviewed the documents and [Cllr James proposed that the financial schedule of payments as presented to the meeting be approved, seconded Cllr Brennan. All in Favour. Motion Carried \(RR2020/083\)](#)

**b) To consider draft 2021-2022 Budget. See meeting support document.**

Cllrs discussed amendments and agreed to bring the final draft back to the January meeting.

**11.12.20: Cllr & Clerks Reports: to include.**

Councillors are reminded that this is not an opportunity for debate or decision making merely items for information.

**a) Update on IA actions (Clerk)**

The Clerk reported that only the Cllr email and own device policy is pending from the response to Internal Audit document

**b) Clerks annual leave 19<sup>th</sup> December to Wednesday 6<sup>th</sup> January inclusive(2.5weeks).**

To inform Cllrs of out of office arrangements that will be in place during Clerks annual leave.

**c) Update on request for information on Naming of Cllrs (proposer/Second) in Minutes (Clerk)**

Clerk relayed information she had gathered from DALC, SLCC & the Internal Auditor and advised Cllrs that a Special motion required to amend Standing orders on this matter.

**12.12.20: Confirmation of next meeting:**

The next Council meeting will be held on Monday 18<sup>th</sup> January 2021 7.30pm via Zoom.

**13.12.20 Part II Public Bodies (Admission to Meetings) Act 1960 s1(2)**

**a) Resolution to move the council to part II**

Cllr James proposed that the meeting move to Part II due to the confidential nature of the item under discussion, seconded Cllr Ridgers. All in Favour – Motion Carried (RR2020/084)

*Under DPC-001-A 8b (Addendum to Standing Orders – Remote meetings) Each councillor present shall declare that there are no other persons present who are not entitled to be (hearing or seeing), and/or recording the meeting.*

Cllrs confirmed that there was no-one able to see or hear proceeding, the Clerk confirmed that the recording or the meeting had been stopped.

**b) Lease for the Drewsteignton Toilet Block (Clerk)**

**c) Chair returned the meeting to public session.**

**d) Resolution(s)**

Cllr Brennan proposed that the amended lease be sent to the appointed solicitors for legal review and associated survey works to be carried out, seconded Cllr James. All in Favour – Motion Carried (RR2020/085)

There being no further business the Chair declared the meeting closed at 8.56pm.

**Appendix A: Financial Schedule:**

**Payments for Authorisation/(Retrospective) approval:**

Payment Ref	Amount	Payee	Details	Power	Funding Source
PM2021/052	£410.00	M.E. Garden Maintenance	Car Park Maintenance	Road traffic regulation act 1984 S.57 (1) (b)	Running Cost/Car Park
PM2021/053	£270.00	M.E. Garden Maintenance	Grass cutting at Whiddon Down	Highways Act 1980 S.96	Running Cost/Lengthsman
PM2021/054	£36.00	D.A.L.C	Clerks GDPR Training	LGA 1972 S.111	Admin/Training
PM2021/055	£36.00	Andrew Parrott	Website & email hosting to 1.6.21	LGA 1972 S.111	Admin/Website & Email
PM2021/056	£74.00	Parish Printers Ltd.	December Invoice	LGA 1972 S.142	Admin/Parish Post
PM2021/057	180.69	Alice Turner	Clerks Expenses (Nov & Dec)	LGA 1972 S.111 & S.112 & S.137	Staff costs/Clerks Salary & Costs - Staff

					costs/Office Exp. - S.137
PM2021/058	£407.60	Alice Turner	Clerks Salary	LGA 1972 S.112	Staff costs/Clerks Salary& Costs
PM2021/059	£40.00	I.C.O	Annual Fee	LGA 1972 S.111	Prof. Fees/ICO
<b>TOTAL</b>	<b>£1,454.29</b>				

**Receipts since last meeting:**

Payment ref	Payment method	Details	Amount
PR2021/016	Bacs	Interest (Reserve Account)	£0.19
PR2021/017	Deposit	Honesty Boxes	£80.00
<b>TOTAL</b>			<b>£80.19</b>

**Monies held as Reserves:**

Amount	Details
£1,500.00	Election (Earmarked Reserve)
£730.00	Lengthsman (Earmarked Reserve)
£1,876.92	Major Assets Fund (Earmarked Reserve)
£1,261.46	DAAT night landing light (Earmarked Reserve)
£1,423.93	Asset Maintenance Fund (Earmarked Reserve)
£2,484.51	Council Contingency (General Reserve)
<b>£9,276.82</b>	<b>TOTAL</b>

<b>Bank Total as of 30th November 2020</b>	<b>£21,881.68</b>
<b>Payments Pending</b>	<b>£2,406.18</b>
<b>Plus Receipts not in bank total</b>	<b>£80.00</b>
<b>Less Money in reserves</b>	<b>£9,276.82</b>
<b>Available Balance</b>	<b>£10,278.68</b>

Signed as a true record: \_\_\_\_\_ Chair/Vice Chair

Printed: \_\_\_\_\_ . Date: \_\_\_\_\_