

Milton Damerel Parish Council Minutes

Of the Parish Council Meeting held on Wednesday 21st March 2018 commencing at 7.30pm.

Present: Councillors Stephen Moyse (Chairman), Jim Richardson, Grace Millman, Rose Hayne, Gareth Piper, John Webb and the Parish Clerk Lorraine Buttery.

Also present were County Councillor Barry Parsons and three members of the public

- 1) **Apologies received from:** P.C.S.O. Racquel Rowe, Councillor John Webb-unwell, Councillor Gareth Piper-Work
- 2) **Declarations of Interest**
 - a) Register of Interest: Councillors are reminded of the need to update their register of interests. *None were declared*
 - b) To declare any personal interests in items on the agenda and their nature. *None were declared*
 - c) To declare any disclosable pecuniary interests in items on the agenda and their nature. *None were declared*
- 3) **Chairman's Announcements**

Councillor Stephen Moyse welcomed all to the meeting
- 4) **Public Comments, County and District Councillors reports**

County Councillor Barry Parsons sent his apologies and sent the message that if anything cropped up at the meeting that he could help with, please do not hesitate to contact him.
- 5) The minutes of the Parish Council Meeting held on 21st February 2018 had been circulated by email and read by all Councillors, they were signed by the Chairman Councillor Stephen Moyse as being a true record of the meeting.
- 6) **Matters Arising**
 - 1) Town Farm- there has been no further information from Torridge Planning, but Councillor Grace Millman reported that there had been machinery at the site tidying up.
 - 2) Air Ambulance Night Site – a discussion was held regarding various sites identified by Roger Lawes, the next steps to take are to contact the Land owners and see what their thoughts are. The Clerk was asked to contact Toby Russell to ask him if he would be available to attend the Parish Open Meeting.
 - 3) Annual Parish Meeting – The Clerk had emailed Torridge District Council regarding the 'Waste Roadshow' but no one from the organisation was free for the 18th April. If Toby Russell was unavailable another suggestion made by the Chairman was to have an 'open forum' where residents could ask questions of the Parish Councillors and to share what they want to see happening in their Parish.
- 7) **Planning Applications**

There are none
- 8) **Planning Decisions**

There are none

Planning Appeals

1/0777/2017/FUL
APP/W1145/D/17/3189635
Proposal: Single Storey extension to provide guest bedroom
Location: The Oaks Annexe, Milton Damerel, Holsworthy, Devon. EX22 7DQ
The above appeal was discussed, and it was agreed that no further action was required as the comments made on the original application still were still relevant
- 9) **Financial Matters**
 - a) Financial report to date- the Clerk presented each Councillor with a spread sheet from the cash book a bank reconciliation and an invoice for administration expenses.
The Clerk reported that there was £4,556.31 in the bank, this consists of Ring fenced funds of £183.02 step back in time, £244.57 P3 funds and £290.00 balance of defib. Grant. The balance of £4556.31 being Parish Council general funds.
 - b) Three Councillors signed a cheque for Clerks Salary £205.83.
 - c) Transparency Grant, the Clerk informed the Councillors that the Grant for just over £600 had been approved, this is a Grant towards a new web site, the Clerk will write to Terry Fairbrother to thank him for all his sterling work over the years keeping the web site up and running.
The setting up of a new website will cost approximately £800 with an annual fee of £150, it was the unanimous decision of the Councillors to go ahead with a new Web site.

- d) Compliance paper work- The Clerk had updated the risk assessment, financial regulations and Statement of internal controls, the Chairman duly signed all three, the Clerk will send copies via email.
- e) Preparing for Annual Audit course, the Clerk reported that she attended the course on the 8th March, she reported that the External Audit was not now compulsory provided the Parish Council agreed, this could not be done until after the 31st March so will be discussed at the next meeting. The Clerk asked whether she could contact Julia who did the internal audit last year to ask her if she would be willing to do so again this year. The unanimous reply was yes.
- d) Although not on the Agenda the Parish Councillors unanimously agreed to sign the following cheques:
 - i) Administration expenses of £29.13
 - ii) MD Parish Hall £36.00
 - iii) DALC Invoice for training and new books £36.00
 The Clerk informed the Councillors that a VAT refund of £190.69 had been received.

10) Correspondence as below and as available at the time of the meeting

All correspondence had been sent by email, no issues were raised.

11) Urgent matters brought forward with the permission of the Chairman

The Chairman Councillor Stephen Moyse reported that he had had a report from Edgar Pett the Snow warden, which he read out.

Edgar reported that during the recent “beats from the East” weather although spreading the salt was not a problem The continuing climbing in and out of the truck was very hard work and he fell over several times. He asked whether another volunteer could be found to help him if the need arises. The Chairman said that this should not be a problem. Edgar asked if a letter could be sent to Clifford Fishleigh thanking him for storing the salt, which he had done for several years.

The Chairman asked the Clerk to send a letter of thanks to Edgar for all his hard work and to write to Clifford with the Parish Council’s appreciation.

The Chairman thanked the Councillors for attending, there being no further business the meeting closed at 9.00pm