



Doddiscombsleigh Parish Council
Draft Minutes of the Ordinary Meeting held on Tuesday 10 January 2023
at 7.30 pm at Woodah Farm

Present: Cllr W Hole (Chairman), Cllr M Moorhouse, Cllr R Crocker, Cllr E Davis, District Cllr S Purser (from item 6.1)

Clerk: A Miller

1 Welcome and Apologies for Absence

The Chairman welcomed everybody. Cllr Burdge and Cllr Sawyer sent their apologies.

Open Forum

None.

2 Declarations of Interest / Requests for Dispensations

All parish councillors declared pecuniary interests in agenda item 7.2 and requested dispensations for this meeting.

Resolved The Council unanimously agreed to give the dispensations on the basis that without the dispensations the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business.

3 County and District Councillors' Report

District Cllr Purser's email was sent to the members of the Council with his updates. The Parish Council returned to this item after agenda item 6.1, when Cllr Purser arrived. District Cllr Purser drew the Parish Council's attention to the Tidy Teignbridge Fund.

Resolved The Parish Council unanimously agreed to apply for a grant of £2,000 to reinstate the Triangle after the cedar tree has been cut down and if there is money available, to repair the raised footpath between the church and the pub and also to repaint the bus shelter.

4 Ratification of Minutes of Previous Meetings

Ordinary Council meetings of 8 November 2022 and 13 December 2022

Resolved Unanimously accepted as true records.

5 Planning Matters

5.1 To Note Planning Decisions

None.

5.2 To Receive and Update about a Possible Cooperation Regarding Planning Issues with Other Parishes in Teignbridge

17 parish / town councils answered the original Chairman's letter, which was sent out in November.

The invitation for a planning meeting for parish / town councils was sent out at the beginning of January and so far 7 parishes indicated that they would like to attend. The meeting will be on Thursday, 26 January at the Teign Valley Community Hall.

The Chairman reported that as a result of the letter, District Cllr Andy Swain contacted him and suggested to send the letter to all the district councillors who were members of the Planning Enforcement Review Group. The Parish Council was of the opinion that first the parish / town councils need to agree to their common objectives and strategy at the meeting on 26th January, and send an agreed document to members of the District Council.

The Chairman reported that Cllr Sawyer will attend the meeting with him from Doddiscombsleigh. The Clerk will take the Minutes.

6 To Receive Reports and Updates

6.1 To Receive an Update about Tree Planting for the Queen's Green Canopy

The lengthsman sent his report that two of the three agreed trees were available at the Teign Valley Nursery. When the third tree is available the trees will be planted together.

6.2 To Receive a Highways Update

6.2.1 Pothole

Cllr Moorhouse reported two dangerous potholes towards Dunsford to Devon County Council. There is no information when the potholes will be repaired.

6.2.2 Lengthsman's Report

The lengthsman sent his report that he had done 26 hours of the Annual Maintenance Plan. All the agreed work will be done by March.

6.2.3 Road Warden Scheme

There is no volunteer for pothole repairs yet.

6.3 To Receive a Telephone Box Project Update

The Chairman reported that the kiosk is nearly finished. A resident is putting together a display for the History Box. There were additional costs to prepare the inside of the box ready for the display.

6.4 To Receive a Parish Path Partnership and Footpath Update

Cllr Crocker reported that the post at Windy Cross, which was reported at the October meeting as a problem, has been repaired.

A former councillor, Ms Hanson, sent information to the Council that on footpath 7 a new gate is necessary.

The Clerk asked a quote from the lengthsman for some smaller repairs that were reported at the October meeting, but the amount was higher than the annual general maintenance grant.

Resolved The Parish Council unanimously agreed to carry out all the repairs in the next financial year.

6.5 To Receive a Neighbourhood Police Report for October-December 2022

The report was circulated to the members of the Parish Council. In the last quarter of 2022, there were 6 none offence reports. The police will send quarterly reports in the future.

7 Finance

7.1 To Receive a Finance Report and Approve the Bank Reconciliation

The total bank balance (HSBC and Unity Bank together) at 31 December 2022 was £13,191.25. After deducting the amount of earmarked funds and grants, the general reserve was £3,325.20.

The Chairman reported that he checked the bank reconciliation for 31 December 2022 and it was in order.

Resolved The Council unanimously accepted the bank reconciliation.

The Chairman urged the councillors, who had not yet registered with Unity Trust Bank, to do so. The HSBC account cannot be closed, whilst there are not enough councillors to authorize payments at Unity Trust Bank.

7.2 Budget and Precept for the 2023/24 Financial Year

The Parish Council discussed the proposed budget which appears at the Appendix to these Minutes. The Council considered inflation, the low level of its general reserves and the increasing difficulties and uncertainty of receiving grant funding from outside sources.

Resolved The Council unanimously accepted the budget with the estimated cost of £9,098 and with a net increase of £690 in the earmarked reserves.

Resolved The Council unanimously agreed to set the precept at £7,788 and decided to increase the council tax by £10.23 for a band D property to cover the expected operational costs and the earmarked reserves.

7.3 To Discuss How to Use Up the CIL Fund

There were no new items to discuss.

7.4 Approval of Expenditure

Venue hire 10 January 2023 £10.00

HSBC fee £8.00

Unity Bank fee for 3 months £18.00

Clerk's remuneration £1188.06

Magazine subscription £6.00

Stamps £10.88

Ink cartridges £42.19

Items for the History Box £288.17

Resolved The Council unanimously approved the expenditures.

8 Clerk's Correspondence

8.1 Bus shelter

It is understood that some children using apple sauce made marks on the walls of the bus shelter. The marks could not be removed completely and the bus shelter needs to be repainted. Clerk to ask a quote from Mike Wye for the job.

8.2 Fir Tree

The School sent an email asking for some of the wood from the cedar tree after the tree has been cut down. The Parish Council asked for the timber from Devon County Council but has not received a response yet. Clerk to ask for the date of the tree cutting.

8.3 Community Fund Grant

After receiving information that District Cllr Tume, who is the other representative of the Ward together with Cllr Purser, has some money left from his Community Fund, the parish councillors agreed in an email, that the Clerk contact District Cllr Tume asking for a financial support. This is for a new website which is fully compliant with accessibility regulations. District Cllr Tume was supportive in principle, but could not commit a specific amount. The Parish Council agreed to apply for a grant of £1,000 for a new website.

9 Date of Next Meeting

The next meeting will be on 7 February 2023.

The Annual Council meeting was scheduled for 9th May 2023, but because of the extra bank holiday following the coronation, this date is too early after the local council elections.

Resolved The Council unanimously agreed to hold the Annual Council meeting on Tuesday, 16 May 2023.

10 Chairman's Remarks

The Chairman closed the meeting at 9.40 pm.

Signed.....
Chair

Date

APPENDIX

Doddiscombsleigh Parish Council Budget for 2023/24

	Proposed Budget 2023/24
Clerk's salary with HMRC payment	£3,800
Clerk's milage	£50
Clerk's home working allowance	£240
HMRC agent (T P Jones)	£75
DALC and SLCC contribution	£170
Information Commissioner	£35
Insurance	£320
Admin, stationery & postage	£80
Hire of venue for meetings	£300
Training	£300
Chairman's Allowance	£300
Bank account fee	£168
Website	£150
Defibrillator pads	£147
Planning application fee to renew the permission for slow down signs - permission expires in March 2024	£263
Operational costs	£6,398
Projects:	
Contingency for projects	£500
Lengthsman/Road cleaning	£1,000
P3 expenses	

Triangle soil improvement and fir tree trunk removal	£1,000
Elections 2023	£200
Projects	£2,700

Total costs **£9,098**

FUNDING

Payments from grants/donations

Triangle soil improvement and fir tree trunk removal - CIL	£1,000
Drain clearing - HMCEF grant	
Drain clearing - CIL	£1,000
Grant payments total:	£2,000

Using up reserves / earmarking reserves:

Defibrillator pads and battery	£150
Bus shelter painting	£320
Website	£200
Office equipment	£0
Raised footpath and other maintenance	£100
Uncontested elections	-£80
Recommended additional reserves total	£690

PRECEPT

Total costs - grants +/- reserves	£7,788
Next year estimated tax base	150.5
New council tax: precept/tax base	£51.75
This year's council tax:	£41.52
Current precept:	£6,220

Checking the level of general reserves:

Bank balance as at 31/12/2022	£13,191
<i>Minus</i>	
Estimated payments until 31/03/2023	£2,540
Estimated balance on 31st Mar 2023	£10,651

Ringfenced amounts from bank balance:	£7,513.37
- CIL	£7,201.93
- Parish Path Partnership Grant	£311.44
- Telephone box repair fund from donations	£0.00
- HMCEF grant for drain clearing	£0.00

Estimated balance for earmarking sums and for general reserve on 31/03/2023: **£3,138**

Current earmarked sums:	£1,126
- Defibrillator pads and battery	£126
- Bus shelter painting	£320

- Website	£400
- Raised footpath and other maintenance	£200
- Uncontested elections	£80

Estimated general reserve on 31/03/2023: **£2,012**

Required minimum general reserve at
31/03/2023 (3 months expenditure): **£1,555**

DRAFT