



## **Doddiscombsleigh Parish Council**

### **Draft Minutes of the Annual Council Meeting held on Tuesday 16 May 2023 at 7.30 pm at Woodah Farm**

**Present:** Cllr W Hole (Chairman), Cllr M Moorhouse, Cllr J Sawyer, Cllr R Crocker and 3 members of the public

Clerk: A Miller

The meeting was held from 8.10pm, following the Annual Parish Meeting of the Electors.

#### **Annual Council Business**

**1 Election of Chairman**

**Resolved** The Council unanimously re-elected Cllr Hole as chairman.

**2 Declaration of Acceptance of Office**

Cllr Hole signed the Acceptance of Office form.

**3 Apologies for Absence**

None.

**4 Declarations of Interest / Requests for Dispensations**

Cllr Crocker declared an interest in item 14.2.

**5 County and District Councillors' Report**

District Cllr Purser sent his report which was forwarded to the Council.

District Cllr Swain made his comments during the Annual Parish Meeting of the Electors.

**6 Councillor Vacancy and Co-option**

No expression of interest was received for the vacancies. Chairman to send a letter to the Teign Valley Magazine about vacancies.

**7 To Appoint Councillors to Dedicated Responsibilities**

**Resolved** The Council unanimously agreed to the following responsibilities.

Cllr Hole: telephone box project, finance, planning

Cllr Crocker: Parish Path Partnership scheme, other footpaths

Cllr Moorhouse: snow warden, hedgehog project

Cllr Sawyer: drains warden, highways, planning

**8 To Review of Governance Documents**

**Resolved** The Council unanimously agreed to readopt without amendment the Standing Orders, the Code of Conduct, and the Statement of Internal Control. The Financial Regulations were amended – in regulation 11.1 h) the limit above which the Clerk or RFO shall strive to obtain 3 estimates was increased from £200 to £400.

**9 To Review the Council's Policies and Procedures**

**Resolved** Website Advertising Policy, Complaints Procedure, Publication Scheme under the Freedom of Information Act, and Privacy Notices were unanimously readopted without amendment. The Website Accessibility Statement and the Risk Register was readopted with amendment.

**10 To Review the Memorandum of Understanding with Doddiscombsleigh Primary School Governing Body**

It was discussed that public money raised from the Art Show and village fetes was used for establishing the school playground. The playground has been closed to the public since 2019 for safety reasons. The Council agreed to return to the topic at a later meeting.

**11 To Review the Subscriptions to Other Bodies**

**Resolved** The Parish Council unanimously agreed to continue the existing subscriptions to the Devon Association of Local Councils (DALC), the Society of Local Council Clerks (SLCC), the Information Commissioner's Office (ICO) and the Teign Unity Magazine.

**12 To Decide about the Time and Place of Next Meetings until the Next Annual Meeting**

**Resolved** The Council unanimously agreed to plan holding meetings on Tuesdays at Woodah Farm on the following dates:

13 June 2023	9 Jan 2024
11 July 2023	6 Feb 2024 (first week)
12 Sep 2023	12 Mar 2024
10 Oct 2023	16 Apr 2024 (third week)
14 Nov 2023	14 May 2024 annual meeting

**Monthly Council Business****Open Forum**

There was a question about why the Parish Council used Woodah Farm as a meeting venue and not the school. It was explained that the hire charge is more favourable at Woodah Farm and the facilities are more suitable for the meetings.

**13 Ratification of Minutes of Previous Meeting**

Ordinary Council meeting of 25 April 2023

**Resolved** Unanimously accepted as a true record.

**14 Planning Matters****14.1 To Note Planning Decisions**

23/00379/FUL Little Park Farm  
Equestrian Menage – permission granted

**14.2 To Discuss a Planning Application**

23/00519/FUL Land Adjacent Little Leigh Farm At gr 285086 855371  
New dwelling  
Cllr Crocker left the meeting.

The Parish Council discussed the proposal.

**Resolved** The Parish Council unanimously agreed to make the following comment.

The Parish Council is concerned that with the complete demolition of the old barn, the new proposal is not sympathetic with the character of the rural location and the planned building is disproportionate. Particularly the Council is concerned about the amount of reflective surfaces – glass and solar panels – on the proposed building.

The Parish Council is concerned that if the proposal is approved, it would create a negative precedent. Hence that developers could create something completely different and ignore a class Q permission.

Cllr Crocker returned to the meeting.

Cllr Sawyer left the meeting due to his other commitments.

#### 14.3 To Receive an Update about the Joint Planning Meeting of the Parish Councils

The Joint Planning Meeting will be held in Bishopsteignton on 25 May 2023.

Representatives of the Planning Authority will attend the meeting. Clerk to forward the agenda and the response of Teignbridge District Council to the Joint letter as soon as it is received. The Chairman and Cllr Crocker will attend the meeting from Doddiscombsleigh.

#### 14.4 To Discuss Other Planning Related Issues

No other issues were raised.

### 15 To Discuss the Improvement of the Triangle

The suggestions received from the public were discussed. It was agreed to consider the children's opinion as well.

### 16 To Discuss the Annual Maintenance Plan for Drain Clearing and a Possible Grant Application

**Resolved** The Parish Council unanimously agreed to continue with the current maintenance plan and apply for a grant of £250 from the Highways Maintenance Community Enhancement Fund.

### 17 To Discuss Possible Grant Applications to Improve Website Accessibility

The Parish Council reviewed its own funds available for the project and the total expected cost. The project needs to be started in June in order to be ready before October, when the renewal of the current website is due. If the Council decides to apply for grants now to fund the missing £700, the results of the applications will not be available in June. It was discussed that if the Parish cannot obtain a grant, the missing £700 needs to be funded from the Council's reserves. It was agreed that using up the Council's reserves would leave the community without any possibility to respond to an emergency.

**Resolved** The Council unanimously agreed to delay the project and to return to the new website acquisition later.

### 18 To Discuss a Response to Devon County Council's Mobile Library Consultation

It was discussed that there are 10-15 residents who use the service regularly. The arrival of the library bus is a community event in a village where there is no village hall and there are only limited services. The mobile library service has a community value, which cannot be provided by the alternative suggestions. Gradual reduction of services like the mobile library leaves small communities with the feeling that everything is taken away from them.

**Resolved** The Parish Council agreed to support the retention of the mobile library service.

### 19 To Receive Reports and Updates

#### 19.1 To Receive a Bus Shelter Project Update

The contractor has finished painting the bus shelter and sent his invoice.

The Council unanimously agreed that the work was done to a good standard.

#### 19.2 To Receive an Update about the Condition of the Big Notice Board in the Bus Shelter

The Chairman agreed to check whether the lock on the big notice board is repairable.

**19.3 To Receive a Highways Update**

Clerk to ask for an update from the Neighbourhood Highways Officer about the issues in the village – railway bridge, Tick Lane.

**19.4 To Receive a Parish Path Partnership and Footpath Update**

Devon County Council approved £300 for the proposed works. Devon County Council intend to conduct an urgent repair on the steps on footpath 2 for safety reasons.

Cllr Crocker reported that there are fallen trees on the footpath between Doddiscombsleigh and Ashton following the recent storm. Clerk to inform Devon County Council.

**19.5 To Receive an Update about the Defibrillator**

The new volunteer will leave the parish and cannot do the defibrillator checks anymore. The replacement pads have been ordered and paid for but only the children's pads arrived. The Council is waiting for the adult replacement pads. There is a general delay and shortage of defibrillator parts and there is no information when the replacement will arrive.

**20 Finance****20.1 To Receive a Finance Report**

The bank balance on 11 May 2023 was £14,760.38. After deducting the amount of earmarked funds and grants, the general reserve was £3,351.17.

Since the last meeting, the first part of the precept - £3,894 -, the Tidy Teignbridge grant of £1,810 and a Community Infrastructure Levy (CIL) of £507.06 have been credited to the bank account.

**20.2 To Receive an Update about the Banking Arrangements**

The HSBC account has been closed and the remaining funds has been transferred to the Unity account.

**20.3 To Approve the CIL Report for 2022/23**

**Resolved** The Parish Council unanimously approved the Community Infrastructure Levy (CIL) Report for 2022/23.

Item 24 was discussed without the public present.

**20.4 To Approve Payments**

Venue hire £10.00

HSBC fee £8.00

Bus shelter painting £768.00

Insurance £354.55

**21 To Discuss Dog Fouling in the Village**

The item was not discussed.

**22 Clerk's Correspondence**

The Village Fete will be held on 24 June 2023. Raffle tickets are available.

**23 Chairman's Remarks**

The Chairman closed the meeting at 10.03 pm.

**24 PART B**

The item was discussed after item 20.3.

The Parish Council discussed the insurance quotes and unanimously agreed to enter into a 3-year agreement with the current insurance provider, Community First.

Signed.....  
Chair

Date

DRAFT