



## **Doddiscombsleigh Parish Council**

### **Minutes of the Annual Council Meeting held on Thursday 9th May 2019** **at 7.30pm in Doddiscombsleigh School**

#### **Present:**

Mrs B Plummer (Chairman for the first agenda item), Cllr E Davis, Cllr H Hanson, Cllr B Hornby and 7 members of the public

Clerk: A Miller

#### **Annual Council Business**

##### **1 Election of Chairman**

The Chairman asked the newly elected three councillors to nominate a new Chairman from themselves. Cllr Hornby was recommended and she confirmed that she was ready to stand as a Chairman. There were no other nominations and she was unanimously voted as new Chairman. **Proposed** Cllr Hanson **Seconded** Cllr Davis

##### **2 Declaration of Acceptance of Office**

Cllr Hornby signed the Acceptance of Office form for the Chairman position. The Clerk stated that all the newly elected councillors signed the Acceptance of Office form before the meeting.

Cllr Hornby took the Chairman position for the meeting.

##### **3 Apologies for Absence**

DCC Cllr Jerry Brook sent his apologies, due to a training course he could not attend the meeting.

##### **4 Declarations of Interests**

Members are reminded of their responsibility to complete a Notice of Interests within 28 days of their election/co-option and are also invited to state whether they have an interest in any matter to be discussed during this meeting. – None

##### **5 Councillor Vacancy and Co-option**

Two Expression of Interests were received for the four available councillor vacancies. The Parish Council made the decision to co-opt both candidates: Luke Turney and Michael Moorhouse **Proposed** Cllr Hanson **Seconded** Cllr Davis All agreed

Cllr Turney, who was present at the meeting as a member of the public, signed the Acceptance of Office form and joined the Council.

##### **6 Ratification of Minutes of the Annual Council Meeting held on 3rd May 2018 (circulated)**

Signed and accepted as a true record. **Proposed** Cllr Hanson **Seconded** Cllr Turney All agreed

**7 County & District Councillors' Reports – None****8 Appointment of Councillors dedicated responsibilities**

Cllr Hornby – Highways and Footpaths, Public Information, Village Plan Working Group Representative

Cllr Hanson – Parish Path Partnership Co-ordinator, Public Information, Finance, CIL

Cllr Davis – Emergency Planning

Cllr Turney – Planning, Affordable Housing, Defibrillator, School Playing Field, Events Co-ordinator, Village Plan Working Group Representative

Cllr Moorhouse – Village Plan Working Group Representative

**Proposed** Cllr Turney **Seconded** Cllr Davis All agreed

**9 Review of Governance Documents**

Standing Orders, Code of Conduct, Financial Regulations and Statement of Internal Control were readopted without amendment.

**Proposed** Cllr Turney **Seconded** Cllr Davis All agreed

**10 Review the following Policies and Procedures - Complaints Procedure, Website Advertisement Policy, Publication Scheme under the Freedom of Information Act and Data Audit Schedule and Document Retention**

These policies and procedures were readopted without amendment.

**Proposed** Cllr Turney **Seconded** Cllr Davis All agreed

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

The Memorandum was reviewed and agreed that there is no need for amendment.

**Proposed** Cllr Turney **Seconded** Cllr Davis All agreed

**12 Review of subscriptions to other bodies**

The Parish Council has subscriptions to the Information Commissioner's Office, to the Devon Association of Local Councils and to the Society of Local Council Clerks. It was agreed to continue these subscriptions.

**Proposed** Cllr Turney **Seconded** Cllr Davis All agreed

**13 Time and place of next meetings until the next Annual Meeting**

11<sup>th</sup> July 2019, 12<sup>th</sup> September 2019, 14<sup>th</sup> November 2019, 9<sup>th</sup> January 2020, 12<sup>th</sup> March 2020 and 14<sup>th</sup> May 2020. **Proposed** Cllr Turney **Seconded** Cllr Davis All agreed

**Bimonthly Council Business****14 Open Forum – The following questions were raised.**

- The telephone box near the School is damaged, because a car reversed into it. Cllr Hornby to contact BT to get to know how many times it was used in the last 12 months.
- There were some repairs on Rectory Lane, but further works are required. Cllr Hornby to contact Highways and South West Water, who wants to improve the access to the Treatment Works.
- Footpath 1 footbridge – the contractor will start the work in the next 2-3 weeks.

**15 Ratification of Minutes of Previous Meetings (circulated)**

Ordinary meeting of 14 March 2019 and extraordinary meeting of 25 April 2019. Signed and accepted as a true record. **Proposed** Cllr Hanson **Seconded** Cllr Turney All agreed

**16 The District of Teignbridge (Harehill Plantation) Tree Preservation Order 2019**

Reference: E2/40/03

Location: Whitemoor Farm, Doddiscombsleigh

A member of the public sent a letter to the Council regarding this agenda item, which was read out and appears in the Appendix of these Minutes. The Council discussed a consultation response regarding the provisional tree preservation order and decided to make no observations. **Proposed** Cllr Hanson **Seconded** Cllr Turney All agreed

**17 Update about the Twinning Sign and Visit**

The Parish Council discussed the possible motifs for the twinning sign: three trees joining together or the two-headed eagle, Doddiscombsleigh's sign. As the Dunsford – Doddiscombsleigh Twinning Association does not have a specific twinning motif and the two-headed eagle may not be suitable to be carved on a small sign, the Council decided to order the twinning sign without a motif, with the names of the twinned French parishes listed on it.

**Proposed** Cllr Turney **Seconded** Cllr Davis All agreed

The visit will take place on 8th and 9th of June. The Twinning Association provided a French flag and bunting to display in the village.

**18 Report of the Village Plan Working Group**

The four original members of the Working Group recruited further members from the parish: Mr Simon Gray (Chair of School Governors), Mr Hugo Tillotson (Church Warden) and Ms Susan Burdge (Nobody Inn) joined the group. Mr Fairs will organise a date for the meeting of the Working Group.

**19 Finance****19.1 Report**

The Clerk reported that the bank balance at 30 April 2019 was £8,711.34. After deducting the amount of un-presented cheques, the net bank balance was £8,403.06. Earmarked funds: Elections £1,300 Emergency Fund £1,200 CIL £1,402.84 and Parish Path Partnership Grant £2,591.29. The Parish Path Partnership grant £2,100 and the first half of the precept, £1,811 was received.

**19.2 Approval of expenditure**

- Room hire for meetings £70.00
- Extra keys for notice boards £33.00
- Stationery and stamps £67.40
- Antivirus program for computer £26.99
- Replacement pads for defibrillator £123.60

**Proposed** Cllr Turney **Seconded** Cllr Davis All agreed

**20 Clerk's Correspondence**

There will be a Rural Skip on Saturday, 22nd June between 10am – 4pm at Victor Brook's Yard, Middle Hills, Doddiscombsleigh.

**21 Chairman's Remarks** – The Chairman thanked everyone for their participation.

**22 Date of Next Meeting** – Thursday 11 July 2019

The Chairman closed the meeting at 8.15 pm.

Signed.....  
Chairman

Date

## Appendix

