

Minutes of the Meeting of Dunkeswell Parish Council 17/05/2021

Minutes of the Meeting of Dunkeswell Parish Council held in the Village Hall on Monday 17th May 2021 at 7.30pm

Present: Cllrs John Barrow (Chairman), Tina Page, Andrew Luscombe, Philip Stevens, Andrew Maynard, John Sipple,

Apologies: Brendan Procter (Vice Chairman), Kerrie Webber, District Cllr Colin Brown, District Cllr David Key, County Cllr Iain Chubb,

All councillors are politely reminded of their obligation to declare interests under the Code of Conduct. In making decisions the Parish Council recognise their statutory duties provided for in Section 11A(2) of the National Parks and Access to the Countryside Act 1949 (National Parks) and Section 85 of the Countryside and Rights of Way Act 2000 (AONBs) that in exercising or performing any functions in relation to, or so as to affect, land, they shall have regard to their purposes (ie conserve and enhance their natural beauty, wildlife and cultural heritage and to promote opportunities for the understanding and enjoyment of their special qualities by the public).

1.1 **Appointment of the Chairperson** - Mr John Barrow was proposed and seconded as chairman, and accepted the post

1.2 **Appointment of Officers** - as follows

- Brendon Proctor - Vice chairman
- John Barrow - Footpaths & Bridleways (P3 co-ordinator)
- John Barrow - Tree Warden
- John Barrow - Snow Warden
- Park Wardens - Brendon Proctor - Churchill Playground, Philip Stevens - New Century Park, John Barrow - MUGA/Sportsfield

All Councillors to become members of the Planning group, Park wardens to become members of the Park Group, being quorate at three members, who will be delegated to return comments/take actions between meetings if and when necessary.

1.3 **Declaration of Acceptance of Office to be signed at the meeting by the Chairperson and Vice Chairperson & witnessed by the clerk.** Acceptance of Office was signed by the Chairman, The Vice chairman to sign his acceptance of Office at the June meeting.

1.4 **Receive apologies for absence.** Apologies were received as above

1.5 **Minutes** of the previous meeting held Virtually on **Monday 26th April 2021** were agreed as a correct record of that meeting and signed.

1.6 **Declarations of Interest and Risk Assessment:** To receive declarations of interest and to note any additional risks.

2 **Planning**

<https://planning.eastdevon.gov.uk/online-applications/>

Decisions (for information)

2.1 **21/0382/FUL Woodside Dunkeswell Honiton EX14 4RG** - Demolition of existing bungalow and holiday let and construction of two attached dwellings. **Approval with Conditions**

Planning Applications (for comment and Information)

2.2 **21/1126/FUL School House Dunkeswell Abbey Honiton EX14 4RP** - Installation of free-standing temporary bike store. **(For comment).**

Comments - No objections

2.3 **21/1242/FUL 4 Bluebell Road Dunkeswell Honiton EX14 4QF** - Single storey side infill and rear extension. **(For comment)**

Comments - No objections

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3 Tree Applications

Decisions (for information) - None received

Applications(for information/comment) - None received

4 Highways

4.1 Lengthsman/Highways Issues to report. - Clerk to continue reporting any known potholes

Potholes reported - Tencery, junction and down the through the road surface loose, Wolford x Long Lane/Turbury

5 Footpaths and Bridleways - Some strimming to be done, some posts may need replacing warden investigating what is required.

6 Environment

7 Community and Governance

7.1 Parks - New Century Park, reports of a lot of rubbish left in and around the park and at the back of the park, the PC padlock had been removed and a different padlock used to lock open the gate, this padlock has/will be removed. The gates at the back of the park (backing onto Simcoe Way) should remain locked, with access for grass cutting only, there are no entry or exit routes from either gate. Council is asking that all Park users (supervised or unsupervised) are made aware that these padlocks must stay in place. If anyone is aware of who may have removed and replaced the padlock please let a Councillor or the clerk know.

Comments - Clerk to investigate this further to ascertain who owns the bank between the fencing and properties backing onto the park. Although the Council are/have been responsible for cutting the grass area between the fence and the properties backing onto the park, a couple times a year, the plan could be interpreted in different ways, making it unclear who owns this piece of land. Once ascertained and assuming the council do have responsibility for this land, Tree Warden to determine if the trees can be trimmed to prevent the climbing of them. The padlock keeping the gate open to be cut off and the original padlocks to be returned.

The edging around the play surfaces, is being reviewed and replacement edging will be fitted in the near future in the Park, Council to agree how/who will do this. **(For agreement)**

Comments - It was agreed that Cllr Stevens will speak with Olly Starr about this.

The litter bin in the park, collection has been missed for a few weeks, due to cover arrangements and an injury to the person on the round, it appears, please report a full bin to the clerk. **(for information)**

7.2 Village Hall Wifi/broadband - Clerk awaiting replies about signal strength from Councillors.**(For information/discussion/agreement)**

Comments - Councillors have tried various mobile providers at the hall using their own phones, signal appeared ok for Sky, EE, and O2. Clerk to arrange testing to see if there is enough signal at the Hall for Wifi/broadband to work adequately.

7.3 Internal Audit - Internal Audit report sent to all councillors 28/4/21 for information, no action required by clerk, unless otherwise directed by Council. To agree retaining the Services of Local Council Administration Services for year ending 31st March 2022. **(For discussion & agreement)**

Comments - Councillors have received and reviewed the Internal Audit and were pleased with result, They agreed to retain the services of LCAS for the year ending 31st March 2022.

7.4 External Audit - AGAR Forms completed and scanned copy sent via email 5.5.21 to all councillors, Council to approve the accounts/AGAR for 2020/2021 and agree submission to PKF Littlejohn. **(For approval & agreement)**

Comments - Council approved the AGAR and associated documents, including the public right of Inspection dates, the AGAR was signed and it was agreed this could now be submitted.

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- 7.5 **Grass Cutting** - To discuss & agree to the retention of Cut & Strim Gardening Services for the coming Year. **(For agreement)**

Comments - It was agreed to continue using Cut & Strim Gardening Services

- 7.6 **Insurance** - To agree the reworked quote, sent to Councillors 28/4/21 to include New Century Park and the MUGA (previously held as a separate policy by DCP&LG) **(for agreement)**

Comments - It was agreed to accept the quote from Came and Company

- 7.7 **Call for Evidence Remote Meetings** - There has been a call for evidence regarding how successful remote have been during the lockdown. To agree whether & how to respond, Link emailed to councillors 10/5/21. **(for discussion & agreement)**

<https://www.gov.uk/government/consultations/local-authority-remote-meetings-call-for-evidence>

Comments - It was agreed the clerk will compile a response from the council, to be emailed to all for approval before submitting it.

- 7.8 Hornbeam Park - Letter forwarded to councillors 11th May 2021. Requesting PC's support in changing the use for lodge numbers 1a - 36 incl and what the next steps might they need to take. Email received from Lodge owners to inform that they are not pursuing this at this moment. **(for information)**

- 7.9 **Phone Box** - The phone box transformation is complete, It has been taken back in time to the 1940's and been preserved as part of Dunkeswell's history for the community and all those living and working in Dunkeswell during the war years. It will now form part of the SouthWest Airfields Heritage Trust Tours. The councillors would like to thank everyone involved with this project, with special thanks to SouthWest Airfields Heritage Trust for organising and carrying out the renovation and to Devon County Council for providing a grant to enable this to happen. **(for information)**

Comments - Councillors were pleased that the phone box has a new use and is complete. Councillors agreed a donation of £200 to be given to South West Airfields Trust to thank them for all their help, support and input into this project.

- 7.10 DALC Training events - emailed to councillors 6th May 2021, clerk to gather requests and book as requested. DALC have updated their website and councillors can now request their own account information and links sent via email 12th May 2021. **(For information/action)**

Comments - No training was requested

8 Finance (For information/Agreement)

8.1	Grants –		£
8.2	Receipts -	Precept 21/22 Mar - Sep (On Statement)	£ 17152.50
		Vat Reclaim - 20/21	£. 1297.11

8.3 Cheque Payments	
Local Council Administration Services A Marshall	£ 175.00
Came & Company - Insurance 1st June 2021 - 31st May 2022	£ 1103.03
Cut & Strim Gardening Services - to 4/5/21	£ 68.00
SWAHT - Phone box refurb	£ 1331.49
Aubergine - Domain registration 15th June 2021 - 14th June 2022	£ 120.00
Clerk Remuneration	£ 1014.55
DPC HMRC PAYE	£ 28.30
Clerk Expenses	£ 75.20

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8.3 Cheque Payments	
Donations Agreed at the April meeting	
Dunkeswell Youth Club	£ 2000.00
Honiton Ring & Ride/TRIP	£ 120.00
Blackdown Support Group	£ 250.00
Dunkeswell Pre-School	£ 600.00
Honiton Mobile Library	£ 75.00
SWAHT - Donation	£ 200.00

(Cheques were Agreed)

Account balances – Parish Account - at 30th April 2021, statement number 143 Closing Balance £52642.02
(This is a reconciled balance at 7th May 2021)

Email, web and social media enquiries have been responded to and councillors copied in, councillors are asked to consider if further action or correspondence is necessary.

Dates for next meetings 2021 - 2022 are displayed at <https://www.dunkeswell-pc.gov.uk/>
Next meeting - 21st June 2021, Dunkeswell Village Hall, 7.30pm