**AMENDED DRAFT MINUTES**

**MARLDON ANNUAL PARISH COUNCIL MEETING**

Minutes of the Annual Meeting of Marldon Parish Council held on

Tuesday 28th May 2019 at 7.30pm

**PRESENT:** Cllr J T Pennington, Cllr S Veasey, Cllr J Clarke, Cllr M Oliphant, Cllr G Page, Cllr F Palk, Cllr N Stevens, Cllr R Thorp.

**ALSO PRESENT:** 8 Members of the public, and Clerk to the Parish Council, Mrs S J Watt

**1. (05.19) APOLOGIES**.

Apologies were received from Cllr Webber and County Cllr. Hawkins.

**2. (05.19) ELECTION OF CHAIRMAN:** The Clerk called for nominations for Chairman. Cllr Steve Veasey was proposed by Cllr. Oliphant and seconded by Cllr. Clarke. There being no further nominations, Cllr. Steve Veasey accepted and was duly elected as Chairman.

**3. (05.19) ELECTION OF VICE-CHAIRMAN and other Committee Members:**

The Clerk called for nominations for Vice-Chairman. Cllr. Veasey proposed Cllr. G Page and seconded by Cllr. Palk. There being no further nominations, Cllr. G. Page accepted and was duly elected as Vice-Chairman.

The following were all re-elected with replacement committee members for ex-Cllr. Sutton as follows all nominated by Chairman Veasey and seconded by Vice-Chairman Page or vice versa:

|  |  |
| --- | --- |
| **POSITION** | **Elected Cllr. Or Committee member** |
| Finance Committee Chairman  | Trevor Pennington |
|  | Committee Members: Cllrs. Veasey, Page and Webber |
| Planning Committee Chairman | Cllr. Veasey. Committee Members: Cllr. Page |
| MEG Chairman/Liaison Officer | Cllr. Gordon Page |
| Public Grounds and Community Committee Chairman | Cllr. Jenny Clarke. Committee Member: Cllr. Palk |
| Allotment Chairman | Cllr. Thorp. Committee Members: Cllrs. Oliphant and Clarke |
| Cemetery Chairman | Cllr. Veasey. Committee Member – Cllr. Pennington. |
| Footpath Chairman | Cllr. Page. Committee Member – Cllr. Veasey and co-opted member Robin Cox |
| Marldon Land Charity Trustees | R Joinson and Mr Chidlow |
| War Memorial Liaison Officer | Cllr. Veasey |
| Road Safety Committee | Cllrs. Thorp, Webber and Oliphant |
| Neighbourhood Planning Chairman | Cllr. Neil Stevens. Committee Members - Cllrs. Pennington, Page, Clarke,Veasey and members of the public |
| Neighbour Hood Watch | To be discussed at next meeting 10/06/2019 |
| Tree Warden | Cllr. Page |
| SHDC Development &Control users group | Cllr. Clarke |
| Representatives on the Village Hall Council | Cllrs. Veasey, Page and Pennington |

Please note: The Chairman and Vice-Chairman are automatically on all committees.

**4. (05.19) DECLARATIONS OF INTEREST**.

There were none.

**5. (05.19) APPROVAL OF MINUTES** – 8th April 2019 and 13th May 2019 meetings.

The minutes of the Parish Council meeting held on 8th April 2019 and the Extraordinary/Emergency Meeting held on 13 May 2019 were agreed by the meeting and signed by the Chairman as a true record.

**6. (05.19) MATTERS ARISING**.

Vacancy for Parish Councillor: It was expressed that this was still outstanding. The Clerk will put a notice on the Website and other notice boards requesting interested parties to contact the Clerk direct. It was noted that a member of the public had shown interest at the Public Meeting and had been requested to email the Clerk with their details and interest.

**7. (05.19) POLICE MATTERS**.

The Clerk reported that although the local PCSO had been emailed and requested to attend or at least send a report regarding County Lines, nothing had been received and no contact had been made. The Clerk will contact the area Superintendent to try and instigate a relationship between the Council and the Police.

**8. (05.19) FINANCE.**

The Clerk read out the current state of finances, although not completely up to date as still awaiting Bank Statements for May. Also, there had been no invoices from OPUS electric or HMRC for April or May to date and therefore full reconciliation had not been completed.

The following payments were approved by the meeting:-

**Payments- Main a/c:**  £

Clerk – Mrs T Rowe net salary April 2019 305.99

Office Allowance April 2019 12.00

 **317.99**

Clerk – Mrs S J Watt net salary May 2019 276.12

Office Allowance May 2019 12.00

SLCC Training 60% of £99 +vat 71.28

SLCC Full Membership 114.00

Office Stationery, stamps, printer ink for canon LaserJet (%) 38.28 **511.68**

Plandscape – grass cut on April 2019 **119.70**

South West Water (Sports Field Parish Meadow) **5.73**

South West Water (PC Allots West Lane) **27.13**

A.R. Hood & Associates (clearance of vegetation, trees by boundary wall

Bordering Village Hall and detailed inspection for purposes of preparation

of remedial works (as per attached quote 10/04/2019) **1038.00**

**BANK ACCOUNTS as at 30 April 2019**

Main Account: £28,854.52

P3 Account: £580.60

Environment Account: £172.82

NS&I Investment Account Balance at 31.12.2017: £21,018.72

 (gross interest p.a. for 2017 =£98.58)

Total Balance held by Marldon Parish Council as at 30.04.2019  **£50,626.66**

NOTE: It was reported by the Clerk that no information appeared to be available for the NS&I Investment account. There had been no statement since December 2017 and the Clerk had also noted that the address on the account appeared to be a Torquay address. Cllr. Pennington was asked if he had any information as to who the signatories were, to which he replied no. The Clerk said she would contact NS&I and request information to enable change of address, new signatories and transfer documents.

The Clerk also informed members that the Internal Audit had not been completed and this was now a matter of urgency. The Clerk had emailed the Auditor who had carried out last year’s audit but was still awaiting a response. The exact costs are not known, however, last year Marldon Parish Council was charged £50.

**9. (05.19)**  **HEAVY LORRIES - COMPTON**

Cllr. Oliphant showed the Council and those members of the public still present, a photograph of a foreign lorry completely stuck in the road, unable to move forward or backwards. It would appear that these lorries were trying to access Otter Nurseries and their satnavs were directing them along the lanes to which these lorries are banned. It was requested that the Clerk writes to Highways and to County Cllr. Hawkins to request urgent signage near Compton Castle and either end of the village making it clear that heavy lorries are banned for access through the village of Compton.

**10. (05.19) CONCERNS REGARDING PLAY AREA-**

All concerns were duly noted and Cllr. Clarke will provide the Clerk with contact details so that she can obtain the required number of quotes to make good, repair and/or replace as soon as possible.

**11. (05.19)**  **NEIGHBOURHOOD PLANNING.**

Cllr Stevens told members that he was still needing to obtain further information before he could get the Neighbourhood Plan back on track. He stated that there were lots of things to consider including designating the boundaries which may need to be changed to avoid cross-overs with other Councils.

It was agreed that a meeting needed to be arranged, and it was suggested that this meeting could be organised at the same time as the s106 meeting with SHDC present. The Clerk was tasked with arranging this with Alexis Huggins and her colleagues. Cllr. Stevens was asked to get convenient dates from his committee and pass to the Clerk to enable her to co-ordinate the meeting, which would need to be held within the next 10 working days as the Council were obliged to report its findings regarding the s106 funds at the next Council Meeting on Monday 10th June 2019.

**12. (05.19) PLANNING.**

**1370/19LBC**  : Listed Building consent for replacement windows and painting of external cladding – Honeysuckle Cottage, Marldon. **Recommend Approval.**

**1415/19/**LBC : Listed Building consent application for replacement of existing rear windows and doors – Church View Cottage, Marldon. **Recommend Approval.**

**13. (05.19) CLERKS REPORT, PROCEDURES, NEW BANKING ARRANGEMENTS, ADDITIONAL SIGNATORIES and CORRESPONDENCE.**

1. The Clerk reported that procedures needed to be strictly followed to enable to Council to operate legally, transparently and not be open to criticism. This included all correspondence, letters and leaflets being scrutinised and in some cases created by the Clerk before public viewing or distribution. All quotes should go through to the Clerk to obtain. All meetings should be organised via the Clerk and updates on Committee meetings should be reported to The Clerk.

2. The Clerk reported that a post box was now insitu at the Village Hall for all Parish Council mail to be delivered to and that Royal Mail had been informed. It was noted that this might take a while to filter through. However, this would give the Council consistency with its postal address and would save having to change addresses for so many different organisations and Government departments when there was a change in Clerk.

3. The Clerk also informed the Council and the public that she would be holding a Clerk’s Surgery once a month, approximately a week prior to the Council meeting. This is in accordance with the legal requirement that the Clerk is accessible to the public if not using her home address for this function. The venue is to be confirmed, however, it is anticipated that this will start in July 2019. The website will be updated with this information along with notices on the boards throughout the village.

4. Standing Orders: These need updating and brought in line with current legislation and it was suggested this will be an Agenda item at the July/August Council Meetings.

5. There are many Council Policies which need to be established including a Council 1 or 5 year plan.

6. The Clerk reported that as the Responsible Financial Officer, she had carried out a risk assessment on the Banking arrangements and was alarmed to find that there were only two signatories to the Bank of Ireland account. This put the Council at substantial risk of late payments and inability to operate if anything happened to one of those signatories, as it is, one of the signatories did not attend many of the Council meetings. It was agreed that further signatories must be added to the account as a matter of urgency.

The Clerk also reported that she had researched national banks which were still operating at a local level, and that the most appropriate bank appeared to be Lloyds which has branches in Paignton and Totnes. It was agreed that the need to move from the Bank of Ireland to Lloyds made sense. The Clerk/Responsible Financial Officer will make the appropriate arrangements for opening new accounts at Lloyds, including the new Parish Council address and the additional signatories. It was agreed to keep the Bank of Ireland account running until the new accounts were operational including the receipt of cheque and paying in books.

7. The Clerk reported that she had spoken to Alexis Huggins that day regarding the s106 funds and that it was better that the Parish Council agree where the funding was going especially with regards to the confusion over the Village Hall requests, which did seem to be considerable and in addition to what the Parish Council had already agreed to pay. The Clerk also reported that she had not heard back from A.R. Hood with regards to the cost of the fencing and this was also an additional cost, which the Council did not want to use s106 funds for. Indeed, Alexis Huggins stated that usually, repairs were not included in the criteria for these funds. As a meeting was already agreed, a further update will come at the next meeting.

8. Correspondence: There were two emails from residents with concerns regarding the state of the children’s play area. This is already being addressed.

There was an email from a concerned resident regarding the amount of dog hair being left in the field behind the Village Hall. It was requested that the dog hair was put in the hedge, however, the Council agreed that people should not be brushing their dogs in an area designed for walking and enjoyment and should take the dog hair home or ideally, not carry out the action in a public area.

**14. (05.19) As the next item was the Confidential Matters, before the public were asked to leave, the Chairman asked if there were any questions which the public would like to put forward before they left.**

A member of the public expressed concerned regarding the Neighbourhood Plan suggesting that the boundaries may need to be moved. It was explained that this was not a physical realignment of Marldon’s territorial boundaries, but that of management of Neighbourhood Plan boundaries so as to ensure there were no cross-overs with other councils and that Marldon had full control of what was going to be within their Neighbourhood Plan. The member of the public was happy with the response. All members of the public left the meeting.

**CONFIDENTIAL MATTERS:**

Each member of the Council had a copy of the Clerks Contract of Employment.

There was agreement to the amendments suggested and the Clerk would make those amendments and the Chairman will sign the Contract in due course and within the requirement timeline.

It was noted that many Policies noted in the Contract of Employment were not available and needed to be written. It was agreed that this would take time and that overtime would be paid to the Clerk to accommodate this function to ensure the Council were operating within Employment Law.

It was also noted that the Council’s insurance should be checked to ensure that the policy not only covered Public Liability but also Employers Liability. Cllr. Pennington was asked if he was aware of the whereabouts of the policy, he stated that it may be in the filing cabinets in the Committee room. The Clerk requested keys to these cabinets as a matter of urgency.

The Clerk also pointed out that there should be a Personnel Committee and this will be elected and formed at the Parish Council Meeting on Monday 10th June 2019.

**15. (05.19) BUSINESS AT DISCRETION OF CHAIR (for noting only)**.

The Chairman thanked Cllr. Pennington for the exemplary dedication and commitment he had given to the Council and to the people of Marldon in his 30years as Chairman and that he hoped Cllr. Pennington would offer his continued assistance and experience to the Council. The Chairman and all members applauded Cllr. Pennington.

**16. (05.19) DATE OF NEXT MEETING.**

Monday 10th June 2019.

The meeting closed at 10.10 p.m.

Signed By.................................................. Cllr. Veasey (Chairman) – 10th June 2019