

DOLTON PARISH COUNCIL

DRAFT MINUTES OF THE MEETING HELD ON MONDAY 3 JULY 2017 **IN DOLTON VILLAGE HALL**

PUBLIC SESSION:

There were no questions from the members of the public present.

PRESENT:

Cllr J Lock – Chairman; Cllrs Giles, Martindale, Walker, Grigg, Haynes, Dunn, Rolls and Rendell, outgoing Clerk Wendy Holland, Ward Councillor Lock, County Councillor Saywell and 5 members of the public.

L Morris in attendance acting as Clerk.

DECLARATIONS OF INTEREST:

Members were invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have in any items to be considered at this meeting.

Cllr J Lock: matters relating to Dolton and Dowland Village Hall and Agenda item 8a as the applicant rents land from Cllr Lock.

Cllr N Walker: Agenda item 8a as the applicant rents land from Cllr Walker.

34 (17/18) APOLOGIES FOR ABSENCE:

There had been no apologies for absence.

On behalf of the Parish Council Cllr Haynes acknowledged with thanks the work of the outgoing Clerk, Wendy Holland. Wendy had provided the Council with outstanding support and guidance over the last four years and would be greatly missed.

35 (17/18) MINUTES:

The Minutes of the Annual Parish Meeting had been read and were signed as a correct copy.

The Minutes of the Parish Council meeting held on Monday 5th June 2017 had been circulated, agreed by all to be correct and were then signed as a true record.

36 (17/18) CLERK'S REPORT:

The Clerk read the report of matters arising since the last meeting.

37 (17/18) CORRESPONDENCE:

The list of correspondence received was reviewed. There were no matters not otherwise on the agenda.

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Correspondent	Content	Action
Mr G Allin	Request for hire Dennis X Playing Field on Sunday 13 August for Songs of Praise	Decision.
Roger Dunn	Dennis Cross Playing Fields Asset List	File. Replaces previous list
	TAP Fund. No match funding required. Work together with other PC(s).	Applications by 28 Feb 2018. Correspondence file. Agenda 11
Planning Support @ Torridge	Planning Application : Erection of Sleep and Feed Bldg at Down Farm	Distributed. Response by 5 th July. Agenda 8a
Torridge	Seeking Advice and Comments re 32 dwellings on northern side of Aller Lane.	Distributed. Response by 6 th July. Agenda 8d
Trowers & Hamlins	Completion of Registration	Amendment needed. One correction Name of Chairman) and one update (Clerk's details).
Land Registry	Change Contact Details: Land Adjoining Dolton Village Hall	Further amendment needed. One correction and one update.
Devon Communities Together	Poster with Courses offered this year	Correspondence file, Distribute
Nick Harvey	Merchant Navy Day (1 – 4 Sept)	Correspondence file. Decision.
Anne Berry-Smith	Request for family history	Correspondence file.

38 (17/18) To Consider Financial Matters

a)		Payments			
Name	Item	Net	VAT	Total	Cheque Number
Mr D Lock	Grass Cutting June 2017	242.41		242.41	980
Mr M Lock	Caretaker duties June 2017	120		120	981
	Cheque cancelled				982
Linda Morris	Use of home office	10		10	983
South West Water	Playing Field to 30 May 2017	13.59		13.59	984
MAT Electrics Ltd	Installation of Helipad lights	5716.97	1143.39	6860.36	985
		6102.97	1143.39	7246.36	
b)		Receipts			
J & R Lock	Dolton AFC, Changing Room, Football Club	5		5	
DCC	Dolton Primary School Hire of Playing Field	250		250	
Trowers & Hamlins Ltd	Refund of overpayment/ registration of land	50		50	
	Banked 1/7/2017			305	

- a) The proposed payments were scrutinised and approved for payment.
 Proposed: Cllr Dunn, Seconded: Cllr Martindale
 Signatures: Cllr Walker, Cllr Giles

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b) The invoice payments were reported: no further payments due

Statement of allocated funds					
Air ambulance night time landing site fund	Previous balance		5500		
	Transfer to budget to pay landing lights	5500			
	Balance c/fwd		0		
Car Park Fund	Previous balance		27372.77		
	Refund of Overpayment T&H	50			
	Balance c/fwd		27422.77		
17/18 Budget	Start of Year Budget	14,675			
	Start of Year Budget: Precept only	14,350			
	6 months' budget: Previous balance			3011.69	
	Minus this month's payments (net of VAT)			6102.97	
	Plus this month's receipts (inc transfer)			5805	
	Balance c/fwd (total remaining 6 months)			2713.72	
	Bal c/fwd (to end of year)	9888.72			
Parish Council Reserves – provisional, subject to confirmation with previous clerk		30463.7			23493.1
Bank Statements	Current Account 31/5/17	18606.8			
	Reserves Account 31/5/17	6833.21			
	Liquidity Manager 95 day 31/5/17	41411.73			

c) The Statement of Accounts was scrutinised and approved. A discussion was held relating to the presentation of the accounts. Cllr Haynes and the Clerk to discuss further.

d) There were no other financial matters

38 (17/18) Emergency Planning.

The Emergency Plan had been signed off about four years' ago. It is due to be updated. Cllr Martindale agreed to clarify what is needed.

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39 (17/18) Fire and Safety Requirements at Acorn Farm Lodges

Cllrs raised the question about the rules and requirements in respect of the 37 lodges. Ward Cllr Lock explained that the layout of the site is not determined by Planning, and there had been no breach of planning consent in respect of the piles of topsoil as they were to be used in landscaping. Cllrs asked, if not planning, who does determine the rules and requirements. Ward Cllr Lock reported that her contact's shares had been sold to a development company and that she was waiting to receive relevant information.

County Cllr Andrew Saywell said that he is a member of Devon and Somerset Fire Authority and offered to pass on any useful information.

Cllr Haynes expressed his concerns that this development was going ahead and DPC did not have sufficient information about it.

The Clerk agreed to contact DALC to ascertain information in respect of fire and safety information on caravan/lodge sites.

40 (17/18) Planning Matters

- a) Erection of cubicles building at Down Farm, Dolton. Plans were reviewed and discussed. There were no objections.
- b) Applications granted. There were none
- c) Applications withdrawn. There were none.
- d) Any other planning matters. Proposed 32 dwellings north of Aller Lane: the quoted play area to the west of the site is not in the ownership of the Parish Council – it is owned by Westward Housing. The Parish Council was not interested in taking over this facility. Parish Council's preference is for allocated Section 106 moneys to be used for extending existing play facilities and other community facilities. Fishleigh Park Phase 2. Parish Council would require additional Section 106 moneys in addition to those already allocated for Phase 1.

41 (17/18) Parish Grounds. Matters Relating to:

- a) Football Field (1) Air Ambulance Landing Site. It was reported that this project is complete. Signage for the gate was discussed. Cllr Dunn distributed a draft for a new sign. Discussion about communicating to the Parish that residents are welcome to use the field. Suggestions included a second sign and a diary entry. Agreed to leave with Cllr Dunn.
- b) Dennis Cross (1) Asset Register. Cllr Dunn reported that this has been revised and filed.
- c) Memorial Garden. Nothing to report.
- d) Village Hall Field i) Update. Cllr Haynes confirmed that Parish Council had been awarded the sum of £30,000 from the TDC New Homes Bonus community grant scheme. A quote had been received for the wildlife survey. When this has been completed the application will be submitted.

Cllr Haynes proposed that a small project management group be formed so that decisions can be made in a timely manner. Agreed that Cllrs Rolls, Haynes and Lock form a project management group with delegated powers to commit up to £500. Proposed by Cllr Dunn, seconded Cllr Giles. All in favour.

Professional advice was being sought about the groundworks for the car park. Cllr Haynes agreed to contact SWH.

42 (17/18) Maintenance and Traffic Issues.

- a) Parking. County Cllr Andrew Saywell had arranged a meeting on 4th July to consider parking with a view to finding a resolution. Cllrs were invited to join him.

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b) Speeding. New equipment was going to be used which will result in an improved method of recording. A member of the public asked how many accidents there had been. DPC replied that its intention was to be pro-active in accident avoidance.

43 (17/18) TAP Fund.

The correspondence for the TAP Fund was in the reading file and suggestions for using this fund would be an agenda item at the next meeting. Initial ideas include a village welcome pack, and retention of the telephone box in the square. Clerk asked to write to TDC to confirm the status of the telephone box.

44 (17/18) Verbal reports from meetings attended.

No meetings had been attended.

45 (17/18) Items Brought Forward by the Chair.

Ward Cllr Lock reported that she had received a complaint about a replacement roof in the conservation area. Ward Cllr Lock reported that the roof tiles were being replaced but the ridge tiles would be reinstated. Ward Cllr Lock also reported that she was going to attend a Torridge drugs' briefing.

Cllr Martindale reported that Dolton Scout Group had received £250 from Ward Cllr Lock's community grant fund to build bird and hedgehog boxes. Thanks to the Scouts for this work.

The Date of the next meeting was confirmed as Monday 4th September 2017.

46 (17/18) To Move to Part II

The meeting moved to Part II session and members of the public left.

Signed **Date**