

Sourton Parish Council

Draft Minutes of a meeting held at 7.30pm on **Monday 6th January 2020** at Sourton Hall

Councillors present: Cllr A. Horn (Chair), Cllr P. Deacon, Cllr M. Fogerty, Cllr J. Hockridge, Cllr A. Jewell, Cllr S Eberle

Also present: Cllr C. Mott (WDBC), Cllr T. Southcott (WDBC), Mrs A. Braidwood (Clerk)

1. The Chairman welcomed everyone to the meeting
2. **Apologies for absence.** Cllr G. Jury
3. **Declarations of Interest in items on the agenda** - Cllr Eberle declared a personal interest on the tender for the churchyard.
4. **Minutes of the previous meeting** held on 2nd December were agreed as a true record and signed by the Chairman.
5. **Matters arising** from any items in the previous minutes which are not on the agenda.
6. **Update from West Devon Councillors**
 - 6.1 Few parishes have responded to finance consult regarding precept. Last day for response is 17th January.
 - 6.2 Details on dog bin increased charges are still to be confirmed.
7. **Update from Sourton Hall** - nil
8. **Planning** – Discussion on **3749/19/HHO**. Cllr Eberle commented that it is larger than the previous application and does not follow the JLP guidelines. Cllr Mott stated the planning is on the property not the individual and planning guidelines should be followed.

It was **RESOLVED** by show of hands that the Parish Council would support the application.

Proposed by Cllr Deacon
Seconded by Cllr Hockridge

9. Churchyard

9.1 Maintenance plans and costs meeting – Clerk to arrange with Revd Brook for February with Cllr Jewell and Cllr Hockridge.

10. Policies

10.1 Expenses Policy and Discipline and grievance policy - It was **RESOLVED** to adopt the policies immediately

Proposed by Cllr Deacon, seconded by Cllr Eberle

11. **Councillors reports** - to receive reports on meetings attended and matters brought to the attention of councillors

- 11.1 Cllr Eberle gave an update on the Neighbourhood Plan. A Strategic Environmental Assessment has been undertaken. In Feb 2020 the Plan will be submitted to WDBC.
- 11.2 Cllr Hockridge reported the problems with the road from Thorndon Cross to Sourton had been fixed to a high standard. The bottom of Luddon Hill still has water running over it. - Clerk was to report this area.

12. Clerk's report - Correspondence and any other item which has been brought to the attention of the clerk, which is not on the agenda.

- 12.1 Clerk Contract – it was agreed to include annual leave entitlement of 33.6 hours and to be amended and signed at next meeting.
- 12.2 Roundabout sponsorship – nothing to adopt.
- 12.3 Councillor emails – It was **RESOLVED** the clerk would create individual councillor email addresses.
- 11.4 Clerk timesheet – Clerk would keep a timesheet of hours and tasks completed and submit to council regularly.
- 11.5 Road speed letter – This has been an ongoing issue over the years to extend the 40mph at Southerly. Cllr Deacon suggested the letter be forwarded to Geoffrey Cox It was **RESOLVED** to reply to sender stating it should be forwarded to Geoffrey Cox and if it would help, forward to local TV station.
- 11.6 Crime Commissioners Advocate Scheme – no councillor representation.
- 11.7 Contractors – It was **RESOLVED** Contractor A would be awarded the contract for grass cutting dependent on the completion of Chapter 8 training. Clerk to arrange.
- 11.8 Ch 8 training and road warden scheme – Clerk had received an email stating Chapter 8 training is paid for by the District Council.
- 11.9 BaSE – It was **RESOLVED** the clerk to write a Council update every other month.
- 11.10 **Emergency Plan**, the clerk had contacted Devon Communities Together regarding the Emergency Plan and he would attend the Parish Meeting to give a short presentation.

13. Finance:

13.1 Financial report:

Sourton Parish Council - Finance Report - 06 Jan 2020

1. Reserve Account – as at 15 Nov 2019	£5376.90
Interest	£0.85
New Balance as at 15 Dec 2019	£5377.75
2. Current Account – as at 15 Nov 2019	£2183.05
Receipts	£0.00
Payments	£345.00
New Balance as at 15 Dec 2019	£1838.05
Less unpresented cheques	(£0.00)
Balance after cheques cleared	£1838.05

13.2 Accounts for Payment – The following payments were approved

Mrs M Leonard final salary payment up to 14 th November 2019	£132.08
Admin expenses for A Braidwood - noticeboards – 45 miles @47.7ppm	£21.47
A Braidwood salary – 15 Nov to 15 Jan	£544.98
Grass cutting 8 th cut Churchyard	£80.00
TOTAL	£778.53

13.3 Review of banking arrangements – It was agreed and **RESOLVED** to transfer £1200 to current account from reserve account to cover remaining FY costs.

13.4 Approval of Budget and Precept 2020/20 – Budget was approved, and Precept was set at £8095

Proposed by Cllr Fogerty, Seconded by Cllr Deacon

PART 2 - Items which may be taken in the absence of the press & public.

The council is recommended to pass the following resolution: 'Resolved that under section 1(2) of the Public Bodies (Admission to Meetings Act 1960), the public and press be excluded from the meeting for the following items (13 & 14), as they involve the likely disclosure of sensitive & confidential information.

a. West Devon Enforcement List update – noted

14. To agree actions and any associated expenditure. Nil

15. Items for the agenda for next meeting – Neighbourhood Plan Update.

16. Date of next meeting - Monday 3rd February 2020, 1930 hours at Sourton Hall

17. Meeting closed at: 2115 hrs