

Meeting Report

Bank reconciliation					
Name of smaller authority:	Sourton Parish Council				
Financial year ending 31 March 2023					
Prepared by (Name and Role):	Abi Horn Clerk and RFO				
Date:	31/10/2022				
				£	£
Balance per bank statements as at 15/8/22					
Natwest Current	account 1			£2,756.96	
Unity	account 2			4,831.9	
Natwest Reserve	account 3			5,416.0	
					13,004.9
Petty cash float (if applicable)				-	-
Less: any unpresented cheques as					

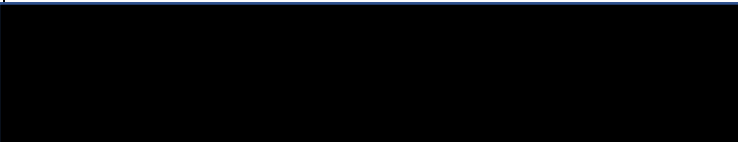
SOURTON PARISH COUNCIL

Grant Application Form

Please complete this form and attach the relevant information and send to: The Clerk to Sourton Parish Council, Lake Farm Cottage, Lake, Sourton, Okehampton, EX20 4HQ, or email to parishclerk@sourtonpc.org.uk

Name of organisation	North Dartmoor Search & Rescue Team
Applicant's contact details	Mick Burke Unit 3, Hambledown Road Exeter Road Industrial Estate Okehampton EX20 1UB
Position within organisation	Equipment Officer
Telephone	07789 639 524
Email	equipmentofficer@ndsart.org.uk

Is your organisation a registered charity?	Yes
If yes, charity number	1106096
Project for which grant is required?	<p>The team has two land rovers, a trailer for flood and water incident response and a control vehicle, known as the Incident Control Unit (ICU). The ICU is a long wheel base IVECO Daily van which has generators, digital radio communications systems and specialist computers to monitor and track searches. This vehicle under went its MOT in April and required extensive welding to get it through. The team at Gregory's Transport, who do are vehicle maintenance for free, have informed us that beyond this year this vehicle will be no longer be financially viable to keep on the road. We are therefore seeking to purchase and modify a new vehicle which will see us through the foreseeable future.</p> <p>Vehicles have rapidly increased in cost recently and a large number of manufacturers won't be able to supply us with a vehicle until late 2023. However we have managed to secure a vehicle through Mercedes, and who have offered us a 25% discount on the list price. Despite this we still have to find the £33,000 to pay for this, in addition to our normal annual running costs.</p> <p>Our original purpose was to search for missing or injured climbers & walkers, increasing the police are using to search for general members of our communities and specific ally for those suffering mental health issues as we recover from the COVID pandemic.</p>
Total Cost of project	Total project £80,000. This request is to meet our first hurdle to purchase the vehicle which is £33,000
Have any funds been requested from other sources?	<p>Yes:</p> <p>Applications have been made to:</p> <ul style="list-style-type: none"> • The National Lottery Awards for All • The Localities budget of a number of West Devon Councillors • A number of parish councils including Okehampton Hamlets Parish Council • The West Devon Community Project Fund • The Bernard Sunley Trust • The Morrisons Charitable Trust • The Lions Club

	<ul style="list-style-type: none"> • The Rotary Club • Heathcoat Trust • Lord & Lady Amory's Charitable Trust • The Gibbons Trust
Amount requested. Was that application successful?	Yes funds have been awarded by most with the exception of the National Lottery, from whom we are awaiting a decision, The lions Club, and Morrisons who rejected our application as there isn't a local store.
Amount of grant requested from Sourton Parish Council	£100
When are the funds required?	30 Nov 22
Details of the bank account to receive the grant funds	

8.1

The Parish Notice Board

The notice board is a traditional means of communication although it is sometimes abused and often neglected. With modern materials and careful location, notice boards provide an effective mouthpiece and updated image for the council.

The notice board should display:

- The full title of the parish council;
- The name, address, telephone number and email address of the clerk;
- The council's website address;
- A list of Members of the council with contact details (address, telephone number, email) and their political group, if this is relevant locally;
- Venues, dates and times of meetings for the year;
- Agenda for forthcoming meetings;
- If practicable, minutes of meetings or a summary of recent decisions and;
- Where the minutes, the code of conduct and other public documents may be inspected.

It is essential that notice boards are kept up to date and notices replaced regularly. There should be a clear responsibility (generally the Clerk's) for this task.

Town Councillors

Mayor Bob Tolley (North Ward)
 46 Crediton Road, Okehampton, EX20 1NU
 Tel: 07947135063
bob.tolley@okehampton.gov.uk

Councillor Terry Abbots (South Ward)
Laurel Cottage, Stowford Cross, Lewdown, Okehampton, EX20 4BX
Tel: 07726297918
Terry.abbots@okehampton.gov.uk

Councillor Allenton Fisher (South Ward)
2 Church Meadow, Okehampton, EX20 1LP
Tel: 01837 52238

Councillor Jan Goffey (North Ward)
20 Craon Gardens, Okehampton, EX20 1SY
Tel: 01837 659042
jan.goffey@okehampton.gov.uk

Councillor Carole Holt (North Ward)
Takoradi, 61 Exeter Road, Okehampton, EX20 1QF
Tel: 07901 711594

Councillor Dr Michael Ireland (North Ward)
18 Hunters Gate, Okehampton, EX20 1SU
Tel: 01837 659100
michael.ireland@okehampton.gov.uk

Councillor Antony Leech (North Ward)
22 Limehayes Road, Okehampton, EX20 1NX
Tel: 01837 53079
tony.leech@okehampton.gov.uk

Councillor Christine Marsh (North Ward)
17 Vicarage Road, Okehampton, EX20 1LF
Tel: 01837 52350
christine.marsh@okehampton.gov.uk

Councillor Brendan Matravers (North Ward)
Flat 4, 9 East Street, Okehampton, EX20 1AR
Tel: 07860 845 083
Brendan.matravers@okehampton.gov.uk

Councillor Ann Wood (South Ward)
56 Summering Close, Okehampton, EX20 1FY
Tel: 07718 575614
ann.wood@okehampton.gov.uk

Councillor Julie Yelland (South Ward)
21 Brandize Park, Okehampton, EX20 1EQ
Tel: 01837 53944
julie.yelland@okehampton.gov.uk

8.2 Standing order section

3L A member shall address other members using correct titles e.g Chairman, Councillor, madam/Mr

Clerk.

8.3

Staffing Subcommittee terms of reference

The staffing Subcommittee is a Subcommittee of Sourton Parish Council.

Membership

The working group shall consist of three members of Sourton Parish Council, as agreed and minuted in a Sourton Parish Council meeting. There should be a further three members identified to act as an "Appeal sub committee" should it ever be required. The Chair of the Council can be a member of neither committee.

For day-to-day matters, for example the approval of holiday, the Clerk's line managers are the Chair of the Council and Chair of Staffing Subcommittee.

The Chair of the Council and the Chair of the Subcommittee cannot be related. In the event that these two persons are related* to each other the following will apply:

- In the event that Chair of the Council and the Chair of the Subcommittee are related, the Line Managers will be the Chair of the Council and another member of the Staffing Subcommittee.

* In this instance 'related' means – spouse, civil partner, parent, child, brother or sister.

Appointment of working group

Sourton Parish Council shall at their annual meeting in May determine the members of the subcommittee

Casual Vacancies

Sourton Parish Council from among their members shall fill casual vacancies occurring in membership of the subcommittee.

Frequency of Meetings

The subcommittee shall meet as often as required, meeting frequency to be decided by request of full Council, the Clerk or the subcommittee. A quorum at each meeting shall be 2 members.

Record of Meetings

The subcommittee shall ensure that an agreed written record of each of their meetings is forwarded to Sourton Parish Council for the next normal meeting.

Attendance

It is expected that all members of the subcommittee attend all meetings.

Functions of the subcommittee

- To recommend the arrangements for the appointment and appraisal of staff, including reviewing and updating contracts.
- To review and recommend to Full Council updates where necessary on the contract of employment and job description for any staff role, prior to any new appointment, and at least once every five years even if there is no new appointment required.
- To discuss and recommend the process for any new appointment, including job description, shortlisting criteria and interview dates. Normally all correspondence with candidates and referees should be by the Clerk, but in the Clerk's absence this should be by a member of the subcommittee who has been appointed to that role by full Council.
- To recommend to full Council, after interview and due consideration, suitable candidates for appointment. Decision on appointment is made by full Council.
- To carry out annual staff appraisals, and report to the next full meeting if there are any issues, or that there are not. As the Clerk's dedicated point of contact, the Chair of the Staffing Subcommittee shall review the performance and annual appraisal of the work of the Clerk. The review and appraisal shall be reported at the next full Council meeting.
- To consider remuneration levels for staff, including any changes to pay grades, if required. To make recommendations to full Council for approval where there are financial implications. Note – any nationally agreed annual increase as announced by SLCC/NALC will be automatically awarded to staff.
- To deal with any matters that are raised under Sourton Parish Council's own specific policies and any applicable national legislation such as grievance, health and safety as it applies to staff, any Code of Conduct matters that apply to staff, any staffing disputes, or other staffing related issues.

Staffing subcommittee ToR Agreed November 2022 Review November 2024

9.2

15th May 2023- Annual Parish Meeting

Annual Meeting of the Parish

12th June 2023

10th July

7th August (only if planning application came in)

4th September

9th October (harvest festival normally first Monday in October)

6th November

4th December

8th January

5th February

4th March

8th April





10.4

Bus shelter - wooden	Prewley
Bus shelter - wooden	Thorndon Cross
Bus shelter - block	Pool Hill
Bus shelter - natural stone and wood	Sourton
Bus shelter -wooden (50% owned)	Boasley
Notice Board (in bus shelter)	Thorndon Cross
Notice Board (in bus shelter)	Pool Hill
Notice Board (in bus shelter)	Boasley
Notice Board (free standing)	Pool Cross
Notice Board (free standing)	Sourton Green
1 seat	Trescote
1 phone box, containing Defribillator	Thorndon Cross
Bus Shelter	Windard Terrace Sourton

Information to collect

1. Photograph
2. Condition
3. What work needs doing
4. What 3 words
5. Estimate of life left before replacement

11. Thank you for your email of 5 October 2022 about providing TLC at Sourton lorry park. We appreciate you taking the time to contact us about this.

David Lovejoy hasn't forgotten his meeting with the Parish Council. We've a scheme currently in design, that covers a number of public access sites on the A30. It's still in it's early stages and we're looking at modifying the scheme for Sourton, along the lines discussed with the Parish Council. But this will take time.

We still want to involve the Parish council and it's volunteers and we'll be contacting you about the scheme once it's finalised.

Resolution Register 2022-2023						
Date	Minute ref	Resolution	Action	Completed	Notes	
09/05/2022	7.1	On the proposition of Cllr Fogerty and seconded by Cllr Eberle it was resolved to not to support the application	Clerk	submitted 10/5/22	Awaiting Decision	Permission granted
	11	On the proposition of Cllr Eberle and seconded by Cllr D Firth it was resolved to write to builders to ask for a completion date as it made the village untidy.	Clerk	wrote to builders and architect no response as yet emailed again 7/6/22 Had response from architect who was going to push builders		Pavement now complete
06/06/2022	None	clerk emailed WDBC to ask for weekly bin collections	Clerk	Spoken to WDBC bin being collected weekly but only being charged fortnightly. Monitor bin		
13/06/2022	21.1	It was resolved on the proposition of Cllr Eberle and seconded by Cllr Fogerty to support the application	Clerk	submitted 21/6/22	Conditional Approval Given	Conditions 1. Time 2. Accord with plans 3. PD restricted (extns, porches etc.) 4. No external lighting 5. Landscaping (pre-commencement)

22.1	Cllr Leonard had not heard from Unity Bank about becoming a signatory, the clerk would follow up.	Clerk	Clerk received letter confirming Cllr Leonard on the bank mandate	Complete	
22.4	On the proposition of Cllr Fogerty and seconded by Cllr Eberle it was resolved to review the Grants Policy	Clerk	Clerk write for July Meeting	complete	
25.1	It was resolved by Cllr Fogerty and seconded by Cllr Jewell to have a green agenda for the parish aiming towards a carbon neutral parish	Clerk	Clerk and chair writing for July Meeting	Complete	
25.2	It was resolved on the proposition of Cllr Eberle and seconded by Cllr Fogerty that the revised letter be sent to Shell garage	Clerk	Letter sent	Awaiting Response	Shell garage not owner travel lodge is
27	It was resolved on the proposition of Cllr Jewell and seconded by Cllr Fogerty to postpone the discussion of the purchase of the new notice board until any available grants had been applied	Clerk	Clerk applied to DCC for localities budget	Awaiting Response	Noticeboard delivered

11/07/2022	37.3	On the proposition of Cllr Stone and seconded by Cllr Fogerty it was resolved to make a list of objectives for September's meeting. It was agreed to apply for money for bulbs and the clerk would email the landowner to ask permission to plant them.	Chairman		ongoing	
	38.3	On the proposition of Cllr Jewell and seconded by Cllr Leonard it was resolved to give a grant of £200 to the BASE magazine.	Clerk	Done 12/7/22	complete	
	39.2	On the proposition of Cllr Eberle and seconded by Cllr Jewell it was resolved to donate the full amount of money raised from the Ceilidh to the Village Hall. The clerk would arrange to meet with Cllr D Firth to confirm the final total and arrangements for the donation to the Village Hall.	Clerk /Cllr D Firth		complete	
	40.1	Cllr Leonard reported that there was still no reply from Devon County ecologists regarding the survey of the verges before tree planting could take place. It was resolved that the clerk would write to Cllr Samuels to see if she could help move the issue on.	Clerk	email sent 19/7/22	permission granted	

	40.2	The road up the village hall surface is disintegrating and is causing access issues to the moor, Church and Village Hall. It was resolved that the clerk would write email the landowner to ask about repairing it.	Clerk	email sent 19/7/22	George putting before trustees	
	42	On the proposition of Cllr Jewell and seconded by Cllr Leonard it was resolved to purchase the Dean Joinery Notice Board as it was locally made and in line with the new environmental policy	Clerk	email sent confirming details	awaiting erection	Errected
August	52	Code of Conduct	clerk	Adopted		
	53.5	Grass Cutting	clerk	On the proposition of Cllr D Firth and seconded by Cllr A Jewell it was resolved to put an advert in the September base for 6 cuts - one a month- April to September for the village green and the churchyard.	quote received	Appointed for 2023
	54.1	1961/22/HHO	clerk	On the proposition of Cllr D Firth and seconded by Cllr J Stone it was resolved to support the application.	done	

	54.2	2141/22/TPO	clerk	On the proposition of Cllr S Firth and seconded by Cllr A Jewell it was resolved to support the recommendations of the Tree Officer.	done	
	55.4	Litter Picking		Councillors to have a look around the parish and see if any areas need litter picking.	ongoing	Date for November Set
September	69.4	Grant	Clerk	Grant On the proposition of Cllr Eberle and seconded by Cllr S Firth it was resolved to award the Community Transport Group £100	Done	
	70.1	Planning	Clerk	2391/22/HHO On the proposition of Cllr Eberle and seconded by Cllr S Firth it was resolved unanimously to object to the application	Done	
	76.1	Website	Clerk	On the proposition of Cllr Fogerty and seconded by Cllr D Firth it was resolved to move the website hosting to Best Host.	Have meeting Wednesday 2nd November	

October	85	Remembrance Day	Clerk	On the proposition of Cllr Eberle and seconded by Cllr Leonard it was resolved to ask Cllrs D and S Firth to place the wreath on behalf of the Parish Council and a payment of £25 from S137 money would be given to the RBL. The Clerk would erect the Silent Soldier on the village Green.	Done grant Soldier erected	
	88	Printer	Clerk	On the proposition of Cllr Eberle and seconded by Cllr Jewell it was resolved to approve the Clerk purchasing a new printer with a maximum budget of £150.	Printer delivered and working	