

KENTON PARISH COUNCIL

Minutes of a Meeting of the Parish Council held at Victory Hall, Kenton on Wednesday 8 May 2019 at 7.00pm

Present

Cllrs C Thompson (Chairman), D Appleton, D Blount and H Bright

Also present

Suzanna Hughes (Clerk), Peter White (Village Tidyman), District/County Cllr Connett (from 7.45pm) and one member of the public.

The meeting was opened by the Chairman at 7.00pm.

190508.01 Election of Chairman

It was proposed by Cllr Blount, seconded by Cllr Appleton and agreed by all those present and voting that Cllr Thompson is re-elected as Chairman.

190508.02 Election of Vice Chairman

It was proposed by Cllr Appleton, seconded by Cllr Thompson and agreed by all those present and voting that Cllr Blount is elected as Vice Chairman.

190508.03 Co-option of Councillors

No applications had been received.

190508.04 Declarations of Acceptance of Office

Declarations were signed by all members.

190508.05 Apologies for Absence

- PC Harvey & PCSO Ovrieu

190508.06 Open Forum

There were no comments from members of the public.

190510.07 Declarations of Interest & Requests for Dispensations

All members were reminded to complete a new Register of Interests and return it to TDC's Deputy Monitoring Officer (comsec@teignbridge.gov.uk) within 28 days.

Members were also reminded of their responsibility to continually update their Notice of Registerable Interests and invited to state whether they have any interest in the items to be discussed during this meeting in accordance with the Council's Code of Conduct.

There were no declarations of interests on any items to be discussed during this meeting nor any requests for dispensation.

190510.08 Ratification of Minutes

8.1 Members received the minutes of the Annual Parish Meeting held on 10 April 2019. It was agreed unanimously that those minutes are signed by the Chairman as a true and correct record of the meeting.

8.2 Members received the minutes of the Parish Council meeting held on 10 April 2019. It was agreed unanimously that those minutes are signed by the Chairman as a true and correct record of the meeting.

190410.09 Police Report

Reported crimes from 09/04/19 – 05/05/19

Kenton (1 crime)

- Criminal Damage to M/V – Motorist pulled over to let car past late one night and an object was thrown at the windscreen causing damage. Believed to have been mindless vandalism as opposed to ‘road rage’. No witnesses. NFA.

Powderham (3 crimes)

- Theft – Number of AA road signs unscrewed from lampposts and stolen. No witnesses or CCTV. NFA
- Burglary – Forced entry to farmhouse outbuilding and power tools stolen. No witnesses or CCTV. NFA.
- Dog Out of Control – During a dog show one dog attacked another causing injury whilst the owner was not paying proper attention. Insufficient evidence for criminal proceedings so owner will deal through civil redress.

190508.10 District/County Councillor’s Report

No report.

It was noted that Mr Connett has been re-elected as District Councillor and the Parish Council looks forward to working with him again over the next four years.

190508.11 Village Tidyman Report

Peter White reported/observed as follows:

- When will the weed spraying be done at the cemetery? The clerk advised that TDC are looking to try and do this next week.
- What is the situation re hedge laying at the cemetery? The clerk has written to KVA again. To date no response has been received. Cllr Appleton advised that it was too late to lay the hedge now and this would have to wait until the Autumn.
- After the mess that the metal tracked digger did recently, please can we insist that only rubber tracked diggers be used on future burials? Members agreed that funeral directors should be advised that only rubber tracked diggers are to be used in the cemetery.
- The Rural Skip team appreciated the cones being put out before hand.

190508.12 Representatives and Responsibilities

12.1 Planning

It was agreed that all members would be involved in planning matters.

12.2 Finance

It was agreed that the clerk and all councillors would be involved in the consideration of finance and budgeting.

12.3 Neighbourhood Plan Steering Group

It was agreed that Cllrs Thompson and Blount would represent the Council on the Neighbourhood Plan Steering Group. Cllr Thompson would continue to chair that group.

12.4 Dementia Friendly Group

It was agreed that Cllr Blount would continue to act as the Council's representative on the Dementia Friendly Group to assist with the information flow between the council and the organisation.

12.5 Emergency Planning

It was agreed that all Councillors would be listed as contacts in the Emergency Plan. The Plan will be reviewed at a future meeting of the Council.

12.6 TALC

It was agreed to rotate attendance between members.

12.7 Community Forum

It was agreed that Cllr Appleton will continue as the Council's representative on the Community Forum.

12.8 Local Listings Project

It was agreed that this project could not continue until more information was provided by TDC. At that point, the Council will discuss how to proceed.

12.9 Defibrillators

It was agreed that Cllr Blount would be the continue as the guardian of the defibrillators, carrying out the weekly checks and reporting to the Ambulance Service. Cllr Blount advised that new pads were required for both defibrillators over the next month or two. Members were happy for Cllr Blount to order new pads as required.

190508.13 Review of Policies and Governance Documents

13.1 Standing Orders

Members reviewed the Standing Orders and agreed no changes.

13.2 Financial Regulations

Members reviewed the Financial Regulations and agreed no changes.

13.3 General and Financial Risk Assessment

Members reviewed the General and Financial Risk Assessment and agreed no changes.

13.4 Fixed Assets Register

Members reviewed the Fixed Assets Register and agreed to:

- Increase the valuation of the bus shelters by £7,200 (the cost of the new shelters in South Town)
- Add the strimmer to the list of assets (£320)
- Add the sandbag store to the list of assets if owned by Parish Council (£1,530). Clerk to confirm ownership with TDC.

13.5 Statement of Internal Control

Members reviewed the Statement of Internal Control and agreed no changes.

13.6 Investment Strategy

Members reviewed the Investment Strategy and agreed no changes.

13.7 Anti-Fraud and Corruption Policy

Members reviewed the Anti-Fraud and Corruption Policy and agreed no changes.

190508.14 Delegate Reports

14.1 Dementia Friendly Village:

Cllr Blount reported that DFV had a stall at the village fete which generated some, albeit limited, interest from the community. Annette German has been working with the Dawlish Gardens Trust on the Forget-me-Not Garden but an issue has arisen from the erection of a gazebo. This will have to be discussed by KVA and resolved between the parties involved. The next Reflections Café is on Saturday 11 May.

14.2 Community Forum:

Cllr Appleton advised that he had nothing to report. Next meeting is on Friday 10 May. The poor condition of the field will be raised.

190508.15 Finance and Governance

15.1 Members received the invoices for payment and it was agreed unanimously that the payments as listed are approved (attached).

15.2 Members reviewed the account signatories. It was agreed to delete Jackie Randall as a signatory and add Cllr Blount.

15.3 Audit 2018/19:

15.3.1 Members received and noted the year end bank reconciliation.

15.3.2 Members received and noted the internal auditor's report to agree that this Council is confident that the internal audit arrangements provided by Lee Accounting (South West) Ltd provides excellent reassurance for the public that the financial systems are robust and fit for purpose and to continue with their appointment as the Internal Auditor to the Parish Council.

15.3.3 Members completed, approved and authorised the Chairman and Clerk/RFO to sign Section 1 of the Annual Return (Annual Governance Statement 2018/19).

15.3.4 Members received, approved and authorised the Chairman and Clerk/RFO to sign Section 2 of the Annual Return (Accounting Statements 2018/19).

15.4 Members received and approved the insurance renewal at a cost of £688.26 (LTA ends 31 May 2020). Despite the cost of the replacement shelters, it was considered that the existing cover against damage to street furniture was adequate.

190508.16 Action List

Members reviewed the action list and noted outstanding actions not otherwise on this agenda.

190508.17 Neighbourhood Plan

The Chairman advised that the last meeting was on 16 April to review the comments received through the public consultations. Those selected for inclusion have gone back to the consultant to include in the final draft. Next meeting is 5 June.

190508.18 Powderham Events 2019

The clerk advised that she had written to Powderham three times since the last meeting to establish arrangements for traffic and management of the events planned in 2019. No response has been received. It was agreed to write again, copying in Charlie Courtenay.

190508.19 Playing Field/Hard Court

Members received the inspection reports (annual and monthly) and noted the contents contained therein. Members also accepted a quote of £61.35 for various minor repairs. There was a brief discussion about the climbing wall which is looking rather tired. It was agreed to ask Richard Grave whether it would be worth staining/waterproofing the whole unit.

190508.20 Highways & Footpaths

Cllr Appleton reported that an oak tree has fallen over the footpath which runs through the field at the back of Penhayes Road. Powderham Estate has reinstated the fence (though this still needs tidying up) but the tree still lies across and is therefore blocking the path. It was agreed to write to Powderham and ask that they attend to both the fence and the tree.

190508.21 Members' items for information or general discussion, for inclusion on future agendas and/or items requiring urgent attention

[Members were reminded that they have not received the statutory notice of this business to be transacted and should therefore recognise that any decision made may be taken to be unlawful if challenged in the future]

Cllr Appleton advised that he had been giving some thought to how the Parish Council can communicate and engage with a wider cross-section of the community and suggested that consideration is given to a Kenton Parish Council Facebook page. It was agreed that this was a good idea and Cllr Bright offered to look into setting this up.

There was also a discussion about next year's Annual Parish Meeting and it was thought that a bigger meeting should be arranged in Victory Hall as has been done in previous years.

190508.22 Correspondence

22.1 Operation London Bridge:

Members agreed to give some thought to the information provided and discuss again next meeting. In the meantime, it was also agreed that should the public wish to lay flowers, these could be laid on the Triangle around the Celtic cross. It was also agreed that the clerk should write to the church to find out if they have made any arrangements such as a Book of Condolences and the flying of the Union Flag.

190508.23 Date of Next Meeting

The next meeting of the Parish Council will be held on 12 June 2019 at 7.00pm.

The meeting was closed by the Chairman at 8.28pm.

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Chairman

8 May 2019**Item 15:****Expenditure**

Cheque no	Payee	Details	Amount
000500	S Hughes	Mileage, ink, stamps, paper, envelopes	£41.40
000501	Richard Grave	Play area inspections and repairs + emergency repair to changing room roof	£89
000502	ASC Metals Leeds	Supply and installation for 2 x bus shelters	£8,640
000503	Lee Accounting (South West) Ltd	Internal audit of accounts	£240
000504	The Play Inspection Co	Annual inspection of play equipment	£78
000505	Came and Company	Insurance	£688.26
000506	P White	Mower fuel	£9.86
Deducted by TDC from first instalment of precept	DALC	Annual subscription	£261.07
Standing Orders	Salaries	May	£703.57

Income (6 April – 7 May 2019)

Date received	Received from	Details	Amount
26 April 2019	TDC	First instalment of precept	£9,161.43

Bank Balance at 7 May 2019

Current account	£45,902.48
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