

# **Milton Damerel Parish Council**

## **MINUTES**

of the Parish Council Meeting held on Wednesday 17 April 2013, commencing at 9.20pm following the Annual Parish Meeting.

Present	Cllr Grace Millman (Chairman)	Cllr Stephen Moyse (Vice Chairman)
	Cllr Rose Haynes	Cllr Richard Piper
	Cllr Jim Richardson	Cllr John Webb
	Mrs Roberta Jackson (Clerk)	

County Councillor Alison Boyle and two other members of the public were present.

1. Apologies and reasons for absence. Apologies were received from Edgar Pett who was unable to attend due to family matters.

2. Chairman's Announcements. There were no Chairman's announcements.

3. Public Comments. There were no public comments

4. To approve the minutes of the Parish Council Meeting held on 20 March 2013. Having been circulated, they were signed as a true record of the meeting.

5. Matters Arising (not otherwise on the agenda)

a) Town Farm area archaeology. This matter is deferred to another meeting

b) School designation for Milton Damerel children. The Chairman outlined representations made since the last meeting including contacting the Chair of the Local Learning Community to request sight of minutes but has had no reply as yet. DCC are sticking to their decision to remove areas of Milton Damerel from the catchment area of Bradworthy and designate Sutcombe School for free transport. No progress has been made towards the formal complaint regarding the process and information used to make the decision to change the catchment area boundaries.

6. North Devon & Torridge Local Plan Part 3 – Rural Areas

Following Grace's emails to TDC she has been advised that they are presently overloaded with comments and the deadline for Parishes to send in amended development boundaries where appropriate has been put back until 1 June 2013. A Rural Settlements Planning drop-in session has been arranged for 29 April at Holsworthy Memorial Hall for Councillors to discuss the matter with officers before final submissions. Various options have been outlined. A number of settlements could be grouped and considered as 'a village'. Settlements might be considered as individuals in a category between village and countryside or if no boundaries are drawn, a criteria based policy could be used to regulate development. The implications of these options need to be assessed following advice from the drop-in session and the matter will be decided at the next meeting. Richard and Stephen agreed to go to the drop-in event.

7. Planning Application. There were no applications to consider at this meeting

8. Planning Decision. There were no decisions available at the time of the meeting.

9. Financial Matters

a) Summary of Receipts & Payments for year ended 31st March 2013 had already been delivered with the agenda along with the spreadsheet for the year.

b) To approve and sign Annual Governance Statement on the Annual Return to the Audit Commission and to sign the Parish Council Accounts for 2012-2013 following the internal audit done on 10 April.

The internal Audit Report stated the overall risk is low, all tests were satisfactory with no issues to report. The accounting statements and annual governance statement, after completion, were approved by members and signed by the Chairman and RFO/Clerk. The Annual Return and account spread sheets were approved by members and signed by the Chairman and RFO.

c) Payment of invoice for internal audit. Cheque no. 100208 payable to Ken Abraham for £35 was signed by three signatories. This fee is based on the previous year's figures. The fee for the next audit will be £50 due to high P3 outgoing during 2012-2013. It is suggested that the extra £15 be charged to the P3 funds.

d) To approve payment of Invoice for Membership Subscription to DALC. Members agreed to renew the membership of Devon Association of Local Councils and cheque no. 100207 payable to DALC for £94.26 was signed by three signatories.

e) To pay Clerks monthly salary. Due to the new Real Time Information requirement of HMRC the clerks salary must be paid and reported to HMRC on or before each months pay day, currently set at 15<sup>th</sup> day of each month. Cheque no. 100209 for £107.30 (being one twelfth of the annual salary) was made payable to R Jackson and signed by three signatories.

10. Correspondence as available at the time of the meeting.  
There was no correspondence to consider at the meeting.

11 Urgent matters brought forward with the permission of the Chairman  
Clerk Vacancy. Despite advertising in the newsletter, mentions in the local paper and various notices on the notice boards and personal invitations to apply, there has been no response. The advertisement on the DALC website produced one enquiry but the person in question has not yet moved to the area. The date on the DALC advert will be extended. New undated notices will be put on the notice boards and an advert will go into the May issue of the Chilsworthy & Holsworthy Hamlets newsletter. The Chairman has been approached by the Chair of Sutcombe Parish Council who is also looking for a clerk, as are Holsworthy Hamlets and it was agreed to work together to fill the vacancies by passing on any 'spare applicants'.

Flags at the Venn Green to Holsworthy bus stop. Raised by a parishioner at the earlier Annual Parish meeting. Stephen offered to take a look at the area with a view to installing some extra flags so that passengers especial those with prams or children could wait more safely away from the edge of the carriageway.

There being no further business the meeting closed at 10.23pm.