

Milton Damerel Parish Council

Annual General Meeting

MINUTES

of the Annual General Meeting held at the Parish Hall on Wednesday 20th May 2015. The meeting commenced at 7.30pm
Present : Councillors Stephen Moyse Chairman, Richard Piper Vice Chairman, Grace Millman, Jim Richardson
John Webb, Gareth Piper and Mrs Lorraine Buttery (Clerk)

There were no members of the public or press present.

Councillors Stephen Moyse chaired the meeting and welcomed members.

Apologies received from PCSO R. Rowe and Councillor Rose Haynes who was at the Devon County Show

1. Election of Chairman and signing of Acceptance of Office of Chairman. Grace Millman proposed and Gareth Piper seconded the nomination of Stephen Moyse as Chairman. Stephen accepted the nomination, there were no other nominations and therefore Councillor Stephen Moyse was duly elected Chairman of Milton Damerel Parish Council for the year. Stephen signed the Acceptance of Office of Chairman.
2. Election of Vice Chairman. Grace Millman proposed and Gareth Piper seconded the nomination of Richard Piper as Vice Chairman. Richard accepted the nomination, there were no other nominations and therefore Councillor Richard Piper was duly elected Vice Chairman of Milton Damerel Parish Council for the year.
3. Any other business relating to the AGM – there was none.

There being no further business the AGM ended at 7.40pm

Signed _____ Date _____ Page 1 of 1 (AGM 20/05/2015)

Milton Damerel Parish Council

MINUTES

of the Parish Council meeting held on Wednesday 20th May 2015 commencing at 7.45 pm following the AGM.
Present: Councillors Stephen Moyse Chairman, Richard Piper Vice Chairman, Grace Millman, Jim Richardson
John Webb, Gareth Piper and Mrs Lorraine Buttery (Clerk)

1. Apologies received from PCSO R. Rowe and Councillor Rose Haynes who was at the Devon County Show
2. Chairman's Announcement – nothing to report

3. Public Comments

No members of the public present

4. To approve the minutes of the Parish Council Meeting and Annual Parish Meeting held on 15th April 2015. having been circulated, they were signed as a true record of the meetings.

5. Matters Arising

1) North Devon & Torridge local plan public consultation 20/03-01/05/2015. Councillor Grace Millman Completed the consultation document on line, with the Parish Council replies, on the whole the Parish Council agrees and supports the 'policy'; the following remarks were made in the sections as indicated:

i) clp148 - North Devon and Torridge Local Plan: Proposed Main Changes / 4 Spatial Strategy

As a parish with several small hamlets we consider this amendment to be appropriate, affording equity across the hamlets.

ii) Mclp150 - North Devon and Torridge Local Plan: Proposed Main Changes / 7 Delivering a Balanced Local Housing Market

Affordable Housing remains a key priority for our Parish with appropriate criteria for assessing local eligibility.

6 Evaluation of Rural Housing Enabler programme.

The questionnaire was discussed and completed, the Clerk will forward to Sue Southwell

Signed _____ Date _____ page 1 of 2 20/05/2015

7. Planning Applications

1) 1/0328/2015/FUL

Proposal: Demolition of existing Agricultural shed/outbuilding and erection of a larger replacement.
Location: Higher Venn, Milton Damerel, Holsworthy, Devon

2) 1/0467/2015/CPE (received after the Agenda had been distributed)

Proposal: Change of use of land to domestic garden.
Location: Garden of Eagles, Milton Damerel, Holsworthy, Devon

3) 1/0430/2015/FUL (received after the Agenda had been distributed)

Proposal: First floor extension
Location: 1 Fore Street, Milton Damerel, Holsworthy, Devon
Councillor Grace Millman took no part in the decision for this application.

The above planning applications were discussed, it was the unanimous decision of the Parish Council to fully support all three applications, the Parish clerk to notify Torridge Planning department of their decisions.

8. Planning Decisions

1) 1/0250/2015/AGMB and

Proposal notification for change of use of agricultural building to dwelling under class Q (part A and B)
Location: Woodford Farm, Milton Damerel, Holsworthy, Devon

2) 1/0126/2015/AGMB

Proposal: Notification for change of use of agricultural building to 2 No. Dwellings under class Q (part A and B)
Location: Barn at Woodford Farm, Milton Damerel, Holsworthy, Devon

Planning Appeals

There were none

9. Financial Matters

- a) Chairman Stephen Moyse informed the Councillors that he had held the annual appraisal with the clerk he reported that the Clerk was happy with her employment conditions but felt that with the increased work load this year the hours in her contract were insufficient, the Clerk took no part in the ensuing discussion and left the room.

The decision of the Parish councillors' was to increase the clerk's hours to 5 per week instead of 4 commencing 1st May 2015. Clerks new salary will be 260 hours per week at £8 per hour £2080.00 (£173.33 per month)
The Clerk will update her contract and bring it to the next meeting for approval and signature.

- b) The Parish Clerks salary cheque of £173.33 was signed by three councillors.

- c) A cheque for £28.20 for admin and clerk's expenses (includes milk/coffee/biscuits for APM) was signed by three councillors

- d) The parish Clerk presented each councillor with a financial report to date there is a balance of, £3389.04 in the bank of this £183.02 is step back in time fund, £100.00 P3 funds and £85.78 balance of TAP fund leaving a balance of Parish Council general funds of ££3020.24

- e) The Annual Audit paperwork was studied; the relevant parts of the external audit form were read out to the Councillors with the items being 'ticked' off, the form was then signed by the Chairman Councillor Stephen Moyse. The clerk reported that the 'internal audit' had not been completed due to illness of the Auditor. The Audit will now be on the 28th May, the Clerk will inform the external auditors that the Annual Return might be a day or so late, depending on the postal service.

- f) The councillors acknowledged receipt of the first half of the precept £1800.00.

- g) A cheque for £180.90 was signed by three councillors for the annual insurance premium, it was noted that the premium has been reduced by £18.00 over last year.

10. Correspondence as below and as available at the time of the meeting

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| i) DCC Community News Roundup | ii) T.A.P. Fund | iii) P3 Photography Competition |
| iv) Ros Davis- Strimmer Course | v) DALC Update | vi) DALC New Councillors Courses |
| vii) Night Walk | viii) Electoral Review of Devon- Draft recommendations | |

The above communications being circulated prior to the meeting need no further action except;

- iv) The clerk informed the Parish Council that Mike Jackson the P3 organiser was attending this course.
viii) This will be on the agenda for the next Parish Council meeting.

There being no further business the meeting closed at 9.10pm

Signed _____

Date _____

page 2 of 2 20/05/2015