

# **DOLTON PARISH COUNCIL**

## **MINUTES OF THE MEETING HELD ON MONDAY 3<sup>rd</sup> DECEMBER 2018** **IN DOLTON VILLAGE HALL, at 7.30**

### **PUBLIC SESSION :**

Four members of the public wished to speak at the Public Session. All topics were to be discussed as Agenda items later in the meeting.

- i) Chaffcutters Lodge planning application. The background position was explained: the buildings are in a poor state of repair and would be converted to a high standard.
- ii) A question was asked about expiry of existing planning permissions granted a number of years ago. It was explained that older permissions do not have an expiry date.  
It was also noted that the bar on the kissing gate is still in need of repair.
- iii) Representatives from the Village Hall Committee commented on the request for funding support for the refurbishment of the Village Hall toilets. A copy of the Village Hall accounts was distributed for scrutiny.
- iv) The Snow Warden commented on the maintenance of the buggy used during periods of snow to keep the village roads clear. The buggy has been provided free of charge for this use and is now in need of servicing to ensure it is safe to use on the roads. Support with the cost of the service was requested. The Clerk and Snow Warden will also liaise to ensure sufficient supplies of salt are ordered.

### **PRESENT:**

Cllr Lock (Chair); Cllrs Dunn, Giles, Haynes, Herniman, Martindale, Rendell, and Walker.

Clerk L Morris

C.Cllr A Saywell; Cllr R Lock

8 members of the public

Cllr Karen Herniman was welcomed to her first meeting as Parish Cllr.

### **DECLARATIONS OF INTEREST:**

Members were invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have in any items to be considered at this meeting:

- Cllr J Lock: matters relating to the Village Hall; also Agenda Item 9 relating to the Snow Buggy
- Cllr S Martindale: personal interest arising from a shared boundary with the Acorn Farm Lodges' site, and any matters relating to Devon Wildlife Trust
- Cllr R Dunn in any matters relating to Zurich Insurance

### **96 (18/19) APOLOGIES FOR ABSENCE:**

Apologies for absence had been received from Cllr Rolls.

### **97 (18/19) MINUTES:**

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The Draft Minutes of the Parish Council meeting held on Monday 5<sup>th</sup> November had been circulated. They were agreed by all to be correct and signed as a true record.

### 98 (18/19) MATTERS ARISING

Actions from the last meeting were reviewed.

### 99 (18/19) CLERK'S REPORT:

There were no matters to report not otherwise on the agenda.

### 100 (18/19) CORRESPONDENCE:

The list of correspondence received was reviewed.

Ref	Date	Correspondent	Content	Action
9/1	12/11/18	Plymouth University	Planning Aid England Survey	Cllr Martindale replied
9/2	12/11/18	CAB	Newsletter	Reading file
9/3	14/11/18	ND Records Office	Notice of meeting	Distributed
9/4	16/11/18	TDC	Confirmation re co-opting new Cllr	Distributed and Actioned
9/5	19/11/18	J Tremayne	Interest in PC vacancy	Clerk replied
9/6	20/11/18	Village Hall Committee	Letter applying for funding	Distributed and Agenda
9/7	20/11/18	TDC	Open Space at Land North of Aller Rd	Distributed and Agenda
9/8	23/11/18	Devon Records Office	Letter re funding needs	Reading file
9/9	28/11/18	Snow Warden	Maintenance of quad bike	Distributed and Agenda
9/10	28/11/18	Mr/s Thouless	Dogs on playing field/dog walking access	Discuss under Agenda 8b
9/11	2/12/18	Ret'd Col S Newton	Thanks for 'Here but not here'	Reading file and board

### 101 (18/19) TO CONSIDER FINANCIAL MATTERS

a) The proposed payments were scrutinised and approved for payment.

Payee	Date of Invoice		GROSS	Inc VAT	Cq
Mr M Lock	27/11/18	Caretaking	120.		1100
Mr M Lock	27/11/18	Caretaking Supplies	23.32	3.89	1101
Linda Morris	30/11/18	Home Office & envelopes	12.50	.42	1102
Colin Jones Design	14/11/18	Design & Build website	547.		1103
Euro Signs	8/11/18	Car Park Sign	60.44	10.07	1104
D&D Village Hall	1/12/18	Hall Hire November	8.		1105
Mr D Lock	30/11/18	Grass cutting	255.		1106
Total			<b>1026.26</b>		

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The Payments were checked by Cllr Haynes. Cheque payments were proposed by Cllr Giles and seconded by Cllr Herniman. Cheques were signed by Cllr Dunn and Cllr Walker.

b) Receipts were reported:

<b>a) RECEIPTS after 15 NOVEMBER 2018</b>	
TDC Communities Together Fund	£885

c) Bank Reconciliation. The Clerk presented the bank reconciliation to 15 November 2018

<b>BANK RECONCILIATION TO 15 NOVEMBER 2018</b>			
Balance at bank 15/11/18			
Current Ac sheet 178	18,336.07		
Reserve Ac sheet 72	1,150.37		
95 Day Ac sheet 56	41,602.41		
Less un-presented cqs at 15/11/18	275.00	cq no	amount
		1088	10.00
		1094	255.00
		1095	10.00
			275.00
Plus un-cleared credits at 15/11/18	0.00		
<b>Total Balance at bank at 15/11/18</b>	<b>60,813.85</b>		
<b>Cash Book</b>			
Opening Balance from accounts at 1/4/18	43,209.10		
Less payments to 15.11.18	8,611.99		
Plus receipts to 15.11.18	26,216.74		
Closing balance per cash book at 15.11.18	<b>60,813.85</b>		
<b>Variance</b>	0.00		

d) Any other financial matters.

- i) **Communities Together Fund.** The application had been submitted and the funds already received into the bank. The £885 will be used to support the free of charge distribution of the Dolton and Dowland Diary.
- ii) **Precept – Draft Budget for 2019/20.** A copy of the draft precept budget was scrutinised and discussed. It was agreed that every attempt should be made to ensure no increase to the Council Tax for residents. The draft budget indicated that the precept would be maintained at the same level.
- iii) **Grant for Village Hall Toilet Refurbishment.** Cllr Lock declared an interest and withdrew from the discussion. The Village Hall Committee had requested

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financial support with this project and provided quotes and specifications for the proposed work. The sum requested from the Parish Council was between £5,000 and £10,000, dependent on the success of an application for Lottery funding. The Village Hall Committee had provided their accounts for scrutiny which showed that without financial support there would be no reserves remaining. It was agreed that an acceptable minimum level of reserves for the Village Hall would be £15,000 (less than one year's turnover).

Cllr Giles proposed, and Cllr Dunn seconded, that the Parish Council would provide financial support to the Village Hall in order to contribute to the refurbishment of the toilets in this important village facility. The contribution would be up to £10,000 dependent on the level of Lottery Funding and would be taken from Reserves. All were in favour.

### **102 (18/19) TO CONSIDER PLANNING MATTERS**

- a) 1/1176/2018/FUL Chaffcutters Lodge. Conversion of agricultural building to one dwelling. The plans were considered and discussed. There were no objections and it was noted that this was a sensible use of old, deteriorating buildings.  
1/1104/2018/FUL. Stoney Fields Farm. Widening vehicle access. The plans were discussed and there were no objections.
- b) It was noted that permission had been granted for the following:  
1/1030/2018/FUL. North Ham Raised Chimney Height  
1/1029/2018/LBC The Olde Dairy
- c) There were no matters withdrawn
- d) It was noted that permission had been refused for 1/1065/2018/CPL: Acorn Farm Park – the siting of static caravans for 12 months of the year for human habitation.
- e) Any other planning matters. Aller Road Development. A letter had been received requesting feedback on play areas relating to this development. It was agreed that an interim reply would be sent with the outcomes of the initial discussion, pending further discussions at future meetings. The three areas that would provide the most beneficial outcomes for community recreational spaces would be:
  - A playground for small children on the development site
  - Replacement of one piece of play equipment at the Dennis Cross Play Area
  - Development of the recreational facilities at the football field, including refurbishment of the pavilion to provide a facility which will be used by both young and old to promote community health.

### **103 (18/19) PARISH GROUNDS. Matters Relating to:**

- a) Car Park. i) The amended Car Park Access Easement document had been received on the day of the meeting, but on first inspection it appeared that the Parish Council's instructions had still not been reflected in the document. It was agreed that the Clerk would contact the solicitors again to ensure that the document is corrected and returned in the most timely manner possible.
- b) Football field. It was reported that the Football Club may consider passing the pavilion to the ownership of the Parish Council providing there could be some guaranteed use

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of the facilities if the Football Club re-form. It would then be of benefit to a number of groups, including the Scouts, Cubs, School and other community groups. The Pavilion does need a comprehensive programme of repairs and improvements as it is currently cold and damp and not suitable for use in the winter. It is hoped that the Section 106 funding relating to the Aller Road development may be used for the refurbishment.

One concern noted was that if the Pavilion, which is currently a redundant asset, passed to Parish Council ownership but did not bring in sufficient income to cover the costs of maintaining it in good repair it could result in an increase to the Precept, with a resultant rise in Council Tax. However, as the Section 106 money may also provide funding for ten years' maintenance, it was felt that the project would provide a significant benefit for the residents of Dolton. It was agreed that an estimate of potential costs would be sought to inform future discussions. A working group comprising Parish Cllrs Rendell, Herniman, Martindale, Walker, and Ward Cllr Lock would form a working group and report back to the Parish Council.

Following a letter from a resident, the matter of permitting dogs on the playing field was discussed. It was unanimously agreed that this area should remain a dog free zone, particularly because the school uses it as a play area.

- c) Dennis Cross. The gate at the Paddocks end is in need of repair.
- d) Memorial Garden. The permanent siting of the Tommy was discussed and agreed. Cllrs Lock, Haynes and Walker to progress the plan. The top fittings of the flagpole need to be replaced. Cllr Haynes to action.

### **104 (18/19) Maintenance and Traffic Issues**

- a) Cllr Rendell will continue to liaise with Highways to agree the siting of the signs, mindful of any impact on residents due to the lights.
- b) Snow Arrangements. Cllr Lock declared an interest and withdrew from the meeting. The Snow Warden had requested that the buggy which is used for gritting is in need of service. All agreed that the buggy is essential for keeping the roads clear. Cllr Rendell proposed, Cllr Haynes seconded and all agreed that the Parish Council would cover the cost of servicing the buggy up to a maximum of £300 plus VAT. Cllr Lock kindly agreed to store the salt, and the Clerk was asked to order 5 tonnes.

### **105 (18/19) Website Update**

The new website has been built and is now live:

<http://www.doltonparishcouncil.org.uk>

The Clerk and Cllr Martindale have been trained in its use.

### **106 (18/19) Verbal Reports from Meetings Attended.**

No meetings had been attended.

### **107 (18/19) Items Brought Forward by the Chair for information only.**

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There were no items brought forward by the Chair.

**Signed** ..... **Date** .....