

## Dolton Parish Council

### Minutes of meeting held Monday 3<sup>rd</sup> March 2008 at 7.30pm in the Village Hall , Dolton

**Present:** Cllr.Lock in the chair, Cllrs Boyes, Burnage , Giles, Grigg , Jury and Partridge. The Clerk ,Mary Harris , 14 members of public

**Apologies: none**

The minutes of the meeting held 4<sup>th</sup> February 2008, having been duly circulated, were signed by the Chairman as being a true and correct record with three amendments :- minute **721** referring to planning applications should read as “ No objections “ ; minute **724** should have the word “estate” deleted ; minute **730(a)** to be amended to say “ ...in the letters concerning bullying tactics and self-interest and as such felt that the Council’s reputation may be called into question “ .

**Proposed Cllr Giles Seconded Cllr.Jury** All agreed.

#### ***MATTERS ARISING FROM MINUTES***

**733** Reference **minute 730(b)** The CPRE Best Kept Village application form has been returned to the CPRE and the local Primary School advised that there is an award for the best village map drawn up by school pupils. Cllr Jury requested that the Best Kept Village be an item on the April agenda.

**734** Reference **minute 731** The drainage situation at Hilliers Garage area has still not been resolved despite assurances from the DCC officers that the drainage gang had been in attendance. The Clerk to raise the issue with DCC once more.

The Chairman closed the meeting to invite members of the Public to raise questions.

#### ***735 FINANCIAL MATTERS***

**4a) Grant requests** None

**4b) Accounts to Pay** The Clerk presented the following accounts for payment  
**Cllr Boyes proposed** and **Cllr Partridge seconded** that the accounts be paid.  
All agreed and Cllrs Jury and Griggs signed the cheques

Dolton & Dowland Village Hall		14.00
Parish Clerk	Salary	118.16
Parish Clerk	Expenses	22.92
Ken Hardy	Salary	112.40
Rams Head Inn	16/02 Event Hospitality	30.00
DAPC	Training for Clerks	25.00
Chairman	Postage Expenses	15.36
Cllr Burnage	Newsletter Expenses	44.00

**4c) Any other financial matters** Cllr Jury presented a cheque for deposit into the Dennis Cross Account from the Millennium Committee. The sum of £147.90. The Clerk was asked to send a letter of thanks to the Committee representative. ( David Ursell) Cllr Jury requested confirmation that the money should be used for the sole purpose of equipping the Dennis Cross Recreation area. This was agreed by all.

### **736 PLANNING MATTERS**

- 5a)** Applications to consider ( none)
- 5b)** Permissions granted ( none)
- 5c)** Refusals advised ( none)
- 5d)** Any other Planning matters

**5di. Cllr Partridge proposed** that a letter of support be sent to Torrridge District Council reference a Planning application in the Ashreigney Parish . **Cllr Burnage seconded.** All agreed. The Chairman to supply details of the application to the Clerk.

**5dii.** Reference the Planning Application 1097/2007 Housing Off Barlands Way. Cllr Burnage attended the Torrridge District Council Planning Committee meeting in March to re-iterate the Parish Council 's comments regarding the footpath issues. The Parish Council now awaits a formal decision from the District Council regarding the planning outcome.

**5diii** Reference the **minute 724** , the Clerk contacted the Rural Housing Trust (RHT ) for an update and subsequent communications from the Chief Executive of the Trust ,Mora Constable has informed the Parish Council that an “information leaflet “ to every household will be forthcoming from the RHT. There was some discussion regarding the RHT suggestion that they speak to the Parish Council at the April meeting and the Chairman will seek advice from Torrridge District Council.

### **736 DENNIS CROSS PLAYING FIELD – UPDATE**

Cllr Jury reported that the February launch of the Dennis Cross Play equipment had been a successful event. Cllr Jury will be seeking further funding for Phase 3 – The Youth Shelter . All grants achieved must be spent according to the application criteria and thus any money levered in for the youth shelter must be spent ion that project. The Council thanked Cllr Jury again for her work on this project.

### **737 PARISH PLAN REVIEW - UPDATE**

Cllr Burnage presented a report regarding the proposed make up of the Parish Plan Working Party . It was proposed that the Parish Plan Working Party ( PPWP ) invite representatives from local and community organisations to join the current members of the PPWP group with a view to exploring future schemes and subsequent action planning.

**Cllr Partridge proposed . Cllr Giles seconded.** All agreed.

### **738 AGENDA SETTING & PROCEDURES – UPDATE**

Cllr Burnage spoke to his report and the following issues were discussed.

- Cllr Burnage distributed an example of a report template and suggested that Councillors use the template to write information reports as and when requesting an item on a future agenda. This procedure is good practice to ensure that ALL Councillors are aware of the issues , the background to an item and the proposals that are to be made at next meeting. The Clerk will require such information and items for inclusion on an agenda at least 7 days in advance of the meeting date.
- Cllr Burnage requested that the item Agenda Setting and Procedures remain on future meeting agendas in order that further discussion and a draft set of procedures be presented to Council. As an example , it was suggested that a clear set of procedures be considered for public involvement in meetings.
- The need to review and update the Standing orders for Dolton Parish Council was discussed following the advice given to the Councillors at the meeting with the TDC Monitoring officer.
- A Parish surgery to be held in mid - April will be further discussed at the April Parish Council meeting but it was agreed that 2 Councillors will host the surgery .

### **739 PARISH COUNCILLORS RESIGNATIONS - UPDATE**

A letter was sent to the 2 resigning Councillors following the February meeting of the Parish Council. ( **minute 730a** refers)

A reply had been received and Cllr Partridge stated that he was disappointed with the contents of the reply but following some discussion it was agreed that no further correspondence be entered into and that the public be allowed to consider the issues and form their own conclusions.

### **740 LOCAL DEVELOPMENT FRAMEWORK CONSULTATION**

The next stage of the LDF consultation process was discussed. Torridge District Council will be analysing responses over a period of 3 or 4 months.

### **741 PLAYING FIELD MAINTENANCE PROCEDURES**

A report was presented to the Council highlighting the recommendations from the Devon Playing Field Association ( DPFA ) regarding inspections and quality checks for playing fields and equipment. The timescales recommended are SIX-MONTHLY or ANNUAL inspections carried out by an independent children's playground inspection expert.; QUARTERLY Operational Inspections by a competent person following manufacturer's instructions ; MONTHLY log book recorded inspections by members of a parish council or their designated volunteer; and finally a DAILY or WEEKLY visual check .

It was agreed that the Clerk would contact the Insurance company Zurich with information regarding the new installation of equipment at Dennis Cross Playing Field and a request for their interpretation of a "competent person " .

**742 CORRESPONDENCE**

The correspondence received during the month was taken at the relevant agenda items

**743 MEETINGS ATTENDED**

Cllrs Boyce, Burnage ,Giles , Jury and Lock attended a Torridge District Council Planning training and information session on March 3<sup>rd</sup>.

The Clerk attended the training for the Devon Community Planning Database project “Communities in Action “

**744 ANY OTHER BUSINESS**

Cllr Burnage requested that all articles for the April edition of the newsletter be sent to him by Monday March 24<sup>th</sup>.

Cllr Giles requested that the overflowing drain at Hilliers be reported again.

**745 DATE OF NEXT MEETING    April 4th 2008**

The meeting closed at 9.10pm

A Part 2 was convened to discuss the Parish Council Clerk’s contract , terms and conditions

Signed.....Chairman.....dated

<b>Agenda No. 9</b>	<b>Subject: Parish Clerk Contract</b>
<b>Minute reference (if any) :</b>	<b>Report author : Parish Clerk</b>

### **Introduction**

The Parish Clerk has completed her three month probationary period successfully and a contract has been drawn up for signature. There are no significant changes to the Parish Council's standard contract and a copy of both contracts can be viewed at the meeting.

### **Salary Scale**

The current salary agreement is based on the National Joint Council ( NJC ) for Local Government services and is set at the lowest point on the salary scale - LC1 - 15. The Devon Association of Parish Councils ( DAPC ) have considered the current complexities of the Clerk's job description and role in Dolton and suggested that the appropriate scale should be LC1 and set between 15 and 17.

Following the 2007-2008 Clerks Pay award which reached agreement in November 2007 ,the National Association of Local Councils and Society of Local Council Clerks jointly recommend that the salary scales of all full and part time clerks be adjusted in accordance with the new spinal column points , backdating these from April 1<sup>st</sup> 2007 . The rate of pay per hour for Scale LC1 – 15 is £8.04 per hour. The Parish Council will need to discuss these recommendations and the financial implications of any back pay allowable to the past and present clerk from the April 1<sup>st</sup> 2007

### **Car Allowance**

The DAPC recommend that the allowance for casual users for Council Clerks continue to be set at 40p per mile to avoid any complications of tax and NI.

In the case of a claim from the present Dolton Clerk, this would not include any " home to Council meeting " as agreed at the interview but rather mileage for agreed training or external meetings .

### **Hours of Work**

The contract pays for six hours a week for Clerk's duties. Over a period of five months , the Clerk has logged an average of twelve hours per week on Parish Council work. It is accepted that in any new position there is a substantial amount of learning to factor into the working week but the Clerk would respectfully suggest that a more realistic contract would be 8 hours per week and would ask the Council to consider this variation to the current contract.

**It was recommended that the rate of pay per hour be set at Scale LC1 – 15 at £8.04 per hour for 8 hours per week.**

**Proposed  
Seconded**

Contributors to the Public session

Mrs Coombes

Conifers at the Gateway.