

# **DOLTON PARISH COUNCIL**

## **DRAFT MINUTES OF THE MEETING HELD ON MONDAY 8<sup>th</sup> JANUARY 2018** **IN DOLTON VILLAGE HALL**

### **PUBLIC SESSION :**

The drains had filled with silt, but having reported it, he had been advised that it was in accordance with B Road requirements.

### **PRESENT:**

Cllr Giles (Chair) Cllrs Dunn, Grigg, Haynes, Martindale, Rolls and Walker.

Clerk L Morris;

1 member of the public.

### **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 S Martindale: personal interest arising from a shared boundary with the Acorn Farm Lodges' site.

Cllr C Giles: matters in relation to 2 Hilliers Certificate of Lawful Development.

Cllr R Dunn: matters in relation to Zurich Insurance

### **98 (17/18) APOLOGIES FOR ABSENCE:**

Cllr J Lock and Cllr P Rendell had sent apologies

Ward Cllr R Lock and C.Cllr A Saywell had also sent apologies

### **99 (17/18) MINUTES:**

- a) The Minutes of the Parish Council meeting held on Monday 4<sup>th</sup> December 2017 had been circulated, agreed by all to be correct and were then signed as a true record.

### **100 (17/18) MATTERS ARISING**

- 92 d iii Cllr Walker agreed, as a bank signatory, to liaise with bank
- 93 e ii Actioned, Clerk had written to TDC
- 94 b Football field and pavilion hire discussion. Not yet actioned
- 94 c Dennis cross: cut back tree (Cllr Dunn). Not yet actioned
- 94 c Dennis Cross dark spot: write to Neighbourhood Highways Officer (clerk) – not yet actioned.
- 94 e Christmas lights. Actioned. (Cllrs Walker and Dunn).
- 95 b Sponsor signs for half barrels. Not yet actioned. Cllr Rolls agreed to contact a possible supplier.

### **101 (17/18) CLERK'S REPORT:**

There were no matters not otherwise on the agenda.

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### 102 (17/18) CORRESPONDENCE:

The list of correspondence received was reviewed. There were no matters not otherwise on the agenda.

Ref	Date	Correspondent	Content	Action
10/1	7/12/17	TDC	Waste and Recycling Roadshow	Consider
10/2	8/12/17	A Spencer-Peet	Solicitor re Acorn Farm Park. Update.	Note
10/3	11/12/17	PCC St Edmund	Thanks	
10/4	11/12/17	1 <sup>st</sup> Responders	Thanks	
10/5	20/12/17	Devon Highways	'Roadmap'.	Reading File
10/6	20/12/17	TDC Cllr J Himan	Christmas Greetings	Reading file
10/7	20/12/17	HMRC	Updated Guidance	Reading File
10/8	21/12/17	Zurich	Winter weather guide	Reading file
10/9	21/12/17	G Cox	Surgery dates and Christmas card	Reading file
10/10	5/1/18	TDC Ben Eiser	Acorn Farm Screening	Agenda & Further Consideration

### 103 (17/18) TO CONSIDER FINANCIAL MATTERS

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

PAYMENTS					
Name	Item	Net	VAT	Total	Cheque Number
Just Office	Stationery	41.31	8.27	49.58	001016
Mr A Haynes (reimbursement)	Car Park TDC Charge	48.5		48.5	001017
D&D Village Hall	Hall Hire	10		10	001018
Mr M Lock	Caretaker Dec	120		120	001019
David Lock	Grass Cutting Dec	242.41		242.41	001020
DALC	Course	25	5	30	
Linda Morris	Home Office	10		10	
Linda Morris (reimbursement)	Postage Stamps	14.52		14.52	
Friends of Dolton First Responders	Community Grant	350		350	
PCC of St Edmond, Dolton	Community Grant	350		350	
		1211.74	13.27	1225.01	

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The Payments were checked by Cllr A Haynes. Cllr Grigg checked the reimbursement to Cllr Haynes  
 Cheque payments were proposed by Cllr Dunn and seconded by Cllr Martindale  
 Cheques were signed by Cllr Dunn and Cllr Walker.

b) Receipts. The following receipts were noted.

a) RECEIPTS		
Name	Item	Total
TDCAP	Car Park	6500.00

c) Statement of Accounts. The Clerk presented the statement of accounts with bank reconciliation.

<b>Balance at bank 05/10/17 (November accounts)</b>			
Current Ac sheet 166	54,890.97		
Reserve Ac sheet 61	7,148.76		
95 Day Ac sheet 45	41,441.47		
Less un-presented cqs at 30.10.17	1,788.18	cq no	amount
		1005	30.00
		1008	10.00
		1009	242.41
		1010	120.00
		1011	10.00
		1012	45.71
		1013	48.50
		1014	334.56
		1015	947.00
			1,788.18
Plus un-cleared credits at 30/10/17	0		
<b>Total Balance at bank at 5/12/17</b>	<b>101,693.02</b>		
<b>Cash Book</b>			
Opening Balance from accounts at 30/9/17	63,336.47		
Less payments in year to 30/11/17	15,409.46		
Plus receipts in year to 30/11/17	53,766.01		
<b>Closing balance per cash book at 30/11/17</b>	<b>101,693.02</b>		
<b>Variance</b>	<b>0.00</b>		
<b>Funds at 30/11/17</b>			
General account	38,153.31		

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Community Car Park	63,539.71		
Air Ambulance Landing Site	0.00		
<b>Total funds at 30/11/17</b>	<b>101,693.02</b>		

### d) Any other financial matters

- i) Precept. The draft precept budget had been amended as agreed at the last meeting. The precept was agreed at £14,820, an increase of 1.36%. Cllr Giles signed the precept form.
- ii) Agree Tender documents. The grasscutting specification was considered and agreed with the following adjustments:  
Add provision for grass/hedge cutting in the car park as required at an hourly rate;  
Add cutting of the 3 verges at Chapple Cross  
The caretaking and maintenance specification was considered and agreed with no adjustments.  
The notice to invite tenders was reviewed and agreed. To be put on notice board, on website and in the Diary.

### 104 (17/18) TO CONSIDER PLANNING MATTERS

- a) Applications to consider -1/1164/2017/CPL 2 Hilliers. Cllr Haynes led the discussion. There were no objections to the Certificate of Lawful Development.
- b) Applications granted – none
- c) Applications withdrawn – none
- d) Applications refused – none
- e) Any other planning matters – Acorn Farm Lodges  
An invitation to comment on the screening of the site had been received. It was felt that it would be beneficial to get feedback from the residents who are most affected. Ownership of the boundary will need to be considered. The clerk will respond to Mr Eiser to say that the PC response will be sent in February after feedback from the community.

### 105 (17/18) PARISH GROUNDS. Matters Relating to:

- a) Village Hall Field : Car Park. Cllr Haynes reported that the basic construction had been completed and a snagging list compiled and agreed with SW Highways. The application for discharge of condition for the planting and fencing had been submitted. The fencing and the lighting has been ordered. Two quotes had been received for the planting and it was agreed to ask 'Andrew the Gardener' to do the work. The opening date would be around Easter time and until then the car park should not be used. Signage was discussed and it was agreed that it would be an agenda item at the next meeting. It was agreed that Cllrs would meet with the Village Hall Committee to agree matters which are of mutual interest.
- b) Football field. Steps to organise the hire of the football field and pavilion throughout the summer still need to be actioned.
- c) Dennis Cross The beech tree still needs to be cut back.  
A letter to the Neighbourhood Highways Officer about lighting is still to be actioned.

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d) Memorial Garden. Nothing to report.

**106 (17/18) Maintenance and Traffic Issues.**

a) Flowers – half barrels. Signage still to be actioned.

**107 (17/18) Verbal reports from meetings attended.**

No meetings have been attended.

**108 (17/18) Items Brought Forward by the Chair for information only.**

Clerk to check about distribution of Emergency Plan as some households had not received a form.

Agreed to contact the family of Ethel Turner to suggest the bench is placed in a suitable place in the car park.

The Date of the next meeting was confirmed as Monday 5<sup>th</sup> February January 2018.

Signed ..... Date .....