

Minutes of the Meeting of Manaton Parish Council Held at the Parish Hall

7 p.m. Wednesday 22 May 2013

Present:

Councillors: J. Tope (Chair), R. Drysdale, M. Eveleigh, G. Everitt-White, L. May, D. Rogers.

District Councillors: G. Gribble.

Members of the Public:

Clerk: A. Troup.

Apologies for absence:

Councillors: K. Pascoe

District Councillors: M. Jeffries.

SUBJECT

1. **Minutes of the MPC Meeting of 8th April 2013.** It was proposed by Cllr Drysdale and seconded by Cllr Everitt-White that the minutes represent a full and accurate account of the meeting and be adopted. This was accepted unanimously. The minutes were signed by Cllr Tope.
2. **Matters arising from the Minutes of the previous Parish Council Meeting**
 - a. **Lower Bus Shelter.** Cllr Tope will meet with Mr Ron Hudson to discuss the repair.
 - b. **Netball Court.** The sports equipment has been purchased and the balance of the DCC grant (£173.32), plus the associated MPC grant of £200, will be paid to the MGCA for their surface refurbishment and line marking.
 - c. **"Moor Than Meets The Eye".** Discussion on the subject was deferred to the APM to follow.
 - d. **County and District Elector Fund.** Cllr Drysdale reported that the contract to produce a publicity leaflet would be decided at a meeting on Friday 24th May.
 - e. **Mellowmead Wood and surrounds.** It was agreed that a sub-committee would be formed, Chaired by Cllr Rogers, to examine the management of Mellowmead and review its purpose, and to make recommendations to the MPC. Other Councillors will assist as available.
 - f. **Beating The Bounds.** No significant public interest has been shown in the project therefore it will not be formally organised but may proceed on an informal basis.
 - g. **Affordable housing.** The sub-committee has been established with Cllr Tope as Chair and other members being Councillors as required; there is nothing to report at this stage.
 - h. **Parish Grass Cutting Contract.** This has been awarded to Mr Philip Howard at £950 p.a.

Proposed: Cllr Rogers. Seconded: Cllr Everitt-White.

3. **Councillors' Reports**

- a. **Planning (Cllr Everitt-White)**
 - (1) **New Applications.** None known.
 - (2) **Reports to DNPA.**

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- (a) **Rockfield.** No objections.
 - (b) **Village Hall.** No objections.
 - (3) **Approvals by DNPA.** Hazel Cottage.
- b. **Highways (Cllr Eveleigh)**
 - (a) **Road Damage and Pot Holes.** Cllr May has sent a letter on behalf of the Council to the TALC secretary outlining the Council's concerns regarding the standard of pot-hole repairs in the Parish.
- c. **Parish Assets (Cllr Rogers)**
 - (1) **Playground Safety Inspection (External).** The Clerk confirmed that he had contacted Playsafety Ltd to ensure that they were conducting their contracted annual H&S inspection. They apologised for their delay and assured the Council that the matter was in hand.
 - (2) **Playground Safety Inspection (Internal).** Cllr Rogers informed the Council that he conducted regular safety inspections of the playground in accordance with EEC guidelines (and this has occurred ever since the playground was inaugurated). He agreed to send the clerk a copy of his safety check routine.
- 4. **Clerk's Report**
 - a. **RFO Update**
 - (1) **Deposit Account balance:** £1497.14.
 - (2) **Current Account Balance:** £7641.28.
 - (3) **Annual Return & Audit**
 - (a) **Internal Audit.** Ken Abraham conducted the Audit on Fri 10 May. All was in order and it has since been ascertained that internal playground inspections are being conducted, this being the only potentially negative observation in his report.
 - (b) **External Audit & Annual Report.** The RFO (Clerk) presented the Annual Report for 2013 to the Council for approval. It was agreed.
Proposed: Cllr Tope. Seconded: Cllr Everitt-White.
 - (4) **Orders for Payment**
 - (a) **Payments Made.**
 - (i) A. Troup: Clerk's Fees Jan-Mar 2013 £108.
 - (ii) Post Office: Clerk's PAYE Jan-Mar 2013 £27.
 - (iii) DALC: 1 April 2013 - 31 March 2014 Subscription £80.56.
 - (iv) Moor Print: Print run of Manton Messenger Issue 37 £220.
 - (b) **Payments Due**
 - (i) Auditor's Fee (K. Abraham) £44.00.
 - (ii) Data Protection (The Information Commissioner) £35.00.
 - (iii) MGCA Netball Equipment (A. Troup) £276.68.**Proposed: Cllr Eveleigh. Seconded: Cllr Drysdale.**

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b. Clerk's Diary

- (1) **Review/renew insurance.** The premium for 2013/14 is £272.27, an increase of £7.27. Payment was agreed.

Proposed: Cllr Tope. Seconded: Cllr Drysdale.

- (2) **VAT Annual Return.** The Clerk confirmed that this had been submitted.

- (3) **Parish Assets.** Their review/repairs are due in June.

- (4) **Trees.** The safety inspection is due in July.

5. **Correspondence.** Nil.

6. **Any Other Business.** Nil.

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Next Scheduled Meeting: Monday 24th June 2013 at 7.30 in the Parish Hall.

Councillors are asked to bring diaries with them.