

Holbeton Parish Council

Clerk: Mrs Teresa Drew
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Chairman: Mr John Sherrell
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Councillors are summoned to attend a meeting of **Holbeton Parish Council**, to be held in **Holbeton Village Hall** on **Tuesday 12 October** at **7.30 pm**.

If members of the public do not feel comfortable attending a face-to-face meeting, they may submit any questions or comments in advance by 12.00 noon on the day of the meeting to - holbetonparishclerk@gmail.com.

Under the Openness of Local Government Bodies Regulations 2014 people may film, record, tweet, or blog from parish council meetings. The use of any images or sound recordings is not under the Parish Council's control. The Parish Council kindly ask that anybody intending to record the meeting, inform the Chairman prior to the meeting. The Parish Council meetings may be recorded by the Clerk.

Teresa Drew

Clerk to Parish Council

Date: 5 October 2021

A G E N D A

1. Apologies for absence
2. Parish Council Vacancy
3. Reports:
 - (a) Question(s) from members of the public - opportunity to ask questions of the County, District and Parish Councillors, or to comment on any matter
 - (b) To receive County and District Councillors' Report(s)
4. Declarations of members' interests relating to matters on this agenda. Members are also reminded that any change to their Declaration of Interests must be notified to the Parish Clerk within 28 days of the change.
5. Past subject matter(s) for the purpose of report only:

085/21 Could garden waste be placed in the grey bin? **ACTION: Cllr Thomas**

087/21 Village Play Park Safety Concerns - installation of the standard height of the cladding on slide. Two posts to be replaced under guarantee by Earth Wrights. Work to be completed 28 September 2021.

087/21 Holbeton Reading Rooms walls need waterproofing and repointing. Cllr Reece to discuss with Flete Estate. Awaiting a quote from Mike Rawlings for the necessary work. RESOLVED Cllr Reece to seek quotes from 1 or more specialist damp proof companies. **ACTION: Cllr Reece.** RESOLVED Cllr Ackroyd will assess if there are any grants available. **ACTION: Cllr Ackroyd.**

087/21 Pot holes on Brent Hill, Eastern Town and Holbeton Point need repairing. Verges need repairing in Ford area near Backlane footpath and at the turning into Fursdon Farm - the issues have been reported to DCC.

087/21 Drains to be addressed opposite Church top gate, Vicarage Hill, outside the Dartmoor Union and Gibb - the issues have been reported to DCC.

087/21 A379 to Bull and Bear, near area where the engineering work has recently been completed. Road surface is deteriorating. On the crest of the hill vehicles are encroaching into the bank, bollards required

087/21 Flooding at Alston - in progress
6. Resolve to approve the Parish Council Meeting Minutes of 22 September 2021 and notes of Rhidian Howells, Waste Water Services Operations Manager, South West Water and Sir Gary Streeter MP, on 23 September 2021 (as previously circulated). The minutes were duly signed by the Chairman.
7. To agree to adopt - The District Council and Town/Parish Council when dealing with Planning Applications principles document
8. Extension to the 30mph speed limit Battisborough Cross - Cllr Gunatillake

9. Vandalism in the Parish

10. Planning - Parish Councillors to view planning applications on SHDC website. To comply with consultation time limits, planning applications received after agenda publication may be considered at the meeting and any recommendations ratified at the subsequent meeting.

Submitted to the Council for determination. Evidence is required to either support or refute the claim that the land/building has been used for the purpose described in excess of the last four years: -

Reference: 3036/21/CLE

Site Address: Woods Cottage, Battisborough Cross, PL8 1JQ

Proposal: Certificate of Lawfulness for existing self-contained bedroom and bathroom in roof space of existing detached Garage.

11. Purchase of 9 x A4 noticeboard at Battisborough Cross = Cllr Ackroyd

12. Youth Club - Cllr Gunatillake/Baumer

13. Holbeton Parish Council Climate Change Sub-Committee Update - Cllr Baumer

14. Holbeton Sewage Works

15. Finance

(i) Bank balances - to note the bank balances of: - Business Account as at 9 September - £5,000.00
Treasurers Account as at 13 September - £24,949.60

(ii) Banked receipts - to note receipts for September: Bank Interest (09.09.2021) = £0.04
Hire of Reading Rooms - £133.00

(iii) Grant Request(s) - Project to tidy up / paint inside the phone box at Battisborough Cross £50
Purchase of Christmas Tree for the parish, to be placed near The Mildmay Colours pub

(iv) To resolve to make the following payments: -

Payee	Description	Gross	VAT	Nett
Mrs T Drew	Clerk - September 2021 Salary and working at home allowance	£441.56	-	-
HMRC	Parish Clerk			
Mrs M Venton	Cleaning of Holbeton Public Toilets - September 2021	£13.20	-	-
Holbeton Village Hall	Hire of hall for Holbeton Parish Council Meeting - 22 September, SW Water meeting 23 September, LED Survey meeting 4 October, Climate Change sub-committee meeting 5 October, HPC meeting 12 October 2021	£60.00 £114.00	- -	- -
Mr M Rawlings	Lengthsman Duties	£130.00	-	-
Reimbursement to Parish Clerk	Purchase of black and Tri-Colour ink cartridges - half of total cost shared with Ermington Parish Council	£31.23	-	-

(v) Approve Financial Statement

Financial Statement				
Lloyds Bank Business Account bank statement as at 9 September 2021:	£5,000.00			
Lloyds bank Treasurers Account bank statement as at 13 September 2021:	£24,949.60			
	Total =	£29,949.60		
Less: any un-presented cheques	001514	-£48.00		
Plus: any un-banked cash/cheques	Hire of Reading Rooms	£133.00		
	Total Funds =	£30,034.60		
PRECEPT 2021/2022 = £14,375				
An increase of 14.2% or £5.82 on the 2020/21 Band D figure.				
Total uncommitted funds =	£30,034.60	Minus earmarked reserve	£34,400 =	-£4,365.40

15. Finance (continued)

(vi) Financial Regulations requirement:

3.1 The Finance Committee shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of November each year including any proposals for revising the forecast.

3.2 The RFO must each year, by no later than November prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance Committee.

2.2 Every six months and at each financial year end, a member other than a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council.

(vii) Review spend against budget

(viii) Discuss Precept

(vii) Update on points raised at Alison Marshall internal audit 2020/2021:

To assess Lloyds Bank online banking **ACTION: Councillors**
Parish Clerk Contract of Employment to be confirmed **ACTION: Cllrs Sherrell and Fuller**

16. Holbeton Public Toilets - transfer of building to the Parish Council - cleaning

17. Feedback from weekly bike track and parish defibrillators inspections - Cllr Reece

18. Review of Parish Lengthsman role

19. Review of Holbeton Parish Council Website and Accessibility Requirements for Public Sector Bodies - Cllr Hollett

20. The Queen's Platinum Jubilee 2022

21. Review: Freedom of Information and Publication Scheme Holbeton Parish Council Environmental Policy

22. Reports from Parish Councillors

23. Correspondence to note: - Email from Parishioner - re. Brown Bins

24. To confirm date and venue for **November 2021** Parish Council meeting.

Holbeton Parish Council website- <https://www.holbeton-pc.gov.uk>

Parish Council meetings may be recorded. We kindly ask that anybody intending to record the meeting, inform the Chairman prior to the meeting.

To report issues to the local Police. Members of the public who have a non-urgent matter to bring to the attention of their Local Policing Team, the easiest way of contacting them is <https://www.devon-cornwall.police.uk/your-area/teams/Ivybridge/Overview> or the contact form: <https://www.devon-cornwall.police.uk/your-area/teams/Ivybridge/Contact>

To report highway issues - <https://www.devon.gov.uk/roadsandtransport/report-a-problem/>

Devon County Council road works completed, current & future works - <https://apps1.wdm.co.uk/Live/Devon/PBLC/PIP/Map.aspx?cq=sws>

SHDC website: - <https://apps.southhams.gov.uk/webreportit> - click on what you would like to report, from the drop down menu.