

FROGMORE AND SHERFORD PARISH COUNCIL

**MINUTES OF A MEETING HELD ON 20 NOVEMBER 2017
IN THE VILLAGE HALL, FROGMORE AT 7.00 PM**

Present	Cllr Nigel Smith	NS	In the Chair
	Cllr Vicci Camp	VC	
	Cllr Peter Hadley	APH	
	Cllr Paul Harding	PJH	
	Cllr Stephen Hart	SH	Minute 23/17 on
	Cllr John Horsley	JH	
	Cllr Jenny Jebb	JJ	
	Cllr Ben Johnson	BJ	Minute 23/17 on
	County Cllr Julian Brazil	JB	
	District Cllr Richard Foss	RF	

In attendance Peter Javes Locum Clerk
Members of the public present: 10

PART ONE – OPEN FORUM

20/17 A parishioner asked for an explanation of the source and use of the funds shown as Neighbourhood Plan. APH explained that the money came from a government grant to enable parishes to develop neighbourhood plans. The money was used for printing surveys and questionnaires, hire of halls for meetings, postage and secretarial assistance plus expert consultancy.

21/17 **MINUTES OF THE PREVIOUS MEETING**
RESOLUTION: THAT the minutes of the meeting held on 17 October be accepted as a correct record
Proposed Cllr Peter Hadley Seconded Cllr Paul Harding
Motion carried unanimously. The minutes were signed by the Chairman.

22/17 **DECLARATIONS OF INTEREST**
None

23/17 **COUNCILLOR VACANCIES**
Following the resignation of David Raeburn the vacancies for each of the wards, Frogmore and Sherford had been advertised. NS explained that the Frogmore ward had been established for five councillors and the Sherford ward for three. There had been one applicant for the Sherford ward and accordingly
IT WAS RESOLVED THAT Ben Johnson be co-opted as a councillor for the Sherford ward.
Proposed Cllr Peter Hadley Seconded Cllr Jenny Jebb
Motion carried unanimously

There had been two applicants for the Frogmore ward and NS invited the applicants to speak and give a summary of the contribution they might be able to offer. On a secret ballot by a majority

IT WAS RESOLVED THAT Stephen Hart be co-opted as a councillor for the Frogmore ward.

NS invited Michael Tucker to become involved with the development of the neighbourhood plan.

24/17 **CLERK VACANCY**
The meeting considered the draft job description and person specification for the post of clerk. It was agreed to advertise the position in the Kingsbridge Gazette. An interview panel would be established and a list of questions prepared to be asked of applicants.

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PJH spoke about the need to adopt proper procedures such as a formal contract of employment for employees as well as grievance and complaints procedures. He now had templates for all of these and they would be placed on the website. He noted that South West Councils had been very helpful and felt that the link with that organisation should be maintained for advice in future.

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25/17 PLANNING

3411/17/ARC Chapel Cottage, A379 Through Frogmore, TQ7 2NR

APH explained that this item was simply to deal with the surface of a driveway and had been approved.

3880/17/OPA East of Creek's Close, Frogmore: Eight new houses at SX775 424

A full set of plans had not yet been received and the Clerk was instructed to apply for a Clerk deferment of the deadline for submission of comments.

26/17 FINANCE

Bank balances

Bank balances as at 31 October:

£19,637

27/17 PAYMENTS APPROVED

Payee	Reason	Amount £
Staff costs	Administration	2,062.59
Peter Javes	Administration	168.04
Amanda Starkey	Community Fund –creek clear up	47.30
Neill Coombes	Legal fees	350.00
Frogmore VCA	Neighbourhood Plan	35.16
Peter Hadley	Neighbourhood Plan	69.74
Sherford VCA	Neighbourhood Plan	102.00
Paul Harding	Noticeboard	284.00
HMRC	Administration	19.20

TOTAL PAYMENTS

3,138.03

Cash held on behalf of Neighbourhood Plan

4,453.00

Cash now available

12,045.97

Payments listed above include VAT where applicable.

28/17 LLOYDS BANK MANDATE

RESOLUTION THAT the mandate to Lloyds Bank be varied by the addition of two further signatories in addition to NS and JH.

Procedures for authorizing payments by internet banking would be discussed at the December meeting.

29/17 BUDGET AND PRECEPT 2018-19

The Locum Clerk had circulated a first draft budget for 2018-19. It was agreed to form a budget sub-committee of PJH and VC to recommend a budget for the next financial year.

30/17 NEIGHBOURHOOD PLAN

It had been decided to defer issuing the questionnaire to the new year. Drop-in sessions would be arranged to help people complete the questionnaire. The appointment of new consultants, Lee Bray Planning was underway to advise on the writing of the plan.

The NP website (www.frogmoreandsherford.co.uk) was live.

31/17 FLOOD PREVENTION

The final plan was not resolved yet. It would be necessary to close the A379, but it was hoped that this could be confined to nighttime.

32/17 COMMUNITY FUND

The work on the seating at the head of the creek was now finished and the final bill was awaited.

Quotes were awaited for the repair of the slipway at Stabbs Lane.

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33/17 FROGMORE NOTICEBOARD

A new noticeboard had been installed.

34/17 COUNCILLOR REPORTS

34.1 The Frogmore Clean Up: on 18 November had been very successful with a large number of volunteers and SHDC had quickly cleared away the rubbish collected.

34.2 Websites: BJ would administer the merging of the two websites.

BJ

35/17 ST MARTIN'S CHURCHYARD

APH spoke about the limited burial space in the churchyard and the various options for dealing with the issue which were:

- Do nothing but pass the problem to SHDC
- Do nothing and pass responsibility for churchyard maintenance to SHDC
- Acquire new land in association with the Diocese of Exeter
- Acquire new land and pass responsibility for churchyard maintenance to SHDC

It was noted that the PC had a budget of £200 to help with churchyard maintenance which had not yet been paid in the current financial year.

36/17 COUNTY COUNCILLOR

JB spoke about the meeting with DCC Highways and the new contractor for highway works. He also spoke about the increased funding from government for Devon schools but it was still below what was really needed.

It was noted that the Salcombe harbour master would be leaving to become harbour master of Brixham, Paignton and Torquay, thus it would be necessary to recruit a replacement.

37/17 DISTRICT COUNCILLOR

RF spoke about the result of the Once Council vote. Shared services would continue for the time being. SHDC funding would seem to be sufficient for the next four years, but after that central government funding for district councils was uncertain.

38/17 MEETINGS ATTENDED BY COUNCILLORS AND CLERK

38.1 DCC Highways

APH had been to the DCC Highways event at Rattery village hall on 16 November and would circulate the notes from that meeting. It was agreed to form a sub-group to investigate how a road warden scheme could operate in the parish.

38.2 Creek's Close Housing

JJ reported on a meeting with the developer to deal with outstanding snagging. JJ was satisfied that the houses were occupied by local people as planned.

PART TWO – PUBLIC EXCLUDED – CONFIDENTIAL MINUTE

Meeting closed at 8.45

Next meetings:

18 December 17	Sherford		15 January 18	Sherford
19 February 18	Frogmore		19 March 18	Sherford
16 April 18	Frogmore		21 May 18	Sherford