

Minutes of meeting of the Tedburn St Mary Parish Council at **PATHFINDER VILLAGE HALL on Tuesday, 3rd September, 2024** at 7.30 pm.

Present: Chair Cllr L.Taylor, Cllrs J. Putt, P. Moody, K. Wilson, J. Dixon, H. Trump, S. Rodda and L Cole. In attendance the parish clerk, J Clark, and 7 members of the public

1. Open Forum

- a. A member of the public reported that she did not think the recent work on the bus stop at Woodlands meets what is required. Cllr Cole responded she is meeting with residents to find out exactly what they want and will report back to the council. **CLLR COLE TO ACTION**
- b. A representative of the Village Hall Committee reported that, following an incident at the hall and subsequent advice from the Police, the CCTV equipment requires updating
- c. A member of the public asked why there was no lighting at the Recreation Field so that younger people can use the facilities throughout the year. Cllr Putt reported that, at the moment, the installation and subsequent running costs are likely to be prohibitively costly.
- d. Cllr Moody raised the problem of the paving close to the village shop; there is a raised stone and she is concerned for safety of pedestrians. Chair to inspect the problem and take a photograph and send to Clerk so she can raise with Highways during monthly meeting on 11th September 2024. **CHAIR AND CLERK TO ACTION**

Open Forum closed at 1940

2. **Apologies and reasons for absence for approval.** Devon County Council (DCC) Cllr J. Brook (other meetings), Teignbridge District Council (TDC) Cllrs Purser and Swain (other meetings). Cllr Woodley (health reasons). Approved

3. **Declarations of interest.** NONE

4. **Reports from Devon County and Teignbridge District Councillors.** None

5. **Reports from the parish councillors and clerk.**

Cllr Cole reports – The Recreation Committee does not meet during August so little to report however she told the council that the tennis courts remain in very good condition. The only problem is the continuing issue of dog faeces left on the field but the committee does try to pick up wherever possible.

Cllr Dixon reports - – the new domain is close to going live and Cllr Dixon will then begin to process to move the .gov.uk

Cllr Taylor reports - Cllr Dixon is now populating the data for Parish Online – this is a digital map of the parish and once populated will show parish council assets, information (such as who mows verges, ie parish council, Teignbridge District Council or Devon County Council) and other information. Hopefully, when this is commissioned, it will a useful reference for the council and parishioners alike.

6. **Report from Little Chapel and Cemetery Committee Cllr Wilson reports** - The unveiling of the diagram showing all plots, including unmarked graves, in Tedburn Cemetery was marked at a small ceremony and followed by a cream tea which was well attended and covered by the local paper, Crediton Courier. The diagram is now on permanent display on the wall of The Little Chapel. The event raised £60.00. The diagram is the result of a project undertaken by Cllr Karen Wilson and required extensive research and cross reference using the burial books that have been kept by the parish council since the cemetery was first used very early in the 1900s. The council thanked Cllr Cole for her hard work.

The next event at the Little Chapel is the The Christmas Carol Service which takes place on 13th December, 2024.

7. **To review and agree contract change to payroll services.** Following research into other providers, the clerk recommended the council approve the contract changes. Approved unanimously by a show of hands.
8. **Report from Infrastructure Committee. (Cllr L. Taylor and Clerk)**

The Chair reported that the Infrastructure Committee drafted responses to Matters 2,4 and 10 of the TDC Local Plan. These dealt with sustainability, discrepancies in the TDC information relating to proportional growth, housing density and landscape. There is a formal hearing looking into responses to the Local Plan and the parish council will be presenting its case at three hearings to be held over the coming weeks. The Chair will be supported by two experts who helped to draft the responses accepted by the Inspectorate. This work was carried out under the management of the Infrastructure Committee reporting to the Parish Council. The Chair thanked members of the Committee for their hard work; it took time to research the details of the responses and to draft a formal documents to support the points made. The clerk was asked to note the council's appreciation and the Chair told the council that thank you cards had been sent.

The clerk gave a brief outline of the implications of developing a Neighbourhood Plan. This is a formal and binding process carried out in partnership with the local authority, in this case Teignbridge District Council. There are capability, capacity, recruitment and financial issues to be considered. The process aims to identify, scope and prioritise future village needs and aspirations and must be carried out in full consultation with residents. Once approved, the plan is a reference for TDC when considering the impact of new development, planning issues, or other services affecting the village. The aim is to protect areas, buildings and services valued by parishioners as well as develop new opportunities. It also carries a financial bonus to the village. When there is an increase in the square footage of housing in the village, the parish council receives a percentage of the money collected by the planning authority (in our case TDC). When there is no plan in place this percentage is 15%. With a plan in place this increases to 25%. This is the Community Infrastructure Levy (CIL) and given to all parish councils in order to develop amenities. Most recently, the parish council has received two such payments, the first was 8 years, ago and used to create the play area at the Millennium Orchard and the second payment received this year will go towards the development of a Neighbourhood Plan, if the council decides to go ahead. If this is the case the parish council will consult parishioners and hopes to be able to recruit interested parishioners and skills relevant to the project. In order to assess support from councillors for this, the clerk suggested councillors meet to discuss the implications more fully. It was also recommended that if it were to go ahead it would be managed by the Infrastructure Committee reporting to the parish council. The Chair requested that the clerk find a representative from another parish council to attend this meeting in order to share their experience. **CHAIR AND CLERK TO ACTION.**

9. **To approve new Financial Regulations guidelines issued by the National Association of Local Councils.** These were shared with the council prior to the meeting. They were approved unanimously by a show of hands. They now replace the existing Financial Regulations and must be published on the parish council website. **CLERK TO ACTION**
10. **To agree and appoint the internal auditor for the 2025 audit.** The clerk recommended the current internal auditor is retained as she is qualified to degree level in local government administration. Approved unanimously by a show of hands.
11. **Review outstanding action points including those deferred from August meeting.**

OUTSTANDING ACTION POINTS

- Cllr Cole – seeking input for whether or not the modifications done by the PC to the bus stop on the verge opposite Woodlands meet the requirements of the residents. See above.
- Cllr Woodley – Speedwatch (absent).
- Clerk Cllr Taylor - Road safety signs for approach to mini roundabout. **CHAIR TO ACTION.**
- Cllr Putt asked to speak through the Chair to point out that the warning sign for the mini-roundabout is currently not wholly visible as it is covered by foliage. The clerk to raise with Highways but as this is a

safety issue the Chair to ask the village maintenance contractor to resolve this issue as soon as possible.

CHAIR TO ACTION. CLERK TO DISCUSS WITH HIGHWAYS WITH VIEW TO SIGN PLACEMENT, ETC.

- Cllr Dixon -Webmail and .gov update from Cllr Dixon. See above
- Cllr Cole - Liaison with Highways England re westbound junction on A30 – update. Cllr Cole reported that due to financial restrictions, work is being done elsewhere where a previously identified safety situation has taken priority. The parish council to revisit this issue and contact Highways England again for an update. This to be an item on the March 2025 agenda. **CLERK TO ACTION.**
- All - is the PC going to apply for Locality Budget funding this financial year and if so for what? Following a discussion the council agreed that the Community Garden at Pathfinder be put forward for consideration. Final application to be placed on October agenda for ratification. **CLERK TO WRITE A REPORT AND RECOMMENDATIONS AND SEND TO THE CLERK. CLERK TO USE THIS INFORMATION TO SUPPORT AN APPLICATION TO DCC.**
- Cllrs Putt and Taylor – work on the cemetery and Little Chapel area to create space for new plots and parking spaces. Cllr Taylor reported that the specification and quote has been approved and Cllr Putt agreed to commission the work as soon as possible. Work to commence after communications about the work with the village, users of the cemetery, etc. **CLERK TO ACTION. CLERK TO ACTION COMMUNICATIONS. CLERK TO PLACE ON OCTOBER AGENDA FOR UPDATE.**
- Approval of minutes omitted from September meeting agenda. Minutes to be approved by the council at the October meeting. **CLERK TO ACTION**

12. Payments for approval. Approved unanimously by a show of hands.

Date	Supplier	Description	Amount	VAT	Total
3.9.24.	Jane Clark	Clerk's salary, home office, phone	£725.20	No	£725.50
3.9.24.	DCC Pension Fund	Clerk's Pension	£242.46	No	£242.46
3.9.24.	David Yelland	Village maintenance plus one hour (2 x empty Millennium Orchard Bin and disposal)	£467.50	No	£467.50
3.9.24.	Curry's	Printer, screen, docking station for computer (PAID IN AUGUST DUE TO ACCOUNT PROCESS)	£216.12	£43.22	£259.34
3.9.24.	Jane Clark reimbursement as had to meet payment deadline	Teignbridge District Council Garden Waste Collection for Cemetery and Little Chapel	£55.00	No	£55.00
3.9.24.	DM Payroll Services	Payroll	£90.00	No	£90.00
3.9.24.	VBisionICT	Website hosting	£162.00	£32.40	£194.40

Meeting closed at 2034.

Date of next meeting Monday 7th October 2024 at Tedburn St Mary Village Hall at 7.30 pm.