

Present

Councillor Rob Brown (Chairman) Councillor Karen Bryant
Councillor Yvonne Isaac (Vice Chairman) Councillor John Bowden
Councillor Michael Folland

Item 1 Apologies for absence.

Apologies were received from Councillor Martyn Hookway, Derrick Challacombe and District Councillor Rose Lock.

Item 2 Minutes of Parish Council meeting held on 10th November 2015.

The Minutes were agreed as correct and signed by the Chairman.

Item 3 Declaration of Interest.

Councillor John Bowden declared an interest in the review of Clerks salary and will refrain from speaking or voting on this matter.

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Item 4 The Chairman will invite any members of the public present to raise any matters of concern with the Parish Councillors.

There were no matters of concern raised by the Parishioners present.

Item 5 Matters arising from the previous Parish Council Meeting held on 10th November 2015.

- Feed back from Action Points from previous meeting. 1-6
 1. New Village signs Ordered by Clerk.
 2. Assets registered amended by Clerk.
 3. Donation of £100 sent to Ilfracombe Community Bus Service by Clerk.
 4. "Playsafe" biannual safety arranged for March 2016 by Clerk.
 5. Playing field gates inspected for signs of deterioration by Councillor John Bowden. It was concluded that the gates need replacing.
(AP1) Councillor Yvonne Isaac and Michael Folland will obtain contact details for Wooden and Wrought Iron replacements and pass them on to Councillor Rob Brown to obtain quotes.
 6. Removal of Ivy from Gate Posts Councillor Michael Folland (AP 2) on going.

- Precept for 2016/17.

Councillor Rob Brown presented 3 options to the Councillors for the precept submission for 2016/17. The 3rd option was unanimously agreed i.e. Precept of £2,836. This is a 2% increase on last year that means an increase to the band D rate of 1.55%.

A notice will be placed in the Parish News drawing attention to the explanatory notice that will be exhibited on the PC notice board and on the Parish Website. (AP3) Councillor Rob Brown.

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Roborough Parish Council Meeting held on 19th January 2016
In the Village Hall

- Revised quote from Mike Baker for grass cutting.

A revised quote for grass cutting the village field every 2 weeks April- October, an annual hedge trim of field, grass cut around defibrillator kiosk and additional hedge and grass trim around Village name signs was quoted as £575.00 (an increase of £150 for the extra work requested). Councillor Yvonne Isaac proposed the quote be accepted and agree unanimously by Councillors present.

- Financial Report. Parish Clerk.

Nat West Current Account	£2599.92
Nat West Reserve Account	£ 378.64
NS&I	£1669.08

- Review of Clerk's Salary.

The council decided at the last meeting to review the Parish Clerk's salary as it had become clear that the role is taking far more than the 2 hours per week allocated at the last review four years ago. While the Devon Association of Local Councils recommend four hours per week for a council of Roborough's size, and this is much closer to the work load at present, the Parish Clerk asked that any increase be phased, so that parish finances are protected. Accordingly the council decided to increase the Clerks hours allowance to three per week this year, with a view to a further increase of one hour per week in 12 months time. The rate is to be the National Minimum Wage for the period up to the end of the financial year and the new Guaranteed Living Wage thereafter. The Clerks present salary is £6.70 per hour – 2 hours per week. The proposed salary for the Clerk is £7.20 - 3 hours a week. Torridge District Council will be informed. (AP4) Councillor Rob Brown.

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- Highways update.

Councillor John Bowden continues to report potholes and other highway defects as long as they meet the safety criteria from the Highways department. However, feedback has stopped and reports seem to be ignored since November 2015. (AP5) Councillor Rob Brown to give contact details of Highways Manager. (AP6) Councillor John Bowden to contact Highways Manager.

- Work done around the New Roborough Name signs.

The new signs have arrived and Councillors Rob Brown and John Bowden have put them in place. The grass and hedges around the signs have been cut back and daffodil bulbs planted by a young person in the Village as part of her "Service" for the Gold Duke of Edinburgh award. The Parish Council extended their thanks to her. (AP7) Clerk to write a letter of thanks.

Item 6 Correspondence received since 10th November 2015

A letter of thanks from Ilfracombe Community Transport.

Emails from Barnstaple Records Office asking for donations from the Parish to enable the service to remain in Barnstaple.

(AP8) Clerk to write for clarification of long term plan.

Email from Queens Lieutenant regarding the Queens 90th Birthday Celebrations.

(AP9) Clerk to write in the Parish News asking Parishioners if they would like to celebrate the Queens Birthday on 12th June 2016.

Item 7 New Business

a, Feed back from Webmaster.

The regular contributors to the website are the Parish Clerk (PC & Village Hall), Church Warden (Parish News) and the Secretary of WI, with some people wishing to place adverts on the buy & sell page.

The Web Master keeps the home page up to date in the “what's on” section and occasionally puts items of interest to the village, in an effort to keep it fresh.

More contributions would always be welcome from people in the village for example the latest news on the housing development, pub events, broadband and other events to reinforce the council minutes and parish news.

Any suggestions for improvements would always be useful.

b, Planning applications.

No Planning applications.

c, Smaller Authorities Audit arrangements.

New external audit arrangements will come in to place this year. There is an option to opt out of these arrangements and seek alternative auditors. As the fees for the annual audit will not exceed the charges of the past it was agreed that the Parish Council should not opt out.

d, Employer's/employee Pension scheme.

The law on workplace pensions has changed. Every employer with at least one member of staff now has new duties. Staff who meet certain criteria must be offered a pension scheme. However, the employee can opt out of the scheme, which is the case for the present Parish Council employee (The Parish Clerk). As the decision to opt out is only valid for 3 years it will necessary to review this decision in January 2019 and the appropriate office informed.

(AP10) Councillor Rob Brown to inform the necessary department at Torridge District Council.

e, Cheques for signature.

Southwest Highways Ltd	cheque no 413	£204.00
Roborough Village Hall	cheque no 414	£ 75.00

Item 8 Date of next meeting.

15th March 2016

Chairman's Signature.....

Clerk's.....

Date.....

Date.....