

**Minutes**

Parish Council Meeting to be held on the 15<sup>th</sup> January 2019 in the Village Hall

Present

Councillor Yvonne Isaac Vice Chair      County Councillor Andrew Saywell

Councillor John Bowden                      Councillor Martyn Hookway

Councillor Michael Folland                  Councillor Ewan Huggons

Councillor Lorna Pincombe

**Item 1** Apologies for absence.

Apologies were received from District Councillor Rose Lock and Parish Councillor Tina Jafrate.

**Item 2** Minutes of the Parish Council meeting held on 20<sup>th</sup> November 2018.

The Minutes of the previous meeting were signed as correct.

**Item 3** Declaration of Interests.

There were no new interests declared.

**Item 4** Members of the public present to raise any matters of concern.

There were no members of the public present.

**Item 5** Matters arising from the previous Parish Council Meeting held on the 20<sup>th</sup> November 2018.

- Councillor Tina Jafrate resignation form Chair

Councillor Yvonne Isaac read out the letter of resignation from the position of Chair from Councillor Tina Jafrate.

- Proposed replacement Parish Councillor Mrs Pincombe (Councillor Yvonne Isaac)

It was unanimously agreed that Mrs Lorna Pincombe be accepted for the vacant Parish Councillor position.

- Financial Report. (Clerk)

Nat West Current account                      £3760.49p

Nat West Reserve account                      £379.24p

NS&I    £1699.91

- Defibrillator Training Course. (Clerk)

The Clerk has arranged via a Parishioner for the defibrillator training to be done at no cost to the Parish. A date as yet to be arranged.

- Precept considerations.

Councillor John Bowden went through the items to be considered for the Precept 2019/20. i.e. The need to increase the clerk's salary to attract a new clerk, the possible need to contribute to a pension for the new clerk and the possibility of incurring expenses relating to the Playing field management agreement. With the residents of the new houses in the Village the tax base has increased. Councillor John Bowden proposed that the precept be approximately the same as last year per band D. The total precept raised will be £3170 which would mean a band D property would have a 0.23% decrease in their Council tax bill. This was agreed unanimously. **AP1** Clerk to submit precept form to TDC.

- Consideration of Pay/Hours for new Clerk.

Councillor John Bowden has looked into similar sized Parishes who have recently advertised for a clerk. i.e. job descriptions, number of hours and the hourly rate. It was proposed by Councillor Michael Folland and seconded by Councillor Martyn Hookway that the hours should be increased from three hours a week to four hours a week and the hourly rate be £9.77. This would come in line with the National Association of Local Councils pay recommendations.

- Advertising for new Clerk.

Councillor John Bowden proposed that the advertisement should be place on the DALC website, in the Parish Magazine, the Parish Website and the Roborough Facebook page. This was agreed unanimously. The Clerk and Councillor John Bowden will write a Job description for the DALC and

## Minutes

Parish Council Meeting to be held on the 15<sup>th</sup> January 2019 in the Village Hall

Roborough Parish website. AP2 The Clerk will place a notice of the vacancy in the Parish Magazine. AP3

### Item 6 Reports from Councillors

- Defibrillator. Councillor Ewan Huggons

New defibrillator pads have been purchased and the defibrillator has been checked by the local South West coordinator and has been accredited suitable for the national data base. Councillor Huggons receives a monthly email and completes a questionnaire relating to any use and change of position of the defibrillator.

- Highways. Councillor John Bowden/ County Councillor Andrew Saywell.

Councillor John Bowden reported that the collapsed drain which was the cause of water spilling over the road on Rapson Hill, had now been repaired and has resolved the problem.

The Pot holes at Scottingham had been reported by County Councillor Andrew Saywell before Christmas. However, this is still outstanding. Councillor Michael folland reported that the road from Eberly Cross to Ten Oaks is in a very poor condition.

- Snow Warden. Councillor Martyn Hookway.

Councillor Martyn Hookway has checked all the Parish grit bins and they are full.

- TAG. Yvonne Isaac. There has been no TAG meetings.

- Web Site. Councillor Tina Jafrate.

Councillor John Bowden continues to put minutes, agendas and Council relating documents on the website. Councillor Tina Jafrate continues to be the main webmaster. There are a few links that have been broken on the website and a few details relating to Church services and Roborough Women's Circle that are out of date. Councillor Yvonne Isaac will speak with Councillor Jafrate AP4. Councillor Ewan Huggons has agreed to help with the website if required.

- County Councillors report.

County Councillor Andrew Saywell reported that he had attended the RCPAL consultation day on the 1<sup>st</sup> December.

Councillor Andrew Saywell reported that the £18.5 million capital fund will be used for resurfacing roads, repair of bridges, the A road network and rural roads. He will continue to lobby for the roads in Roborough Parish to be repaired.

### Item 7 New Business

- Planning Applications: - Ref 1/1346/FUL/1

Proposal : Erection of double Garage including with regularisation of flue,  
Location: 8, Sealey Court, Roborough.

- Cheques for signature None

- Cheques signed since the last meeting

Cardiac Science (defib pads) £91.14p cheque No 451

### Item 8 Management of Village Playing Field.

- Discussion of Management agreement content proposed by RCPAL.

Councillor Yvonne Isaac has met with key members of RCPAL and has put forward Councillor John Bowden's Concerns. These concerns have been sent to TDC solicitor for comment. The response from the solicitor together with a template used by TDC for a management agreement was shown to RCPAL. The changed plans for the recreation area have been sent to Torridge District Council planning department for a variation 1 of conditions in the 106 agreement by RCPAL. Councillor John Bowden raised concerns that the PC had not addressed the covenant in the Title deed of the Village Field and also the PC's insurance policy may not provide public liability insurance for RCPAL

**Minutes**

Parish Council Meeting to be held on the 15<sup>th</sup> January 2019 in the Village Hall

in the event of a claim for an incident on the Village Field It was proposed that a letter be sent to RCPAL stating that a management agreement be written using the template from TDC and amalgamating the proposed management agreement from RCPAL with the addition of:

1. The parish Council will continue to own the current Playing Field, in perpetuity, on behalf of the community of Roborough.
2. Insurance – RCPAL will insure their 8 acres and the Parish Council will continue to insure the Playing field. (it has been suggested that the same company be used).
3. The parish council will have sight of the annual safety check reports.
4. The existing gates and posts will not be removed.
5. The boundary fence on the south side of the playing field will be removed and the boundary marked with 3 white posts.
6. The RCPAL will continue to work with the Parish Council and keep them informed of new proposals on both the Roborough Parish Field and RCPAL land.
7. Also taking into consideration the concerns raised by Councillor John Bowden and the solicitor's response to those concerns.

Councillors Martyn Hookway, Michael Folland, Ewan Huggons , Lorna Pincombe and Yvonne Isaac voted for the motion. Councillor John Bowden abstained.

AP5 Clerk to write to RCPAL with the outcome of the meeting. When a management agreement has been written by RCPAL it will be sent to the Councillors for approval and then sent to the TDC Solicitor for her views.

**Item 9** Correspondence since 18<sup>th</sup> September 2018

Letter of resignation from the Chair, Councillor Tina Jafrate.

Letter from Mrs Pincombe expressing a wish to be considered for the vacant post of Parish Councillor.

Devon Voice News letter.

Parish Precept letter and forms from TDC.

Pensions Regulator -informing the Council of the increase of contributions for employer and staff.

Clerk and Council Direct Magazine.

Operation London Bridge. No decision made at this meeting.

Nomination to the Royal Garden Party (DALC). Councillor Tina Jafrate and Councillor Yvonne Isaac will apply via the DALC news letter link.

**Item 10** Any other Business

None

**Item 11**

Date of next meeting

19<sup>th</sup> March 2019

Meeting closed at 20:55