

## Minutes of the Parish Council meeting held on the 14<sup>th</sup> May 2019

### Present

Councillor Yvonne Isaac Chairman

Councillor Lorna Pincombe Vice Chair

Councillor Michael Folland

Councillor Tracey Stevens

Councillor Derrick Challacombe

County Councillor Andrew Saywell

District Councillor Michael Clarke

#### **Item 1** Apologies for absence.

Apologies were received from District Councillor Rose Lock, Councillor Martyn Hookway and Councillor Ewan Huggons.

**Item 2** Minutes of the Parish Council meeting held on 19<sup>th</sup> March 2019 and the extraordinary meeting held on the 1<sup>st</sup> April 2019 were taken as read and 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 concerns raised by the public present.

**Item 5** Matters arising from the previous Parish Council Meeting held on the 19<sup>th</sup> March 2019. Action Points from previous meeting.

- All action points from the previous meeting were discharged.
- Reports from Councillors

TAG Meeting. The main discussion was about the pending elections

Planning subcommittee. No Planning applications

Web master - no report available

Highways. County Councillor Andrew Saywell reported that work on the main road into the Village was currently being worked on. i.e. Patching and then the road will be surface dressed next year, 2020.

Defibrillator – no report available.

Village Hall committee representative. Reported that a freezer had been ordered for the bar area. This was paid for by the TAP fund.

County Councillor report – County Councillor Andrew Saywell welcomed the new Councillors and congratulated Councillor Michael Clarke and Rose Lock on their re-election to the district Council. He reported that Highways had been allocated £1.4 million as capital funding to use within the Torridge division. A lot of substantial work had already been done in the Parish. The neighbourhood highways officer has been currently moved to investigate new ways of working. A replacement will be seconded in his absence but there may be some delays in responding to road defect reports in the short term.

## Minutes of the Parish Council meeting held on the 14<sup>th</sup> May 2019

District Councillor Report - District Councillor Michael Clarke gave a report on the District Councillors elected at the recent polls. There are 36 Elected Councillors in Torrington District Council comprising of 11 Conservative, 3 Labour, 17 Independent, 2 Liberal democrats, 3 nonaligned.

Ms Dart is the Leader of the Council and Mr James is the deputy Leader.

District Councillor Michael Clarke thanked Roborough for their support in the local elections.

### Item 6 Financial report

Nat West Current Account	£4599.25
Nat West Reserve account	£379.48
NS&I	£1712.00

### Item 7 Replacement Clerk

- All the applications had been circulated to the Councillors prior to the meeting. After some discussion It was proposed by Councillor Yvonne Isaac, seconded by Councillor Michael Folland and unanimously agreed that Mrs Karen Wass would be appointed as the new Clerk from 16<sup>th</sup> June allowing an overlap with the present Clerk to provide for a smooth hand over. The present Clerk will terminate her employment on the 31<sup>st</sup> July 2019.
- It was suggested by Councillor Derrick Challacombe that Councillor Yvonne Isaac should write the new Clerks contract to include the salary scale. This was agreed unanimously. **AP1**
- The Clerk will write to Mrs Wass and confirm her appointment. **AP2**
- The Clerk will email the unsuccessful applicants and thank them for their interest.
- Councillor Yvonne Isaac will contact the payroll at Torrington District Council with the details of the new clerk and the agreed pay scale, and the employment termination date of the current clerk. **AP3**

### Item 8 Planning applications.

There were no planning applications submitted

### Item 9 Correspondence since 19<sup>th</sup> March 2019 PC meeting.

Insurance renewal from Community First.

The Clerk reported that on receiving the Insurance renewal she noticed that the payment had been reduced by £70.00 and the village field and play equipment had been removed from the schedule. This was queried with Community First by the clerk who was informed that an email from Councillor Isaac had informed them that RCPAL would provide the insurance cover. After speaking to Councillor Isaac to confirm that this was incorrect it was agreed that the Insurance policy should revert to the original policy covering the parish councillors for public liability on the field and play equipment. The Clerk contacted RCPAL and informed them of the mix up and suggested that it would be prudent to assume that they do not have liability cover on the field by the Parish Council Insurance at this time. It was also requested that as the clause in the management agreement was vague i.e.:

“The Parish Council will hold adequate public liability insurance on the Roborough Playing Field”

It is not clear what cover was expected by RCPAL from the parish council.

**Minutes of the Parish Council meeting held on the 14<sup>th</sup> May 2019**

**AP4** Clerk to renew the Insurance at last year's level to ensure continued liability protection for the Councillors.

**AP5** It was unanimously agreed that Councillors Yvonne Isaac and Derrick Challacombe will liaise with the RCPAL secretary to obtain information about the forthcoming changes to the village field so that they can be added to the Insurance policy at the appropriate time. They will also confirm with Community First that this can be achieved using our current policy.

Letter of thanks from Devon Air Ambulance. 7 Application emails for replacement Clerk.

Clerks Direct Magazine

106 Variation Document from RCPAL.

**Item 10** Cheques signed since the last Parish Council meeting.

DALC	£61.41	Cheque number 456
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Cheques for signature at the meeting

Community First Insurance	£231.33p	Cheque Number 457
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**Item 11** Deed of variation 106 Document

Councillor Yvonne Isaac tabled the following proposal:

"To approve the wording and agree to sign the Deed of Variation relating to planning application no 1/0057/19. This deed of variation is supplemental to and not in substitution of the principal Deed relating the Sec. 106 agreement made in 2011 (a Deed of Variation was also made in 2017)"

The Councillors were asked if they had familiarised themselves with the Document and then asked to vote on the acceptance of the proposed motion. Councillor Derrick Challcombe proposed to accept the motion and was seconded by Councillor Lora Pincombe. The 3 copies of the legal documents were signed by two councillors and witnessed by the Clerk. When RCPAL have signed all three copies of the deed of variation, one will be returned and retained by the Parish Council.

**Item 11 Any other business.**

District Councillor Michael Clarke gave the Parish Council his contact details and informed the Council that he would be willing not just to come to Parish Council meetings but also would like to be involved in Roborough Parish community events if he is available.

**Item12 Date of next meeting**

**16<sup>th</sup> July 2019**

Meeting closed at 21.00hrs