

COMBE MARTIN PARISH COUNCIL

Minutes of an Interim meeting of Combe Martin Parish Council held at the Community Centre on Monday, 23rd October 2017, at 7.00pm.

Present: Cllrs Julia Clark (Vice Chairman), Wendy Druce, Yvette Gubb, Ian Lawton, Celia Withers, David Woodbury, Doug Seymour

In Attendance: Malcolm Harris Temporary Parish Clerk, Nina Sheehan.

Apologies for absence were received from Cllrs Peter James, Helen Mallinder and Christine Wyer

118/17 **Declarations of interest**

None

119/17 **North Devon Off – Street Parking Places Order**

North Devon have requested notification of any changes to parking regulations and/or tariff changes by Tuesday 31st, October 2017.

The discussion focused on the Cormalles Car Park. The current charges are: 2hours - £1, 12 hours - £3. It was proposed to introduce a new charge of 4 hours for £2.

RESOLVED: That a new charge of 4 hours for £2 be introduced in the Cormalles Car Park. (all in favour)

A discussion then took place on the introduction of a daily rate of £5 for all daily parking permits. A pro forma will be printed to insert the daily rate and the number of days requested.

RESOLVED: That a rate of £5 per day be agreed for all daily parking permits. all in favour)

120/17 **Annual Report**

The report of the External Auditors was noted. The Clerk confirmed that notification of the conclusion of the audit had been posted on the Parish noticeboard.

121/17 **Parish Grant Funding**

North Devon District Council have confirmed that the current Parish Grant will be reduced by 50% in 2018/19, and cease in 2019/20. This reduction in funding will need to be noted, when setting the 2018/19 budget.

122/17 Financial Audit

The Clerk confirmed that a full external financial audit on the Parish Council will commence on Monday 6th November 2017, and conclude with a debrief with the Chairman of the Parish Council on Thursday, 16th November 2017. It was suggested that the Chair of the Audit Committee also be invited to attend the debrief meeting

123/17 Parish Forum

North Devon Council have invited the Parish Council to attend a Parish Forum, to be held on Monday, 13th November 2017. It was noted that this date clashes with the Parish Council Meeting.

124/17 Locality Budget Award

The Parish Council have received confirmation that Cllr Andrea Davis from Devon County Council has agreed to allocate £1,000 from her Locality Budget to support the installation of landing lights at Hollands Park, Combe Martin.

125/17 Bathing Water Results

Defra have informed the Parish Council that the end of season bathing water quality classification for Combe Martin will be published on the 14th, of November 2017. This information was noted.

126/17 Hangman's Path

There were three actions agreed under this item:

- a) That Cllrs Julia Clerk, and Yvette Gubb would undertake a survey on the number of vehicles using this access road.
- b) That the Clerk would obtain quotations for the tarmacking of the road, and then inform all parties to the agreement the price for the remedial work.
- c) Cllr David Woodbury confirmed that there was a blocked drain on the path, which requires urgent attention. Cllr Ian Lawton agreed to log a request with Devon County Council Highways, for the drain to be unblocked.

127/17 Correspondence

The following items were noted:

- a) Cllr Ian Lawton confirmed that the TATA vehicle had failed the MOT and had been placed on eBay for sale.
- b) Following a request for permission to metal detecting on the beach, it was **AGREED** that any requests would be granted for the beach only, and that use of the beach would be subject to following the code of conduct, which is available via the website.
- c) The meeting was informed that a new Parish Clerk had been appointed, and will commence work on Monday, 20th November 2017.

128/17 **Finance**

The Committee were requested to consider the purchase of a new financial software system. Following a demonstration of the package, it was clear that the package would improve financial reporting, and reduce staff time spend on producing financial information. The cost of the new system, to include staff training is £2,000.

RESOLVED: (all in favour) that the new financial management software package be purchased.

Exclusion of Public and Press and Restriction of Documents
RESOLUTION TO EXCLUDE THE PRESS AND THE PUBLIC IN VIEW OF THE CONFIDENTIAL NATURE OF THE ITEM TO BE DISCUSSED.

129/17**Properties**

Cllr Yvette Gubb suggested that all income from properties was ring fenced and placed in a separate bank account, so that funds could be allocated for for ongoing repairs. Following a discussion, it was AGREED that all income should be placed in a separate Cost Centre, and allocations to maintenance to be decided as part of the budget process.

130/17 **Personnel**

Cllr Wendy Druce introduced the Personnel Sub Committee report relating to employee A:003.

RESOLVED: (all in favour) That employee A:003 be given an increase of £1 on their current hourly rate.

Cllr Doug Seymour requested that it be noted in the minutes that thanks be passed on from the Parish Council for the excellent work undertaken by the staff team, in cleaning and tidying the Parish Council office.

The meeting closed at 8.30pm

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Vice Chairman