SYDENHAM DAMEREL PARISH COUNCIL

MINUTES of a meeting of Sydenham Damerel Parish Council held on Tuesday 10th April 2018 at 7.30pm in the St Mary's Parish Church, Sydenham Damerel.

PRESENT: - Mrs. T Windermer (Chairman), Councillors B Isaacs, S Reddicliffe and P Rogers plus the Clerk.

	ACTION
12-18 Apologies for absence: - Apologies for absence were submitted on behalf of the Mrs C Brittan. a) Appointment of a new Councillor to replace former Councillor Denise Head.: - It was reported that two applications for co-option had been received being from Mike Forster and Margaret Hurdwell. The Council Vice Chairman Councillor B Isaacs reported that he has investigated qualifications to be a member of a parish council and considered that Mike Forster did not qualify principally as a result of his residency in the parish. Members then discussed the issue when it was **resolved** that Councillor Isaacs would speak to Mike Forster and if the qualification prognosis was correct, the Council would co-opt Margaret Hurdwell as the new Councillor.	BI
13-18 Declarations of Interest relating to items on the Agenda: - None.	
14-18 District Council Report: - In the absence of District Councillor R Baldwin there was no report to present.	
15-18 Minutes of the previous meeting: - The minutes of the meeting held on Tuesday 23rd January 2018 were taken as read, confirmed and signed by the Chairman.	
16-18 Matters arising from the minutes a) Future of St Marys Church: - Pursuant to minute 5-18 (c) it was reported by the Chairman that following a discussion with the vicar a new Churchwarden had been appointed. Members discussed the sustainability of the church was discussed. It was noted that for the foreseeable future meetings of the Council would be held in the church. Future of St Mary's Church: - b) Road Flooding: - Pursuant to minute 5-18 (e) the Chairman reported that the most vexatious pothole had been repaired and that other minor potholes had been filled. However a new pothole had appeared principally as a result of a blocked drain. Members discussed the issues of potholes and blocked drains in the parish and it was **resolved** to contact the Devon County Council ward member to ascertain if there is a strategy to effect highway repairs in the parish. Members were urged to report issues by telephone rather than using the on-line reporting system. c) Southern Area Link Meeting: - Pursuant to minute 6-18 (a) the Chairman reported on discussions with the Chairman of Gulworthy Parish Council on the subject of a proposed parish council Lengthsman scheme to operate in the parish. The Chairman considered the discussion very informative and advised the Council that it was possible to engage and participate in a Lengthsman project if the council could secure the finances. It was reported that there are changes as to how the TAP funding is accessed and applied for and it is understood that this would be discussed further at the next Southern Area Link Meeting.	Chairman

d) Appointment of New Clerk: - Pursuant to minute 6-18 (b) and following the Council recruitment process the Council Vice Chairman reported that a Clerk from a neighbouring parish had expressed an interest in becoming the Clerk to Sydenham Damerell. The Council Vice Chairman had forwarded the supporting documents including the hours allocated to the post. After discussing the matter it was **resolved** that the appointment team would formally meet with the candidate to discuss the matter further with a view to making an appointment.	Chairman/ Vice Chairman to arrange

e) To consider adopting
  i) Standing Orders
  ii) Financial Regulations
  iii) Risk Management procedures: -
Pursuant to minute 6-18 (c) the Clerk reported on the importance of adopting the above three key documents as the baseline for controls within the Council. The Clerk presented the NALC model Standing Orders and Financial Regulations for members' consideration. Following discussion it was **resolved** to adopt and implement the model Standing Orders and Financial Regulations (as presented). With reference to Risk Management procedures it was **resolved** to defer this matter until after the appointment of the new Clerk to enable a bespoke risk management procedure to be adopted for the Council.
	Clerk

f) AOB Items: - Pursuant to minute 6-18 (d) the Clerk briefed members on the subject of any other business as an agenda item. The Clerk advised against including this item on the agenda noting the legal ramifications of decision making within this item. However the Clerk did suggest that an opportunity might be given for an exchange of information that did not involve making decisions. After considering this matter further including the Clerk's advice it was **resolved** that AOB would no longer be included on the item and an agenda item be included "Chairman's announcements" that would facilitate an exchange of information with no decisions being made. The Chairman discussed various matters including the hedge at the Old School House that was encroaching onto the highway. It was noted that this item was a Devon County Council matter.	

17-18 Planning Applications None. The Chairman noted that the Parish Council only received 2 or 3 applications per annum but there were no updates as the formal outcome following consideration by West Devon District Council. The Chairman again called for volunteers to view and report on received applications.	

18-18 Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
Devon Association of Local Councils	Membership	0.00	0.00	0.00

It was further resolved that Councillors S Reddicliffe and P Rogers be appointed as additional bank signatories with a minimum of any two members from the four appointed authorised to sign cheques.

19-18 Correspondence None	

20-18 Reports from Delegates to Outside bodies None	

21-18 Date of next meeting Tuesday 22nd May 2018 (Annual meeting). It was further **resolved** that a proposed Neighbourhood Development Plan (NDP) discussion and forum should form the basis of the Parish Meeting on a date and time to be arranged. Meeting Closed at 8.30 pm…………………………..…………………………………..Chairman	