## SYDENHAM DAMEREL PARISH COUNCIL

Minutes of a meeting of Sydenham Damerel Parish Council held on Thursday 17<sup>th</sup> March 2019 at 7.00pm in St Mary's Church, Sydenham Damerel.

Present: - Cllr B Baldwin (WDBC), Cllr B Isaacs (Chair), Cllr M Hurdwell (MH), Cllr J Pattison (JP)

In Attendance: - M Forster Locum Clerk

		Action
	Apologies for absence	
1	Apologies have been received from Cllr P Rogers, Cllr S Reddicliffe, Cllr T Windemer & Cllr C Brittan	
	Declarations of interest relating to matters on the Agenda	
2	The Chair declared an interest in item 7.2 being the owner of Western Web.	
	Members of the Public Open Forum – Questions	
3	No Public Questions	
4	Approval of Minutes of the previous meeting(s)  Minutes of the previous meeting, held on 17 <sup>th</sup> January 2019, were accepted as a true	
	and accurate record and were duly signed by the Chairman.	
	WDBC Update	
5	I) Cllr Baldwin advised the Joint Local Plan is expected to be adopted this month	
	(March) but may be carried forward until after the May Election.	
	ii) Cllr Baldwin confirmed that he will not be seeking re-election in May and	
	understands that at least one candidate will be standing in Milton Ford Ward.	
	iii) A short discussion took place regarding the, now defeated, plan for a budget hotel in	
	Tavistock.	
	Matters arising from the minutes of the previous meeting	
6	i) Documents posted to PC Website (previous minute 4 refers)	
	The Clerk confirmed that all documents posted on the website have had signatures	
	redacted as resolved at the last meeting.	
	ii) Contract for Parish Clerk (previous minute 6.iii refers)	
	The Clerk tabled a signed copy of his contract and the Chair countersigned.	
	iii) Village Notice Board (previous minute 6.v refers)	
	Cllr Reddicliffe has reported that a Resident of Sydenham Damerel may be able to carry	CD
	out the refurbishment of the Notice Board. It was resolved that Cllr Reddicliffe should follow this up and obtain a proposal and budget. The Clerk was asked to check Standing	SR
	Orders for the Budget threshold for Supply of Services and the need for multiple	
	quotations.	Clerk
	iv) 2019/20 Parish Budget and Precept Application (Previous minute 7.iv refers)	CICIK
	The Clerk confirmed that the 2019/20 Precept Application has been made to WDBC in	
	the amount of £1813.	
	v) PC Accounts Statement (Previous minute 10.i refers) The Clerk confirmed that an accounts statement covering 2010/2020 had been	
	prepared as resolved at the last meeting and had been circulated to all Clirs for	
	information. It was resolved that The Chair and Clerk should prepare a 2019/20 Budget	
	for adoption at the Annual PC Meeting.	Chair/Clerk
	101 adoption at the /tillian i e Meeting.	Chan / Cici K

	New Business	
7	i) Arrangements for the Annual Meeting After some discussion as to the merits of the Annual Parish Meeting and the requirements of the Annual PC Meeting, the Clerk was asked to check with NALC and clarify the requirements.  ii) Accessibility requirements for Public Sector websites & apps The Chair outlined the Accessibility requirements that all Local Authority Websites must comply with by 23 Sept 2020. As the PC Website designer and host, Westernweb can carry out the necessary and fairly minor modifications. Costs will be of the order of £180. After some discussion it was accepted that this is a regulatory requirement and therefore necessary expenditure and the Clerk was instructed to obtain a written quotation from Westernweb with an indication of the timescale to achieve compliance.  iii) Confirmation of Clerk appointment (end of probation period) The Chair noted that the Clerk's probationary period has been completed. It was unanimously resolved that Clerk is now confirmed in post.	Clerk
8	Planning Applications Ref: 0566/19/CLE – Lawful Development Certificate Chriss Cottage, Townlake PL19 8PQ The PC has previously reviewed this application at the "Evidence" phase and it was resolved that no comment is required.	
9	Correspondence i) 2019 Elections – Nominations Pack The Clerk confirmed that Nomination Packs for the forthcoming 2 <sup>nd</sup> May Election have been issued. The Clerk was instructed to deliver a pack to all sitting Cllrs and expressed his hope that all would stand for re-election.  ii) The Clerk read out an email received from a Sydenham Damerel resident just prior to the meeting and relating to two matters discussed at the PC Meeting of 17 <sup>th</sup> January 2019. Firstly, the refurbishment of the SDPC Notice Board in the Village and secondly, local policing and crime. After some discussion the Clerk was instructed to prepare a draft response for the Chair's consideration.	Clerk
10	Income & Expenditure since last meeting The Clerk confirmed that there had been no income or expenditure since the last meeting.	
11	Dates of next Meeting(s) Annual Assembly Thursday 16 <sup>th</sup> May 2019 7pm St Marys Church The Chairman closed the meeting at 8.30pm	

Accepted as a correct record	Date
Signed	Chairman