

# Sydenham Damerel Parish Council

## Minute No 108

Thursday 21<sup>st</sup> July 2022 held at St Marys Church, Sydenham

These minutes are provisional until they are signed by the chair at the next Parish Council meeting.

Present: Cllrs N. Furse (Chair), N. Pratten, R. Windemer,  
Cllr N. Jory (WDBC), P van Delft(clerk)

Meeting opened 7.00pm

1. The chair welcomed all those present and also reminded all those present of the Parish Councils standing orders rules for public debate.
2. Apologies for absence – all present
3. Members of the public – Five members were present. A parishioner asked what the current status was for the defibrillator, is it operative, is it registered? Also, parishioner informed the council that it had the legal responsibility to maintain the asset. The parishioner kindly offered to maintain the defibrillator and that it required periodic checks, replacement pads and batteries all at the councils expense, the parishioner also asked for the return of the accessories and provide the username and password to gain entry to the cabinet, these were currently being held by a former councillor. It was resolved that the chair would look into the matter with great urgency. It was also resolved to accept a parishioners kind offer to maintain the defibrillator, proposed by Cllr Furse, seconded Cllr Windemer, all in favour.

A parishioner informed the council that a petition for a governance review had now achieved the minimum required to present the petition to WDBC. The chair reported that a parishioner had approached her in advance of the meeting believing that signing the petition would prevent an increase in Council Tax and asked what was stated in the petition and that it was clear that signees knew what was being asked for. The parishioner who had informed the council that the petition had achieved the minimum requirement was able to clarify what was in the petition. It was stated that the Parish Council does not have any authority over the setting of the Council Tax, but it can ask for an annual precept increase or decrease. A parishioner asked why the Annual Parish meeting minutes had not been amended as requested at the previous meeting. The clerk informed that revised minutes had been provided to the council and that the council would approve any changes if appropriate. The clerk also stated that questions relating to the minutes were forwarded to the monitoring officer and WDBC regarding this matter in May but had not yet received a response. A parishioner asked when an outstanding invoice would be paid, the chair replied that this matter would be explained under item 6.4.

4. Declarations of Interest - None
5. Minutes of previous meetings – 107 was signed by the chair as a true and accurate record of that meeting. Proposed Cllr Pratten, seconded Cllr Windemer, all in favour
6. Finance –
  - 6.1 Authorisation for payment of invoices were approved. Proposed Cllr Pratten, seconded Cllr Furse, all in favour.

Cllr R. Windemer – WDBC planning advice for defibrillator	£	20.00
WesternWeb Ltd - Annual website SSL	£	96.00
P van Delft – admin expenses	£	82.00
P van Delft – clerk duties for period Sept – July	£	1240.33
  - 6.2 Cancel payment to D.M. Payroll services – Motion approved, proposed Cllr Windemer, seconded Cllr Furse, all in favour.
  - 6.3 R.F.O. reported a predicted credit balance after payments of £4731.48.

### Parish Councillors

Nicky Furse (Chair), Nicky Pratten, Richard Windemer

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- 6.4 Bank account – The first mandate changes were lost by the bank, the R.F.O. reported that now the second mandate changes have not yet been received by TSB. The chair informed that she would contact in person at the local branch to enquire what will be done, this is now a matter of urgency.
7. Councillors reports – Cllr Windemer asked Cllr Jory if the backlog of enforcement notices could be dealt with with more urgency, Cllr Jory responded that the matter was being positively dealt with. Cllr Windemer asked Cllr Jory why the parish council needed seven councillors for a full council, Cllr Jory replied that this could be reviewed in a future governance review.
8. WDBC Cllr Jory – reported that the council was working well including the quarterly budget targets, however pressure was building on the budget due to the cost of living crises, the leisure contract and waste contractors pay settlements were contributing factors. There are still recruitment problems with many posts still unfulfilled. 121 individuals have been housed under the ‘Homes for Ukrainians’ initiative, some relationship problems have arisen however a liaison officer has now been appointed for the program. WDBC have applied for a ‘Levelling Up’ government grant for a second railway station in Okehampton and a business case for the Tavistock to Plymouth rail-line, some current problems are being dealt with and are thought to be manageable. Problems with the boroughs housing crises, the council is developing ideas for young and existing local people.
9. New bench/seats – Two quotes have been sought, the preferred quote for the wood effect recycled benches including anchor equipment was £728 however a WDBC localities grant of £100 per bench reduced the cost to £528. Inscription plates, colour of benches and installation to be considered before placing the order.
- 10 Council updates:-
- 10.1 Defibrillators – Cllr Windemer reported that the defibrillator to be located at ‘The Royal’ required a Certificate of Lawfulness. Quotes for a cabinet had been received for £672, and £546 locked or unlocked. Discussion with the landlord resulted that the cabinet should have a locked mechanism. A parishioner informed that locked and alarmed cabinets require an electric supply. Cllr Windemer to discuss with parishioner maintenance and replacement equipment. The same entry code to be used for both defibrillators in the parish.
- 10.2 Highways – Cllr Pratten informed the council that both she and the Clerk had contacted Devon Highways regarding renovating the fingerpost sign at Derriton Cross but had been informed that there was no money left in the D.H budget. Cllr Pratten will now apply to ‘Devon Highways Community Enhancement Fund’ that is available to Parish Councils. Cllr Windemer informed that correspondence with Devon Highways was made difficult by the fact that the D.H. officer would only liaise with the clerk, however the pc can apply from the DH ‘Community Enhancement Fund’ for remedial work, Cllr Windemer also informed that scaffolding or something similar would be required for the renovation since access is difficult.
- 10.3 Newsletter – Cllr Pratten informed that a summer newsletter was currently edited with a target date by the end of August. Help with the distribution of the edition is sought after.
11. Standing Orders – It was resolved to adopt the new updated version, proposed by Cllr Pratten, seconded by Cllr Windemer, all in favour.
12. Code of Conduct policy, It was resolved to adopt the policy, proposed by Cllr Pratten, seconded by Cllr Windemer all in favour.
13. New councillors – Some interest had been received; the chair informed that other areas of the parish such as Horsebridge and Townlake would benefit from a presence on the council.

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14. Clerk resignation – The chair and council members thanked the clerk for all that he done. It was resolved to accept an offer from the outgoing clerk to provide a locum service for RFO duties and some clerk duties until further notice. A contract offer will be provided for work undertaken. Motion proposed by Cllr Cllr Pratten, seconded by Cllr Furse, all in favour. An advertisement has been placed for a replacement clerk & RFO

Items for inclusion for the next meeting – In addition to items above, GDPR (Data Protection Policy, Privacy Policy, Privacy Statement, Freedom of Information Policy).

Meeting closed 8.11pm,

Date of next scheduled meeting:- Thursday 20<sup>th</sup> October 2022

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