

## Sydenham Damerel Parish Council

### Minute No 110

Thursday 20<sup>th</sup> October 2022 held at St Mary's Church, Sydenham Damerel

These Minutes are provisional until they are signed by the Chair at the next Parish Council Meeting

Meeting opened at 7.00pm

Present: Cllrs N. Furse (Chair), N. Pratten, R. Windemer

1. The Chair welcomed everyone to the meeting
2. Apologies for absence: Cllr N Jory
3. Members of the public forum: three members of the public were present.  
Cllr Pratten informed everyone that she would be taking the minutes of the meeting in a voluntary capacity and would not be paid for this service. She reminded everyone of the correct protocol for the public forum
  - A parishioner gave an update on the status of the petition to WDBC for a Governance Review. The petition is currently being verified and the parishioner, and hopefully, the Parish Council will be updated to its progress.
  - The parishioner asked a question about the forthcoming budget and wanted to know if the Parish Council would consider a budget that community groups could draw on for Coronation events for the Parish.
  - The parishioner queried whether the Parish Council had received an apology from the locum Clerk Cllr Pratten had had a conversation with the Clerk.
4. Declaration of Interest: Cllr Windemer declared an interest reference Item 5 on the agenda, Planning Application 2911/22/) PA and he would not be able to make a comment or vote.
5. Planning: Ref: 2911/22/OPA. Site Wooda Farm, Townlake, PL19 8PQ The Parish Council was unable to comment on this application as it was not quorate to make a decision.  
Ref: 3028/22/HHO. Site Wonfood Barton, Lamerton, PL19 8SE After a discussion, Cllr Windemer proposed to support this planning application, Cllr Furse seconded.
6. Finance:
  - 6.1 Authorisation to pay outstanding invoices: Cllr Pratten for admin expenses of £11.20 Cllr Windemer proposed and Cllr Furse seconded. Cllr Windemer for refund for Queen's wreath, £52.50. Cllr Pratten proposed and Cllr Furse seconded. Locum Clerk period 09/09/2022 to 11/10/2022, £121.36, Cllr Windemer proposed and Cllr Pratten seconded.

- 6.2 RFO Report: Cllr Windemer would query the defibrillator costs and missing contents with the former Councillor concerned. Cllr Furse to check with TSB about the signatories.
- 6.3 Draft Budget 2023- 2024: The PC looked at the draft budget which includes the precept for the next financial year. The PC will look at funding allocations before the next meeting. There will be some saving with the Clerk's salary as next year's budget will not be based on a Clerk working with seven councillors and in future, the website will only need maintaining since the Clerk had spent considerable time updating it over the last year.
- 6.4 Registration Membership for the Information Commission Office: Cllr Pratten will query with DALC whether a PC has to pay for this.
7. It was agreed that the Minutes of the previous Meeting 108 were accurate. Proposed by Cllr Pratten and seconded by Cllr Windemer. It was agreed that the Minutes of the previous Meeting 109 were accurate. Proposed by Cllr Windemer and seconded by Cllr Pratten.
8. Councillors' Reports: Cllr Pratten thought that the PC should discuss and draw up an Action Plan which listed key priorities and believed that this would be a more focussed and productive way of working. Cllrs Furse and Windemer agreed. Cllr Pratten will be attending the Remembrance Day Service and laying a wreath on Friday 11<sup>th</sup> November 2022 on behalf of the PC. She explained she had not yet had time to look into the grant to renovate the finger post at Derriton Cross. Cllr Pratten is looking into some litter picking initiatives for next Spring.
9. Cllr Jory had sent his apologies so there was no report from WDBC.
10. New Councillors: Cllr Pratten stressed the need to co-opt more councillors as three is the absolute minimum. More than three councillors would widen the workload and there was more likelihood that a meeting would be quorate.
11. New/ replacement benches: Cllr Windemer informed the PC that it has now been given a bench thanks to the generosity of a parishioner but it does need considerable work done to it especially as it is made of soft wood. Once this has been done, it can be sited but it will require regular maintenance. Cllrs Pratten and Windemer thought that it would be a good idea for a commemorative plaque to be purchased before the bench is sited. Cllr Windemer suggested that he priced up an oak bench and he and Cllr Furse would liaise regarding this. The PC will need to think about the foundations for both benches.
12. Defibrillator and Training Update: There had been positive feedback from the CPR and Defibrillator Awareness session. Cllr Pratten reported that 19 people had attended but unfortunately some people on the list did not show but luckily, there was a flat rate regardless of numbers. The cost was £210. Cllr Pratten informed the PC that she now had a liaison officer from the Community Heartbeat Trust and she would like to investigate the VETS scheme with them. This is a village emergency telephone system. Unfortunately, there are some items missing in both defibrillator packs. Cllr Pratten is waiting to hear back from the CHT regarding

the cost of replacement parts and their Webnos scheme. Cllr Furse proposed that we allocate the sum of £300 for the replacement of missing parts. Cllr Windemer seconded the proposal. The defibrillator in Sydenham Damerel is in perfect working order. Cllr Windemer reported that the cabinet for the defibrillator in Horsebridge has been delivered to the Royal Inn and the landlord is waiting for his electrician to fit it. This is being done for free.

13. Parish Council Policy Review: All members of the PC had read the policies and were adopted. GDPR General Policy statement and GDPR Privacy Policy- Cllr Pratten proposed and Cllr Windemer seconded. Data Protection Policy Cllr Pratten proposed and Cllr Windemer seconded.
14. Before the meeting dates were discussed, Cllr Windemer informed the PC that he had received correspondence from DALC regarding meeting venues and it was strongly recommended that in order to meet the Equality Act 2010 regulations, the PC should be meeting in a venue with toilets and heating. A discussion was held regarding moving the meeting place to an alternative venue in order to be compliant but all three Councillors were unhappy with this as it was strongly felt that it wanted to support the Church. Cllr Pratten believed that it was important to work with the Diocese of Exeter and St. Mary's to see if there was some way the PC could support a bid to have a toilet at the Church. Cllr Windemer suggested several venues and it was agreed that he would book the cheapest for the next meeting.

Meeting dates: Thursday 1<sup>st</sup> December 2022

Thursday 9<sup>th</sup> March 2023 Ordinary Meeting

Thursday 11<sup>th</sup> May AGM and Ordinary Meeting

Thursday 7<sup>th</sup> September 2023 Ordinary Meeting

Thursday 7<sup>th</sup> December 2023 Ordinary Meeting

An additional meeting date will need to be set for the Annual Parish Meeting 2023

15. Replacement Clerk- Employment Terms. The meeting went into Part 2 at 8.10pm so members of the public were asked to leave.

Meeting closed at 8.30pm