

LUPPITT PARISH COUNCIL

Minutes for a meeting of **Luppitt Parish Council** to be held in the Village Hall at **8pm on Tuesday 7th April 2009 at 8pm.**

Present: Mr Gavin Brake (Chairman), Mrs Lindsey Dalgety (Vice Chairman), Mrs Julia Sparks, Messrs Derek Hooper, Bernard Clapp, Andrew Tucker, Brian Pulman, Paul Prettejohn, County Councillor Mr Roger Boote, District Councillor Mr D Key, PC Vickery 4783, PCSO Anning 30012 and members of the public.

Apologies:

All councillors are politely reminded of their obligation to declare interests under the Code of Conduct

In making decisions the Parish Council recognise their statutory duties provided for in Section 11A(2) of the National Parks and Access to the Countryside Act 1949 (National Parks) and Section 85 of the Countryside and Rights of Way Act 2000 (AONBs) that in exercising or performing any functions in relation to, or so as to affect, land, they shall have regard to their purposes (ie conserve and enhance their natural beauty, wildlife and cultural heritage and to promote opportunities for the understanding and enjoyment of their special qualities by the public).

- 1 **Minutes** of the previous meeting held in the Village Hall on Tuesday 3rd March 2009 were signed as a correct record of that meeting. AGREED with two amendments in 3.1 should read two pipes under the lane, not two lanes under the lane and 3.2 clerk spelled Cole Hill as Coal Hill twice in this paragraph.
- 1.2 **Receive apologies** for absence AS ABOVE
- 2 **PLANNING** http://planning.eastdevon.gov.uk/PublicAccess/tdc/DcApplication/application_searchform.aspx for full details
- 2.1 **Decisions** (for information)
none
- 2.2 **Applications** (For comment, support or objection)
- 2.2.1 **09/0518/COU Land West of Mohuns** Ottery former Hunters Lodge, Luppitts Wood, Beacon – change of use of former hunting lodge from storage to holiday accommodation. Comments: planning committee to make a site visit to view the building, but there was strong feeling that this site is not suitable for a holiday let, has no residential access nor history as residential accommodation or a hunting lodge, its current use class being a storage shed.
- 2.2.2 **09/0476/LBC Palmerhayes Farm** – replacement of internal hardboard faced doors with oak doors and replacement of ceramic tile sills on windows with natural oak. Comments: **Support**
- 2.3 Boundary Committee for England – Structural Review of Devon; Further Draft Proposals. Further draft proposals for unitary local government for comment by 14th May 2009. For full details <http://www.electoralcommission.org.uk/boundary-reviews/all-reviews/south-west/devon/devon-structural-review> comments already made will still be taken into account. Communication from EDDC and DCC received for perusal. It was resolved that a repeat of our first submission should be sent.
- 2.4 Complaint made to Chief Executive of EDDC over the handling of a recent planning application (not the decision but the process) is progressing and is being reviewed.
- 3 **HIGHWAYS AND TRAFFIC**
- 3.1 Map of highways issues in the parish and recent complaints. Mr Brake has been in communication with Steve Tucker over the last reported items and gave the following update: Dolish – potholes are due to be fixed “fairly swiftly” according to Mr Tucker, the bridge at Cole Hill is due to be repaired by the bridge team, Steve Tucker to chase. Barn Cross to Beacon – 2 large potholes to be repaired shortly. Millrise pothole has been issued, Halsden Road currently under repair and the collapsing roadsides on Gully Lane at Coombeshead Farm now have cones until repairs can be carried out. Hartridge to Shelve/Littleton will be patched soon, and surface dressed. Windgate Hill is due to be tackled again in next years budget.
- 3.2 New potholes to report– Barn Cross to Pennythorne, by Barn bridge, then from Pennythorne to Honiton there are many holes. There is a pipe at 7 Millrise which goes under the road to the sewage works to the back of the garages, this is a 12” storm drain and it has become blocked so requires jetting. Clerk to report. Mr Brake to follow up our disappointment with Highways attention to our roads, whilst credit will be given to Steve Tucker for his help, the overall budgetary constraints are now leaving our small roads in need of additional budget for the coming year.
- 3.3 Lengthsman tasks: Pennythorne to Mountstephens gutters and drains are all blocked and will need much attention on the next visit.
- 3.3.1 **FOOTPATHS AND BRIDLEWAYS**
- 3.4 **DCC bridge** between Luppitt Footpath 39 and Combe Raleigh footpath 10 temporary prohibition of pedestrians 17th March 2009 – 17th September 2009.
- 3.4.1 **ENVIRONMENT – nothing to report**
- 6 **COMMUNITY FACILITIES**
- 6.1 **Community policing report** – PCSO Phil Anning – three crimes, one criminal damage (five wooden fence posts pulled out of ground), one assault (two females known to each other), assault ABH (work colleague assaulted another). Stop a thief scheme – passive infrared alarm equipment is now available for short-term loan from the

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local police.

6.2 **Parish plan** – The parish plan has been considered by EDDC and was judged as 'excellent' and will be used to inform decision making in the District and the production of the Local Development Framework. The committee gave much credit to the plan which they praised as being well thought out.

6.3 **Emergency Plan** – model plan is available at http://www.devon.gov.uk/model_plan.pdf (for completion).

6.4 Review of library visits – are Luppitt happy to continue with visits on a Wednesday between 11.10 and 11.30pm? is there a better time which may coincide with a coffee morning or such like? Clerk to replay that the current time is good, but between 11 – 1pm on Friday to coincide with the market would be better.

7 FINANCE

7.1	Receipts –	DCC P3 Footpaths grant	£400.00
		EDDC precept march – September 2009	£4000.00
		Wayleave Western Power	£3.74
7.2	Cheque payments -	Community First Insurance	£239.50
		(Cheques agreed)	
	Account balances - at 1/4/09	Paths Account £1117.85 (includes a £300 VAT loan) P3 balance £44.85	
		Parish Account £4776.84	

7.3 Co-op bank account forms COMPLETED for submission.

7.4 Clerks model contract AGREED.

7.5 To receive draft accounts 2008-9 and Annual Statement of Governance.

7.6 VAT reclaim of £285.35 was submitted for 2008-9.

7.7 Letters of thanks for donations – Honiton Library (and mobile library), Honiton TIC, Citizens Advice Bureau, TRIP & TIC

7.8 Minute book 1936-1984 1984-1999 deposited at Devon Records Office – accession number 7448.

8 CHAIRMANS DISCRETION

8.1 Chairman wished to thank Mr Sage for taking the time to write and inform the parish council of the history behind the names of Cole Hill and Wick (or Week as it was known before a misspelled sign was erected in the 1920s). Mr Sage has found reference to Cole Hill as early as 1702, and mentioned that, as a child, he remembers taking his family's horses to the blacksmith there.

QUESTIONS FROM THE PUBLIC (The meeting to be closed before questions from the public).None

Dates for next meetings –

7pm Tuesday 12th May 2009

Luppitt Village Hall (APM)

8pm Tuesday 12th May 2009

Luppitt Village Hall (AGM)

This months useful information.... GOOGLE STREET VIEW

What is it all about and when will we see Luppitt?! Well I can't tell you *when*, but one day Luppitt should be available on Google Street View as it has been already on Google Earth for several years. Street View allows the user to see on their computer screen just what you would see if you drove along in a car rather than Google Earth which is the view as from a plane. This has caused much controversy and some concern for privacy, so after an enquiry from a parishioner here is what Google has to say about your privacy and how you can have your house removed if it is something that worries you. I must just stress that it is necessary to wait for the image to appear in order to locate it, then you can ask for removal, you cannot ask them not to publish it in advance.

Is Street View violating my privacy?

While the Street View feature enables people to easily find, discover, and plan activities relevant to a location, we take our users' privacy very seriously. Street View only contains imagery from public roads, which is no different than what you might see driving down the street. Imagery of this kind is available in a wide variety of formats for cities all around the world. We are committed to respecting local laws and norms in each country in which we launch Street View.

Blurring technology and operational controls like image removal are among the ways in which we ensure that an individual's privacy is respected. We make it easy for users to ask to have photographs of themselves, their children, their cars or their houses completely removed from the product, even where the images have already been blurred.

If you've found an image that you believe contains objectionable content, (or compromises your privacy) just follow these steps:

1. *Locate the image.*
2. *Click "Report a concern" in the bottom-left of the image window*
3. *Complete the form, and click "Submit."*

That's it. We'll review your report promptly

Taken from web page: <http://maps.google.com/help/maps/streetview/faq.html#q5>

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LUPPITT PARISH COUNCIL

CONTRACT OF EMPLOYMENT AND STATEMENT OF PARTICULARS OF EMPLOYMENT

This statement is required to be served on you under the Employment Protection (Consolidation) Act 1978, as amended by the Trade Union Reform & Employment Rights Act 1993 and the Employment Rights Act 1996.

Name of Employer: Luppitt Parish Council

Name of Employee: Tracey Bell

Date on which Particulars given: 4th April 2006

Date of Commencement of Employment: 4th April 2006

Date of Commencement of paid Employment: 7th April 2009

Continuous Local Authority Service date from: 5th February 2001

Commencing Salary: NALC LC1 SCP19

1 **JOB TITLE**

You are employed in the service of this Council and your appointment is the post of Clerk of Luppitt Parish Council and Responsible Financial Officer.

2 **PLACE OF WORK**

Your usual place of work will be The Old Kennels, Stentwood, Dunkeswell, Devon, EX14 4RW.

3 **SALARY**

You are paid your salary and expenses six monthly by cheque in March and September each year.

4 **DUTIES**

The duties of your post are set out in the job description attached, which forms part of this contract. The job description may from time to time be amended by agreement between the Council and you to take account of changing legal requirements and the requirements of the Council.

5 **PROBATIONARY PERIOD**

Confirmation of your appointment will be subject to satisfactory completion of a probationary service for six months. During such probationary service you are expected to establish suitability for the post.

6 **TERMS AND CONDITIONS OF EMPLOYMENT**

Your terms and conditions of employment, except where specially modified in this contract, are as set out in the National Agreement of the National Joint Council for Local Government Services which are contained in the Green Book, a copy of which will be made available to you upon your appointment.

7 **HOURS OF WORK**

Your normal hours of work are 5 per week. Attendance at council meetings is included in the calculation of your normal hours of work.

8 **OFFICE ACCOMMODATION**

Where your place of work and the offices of the Council are deemed to be your private residence, you will make all necessary provision for carrying out your duties therein and the Council will reimburse you, no less frequently than half yearly, the proper expenses incurred by you in complying with this clause.

9 **EXPENSES**

Paid six monthly as follows and to be reviewed as agreed annually in March:

Itemised reclaim of all postage, stamps and stationary used, copying undertaken, refreshments for meetings supplied etc.

Use of home as office/storage of files £0

Use of clerks own laptop/computer/software and anti virus £0

Telephone/email/fax/broadband £0

Mileage at the rate supplied by SLCC for the year as appropriate to engine size and usage.

Any other expenses only by agreement.

Signed by the Employer: _____
Gavin Brake – Chairman, Luppitt Parish Council

Signed by the Employee: _____
Tracey Bell

Dated: 7th April 2009

JOB DESCRIPTION – CLERK TO THE COUNCIL

Overall Responsibilities

The Clerk to the Council will be the Proper Officer of the Council and as such is under statutory duty to carry out all functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authorities activities and in particular to produce all the information required for making effective decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The Clerk will be responsible for all the financial records of the Council and the careful administration of its finances.

Specific Responsibilities

- 1 To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed.
- 2 To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
- 3 To ensure that the Council's obligations to insure are properly met.
- 4 To prepare, in consultation with appropriate members, agendas for meetings, of the Council and its committees; to attend such meetings and prepare minutes for approval.
- 5 To receive correspondence and documents on behalf of the Council and deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of the instructions of, or the known policy of, the Council.
- 6 To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services to ensure payment is received.
- 7 To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with the administrators and specialists in particular fields.
- 8 To draw up both on his own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on practicability and the likely effects of specific courses of action.
- 9 To supervise any other members of staff in keeping with the policies of the Council and to undertake all necessary activities in connection with management of the salaries, conditions of employment and work of other staff.
- 10 To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- 11 To act as a representative of the Council as required.
- 12 To issue notices and prepare agendas and minutes for the parish meeting; to attend the assemblies of the parish meeting and to implement decisions made at the assemblies.
- 13 To attend all meetings of the Council and all meetings of its committees/committee.
- 14 To prepare, in consultation with the Chairman, press releases about activities of, or decisions of, the Council.
- 15 To attend training courses on the work and role of Clerk as required by the Council.
- 16 To attend the Conferences of the Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.