

Draft Minutes of the Annual Meeting of Teffont Parish Council held on 8th May 2018 in the Village Hall.

Present: Cllrs Blamey, Cordle, Deane, Fisher, Wood and Worth

In attendance: Parish Clerk.

Apologies: Cllr Aspden

Cllr Wayman attended the APM and gave her report then. (attached)

There were no questions from any members of the public.

Cllr Wood opened the meeting at 19.30

1. **To elect a Chairman** for the council year 2018 – 2019
Teffont PC resolved to elect Cllr Wood as Chairman for the forthcoming year.
2. **Signing of the Declaration of acceptance of Office of Chairman.**
Cllr Wood signed the declaration of acceptance of office of Chairman.
3. **To elect a Vice-Chairman** for the council year 2018 – 2019
Teffont PC resolved to elect Cllr Worth as Vice Chairman for the forthcoming year.
4. **Signing of the Declaration of acceptance of Office of Vice Chairman.**
Cllr Worth signed the declaration of acceptance of office of Vice Chairman.
5. **To receive and accept apologies.**
Cllr Aspden – previous engagement.
6. **Exclusion of the press and public.**
None required
7. **Declarations of Interest.**
Cllr Wood declared an interest in the planning application to be discussed.
8. **Chairman's announcements.**
GDPR – New Data Protection regulations come into force on 25th May 2018. This will be discussed under item 15 later in the meeting.
9. **Minutes of the meetings held on 13th March 2018 and 10th April 2018**
The previously circulated minutes were approved by Councillors. There was a minor amendment to Item 11 from the meeting of 13th March. Cllr Wood confirmed he is happy to continue writing to all newcomers to the village. Cllr Blamey confirmed he is willing to help keep Cllr Wood informed of new villagers.
The minutes were then signed by the Chairman as a true record of the meetings held.
10. **To reappoint the following:**
Responsible Financial Officer – Parish Clerk
Honorary Safety Assessor – Nick Nicholson.
Honorary Internal Auditor – Don Ridley

Teffont PC resolved to reappoint the positions listed above.

11. Finance

Accounts for the Year ending 31st March 2018

- (i) The internal audit had been completed by Mr Ridley who was happy to confirm the final accounts are in order and can be approved. The internal audit has been completed and accepted by TPC.
- (ii) Councillors reviewed and completed the Annual governance Statement of the Annual Return. This was signed by the Chairman and the RFO.
- (iii) Councillors approved the Accounting Statements 2017/18. This was signed by the Chairman and RFO.
The completed accounts now will be submitted to the external auditors for approval.

12. Finance

Accounts for the Year ending 31st March 2019.

- (i) Councillors noted the bank balance for Teffont Parish Council which was £17,376.97. Cllrs noted that the balance agreed with the account figures prepared by the RFO and are therefore properly reconciled as at 8th May 2018. The Chairman and RFO signed the accounts as a reconciliation certificate to this effect.
- (ii) Councillors reviewed the financial forecast for the year ending 31st March 2019
- (iii) The Clerk presented quotes for insurance cover due for renewal on 1st June 2018. Councillors resolved to continue cover with Came and Company's recommendations'
- (iv) There were no payments made from the Council account since the last meeting.
- (v) Councillors approved payments due, see separate sheet.
- (vi) Cllr Wood, Cllr Blamey and Cllr Worth remain signatories for the council bank account.

13. Planning – new applications

18/03674/FUL Manor Farm, Teffont.

Cllr Wood, as the applicant, remained in the meeting at the request of Councillors to answer any questions they may have. Cllr Worth took over as Chairman.

Cllr Wood summarised his application. He would like to reinstate the original gravel drive up to Manor Farm. The original footings and gates remain in place so there is no issue with land drainage.

Cllr Wood left the meeting.

On discussion no Cllrs had any objection to the application. There was concern that the original splay onto the road would have to be increased to meet modern highway regulations concerning visibility displays. The Clerk was asked to note this on the comments submitted to planning supporting the application.

14. Teffont Trust update

Mr Homan had summarised the ongoing discussions over the Village Hall within his report at the APM re Teffont Trust.

Some Cllrs still consider buying the Village Hall rather than leasing it to be the better way forward. However, there have been many negotiations over time and this option appears to be now ruled out for many reasons including valuation of the Hall, financial restrictions, and future potential problems if it was sold again.

15. Data Protection (GDPR)

Cllr Wood explained how and why the rules are changing. TPC holds a list of most Villager's details which are used by The Town Crier and Neighbourhood Watch to send out information. There is a requirement to obtain updated written consent from all on the list to hold their details.

Draft consent letters to villagers from the Town Crier and Neighbourhood Watch were considered by Cllrs. It was felt that having 2 letters to sign was confusing and a single letter would be better. The Clerk explained why Mrs Faulkner wanted a separate Neighbourhood Watch letter but Cllrs requested a single letter with tick boxes for each organisation. They also requested it be sent via email.

The Clerk will discuss this with Mrs Faulkner. Letters need to be out by 25th May to comply with the new regulations.

16. Teffont Flood Scheme.

Cllr Wood made Cllrs aware that part of the flood scheme (the ponds) were on his land but this review was being led by Mr Homan and the Teffont Trust and did not involve him.

The suggestion is that TPC consider having an assessment of the flood defences paid for by a grant from TT.

Cllrs discussed the reasons why the flood defences went in initially and whether an assessment is required.

Cllrs agreed that TPC should have a survey carried out by an independent consultant.

Cllr Deane agreed to look into this, Wiltshire Council had been in the village today looking at the scheme, he will co-ordinate with them and find a consultant.

After the survey is complete he will report back if any work needs doing. It is anticipated that TT will pay for this survey through a grant to TPC.

17. Review of Teffont Town Crier.

Cllr Wood has had a meeting with Town Crier and agreed which type of emails will be distributed. This should result in relevant emails only being distributed.

18. To confirm the dates of TPC meetings for the coming year.

10th July 2018, 11th September 2018, 13th November 2018, 8th January 2019, 12th March 2019 and 14th May 2019. All agreed by Cllrs.

19. Cllr Responsibilities.

It was confirmed that Cllr Blamey co-ordinated grass cutting and highways issues. Cllr Deane co-ordinated with WC,

20. To note any items to be reported to Highways or for the Parish Steward.

This continues successfully through My Wiltshire app and the Clerk.

The hedge on the corner of Post Office Cottages continues to cause visibility issues when turning right towards the church. Clerk will write to the owners asking that it be cut.

21. Clerk's report.

Sunrise revised plans, a planning meeting is required.

Electric fence across path behind six acres is obstructing the footpath.

22. Items for the next agenda.

Code of conduct review.

Website

Dementia representative

First Aid training follow up

Please note that any items for the agenda should be sent to the Clerk by 9am on 3rd July 2018.

- 23. Date of next meeting:** The next meeting will be at 18.30 on July 10, 2018, in Teffont Village Hall.

Cllr Wood closed the meeting at 20.55.