

MINUTES OF THE MANATON PARISH COUNCIL MEETING

MONDAY, 14TH APRIL 2025 AT 7.00 PM AT MANATON PARISH HALL

Present: Cllr W Boughey (Chair), Cllr C Frampton (Vice Chair), Cllr B Warne, Cllr S Mount, Cllr M Wylie, Cllr J Kidner, and Cllr P Martin
 In attendance: Mrs L Moorse (Clerk)

The meeting commenced at 7.00pm

AGENDA ITEM		Action																		
ITEM 1 – The Chair to open the meeting and receive and approve apologies for absence. DNPA Rob Steemson sent his apologies.																				
ITEM 2 – Declaration of interest. Cllr Warne concerning Grass Cutting Tenders Agenda Item 8.3																				
ITEM 3 – Public participation No public in attendance.																				
ITEM 4 - County & District Councillor reports 4.1 No District Councillor's report had been received. 4.2 No County Councillor's report had been received.																				
ITEM 5 – To approve minutes of meeting on 10th March 2025 The Minutes having been previously circulated were approved and signed.																				
ITEM 6 - Matters arising Parish Council's 10th March 2025 Ash Trees – The Clerk confirmed that following the last Parish Council Meeting an email had been sent to the Forestry Commission, and, at the time of the meeting only an acknowledgement had been received.																				
ITEM 7 - Finances, payments due, accounts and budget 7.1. The Schedule of Payments (previously circulated to the Councillors) was presented and it was agreed by all that the following payments should be made: <table border="1" data-bbox="81 943 1350 1167"> <tr> <td>Mrs C Boughey</td><td>£86.43</td><td>Doxdirect.com – Manaton Bulletin</td></tr> <tr> <td>Mrs L Moorse</td><td>£245.10</td><td>Salary and Mileage</td></tr> <tr> <td>HMRC</td><td>£55.60</td><td>Staff Tax deduction</td></tr> <tr> <td>ROSPA Play Safety</td><td>£96.00</td><td>Annual Inspection of Manaton Playground</td></tr> <tr> <td>DALC</td><td>£142.58</td><td>NALC and DALC Affiliation Fees</td></tr> <tr> <td>Adam Venn (build repair maintain.com)</td><td>£480.00</td><td>Manaton Playground overhaul</td></tr> </table> 7.2 The Bank Reconciliation for March 2025, which had been previously circulated to the Councillors, was agreed by all, and signed by the Chair and Clerk. 7.3 The accounts for the period ending 31 st March 2025 were presented, together with the budget update for the same period, and were accepted. It was noted that the annual income for the 2024-2025 year was stated as £9,567, but included earmarked funds like the Manaton Show & Fair Grant. Excluding the Show & Fair grants there was an overspend of a few hundred pounds over budget. It was agreed that earmarked funds should be excluded from general accounting discussions. The Clerk confirmed that the transfer of funds to the Reserve Account had been completed as requested at the previous Parish Council meeting. The Clerk was asked to provide for the Annual Parish Meeting a financial breakdown including separate accounting for grants and expenditure. It was also noted that the year-end bank balance of £8,992 compared to the opening balance of £8,314 had slightly increased despite overspending, the explanation being that the Show & Fair grants had been only partly spent during the year. The Clerk was asked to produce a bank reconciliation for the year 2024/25 as a whole, in addition to the monthly reconciliations already provided.		Mrs C Boughey	£86.43	Doxdirect.com – Manaton Bulletin	Mrs L Moorse	£245.10	Salary and Mileage	HMRC	£55.60	Staff Tax deduction	ROSPA Play Safety	£96.00	Annual Inspection of Manaton Playground	DALC	£142.58	NALC and DALC Affiliation Fees	Adam Venn (build repair maintain.com)	£480.00	Manaton Playground overhaul	Clerk
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ITEM 8 - Parish Matters 8.1 Annual Parish Meeting to commence at 7.00 pm: It was agreed that the main hall would be prepared ahead of the Parish Council's AGM Meeting (at 6.00 pm) with refreshments being available upon arrival provided by Cllr Wylie. Discussions then followed as to whom to invite as guest speakers, and those who have already been approached and confirmed their attendance. 8.2 Update concerning Parish Council website: Cllr Frampton provided a detailed update on the new Parish Council website. She confirmed that a provisional version has been developed in consultation with technical support. The official domain name (<i>manatonparishcouncil.gov.uk</i>) is still being processed, which is delaying finalisation, live status, and Councillor email setup. She went onto explain that the website is currently hosted on a temporary domain and is not yet live. The Councillor email addresses will be issued for key roles: Chair, Clerk, Planning, Highways, Assets (North & South), Vice Chair, etc., and a provisional "Notices" role. Councillors' concerns about the bureaucratic process were noted, but it was confirmed that the ".gov.uk" domain requirement is standard and unavoidable. Cllr Frampton went on to explain that the website is intended to be functional with basic structure and navigation. She went onto explain that a history section and media gallery have also been prepared.		MW/JK/Clerk																		

AGENDA ITEM	Action
It was confirmed that some Meeting Agendas and Minutes have been migrated, and initial content update training has occurred. The old “Manaton PC” Blog with historic meeting minutes (up to 7 years) will be maintained and linked to from the new website to meet record-keeping requirements, avoiding manual migration. The Councillors discussed optional features including maps of amenities (e.g. grit bins, defibrillators), a virtual village tour; a pothole reporting tool, and a FAQ section. Arrangements to be made with the Clerk and Cllr Frampton to schedule a training session with the web developer for site management and policy document uploads. *** Cllr Warne left the Meeting for the next Agenda Item*** 8.3 To discuss and approve Grass Cutting Tenders The Clerk reported that unfortunately only one tender had been received. It was agreed by those Councillors present that Mr Ben Warne’s tender of £1640 should be accepted. It was noted that the proper procurement procedure had been followed by public notice inviting tenders. *** Cllr Warne rejoined the Meeting *** 8.4 To review the Parish Council’s Policies and Procedures: Financial Policy review – The Clerk had not yet completed her assessment, but the Chair proposed continuing with the current financial policy temporarily while drafting recommendations for an updated version. The Clerk pointed out that core policies (data protection, privacy, finance, and Standing Orders) would be uploaded to the website and that newly published updates to Standing Orders needed to be reviewed and compared against the current version, with changes highlighted and circulated. Procurement “Best Practices” could provide for fewer than three quotes in some circumstances.	CF/Clerk
ITEM 9 – Planning Planning Application Ref: 0043/25 : Replacement dwelling at Jenny May Cottage, Manaton TQ13 9UZ. Cllr Kidner advised that this planning application had been refused. Planning Application Ref: 0050/25 - Application at Half Moon House, TQ13 7UZ It was noted that the planning application had been withdrawn. DHAPS - Cllr Kidner advised that he had still received no response to his chase ups and had emailed again today and felt that if DNP continued not to reply to his emails it would be necessary to refer the issue to the Chief Executive.	JK
ITEM 10 – Highways Cllr Mount advised that several potholes had been reported and some filled in. Dissatisfaction was expressed about the practice of repairing one or more potholes at a location but leaving others untouched. It was also noted that the work was contracted out and not done by DCC’s own workforce.	
ITEM 11 - Parish Assets South Cllr Kidner advised that much work had been done improving the condition of Stumpy Oak car park, but there is need for a decent bank to be built - he will look into this and whether an improved surface should be laid down Any costs to be advised later. It was confirmed that the paths in the Mellowmead woods are in good order and being used. North Cllr Martin confirmed that the playground had recently been painted, and Adam Venn’s work was acknowledged as excellent. The recent ROSPA report noted that a strut supporting the junior swing needs repairs to extend its lifespan. Galvanised or stainless-steel shackles are required to replace the rusty shackles on the swing chains, which Cllr Martin will order as soon as possible. Cllr Martin also reported that following the grant received for a new baseboard, backboard and net finding a standard fibreglass replacement backboard is proving difficult as it is attached with specific bolts. Further investigation will be carried out to search for relevant information in the archive files. The bench is missing from the playground – Cllr Martin will look for it around the field. Cllr Martin confirmed that the benches will be returned to the Green soon. Cllr Martin also confirmed that the Cricket Club is working with the Church Field Trustees to remove the cypress tree – he had volunteered to complete the application to DNPA on behalf of the cricket club if he received confirmation that the felling is approved by the trustees.	JK PM
ITEM 12 - To receive a report from the Council representative on the Games Court Committee The Chair advised that DC Farrand-Rogers had helped establish contact with Cllr Palethorpe from TDC about grants for the Games Court. However, he had been informed that nothing would be decided until after the May 1st elections. Other potential grants will be investigated.	
ITEM 13 – To receive a report from the Council representative on the Parish Hall Committee Cllr Wylie reported on the upcoming events at the Parish Hall which include an antiques evening (May 3rd); a plant sale/bric-a-brac event (end May Bank Holiday), and a Christmas Fair (Nov 27th). She also reported that the recent "Call My Wine Bluff" evening was enjoyed. With respect to the Hall itself it was noted that renovations, specifically decorating, have been completed.	

AGENDA ITEM	Action
ITEM 14 – Correspondence Received None	
ITEM 15 - Date of next meeting 19th May 2025 - Parish Council AGM Meeting to be held at 6.00 pm. - Annual Parish Meeting to be held at 7.30 pm	
ITEM 16 – AOB VE Day: 8th May – 8pm Cllr Warne confirmed that he had transported three trailer loads of wood to the bonfire site in preparation.	
ITEM 17 - Matters for future consideration a. Requests for agenda items from Councillors – None b. Requests for agenda items from members of the public - None	

Close of meeting: The meeting closed at 8.12pm

Approved by Manaton Parish Council and signed by the Chair Date:.....