

MINUTES OF THE MANATON PARISH COUNCIL MEETING

MONDAY, 10TH MARCH 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 : One member of Public
 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 and submitted his report to be read later.								
ITEM 2 – Declaration of interest. Cllr Warne concerning Grass Cutting tenders.								
ITEM 3 – Public participation One member of 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 February 2025 The Minutes having been previously circulated were approved and signed.								
ITEM 6 - Matters arising Parish Council's 13th January 2025 meeting - Item 16: AOB Ash Trees – Following the letter sent to Dartmoor National Park expressing the concerns of the community and the discussions with the Tree Officer, it was suggested that contact should be made with the Forestry Commission to ascertain if a felling licence should have been obtained. Cllr Frampton to provide Clerk with contact name. Efforts are being made to transpose lichens from the felled trees. The fly tipping appears to have been removed. However, it was noted that on occasion litter is scattered through the village mainly after refuse collection and it was agreed that TDC would be contacted to politely point this out.		CF Clerk						
The Chair advised that Item 9 Planning would be brought forward to accommodate the member of public in attendance								
ITEM 9 – Planning Ref: 0050/25 Consultation Request Letter - Application at Half Moon House, TQ13 7UZ A parishioner raised concerns particularly in relation to conversion of the existing garage structure to a bedroom with glazing facing the Green and the impact on the conservation area and village views and lack of detail about the proposal. Concerns were also raised about compliance with DNPA design guidelines and the possible impact on the view from Manaton Rocks. It was agreed that Cllr Kidner would prepare a response for the Councillors' approval. ***The member of public left the Meeting at 7.26pm*** Ref: 25/0018 Tree Work Conservation Area Consultation Letter - Notification at Half Moon House, TQ13 7UZ The Councillors agreed that an on-site inspection was required to clarify which trees are concerned. Parish Clerk to arrange an appointment. Ref: 0043/25 Replacement dwelling Jenny May Cottage Cllr Kidner had written to DNPA as previously agreed to express the Council's concerns.		JK Clerk						
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" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Mrs L Moorse</td><td style="width: 15%;">£200.46</td><td style="width: 52%;">Salary and Mileage</td></tr> <tr> <td>HMRC</td><td>£44.60</td><td>Staff Tax deduction</td></tr> </table> 7.2 The Bank Reconciliations for February 2025, which had been previously circulated to the Councillors, were agreed by all, and signed by the Chair and Clerk. 7.3 The accounts for the period ending 28 th February 2025 were presented, together with the Budget update for the same period and were duly accepted. The Chair asked the Clerk to transfer the Budget funds allocated under "Local Election Expenses" and "Defibrillator" totalling £165.00 to the Reserve Account before fiscal year end.		Mrs L Moorse	£200.46	Salary and Mileage	HMRC	£44.60	Staff Tax deduction	Clerk
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ITEM 8 - Parish Matters 8.1 Annual Parish Meeting: It was proposed and agreed to hold the Annual Parish Meeting and the Parish Council AGM on the same day – Monday, 19 th May 2025. The Parish Council AGM Meeting to commence at 6.00 pm. The Annual Parish Meeting at 7.30 pm. Discussion followed concerning suggestions of guest speakers, and this will be further discussed at the next Parish Council Meeting.								

AGENDA ITEM	Action
8.2 To review proposal concerning establishing Parish Council website: Cllr Frampton apologised for the initially delayed action due to being on holiday but has now resumed the process of the website setup and outlined the following which will ensure it meets with compliance standards: (i) The chosen website provider is affordable, with a £13 per month fee with no setup cost and will allow up to ten email accounts. (ii) Features included: council-approved site, GDPR compliance, email accounts, and a platform for agendas, blogs, events, and council member details. (iii) Importantly the new website will make it easier for the public to access council information. It was resolved to proceed with establishing the website on the basis outlined above. 8.3 To review the Fixed Assets List in preparation for the end of year 31st March 2025 It was pointed out that there was an incorrect entry showing the wooden bench outside the Cricket Pavilion as a Council asset but the picnic table and benches in the play area should be recorded. The Clerk undertook to update the List. The replacement value of the various benches should be reassessed to ensure consistency. 8.4 To review the Parish Council's Policies: Standing Orders, Internal Control Policy, Financial regulations Policy, Risk Management & Assessment Policy Following discussion, it was agreed to review and discuss these at the next Parish Council Meeting in April, to ensure compliance with internal and external audit requirements. It was agreed to add Cllr Frampton as a signatory to the Council's bank accounts.	CF Clerk
ITEM 10 – Highways Cllr Mount reported on the ongoing issues related to highways, including signs, potholes, and grit bins. It was reported that the “Unsuitable for Wide Vehicles” sign has been put back up and placed on the Manaton sign rather than in its original position. Cllr Wylie advised that she had attempted to order more salt bags for the bus shelter but encountered difficulties on the website. Defective grit bins had also been reported including the one on Langstone Hill. Cllr Mount confirmed she would chase up the salt bags and defective grit bin reports especially after contacting via the website and would continue to monitor the responses. For future reference it was noted that there is a map of grit bins available online.	SM
ITEM 11 - Parish Assets Cllr Martin had been asked by representatives of the cricket club if the two cypress trees in the playground could be felled. The Council noted that these are pushing over the fence, but it was considered that the Council could not agree to this as it was considered to be primarily a matter for the freeholder, the Church Field trustees. Approval would also be required from DNPA. The Council would not be willing to meet the cost of felling. Cllr Kidner agreed to raise the matter at the next PCC. Cllr Kidner advised that a number of parishioners had expressed concern to him about the condition of Stumpy Oak Car Park. He is looking into how this can be dealt with, and it was agreed that he would approach the adjoining landowner with a view to obtaining his agreement to works. Cllr Martin also advised that he is hoping to arrange for the benches from the Green to be cleaned and painted and returned to the Green soon. The Clerk advised that the Grass Cutting Tender Notice had been prepared for the Noticeboard, and it was agreed that it should be also advertised in the Manaton Bulletin. The tenders to be submitted prior to 12 noon 13th April 2025. Cllr Martin confirmed that he will try to locate an elbow joint for the gutter serving the lower bus shelter and will also speak to the adjoining owner with a view to having the hedge cut back.	PM JK JK PM
ITEM 12 - To receive a report from the Council representative on the Games Court Committee The Chair advised that contact had been made with the District Cllr Farrand-Rogers to enquire about grants, and Cllr Palethorpe will be visiting on 14 March to see the court and meet the chair of the Games Court committee.	
ITEM 13 – To receive a report from the Council representative on the Parish Hall Committee Cllr Wylie distributed leaflets to those present promoting the event "Call My Wine Bluff" on 5th April. The AGM is to be held on 9th April and a plant sale on May Bank Holiday.	
ITEM 14 – Correspondence Received Rob Steemson's report was read to the Councillors by the Parish Clerk: <i>“Due to the wet weather the major works on the bridleway from Haytor Common, via the Becka Brook stream and over to Hound tor down have not yet started. They are now scheduled to start on 20 March so I will report, with photos, next time around. Due to successful external funding bids all other Public Rights of Way have been surveyed, and potential future improvement works have been identified. I will be having discussions with various landowners to share ideas and obtain permissions and can then put in my bids to draw upon this extra funding.”</i> Rob Steemson, DNP	
ITEM 15 - Date of next meeting Monday, 14th April 2025	

AGENDA ITEM	Action
ITEM 16 – AOB Cllr Frampton reported that so far this year four fires had been lit in the middle of Hound Tor Medieval Village, more than usual. One incident involved a large fire pit built from rocks taken from the houses and a tree being cut down. Other smaller fires included broken bottles, and a fire inside one of the historic buildings. She confirmed that the issue had been raised with DNPA, who will repair the damage hopefully in May. Everyone expressed their concerns over the destruction caused by these actions, especially given the historical significance of the site. Discussion followed concerning the need for signs to discourage such activities, and the importance of educating the public about respecting heritage sites. More important to note that lighting fires there is dangerous and illegal, particularly when it involves damaging trees and structures.	
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 8.40pm

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