

Frithelstock Parish Council

Minutes of the Parish Council Meeting held on Thursday 3rd November 2016 at 7:30pm in Frithelstock Village Hall

Councillors Present: Mike Stokes (Chair), Mark Goldman, Mackie Poole, Elizabeth Hunkin, Andrew Heard and Mike Baker

Parish Clerk: Zena Tett

Also in attendance: 3 members of the public

BUSINESS TO BE TRANSACTED

- 204. Apologies for Absence:** Councillor Roger Hunkin
- 205. Welcome:** Mike Stokes welcomed everyone to the meeting.
- 206. Minutes of the meetings of the Parish Council:** held on 1st September 2016 and 13th October were agreed and signed as a true record.
- 207. Declarations of Interest:** None
- 208. Public Participation:**
- Concerns were raised with overgrowing bracken that was destroying wildflowers and the entrance to the Village Hall hedge was also overgrown. Cllr Stokes confirmed Peter Hutchins will cut these areas when he next cuts the hedges.
 - Mention was made about removing the "Best Kept Village" sign as it would have negative connotations due to its age.
 - A complaint was made about traffic speeds approaching the Village. Cllr Goldman will make a representation to the SpeedWatch team and check the area in question. **Action Cllr Goldman**
- 209. Matters Arising:**
- a) Website Update: Cllr Goldman confirmed the website was progressing and will soon be read for Clerks training.
 - b) TAP Fund: Buckland Brewer have abandoned their idea of applying its TAP Fund grant to the Lengthsman project, however, it now proposes to apply it to a scheme to provide a night-time flying helipad. Cllr Baker proposed we use our TAP Fund to contribute towards this project, this was seconded by Cllr E Hunkin – all in favour. **Action Clerk**

- c) Village Hedges and Verges: A member of the parish complained the Village is becoming quite scruffy, particularly the hedges and verges on Church Lane. Cllr Stokes confirmed Peter Hutchins will include this area in his next cut. Dirty signs were also discussed and it was agreed by Councillors present to keep signs clean in their areas. This will be reviewed at the next meeting.
- d) Highways Consultation Meetings: Cllrs Stokes and Baker to attend the meeting on 22nd November in Hatherleigh.
- e) PC Procedure for considering Planning Applications: At the last meeting of the Parish Council the question was raised on whether a meeting should take place for every planning application, due to the lack of interest at past meetings. At this meeting it was decided, future planning applications, whose consultation period falls outside the usual Parish Council meeting date, will be considered by Parish Councillors via email. However, if all Councillors do not come to the same agreement or, a member of the Parish has lobbied a Councillor or, if there are any contentious issues with the application a meeting will be called.
- f) Village Notice Boards: Adrien Green confirmed we have received £550 for a new Village Notice Board. It was decided a local craftsman should be given the opportunity to carry out the work and Cllrs Baker, Goldman and Poole would obtain quotes. All Councillors present agreed Cllrs Stokes and Poole would proceed with the purchase of the Notice Board once quotes had been received.

210. Member Reports

- a) Cllr Mackie: confirmed the new tarmac to the entrance of his property was left over from recent road works and although it was offered freely by workmen to save them removing the waste, Cllr Poole advised that he had recompensed the workmen.
- b) Cllr E Hunkin: voiced concerns over the new garden layout at The Glen. The land used to act as a flood plain and now other residents are concerned their gardens will now become flooded during heavy rains. Awaiting official complaint from resident.
- c) Cllrs Stokes and Poole attended the Torrington Advisory Group meeting and heard a presentation given by the Devon & Cornwall Constabulary. Farm Watch Crime Prevention was one of their topics where farmers are encouraged to register with www.immobilise.com and report all incidents of theft. They also informed attendees about Community Messaging which is a free service offered by Devon and Cornwall Police to keep residents informed about policing news and crime information in their particular area. More information can be found at www.devon-cornwall.polic.uk Another subject on the Agenda at the meeting was the changing of Highways Contractors by DCC without any consultation.

- d) Cllr Goldman pointed out that no County Councillor had been present at the Parish Council meetings for some time. The Clerk was asked to write a letter to Cllr Dezar, copied to DCC, expressing our disappointed in his lack of attendance and that no-one has been asked to stand in during his absence. **Action Clerk**

211. Clerks Report

- a) Correspondence: The Clerk had distributed several items of correspondence by email since the September meeting. She highlighted several emails from TDC: a list of the new Area Advisory Groups, a notification of the Local Plan examination date of Tuesday 22nd November and the additional Local Plan consultations regarding Traveller sites. There were two road closure/temporary restriction notices which have been put up on the website and a letter from the Devon Rural Housing Partnership requesting support from the Parish in publicising Self Build and to raise awareness among those in the community who may have an interest in self-build housing or who have a suitable site.
- b) Printer: The Clerk asked Cllrs if they had any objection to sharing the costs relating to the Exbourne with Jacobstowe printer, i.e. printer ink, paper, maintenance and costs of replacement if needed. All Councillors agreed – Clerk to put this in writing to Exbourne with Jacobstowe Parish Council. **Action Clerk**
- c) External Audit: The Annual return for the year ended 31st March 2016 passed with a few minor comments:
- Boxes 1, 7 and 8 on Section 2, Accounting Statements, have been incorrectly stated. Ox 1 should instead read £5,912 and Boxes 7 and 8 should instead read £6,104. In 2014/15 the Council operated on an income and expenditure basis of accounting, the Council amended the 2015/16 figures to reflect a receipts and payment basis. However, as Box 1, balance brought forward was on an income and expenditure basis, when reconciled, Boxes 7 and 8 were reported incorrectly.
 - The Council should restate the 2016 figures on next year's Annual Return and write "restated" beneath the £ sign on the 2016 column.
 - The Notice of Appointment of Date for the Exercise of Electors' Rights allowed only 25 days for the inspection of the books and records.
 - The Accounts and Audit (England) Regulations 2015 require that the inspection period must allow 30 working days for inspection, including the first 10 working days in July.
 - Date of announcement was left blank, this must be at least one working day before the commencement period.
 - The Council must ensure that the inspection period is properly advertised in future years and allows for the correct number of days for inspection.

212. Planning

- a) Parish Council & Planning Information Session: Cllrs Stokes and Hunkin attended the session in Holsworthy. Section 106 Agreements were explained in detail and in particular where they apply. To confirm, the 106 agreement only applies when it relates to an issue remote from the site, it will not apply to works being carried out on pavements or roads outside a site. Money, when it is received, must only be used for local expenditure.

213. Finance

- a) Bank Balance
Bank Balance as of 11th October 2016 statement was £7,409.64. Three cheques were cleared during the period 12th September 2016 to 11th October 2016 amounting to £1,236.39 and one payment of £2,562.35. There are 7 cheques for signature totalling £1,209.26 which will give the Parish an actual balance of £6,200.38 when these cheques have cleared.
- b) Cheques for Signature
- i. £17.50 – The Royal British Legion: Wreath
 - ii. £359.00 – Clerks Salary and Expenses July/August
 - iii. £66.30 – HMRC
 - iv. £323.44 – Clerks Salary and Expenses September/October
 - v. £45.40 – HMRC
 - vi. £90.00 – Grant Thornton: Additional Audit Fee
 - vii. £307.07 – Zurich Municipal: Insurance Premium
- c) Receipts:
- i. £2,562.35 – Precept
- d) Bank Mandate Forms: to be completed and signed by Cllr Goldman and forwarded to the bank. **Action Cllr Goldman**

214. Matters for discussion at next meeting

- a) Budget for January

215. Chairman's Report

- At our last meeting, parking in Hele Lane had been resolved by boulders being placed on the kerb. Since then, Devon Highways have instructed the owners to remove the stones.
- Received an email from Ann Carrington who has confirmed the current Defibrillator pads will expire at the end of this month and the spare set are only valid until next Spring. Cllr Stokes asked the meeting for permission to purchase a new set. All agreed. **Action Cllr Stokes**. Further training sessions will be organised by Cllr Poole – smaller groups. **Action Cllr Poole**

- Xmas lights along Church Lane are faulty – Cllr Stokes was given permission to purchase a new set. Action Cllr Stokes
- A Remembrance Day wreath has been organised and a service will take place on Sunday 13th November at 2:30pm.
- Thanks to Adrien Green for producing and printing the Welcome Pack.

With no further business the meeting concluded at 9:05pm

SIGNED AS A TRUE RECORD: (Chair)

NAME: DATE:

Next meeting will be held in Frithelstock Village Hall on Thursday 5th January 2017 at 7:30pm