

Frithelstock Parish Council

Minutes of the Parish Council AGM

held on Thursday 11th May 2017 at 8pm in Frithelstock Village Hall

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

Parish Clerk: Zena Tett

Also in attendance: 4 members of the public

BUSINESS TRANSACTED

1. **Election of Chairman**
Cllr Poole nominated Cllr Stokes for Chairman, this was seconded by Cllr Heard, all in favour.
2. **Declaration of Acceptance of Office**
Cllr Stokes signed a Declaration of Acceptance of Office.
3. **Election of Vice Chairman**
Cllr R Hunkin nominated Cllr Poole as Vice Chairman, this was seconded by Cllr E Hunkin, all in favour.
4. **Welcome:** Cllr Stokes welcomed everyone to the meeting.
5. **Apologies for Absence:** District Councillor Phil Pennington
6. **Minutes of the Last Meeting**
Minutes of the Parish Council meeting held on Thursday 2nd March 2017 were agreed and signed as a true record: proposed by Cllr Baker, seconded by Cllr E Hunkin, all in favour. Minutes of the Parish Council meeting held on Monday 24th April 2017 were agreed and signed as a true record: proposed by Cllr Heard, seconded by Cllr R Hunkin, all in favour.
7. **Declarations of Interest:** None
8. **Public Speaking Time:**
 - 8.1 Felicity Sloman, new owner of the property on Rakeham Hill reference item 11.2 on the Agenda, explained the reason for the opening to the property. This was widened initially to allow access for the removal of trees and debris from the property. However, the opening will be made permanent with the addition of a gate due to poor visibility when entering and exiting the property. The new owners have witnessed 3 accidents and 2 damaged vehicles since their arrival in 2016 and have reported this to DCC, unfortunately they haven't

received any response to date. Cllr Stokes thought their actions were a positive move and asked if the information could be shared with the Clerk.

- 8.2 Adrian Green asked the Clerk to liaise with Richard Joseph about keeping the Parish Council website up to date. **Action Clerk**

9. Agree/review the following documents:

9.1 Standing Orders

The Standing Orders were agreed with no further amendments – proposed by Cllr Heard, seconded by Cllr E Hunkin, all in favour.

9.2 Financial Regulations

The Financial Regulations were agreed with no further amendments – proposed by Cllr Baker, seconded by Cllr Goldman, all in favour.

9.3 Asset Register

The Asset Register was reviewed, the Clerk confirmed the addition of the new Notice Board, no further amendments were made.

9.4 Insurance Documents

The Insurance documents were reviewed and no amendments were made.

9.5 Subscriptions/Grants

It was agreed the Parish Council would continue paying DALC and TTVS subscriptions and the following grants were agreed:

9.5.1 Frithelstock Cemetary £300

9.5.2 Frithelstock Cemetary Maintenance £500

9.5.3 Village Hall £750

9.5.4 Citizens Advice Bureau £25

Proposed by Cllr Goldman, seconded by Cllr Heard, all in favour. **Action Clerk**

9.6 Register of Interests

Cllr Baker to forward completed Register of Interest to the Clerk. **Action Cllr Baker**

Clerk to forward copies of completed Register of Interests to TDC. **Action Clerk**

9.7 2017/18 Meeting Dates

The following meeting dates were agreed for the 2017/18 year:

6th July 2017 8pm

7th September 2017 8pm

2nd November 2017 8pm

4th January 2018 8pm

1st March 2018 8pm

28th April 2018 8pm

Clerk to book the Village Hall. **Action Clerk**

10. District Councillor Report

District Councillor Phil Pennington sent his apologies.

11. Matters Arising

11.1 Road Sign Cleaning

It was agreed that 4 Councillors would take on the task of cleaning the signs in the company of Cllr Heard with the use of his tractor as a means of safety. Cllr Heard to email Councillors with available dates. **Action Cllr Heard**

11.2 Rakeham Hill

Item discussed earlier under Public Speaking Time.

11.3 Village Green Grass Cutting and Village Hall Maintenance

Cllr Stokes explained the Clerk had sought competitive quotations from Mike Baker and Adrian Wilton. It is now being officially recorded that Mike Baker was successful and appointed to carry out the works.

Cllr Stokes also pointed out he had applied for a grant of £500 from the Highways Community Enhancement Fund but had not received a response to date. Clerk to keep an eye out in the bank statements. **Action Clerk**

The Clerk was asked to contact the Balsden Trust to determine when they are next giving out funding. Adrian Green to provide the contact information to the Clerk. **Action Clerk**

12. New Items

12.1 Bank Mandate

There are still 3 signatories required on the account. Bank Mandate Forms were completed to ensure only 2 signatories needed in the future. **Action Clerk**

Cllr Poole stated the bank refused to offer an apology for a returned cheque and wished this to be minuted.

The Clerk was asked to look into online banking. **Action Clerk**

12.2 Notice Board Ownership

The Village Hall Management Committee has paid for both new Notice Boards.

In respect of the Notice Board located at the Village Hall, the Village Hall Management Committee received a grant from Torridge District Council for the amount of £550. The Parish Council had originally agreed to make an additional contribution to the Village Hall for the balance of £305. This board will belong to the Village Hall Management Committee and will be insured and maintained by them.

The second Notice Board, located at the end of Hele Lane, belongs to the Parish Council and will be insured and maintained by them. This Notice Board cost £1,010, however, the Village Hall Committee has agreed to make a contribution of £300 towards the cost in recognition of the fact that it will, in part, be used to advertise events and activities at the Village Hall. The contribution was funded by a grant received from Torridge District Council. The amount outstanding is £710 giving a total of £1,015 being owed to the Village Hall Management Committee from the Parish Council.

The Clerk was asked to raise a cheque, all in favour. **Action Clerk**

12.3 Speed Cables

Richard Joseph sent an email explaining if the figures gathered substantiate a plea to get DCC to move the 30mph signs further out, we could get traffic to slow before the entrance to the Village Hall. He suggested the Parish Council could contact the Traffic Office in Barnstaple to see if a monitoring system could be installed to underpin out statistics. Another suggestion was the installation of symbolic five bar gates either side of the road approaching Frithelstock Stone from Monkleigh. County Councillor Robin Julian suggested at a previous meeting, there may be some money available for this cause. Councillors asked the Clerk to contact the new Neighbourhood Highways Officer and invite him to the next meeting. **Action Clerk**

13. Planning

13.1 1/0274/2017/FUL: Ebberdown, Frithelstock
Erection of building for agricultural storage and maintenance of equipment and hard standing area.

Decision: Object

Comments: The design is not in keeping with an agricultural building.

Proposed by Cllr Baker, seconded by Cllr Goldman, all in favour. **Action Clerk**

13.2 1/0398/2017/FUL: Land to the East of Meadowstone Close, Frithelstock
3 New Dwellings based on outline consent 1/0573/2016/OUT

Decision: Object

Comments: The Parish Council believes there is a significant deviation from the original outline planning with regard to access. They are also concerned with the proposal to connect into main drainage where previously, residents have been unable to be connected because there was insufficient capacity. The Parish Council would also request clarification of the hedgerow.

Proposed by Cllr Stokes, seconded by Cllr Heard, all in favour. **Action Clerk**

13.3 1/0166/2017/FUL – to record a decision of no objection made via e-mail. Cllr Poole was not consulted as he declared an interest.

13.4 1/0079/2017/FULM – to record a decision of no objection made via e-mail.

14. Clerks Report

14.1 Correspondence

The following correspondence was noted/reviewed:

14.1.1 Healthwatch Voices Magazine

14.1.2 Devon Local Flood Risk Management Strategy – April 2017 Newsletter

14.1.3 Email from TDC – Neighbourhood Highway Officer Arrangements:
post-election

14.1.4 Email from DCC – Updated measures to protect poultry against Avian
Flu

14.1.5 Letter from TDC – decision regarding Ebberdown, Frithelstock:
permission granted.

14.2 Annual Governance Statement 2016/17

The Annual Governance Statement was acknowledged and signed.

14.3 Accounting Statements 2016/17
The Accounting Statement was reviewed and signed.

15. Councillors' Reports and Items for Future Agenda

15.1 Cllr Goldman: what domain name do we want for our new website.
frithelstockpc.org.uk proposed by Cllr Baker, seconded by Cllr Stokes, all in
favour.

15.2 Cllr Stokes would like to add Village Clean Up Date to next Agenda item.
Action Clerk

16. Finance

16.1 To consider the following payments

16.1.1 Cardiac Science: defibrillator pads	£76.74
16.1.2 DALC Subscriptions	£73.46
16.1.3 Playing Field Committee: VAT Saving	£120.00
16.1.4 Eon: electricity	£2.63
16.1.5 Clerks Salary & Expenses	£431.39
16.1.6 HMRC	£70.10

The above payments were proposed by Cllr Goldman, seconded by Cllr R
Hunkin, all in favour.

17. Date of Next Meeting: was confirmed as 6th July 2017 at 8pm in the Village Hall,
Frithelstock.

With no further business, the meeting closed at 9:20pm

SIGNED AS A TRUE RECORD: (Chair)

NAME: DATE: