

Frithelstock Parish Council

Minutes of the Parish Council AGM

held on Thursday 3rd May 2018 at 8pm in Frithelstock Village Hall

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

Parish Clerk: Zena Tett

Also in attendance: 7 members of the public

BUSINESS TRANSACTED

1. **Election of Chairman**
Cllr Poole nominated Cllr Stokes for Chairman, this was seconded by Cllr R Hunkin, 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 Heard, all in favour.
4. **Welcome:** Cllr Stokes welcomed everyone to the meeting.
5. **Apologies for Absence:** Councillor Mike Baker and District Councillor Phil Pennington
6. **Minutes of the Last Meeting**
Minutes of the Parish Council meeting held on Thursday 15th March 2018 were agreed and signed as a true record: proposed by Cllr Heard, seconded by Cllr Poole, all in favour.
7. **Declarations of Interest:** Cllrs R Hunkin and Poole for item 13.2.1 item
8. **Public Speaking Time:**
 - 8.1 Police Report: PCSO Melissa Baker
PCSO Melissa Baker was unable to attend due to prior commitments, however, she forwarded her report:
Crimes – total 4 of which 2 dog out of control, 1 theft in dwelling and 1 GBH
Logs – total 21 of which 13 Highway disruptions (2 broken down vehicles, 1 cows in road, 1 building in road, 2 trees down, 6 mud in the road, 1 leaning post) 4 road traffic collisions, 1 nuisance anti-social behaviour, 1 missing person and 2 concerns for welfare.

The Clerk was asked to obtain more detailed information if PCSO Melissa Baker could not make future meetings. **Action Clerk**

9. Agree/review the following documents:

9.1 Standing Orders

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

9.2 Financial Regulations

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

9.3 Asset Register

The Asset Register was reviewed and the Clerk was asked to investigate the value of the land. **Action Clerk**

9.4 Subscriptions/Grants

It was agreed the Parish Council would continue paying DALC subscription, however, it was decided that as TTVS had not been used for some time the Parish Council would not continue with this subscription. The following grants were agreed:

9.5.1 Frithelstock Cemetery £300

9.5.2 Church Cemetery Maintenance £500

9.5.3 Village Hall £750

9.5.4 Citizens Advice Bureau £25

9.5.5 Playing Field £750

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

9.5 Register of Interests

The Register of Interests were reviewed by all Councillors present. Cllr Baker to review at the next meeting of the Parish Council. **Action Clerk**

9.6 2018/19 Meeting Dates

The following meeting dates were agreed for the 2018/19 year:

5th July 2018

6th September 2018

1st November 2018

10th January 2019

7th March 2019

25th April 2019 (Annual Parish Meeting)

9th May 2019 (AGM)

All meetings will commence at 8pm in the Village Hall unless otherwise stated on the Agenda. Clerk to ensure the room is booked. **Action Clerk**

10. District and County Councillor Reports

County Councillor Andrew Saywell

Skanska, the Highways contractor, should have been around the Parish recently cleaning the gulleys, he asked residents to notify him if anything was missed andrew.saywell@devon.gov.uk . The broken Village Sign has been reported and it will be replaced.

Cllr Goldman added, during the Village litter pick he walked down Rakeham Hill and noticed all the drains and gulleys were clear making the job much easier and he expressed his thanks.

Terry Warrington mentioned the road sweeper always misses the corner of Hele Lane, however, C.Cllr Saywell informed the meeting that street cleaning is the responsibility of the District.

11. Matters Arising

11.1 Playing Field Equipment

The Clerk confirmed the play equipment was now covered by Insurance. There is an additional premium of £112.09 to pay. Cllr E Hunkin proposed, Cllr Heard seconded, all in favour. **Action Clerk**

The Parish Council has received a Grant Agreement from Torridge District Council for the sum of £3,000 for the purpose of carrying out the additional works required to make the playing field safe when the new trampoline is installed. **Action Clerk**

11.2 Playing Field Committee

Cllr E Hunkin met with Terry Warrington and a few volunteers to talk about the responsibilities of the Playing Field Committee. Cllr E Hunkin informed the meeting she had volunteered as Chairman and Sarah Steggles offered to be Secretary. She appealed for anyone else to become the third committee member as Treasurer. At this meeting, Adrian Green volunteered as Treasurer and Terry Warrington offered his services as play equipment inspector as an honorary consultant. Cllr Stokes added it was good news to know another Playing Field Committee has been formed and he proposed Cllr E Hunkin would now be our link to the Parish Council, this was seconded by Cllr Goldman, all in favour.

11.3 Playing Field Grass Cutting

The Clerk asked three individuals to tender for the grass cutting of the playing field. Two replied and one declined. The winning tender for the contract to cut the grass on the playing field for 2018/19 came to £525.00. All tenders have been informed.

Cllr Goldman proposed thanks to the previous incumbent for many years of hard graft. Cllr Stokes mentioned the previous incumbent was unable to tender due to the contract only being 1 years' duration and he couldn't commit to the purchase of new equipment on a one year contract. The Council agreed to review this next year.

11.4 Playing Field Container

The Clerk reported that at the recent Hall Management Committee meeting it was agreed not to proceed with this at the moment as the cost - which had been indicated as being 'slightly over' £1,500 - turned out to be £2,700 when the formal quotation was received. It was felt that there were other things the Hall might benefit from more and when new committee is in place they would decide move forward.

11.5 Highways – Flashing Speed Sign

The Clerk has logged the sign on the website reference W181108896, however, the sign has still not been fixed. The Clerk to chase and ask them to adjust the angle – picking up speeds just outside the village. **Action Clerk**

12. New Items

12.1 National Guidelines for Clerks Salary

The National Joint Council for Local Government Services (NJC) has reached agreement on the new pay scales for 2018-19 to be implemented from 1 April 2018. This would mean a rise in the Clerks salary to £9.34ph.

12.2 Remembrance Day Vintage Tea

Cllr Stokes has suggested the Vintage Tea Party should go ahead on Remembrance Day. Judith Seaman has offered to mount an exhibition of memorabilia in the Village Hall on that day. She has requested a small budget to cover costs of the tea and Cllr Poole proposed with Cllr Heard as second, all in favour.

Cllr R Hunkin to speak with members of the WI to see whether they would be prepared to organise the tea. **Action Cllr R Hunkin**

Cllr Stokes thanked everyone who took part in the Village clean up – he believed it was the biggest turn out since he had moved to the Village and sincere thanks to Adrian Green who collected the black sacks at the end of the day.

Judith Seaman, after many years as Editor of the Prior has decided to step down. She wrote to Cllr Stokes explaining she has greatly enjoyed her time as editor and consider that it was an honour to have been entrusted with the task. However, the time to move on and hand over to someone with a new and fresh perspective has arrived.

Richard Joseph has offered to take up the reins and has produced some A5 samples, however, Jenny Hearn would need to be approached to determine whether she would be able to assist. Cllr Poole offered to speak with Jenny Hearn. **Action Cllr Poole**

Cllr Goldman asked Richard Joseph to think up an easy-to-remember email address.

13. Planning

13.1 1/0240/2017/FUL The Clinton Arms for change of use of public house and owners annexe into 1 dwelling and a holiday let: the Parish Council wrote to the Planning Inspectorate on 20th April 2018 objecting to the application in view of the very strong local opposition to the proposal. The Clerk was asked to contact the Planning Inspectorate to find out if they have received the letter from the Parish Council and also to determine whether representation from Cllr Stokes and Richard Joseph may be made at the meeting on 16th May 2018. **Action Clerk**

13.2 To discuss any applications which may have arisen since the Agenda was published

13.2.1 1/0389/2018/AGMB The Shippon, Smythacott, Frithelstockstone for prior notification for the change of use of agricultural building to No 1 dwelling under Class Q.

Decision: Support

Comments: None

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

- 13.2.2 1/0226/2018/FUL Briarwood Farm, Stone Leigh, Hele Lane, Frithelstockstone for retrospective application for agricultural livestock building and tool shed. To note the decision made by Torridge District Council to grant permission for this application.

14. Clerks Report

14.1 Correspondence

The following correspondence was noted/reviewed:

14.1.1 TDC: Chargeable Garden Waste

14.1.2 Highways: Traffic Notice x 2 – Cllr Stokes stated he had received further notification of the closure of Hele Lane from 14th May for 5 days.

14.1.3 TDC: Waste & Recycling

14.1.4 TDC: Joint Local Plan

14.2 Annual Governance Statement 2017/18

The Annual Governance Statement was acknowledged and signed by Cllr Stokes.

14.3 Accounting Statements 2017/18

The Accounting Statement was reviewed and signed by Cllr Stokes.

14.4 General Data Protection Regulations (GDPR)

Recently, the Clerk attended a training session on the new rules coming into force on 25th May 2018. The course outlined the obligation of the Parish Council in its use of personal data and the rights of individuals to ensure their data is used properly and only for legitimate purposes.

15. Councillors' Reports and Items for Future Agenda

- 15.1 Cllr Goldman stated he has been a member of DALC for the last 3 years and has gained no further information of value in addition to that provided by the Parish Clerk and therefore has decided to step down.

16. Finance

16.1 To consider the following payments

16.1.1 DALC: subscription £78.14

16.1.2 Grass Cutting: playing field £672.00

16.1.3 Zurich Insurance: additional premium £112.09

16.1.4 TTVS: subscription (NOT PAID see item 9.4) £0.00

16.1.5 Clerks Salary £384.04

16.1.6 Clerks Expenses £88.56

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

17. **Date of Next Meeting:** was confirmed as 5th July 2018 at 8pm in the Village Hall, Frithelstock.

With no further business, the meeting closed at 9pm

SIGNED AS A TRUE RECORD: (Chair)

NAME: DATE:

DRAFT