

Frithestock Parish Council

Minutes of the Parish Council Meeting held on Thursday 7th July 2016 at 8:00 pm in Frithestock Village Hall

Councillors Present: Mr Mark Goldman, Mrs E Hunkin, Mr Roger Hunkin, Mr M Poole and Mr M Stokes.

Clerks: Mrs Zena Tett and Mr P Blossie

Also in attendance: Cllr. Phil Pennington (TDC), PCSO Melissa Baker and 6 members of the public: D Debnam, R Joseph, M Pearce, G Barrow, Adrian Green and Christopher Bosher.

KEY: Actions are shown in bold blue type Decisions are shown in bold red type

165. Welcome by the Chair and Introduction on New Parish Clerk: Mike Stokes welcomed everyone to the meeting and introduced Zena Tett, who has taken over as the Parish Clerk with effect from 1st July 2016. She has had one handover meeting with Pat Blossie and another one is planned for later in the month. Pat's contract will terminate with effect from 31st July 2016.

166. Apologies for Absence: Mike Baker, Andrew Heard and Terry Warrington

167. Minutes of the meeting held on 5th May 2016: The minutes of the meeting held on 5th May 2016 were agreed, subject to changing the word "resident" to "motor-cyclist" in item 152.5, and signed. (Proposed by Mark Goldman: Seconded by Liz Hunkin).

168. Declarations of Interest None

169. Public Participation Adrian Green asked to speak about the Village Hall Grant under the finance section.

170. Matters Arising:

- a. **Rakeham Hill Traffic/Highways Signage/Flooding Problems** The Clerk had not written to the residents at Rakeham Hill yet as he had discovered that all but one of the residents had recently moved. To be revisited at a later date, on Cllr Dezart's return.
- b. **Feedback from PC Ash Steer** PC Ash Steer had provided some feedback by email about the issues concerning a local motorcyclist. An incident number EN/009990/16 had been raised and all residents wishing to make any complaints were asked to quote this reference. **Mark Goldman is to circulate it for councillors to pass n when necessary** but not to post it on the website or the email group. PCSO Melissa Baker doesn't think she's had any more reports yet.
- c. **Notice board** – Phil Pennington has offered £500 towards a new notice board but this needs to be ordered by a 3rd party by 31st July. It was agreed to claim this through the village hall. **The Clerk and Adrian Green are to liaise to get an invoice from village hall.**
- d. **Welcome Pack** Adrian Green to provide 12 copies in B5 format.

- e. **Hele Lane development:** Mike Stokes and Mark Goldman had attended a meeting with Planners and had determined that the consultation for this development had been a pre-application consultation and that it had now been approved. The applicant has not yet signed the s106 agreement. Terry Warrington had addressed the playing field access and poor state of the ground. It had been said that any larger development would be subject to another application as a material change. Adrian Green asked about the lack of 'localism' as there had been no consultation on the s106. Mark Goldman said that if, on assessment, there is no requirement for affordable housing, there would be more money available for s106 monies for other schemes.
- f. **Queens Birthday** – Mike Stokes thanked Adrian Green and other organisers of the Queen's Birthday celebration. Adrian said that he did not need the full amount of £100 offered by the Parish Council and it was agreed that a sum of £50 would be sufficient.

171. Clerk's Report:

- a. **Correspondence** The clerk had distributed 30 items of correspondence by email since the May meeting. He highlighted that there had been some feedback following the Planning Engagement event that some of the councillors had attended and some further guidance on applications for conversions of barns to dwellings. Holsworthy Motor Club is holding its annual trials on 18th September this year. Torrridge Planning has now submitted the draft local plan to the government for approval. A contract has been received from Eon for the unmetered supply for the flashing sign which will be signed by the new Clerk.
- b. **Clerks Pay Award:** There had been a national pay award and under the terms of the clerks' contracts this will result in an increase of 1% with effect from 1st April 2016 and a further 1% from April 2017. This is reflected in this month's salary payment.
- c. **Village Sign Repair/Replacement:** A parishioner had brought to the Chair's attention that the village sign is damaged. The Clerk has reported it to DCC Highways who will inspect it and let us know if they can repair it, but they have suggested that the parish council might have to buy a new sign if it is not repairable. It was agreed to wait to hear from Julian Roskilly but that, if DCC Highways were not prepared to pay for a new sign, the Parish Council would either repair or replace it.

172. Members' Reports:

PCSO Melissa Baker: In the past 3 months there had been 8 calls in the Frithelstock area: 1 abandoned 999 call, 3 road traffic incidents, 2 highway obstructions, 1 suspicious vehicle and 1 abandoned vehicle. Two crimes had been logged, both relating to insulting behaviour/abusive language.

Melissa said that Kelly is still acting Sargent covering Torrington and Holsworthy. They are still located at the station in Torrington with a complement of 4 police officers and a fire/police person.

Mackie Poole pointed out that people don't like reporting the motor cyclist because of abuse but Melissa said they must report incidents or the police cannot act upon them.

Cllr. Phil Pennington It had been a busy time recently for Torrridge Council. In the referendum on 7th June, Torrridge had voted 60/40 in favour of leaving the EU, with a 52/48 split in Torrington itself, reflecting the overall result in the country. Phil was glad that some members had gone to the Planning meeting where the Hele Lane application was discussed

as he was himself concerned about the process on that application. He noted that the Parish Council had opposed it in September 2015. The Planning Department had been busy. The local plan had gone to the Secretary of State. An application for 200 houses north of Heywood Road had gone to appeal. The Plans Committee had originally refused this but wouldn't defend an appeal because of the expense. They have just passed an application for 750 houses East of A39 by The Big Sheep. Difficulties with finance for builders could make it difficult to achieve the necessary building programme. The Boundary Commission had been consulting about ward boundaries and distribution of district councillors responsibilities. It will result in moving more councillors towards the Westward Ho!/Northam area where there are more voters. There will still be 36 councillors. As Phil has the lowest number of electors, his ward is very likely to change. The Refuse Collection service is promoting a campaign for less food waste through more refrigeration.

Cllr Gaston Dezart was not present.

173. Parking in Hele Lane: Mike Stokes reported that he had received more complaints about vehicles parking near the junction of Hele Lane and the A388. A letter had been received from Christopher Boshier, who attended the meeting and gave a verbal report. He said that there had been an increase in the number of vehicles, especially large farming vehicles but parked cars narrowed the access to a single track making it dangerous and difficult for emergency vehicles to get through. He had written to the police who had advised that he needed to report the problem to DCC Highways. In the absence of Cllr Dezart, Cllr Pennington offered to consult with him. Mike Stokes said there is space for 8 vehicles in Hele lane but only one of the cars regularly parked there lives in the lane. Residents will be asked to log all accidents and incidents as any proposals to improve the junction need to be evidence based.

174. PRS for Music Consultation: The Council had no comments to make but it was **agreed to pass on the consultation request to Adrian Green for the Village Hall Management Committee to consider.**

175. Planning Application, 1/0579/2016/FUL: Stone Cottage, Demolition of existing front boundary wall and construction of new brick work: Roger Hunkin said that this is the only place where cars can pass and hoped that the new brick work will not encroach on the road. Mike Stokes reported that the owner had said that the layby there is his land. **It was agreed unanimously to support the application.**

176. Playing Field Association, Matters Concerning Insurance and Deeds Raised by the PFA Meeting held on 6th June: Mark Goldman had attended the last PFA meeting. They want to involve the Parish Council in their grant application. The Clerk advised that the Parish Council must be consulted and must give written permission for any development works or major schemes. Mark Goldman has advised them that their grant application must be approved and submitted by the Parish Council.

177. TAP Fund 2016/17 – Proposal for Joint Lengthsman by Buckland Brewer Parish Council: It had been confirmed that the TAP Fund will be made available again this year. The fund provides grants of £1.00 per elector from DCC and 10p per elector from TDC, amounting to £328 for Frithelstock for 2016/17. They have also said that unused amounts from 2015/16

could also be rolled over, which would provide a total of £658. Buckland Brewer Parish Council has suggested that a number of local parishes submit an application for a joint Lengthsman. Following a discussion of the merits of such a scheme it was agreed that the Council should express an interest but only if the Parish Council has control over who is employed and how the scheme works.

178. Website Development: Mark Goldman reported that the site was still under development. He needs more training before he will be in a position to pass on the maintenance if the site to the Clerk.

179. Finance

a. The following expenses were approved (£1,659.47 + VAT):

Clerk: Salary – Net Pay and expenses, March - July (Net £581.62 inc. £36.00 reclaimable VAT; PAYE element £108.80)

DALC, Affiliation Fee - £63.01 + VAT

Western Power Distribution, New Supply to Traffic Sign - £395.68 + VAT

Great Torrington School, Prior Printing: £9.66

Frithelstock Church: Annual Grant top-up - £250.00

James Lungley (To replace cheque 100312 made out to 'Parish Council Websites') - £140.70

Lyn Hargood, Internal Audit Fee - £150.00

b. Receipts since last meeting (£673.39):

VAT Reimbursement - £673.27

c. Bank Balances:

Community Account - £6,998.22 as at 11/06/16

Business Money Manager - £665.05 as at 11/04/16

d. Audits: The Clerk distributed a copy of the Internal Audit Report for 2015/16 which members noted. There were no issues of concern raised on any matters except that the auditor had made a recommendation that the Council should have a set of written Financial Regulations in the form recommended by NALC. The new Clerk will compile a document for consideration later in the year. It had been necessary to find an alternative internal auditor at short notice as Ken Abraham had been taken into hospital a week or so before the audit was due to be carried out. The Clerk had consulted with the Chair and Vice-Chair and appointed Lyn Hargood, a DALC trainer with excellent qualifications and experience. It is hoped that Ken Abrahams will be well enough to carry on as the Council's Auditor next year. The Annual Return and Governance Statement had been submitted for external audit on 10th June but had not yet been returned. The Clerk had selected an inspection period of 30th June to 30th July and the statutory notice had been posted.

e. Village Hall Grant: Adrian Green reminded members that the 2015/16 grant of £750 to the Village Hall had not yet been paid as they had been waiting for a suitable scheme. They now wished to install 2 new hand dryers at a cost of £389 each plus VAT. It was agreed that Adrian could purchase the machines on an invoice made out to the Parish Council.

180. Chairman's Report Mike Stokes reported that 5 or 6 years ago Mr Westerman of Town End Farm had refused to trim his hedges and that this had caused problems to his neighbours and a safety hazard pedestrians and passing traffic. It had resulted in an injunction from Torridge Council. Similar incidences since then had resulted in parishioners and neighbours receiving abuse and threats from Mr Westerman. **It was agreed that the Clerk would write to Mr Westerman asking him to cut his hedges at least twice a year, otherwise the Parish Council would seek a further injunction.**

Mike offered thanks to all who organised the Beer and Music Festival, which had been a great success. He sought approval to purchase a memorial wreath at a cost of about £18.00, which was agreed unanimously. He also thanks contributors and helpers for the flowers at the war memorial and for all their efforts. Mike offered his thanks to Pat Blossie, who attending his last meeting as Parish Clerk.

There being no further business, the meeting closed at 9:30 pm

SIGNED AS A TRUE RECORD: (Chair)

NAME: DATE:

<p>Next Parish Council meeting will be held in Frithelstock Village Hall on Thursday 1st September 2016 at 8:00pm.</p>
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