

Minutes of Parkham Annual Parish Council Meeting held on Monday, 16 May 2016 in the Allardice Hall at 7.30pm.

Chaired by: Councillor R French	Clerked by: Sue Squire
<p>Present: Councillors</p> <p>G Bridger Mrs L Costelloe P Dack R French Mrs S Greensill T Lang D Stevens</p> <p>District Councillor Mrs A Boyle 3 Members of the Public</p>	<p>Agenda: -</p> <p>New Website Presentation Members to complete their Register of Business Interests Forms for 2016/17 Election of Chairman Chairman to read & sign Declaration of Acceptance of Office Election of Vice Chairman Election of Councillors to the Planning Committee Representations from the public Apologies Declarations of Interest Approval of the Minutes of 11 April 2016 Reports Planning & Planning Correspondence Matters Arising Finance Meetings attended by Councillors / Clerk Correspondence & Notices / Publications Received Urgent items raised by the Chairman Matters raised by Councillors / Clerk including Highway matters Date of next Meeting</p>
	Action:
1.	<p>New Website. Mr David Butterworth's intended presentation was postponed. When sending his apologies, Councillor Brooke advised that Mr Butterworth had created a superb website with many interesting features and the work he had done on Parkham Parish Council's behalf would have cost a great deal of money. Councillor Brook felt it was important for Councillors to preview the work and to officially approve the format before it goes live. As a broadband connection is required, he will arrange a short meeting at his home for Councillors to see a demonstration. Councillor Bridger had seen the link and thought it was excellent.</p> <p align="right">RB/Cllrs</p>
2.	<p>Members completed their Register of Business Interests Forms for 2016/17. The Clerk to send the forms to Councillors who were absent.</p> <p align="right">Clerk</p>
3.	<p>Election of Chairman. It was known that Councillor Pincombe was willing to stand as Chairman provided there were no other nominations. There were no other nominations. Proposed by Councillor Lang, seconded by Councillor Dack and unanimously agreed to elect Councillor Pincombe as Chairman.</p>
4.	<p>Chairman to read and sign Declaration of Acceptance of Office. Deferred to the June Parish Council Meeting when Councillor Pincombe is present.</p> <p align="right">June Agenda</p>
5.	<p>Election of Vice Chairman. Councillor French advised he did not wish to stand for Vice Chairman. Councillor Bridger was willing to stand. Proposed by Councillor French, seconded by Councillor Lang and unanimously agreed to elect Councillor Bridger as Vice Chairman.</p>
6.	<p>Election of Councillors to the Planning Committee. Councillor French proposed that Councillors Brooke, Mrs Greensill, Lang and Dack comprised the Planning Committee. Seconded by Councillor Bridger and unanimously agreed.</p>

7.	<p>Representations from the Public.</p> <p>7.1 Mr A Grove. Emails regarding the road surface on the A39 at Fairy Cross, informing that once again he had protested to Devon Highways as to the disgraceful state of the A39 around the Fairy Cross junction. <i>The Parish Clerk had also reported this to Devon Highways when speaking to him on another matter and was given the reference W1689008.</i></p> <p>Mr Grove was present and began by commending the Parish Clerk for her work. Over the years he has had reason to contact the Parish Council and she has always responded quickly and given an informative reply.</p> <p>Mr Grove advised he had seen County Councillor Julian and thanked him for the initiative of 'welcome gates' at the beginning and end of Horns Cross. He was sure that residents would be pleased. The overriding interest about road safety at Horns Cross is undiminished. Although there have been no major accidents, incidents had occurred and it is something residents live with all the time. Mr Grove recalled a petition to seek an improvement to the road safety situation in Horns Cross where there had been little support from DCC and progress had not been made. The overriding consideration of the people he had spoken to was to pursue the safety aspect to avoid a serious accident. He would like to ascertain the cost of such improvements and then find out if residents would be willing to assist financially. In the event of a serious accident, if all avenues have been investigated, at least it will be known that everything that could have been done had been done. He would continue the pressure to find out what DCC Highways intend to do about the situation.</p> <p>7.2 Mrs E Beer. The Vice Chairman read the following email: I attended the planning meeting reference the Penhaven application on Thursday 19 May 2016 in Bideford Town Hall, alongside many other residents of the Parish who also have grave concerns about this development. Although it was agreed that a condition of the planning application will be the widening of the road inside the gates to the development site, before approval was given, no consideration was applied to the safety of the children walking from the new homes into the village / to school who will have the largest proportion of any of the routes available to them without pavement. Councillors Langmead and Christie gave convincing arguments in favour of deferring the application for this very reason but it was stated that it would be very costly if the application was turned down and then won on appeal. I have grave misgivings about the whole planning system given that there was a good argument using existing planning policy but that approval was given nonetheless. It was also most disappointing that Councillor Boyle had the greatest opportunity to speak on behalf of the village (with no time restriction) but instead chose to give a balanced viewpoint – this certainly did not reflect the very strong view of the village that she was elected to represent. A very sad day for Parkham – I just hope that the Highways Officer's "Safety Statistics" continue to hold true.</p> <p>7.3 Mrs E Lang. Email regarding her disappointment at the stance taken by District Councillor Mrs Boyle at TDC Plans Committee when discussing the Penhaven Application.</p> <p>7.4 Mr and Mrs Nell. Email in connection with the Plans Meeting at TDC when considering the Penhaven Application: My wife and I attended the planning meeting at Bideford Town Hall to hear the Penhaven redevelopment planning application being considered. We were very disappointed in the remarks made by our Ward Councillors, who instead of giving a robust argument in favour of refusing the application, made some benign comments whilst "sat on the fence". We feel, bearing in mind the overwhelming objections from the parishioners, she should have represented us. I hope the Parish Council can make her aware of our extreme disappointment.</p> <p>7.5 Mr P Smart. Email, firstly advising he could not find a contact email address for the Parish Clerk on the Parkham website. He is the eldest son of Dorothy Smart, a Parkham Parish Councillor before she passed away over 10 years ago. He is now living in the family home at Peppercombe and has been going through some of the papers left there. These include 7 Highway Rates Books for Parkham dating from 1846 – 1859. He does not know where they came from and asked if they are part of the Parish records held locally and borrowed by his Mother, or perhaps had been sent to the Devon archive in Exeter and borrowed from there. There is a possibility his Mother may have found and</p>	
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	<p>rescued them from elsewhere. Mr Smart is interested in Parish history and for the moment will retain them but asks where they should be returned. This matter was further discussed under Minute No. 18.1.</p>	
8.	Apologies. Councillors I Pincombe, R Brooke and M Slee.	
9.	<p>Declarations of Interest. Councillor French declared a Personal Interest in Minute No. 12.1, bullet point one - 1/0393/2016/FUL – Change of use of agricultural ground to residential plus erection of extension to existing dwelling – 4 St James Close, Parkham.</p> <p>Councillor Lang declared a Prejudicial Interest in Minute No. 12.1, bullet point two - 1/0346/2016/REM – 4 no. bungalows (including 1 no. affordable) – land at Chapel Road, Parkham.</p>	
10.	<p>Approval of the Minutes of the Meeting held on 11 April 2016. Approved and signed as a correct record.</p>	
11.	<p>Reports. 11.1 Police. Not present.</p> <p>11.2 County Councillor R Julian. Not present.</p> <p>11.3 District Councillor Mrs A Boyle advised she was expecting the letters from residents about the Meeting to consider the Penhaven Application. She had looked at the Application and called it in, knowing that TDC were minded to grant approval. She wanted the Plans Committee to make the decision, not decided by an Officer.</p> <p>Under a Policy any building should be in keeping in the form on character and appearance of what has been built. There has not been any growth in Parkham and this would expand the rate of growth. The National Policy Planning Framework was calling for more houses. District Councillor Mrs Boyle was pleased the Application went to Committee and at the Meeting, she quite understood that people would be disappointed as she was not as vehement about this Application as she had been about the Route 39 Application. As a result of the latter she was not able to sit at the table when the vote was taken due to pre-determination.</p> <p>District Councillor Mrs Boyle continued that by looking at it in the round, there had been a special meeting called at TDC with the developers, planning officer, site officer and Parkham Parish Council to discuss the Penhaven design. It was evident that a lot of work had gone in to make it fit the character of the village. Conditions had been put in place and she would monitor it. District Councillor Mrs Boyle was sorry that Parkham felt she had let people down.</p> <p>The Melbury Application had been approved. When it proceeds, the sum of £17,165 would be available with some of the funding going to TDC in connection with a contribution towards secondary school transport.</p> <p>Under the New Homes Bonus, Councillor Mrs Boyle had previously advised she would support a donation to the Allardice Hall of £1,000. On checking at TDC, the application had not yet gone in from the Allardice Hall.</p> <p>Councillor Stevens asked Councillor Mrs Boyle if she was aware that because of the planning permission given for the Penhaven development, there would be 7 or 8 properties in Rectory Lane that will have gardens taken away for a virtual pavement to be created. He was under the impression that virtual pavements required permission.</p> <p>Councillor Mrs Boyle advised that at the TDC Meeting, she was concerned about virtual pavements which in her opinion, do not give protection. Councillor Stevens advised that Rectory Lane is single track and there is no room for pavements. Councillor Mrs Boyle advised that the highway section of the Application would come under County Councillor Julian, being a DCC Highways issue and she would also enquire from TDC to ask how it</p>	

	<p>would operate.</p> <p>Councillor Lang commented that he accepted what Councillor Mrs Boyle had said but felt that because of the amount of feeling in the village and by the Parish Council, her presentation was a recommendation in favour of the building. Councillor Lang felt that she should have given the Parishes point of view. Councillor Lang continued that Councillors on the Planning Committee are not rural Members. In addition, the sound system was very poor and one Councillor had his hand over his face and it was impossible to hear what was being said. In reply, Councillor Mrs Boyle informed that there is a mix of different geographic area on the Plans Committee.</p> <p>Councillor Bridger noted that little was spoken about traffic in Rectory Lane as little was seen at the time of the visit. He went on to say that in the presentation from TDC and the developers, they failed to show the other end of Rectory Lane at its narrowest point where there is no option to scrape back any hedgebank. This was not mentioned which he felt was a glaring omission. This is the exact place where children will be walking to school. In addition, the Traffic Survey Officer said another 21 houses was a 'negligible increase'. There was no mention of Parkham Parish Council's representations.</p> <p>11.4 Planning Sub Committee. When sending his apologies, Councillor Brooke advised that he was personally very disappointed at the decision and the level of debate at the TDC Plans Committee when considering the Penhaven Application. In his opinion the main points of safety of children as well as pedestrians in Rectory Lane was missed, the condition of widening the road inside the estate did not address or solve the problem. The decision to approve was taken despite the attendance of many parishioners at the Meeting who were united in their objection to the plan, the very strong objections from Parkham Parish Council and Mr L Bird who spoke at the Meeting, and the 30 letters of objection on the website. There were no letters of support and only two people spoke in support, one for the agent and one for the owners, both with a financial interest. Few of the issues contained in objectors' letters or issues brought by Councillor Bridger (who spoke on behalf of Parkham Parish Council) and Mr Bird were addressed in the discussion. The question of reducing the size of the development was never raised. It appeared that the financial needs of the speculators who bought the site took precedence over what local people felt was best for the village.</p>	
12.	<p>Planning and Planning Correspondence.</p> <p>12.1 Planning Applications: The following Applications were considered:</p> <ul style="list-style-type: none"> ▪ 1/0393/2016/FUL – Change of use of agricultural ground to residential plus erection of extension to existing dwelling – 4 St James Close, Parkham. Councillor French declared a Personal Interest. It was resolved to recommend approval. ▪ 1/0346/2016/REM – 4 no. bungalows (including 1 no. affordable) – land at Chapel Road, Parkham. Councillor Lang declared a Prejudicial Interest, left the room and did not take part in the discussion, decision or voting thereon. It was resolved to recommend approval. <p>There were no other Applications received after the Agenda was sent.</p> <p>12.2 Planning Correspondence. It was noted that Application 1/1216/2015/OUTM – Conversion of former hotel site and erection of dwellings to create up to 21 no. dwellings (including affordable housing) and associated works – Penhaven Estates Limited, Penhaven County House, Parkham was presented at TDC Plans Committee on 12/5/16 when planning consent was given. As mentioned earlier in these Minutes, Councillor G Bridger had made representations on behalf of Parkham Parish Council.</p> <p>12.2.2 The following TDC Decision Notice was noted: APPROVAL:</p>	Clerk

	<p>1/0335/2015/FUL – Development of 7 houses comprising 4 open market and 3 affordables (resubmission of 1/0466/2014/FUL) (Departure from Local Plan) – land at Melbury Road, Parkham.</p> <p>12.2.3 TDC. Email circulated to Councillors regarding the Strategic Plan Consultation. Feedback is invited until 31/5/16. Councillors decided to respond individually.</p>																																									
13.	<p>Matters Arising.</p> <p>13.1 New 'Parkham' Sign on the Village Green. Councillor Brooke advised when sending his apologies that Mr G East had agreed to do the work but on receipt of the timber, it was rejected as unsuitable. It has been returned and new pieces are being prepared to Mr East's specification. It will be collected and Mr East will commence work shortly.</p> <p>13.2 Village Green Planting. Councillor Brooke advised that The Trusty Gardener had started work at the Green. He had ordered bedding plants with the intention of these being planted in the near future.</p> <p>13.3 TAP (Town & Parish) Fund Award for Lengthsman style work. Some areas had been identified as follows:</p> <ul style="list-style-type: none"> ▪ Babeleigh Cross, the drain under the road is possibly blocked ▪ Foxdown Cross to Parkham above Haynes Park. <p>The work is not to commence until more areas had been identified.</p> <p>Councillor Lang proposed that Mr A Smallridge was awarded the contract when the work is due to commence. Seconded by Councillor Dack and unanimously agreed.</p>	Clerk to advise																																								
14.	<p>Finance.</p> <p>14.1 Balances. Lloyds Bank Treasurers Account as at 26/4/16: £11,881.88.</p> <p>Budgetary figures for April 2015 could not be circulated by the Clerk to Councillors ahead of the Meeting due to a problem with the internet provider and were tabled.</p> <p>14.2 Councillors considered a request from the following for a donation:</p> <ul style="list-style-type: none"> ▪ Parkham Playground Fundraisers. (£1,000 donated last year) <p>Councillors had been made aware by District Councillor Mrs Boyle in her report earlier in the Meeting that funding from a Section 106 Agreement would be applicable from the Penhaven Application for a playground and transport for children to go to a secondary school.</p> <p>The accounts supplied were in respect up to the year ended 2/11/14. Accounts to the year ended 2/11/15 to be requested.</p> <ul style="list-style-type: none"> ▪ The Queen's 90th birthday celebration Street Party. £750 requested. <p>Proposed by Councillor Lang, seconded by Councillor Mrs Greensill and unanimously agreed to donate this amount. The cheque, made payable to Mrs P Sargeant, was taken by Councillor Bridger to hand deliver after the Meeting.</p> <p>14.3 The following payments were approved and authorised:</p> <table border="0"> <tr> <td>Mrs S Squire</td> <td>Salary</td> <td>£235.26</td> <td></td> </tr> <tr> <td></td> <td>Contribution towards Broadband</td> <td>£ 1.50</td> <td></td> </tr> <tr> <td></td> <td>Photocopying</td> <td>£ 14.80</td> <td></td> </tr> <tr> <td></td> <td>Mileage</td> <td>£ 10.00</td> <td>£ 261.56</td> </tr> <tr> <td>HMRC</td> <td>PAYE</td> <td></td> <td>£ 58.80</td> </tr> <tr> <td>Councillor R Brooke</td> <td>Reimbursement for timber for new village sign</td> <td></td> <td>£1140.00</td> </tr> <tr> <td>Mr C Priest</td> <td>Work on the notice board</td> <td></td> <td>£ 75.00</td> </tr> <tr> <td>Parkham Allardice Hall</td> <td>Hire of Hall for Meeting on 11/4/16</td> <td></td> <td>£ 13.20</td> </tr> </table> <p><i>Although this payment was not included on the Agenda Councillors were in favour of this being paid, it being acknowledged that the Hall had been booked for Parish Council Meetings during 2016 and that Invoices would be submitted.</i></p> <table border="0"> <tr> <td>Parkham Playground Fundraisers</td> <td>Donation</td> <td>Accounts to 2/11/15 requested</td> <td></td> </tr> <tr> <td>Donation for Village Street Party to celebrate the Queen's 90th Birthday</td> <td></td> <td>£750.00</td> <td></td> </tr> </table> <p>Cheque No. 483 approved at the April 2016 Meeting, made out to The Flying Start Federation</p>	Mrs S Squire	Salary	£235.26			Contribution towards Broadband	£ 1.50			Photocopying	£ 14.80			Mileage	£ 10.00	£ 261.56	HMRC	PAYE		£ 58.80	Councillor R Brooke	Reimbursement for timber for new village sign		£1140.00	Mr C Priest	Work on the notice board		£ 75.00	Parkham Allardice Hall	Hire of Hall for Meeting on 11/4/16		£ 13.20	Parkham Playground Fundraisers	Donation	Accounts to 2/11/15 requested		Donation for Village Street Party to celebrate the Queen's 90th Birthday		£750.00		<p>Clerk</p> <p>GB</p> <p>Clerk</p> <p>Ch.No. Ch.No. Ch.No.</p> <p>Ch.No. Ch.No.</p> <p>Ch.No.</p>
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	<p>had been returned with a request that the payee was amended to 'Parkham Primary School'. This was done and taken by Councillor Bridger to hand deliver to the School.</p> <p>14.4. INCOME: TDC. The first tranche of the Precept and grant assistance amounting to £6,120.89 had been credited to the current account. VAT Reclaim. The amount of £1,225.90 had been credited to the current account for the period 01/04/14 to 31/03/16.</p> <p>14.5 Lemon Jelly Youth Work. Email to advise that Mr C Turner was very grateful for the £500 cheque and advising that the money requested was not retrospective. Lemon Jelly Youth Work had operated at a loss in Parkham. The application was with the intent to write that loss off and look forward and avoid closure. Due to finances, Mr Turner has taken the decision that as from 1 April, the Drop-In will now run once a month instead of weekly. <i>Noted by Councillors.</i></p> <p>14.6 Approval of the Accounts for the year ended 31 March 2016. Proposed by Councillor Lang, seconded by Councillor Bridger and unanimously agreed.</p> <p>14.7 2016 Annual Return. 14.7.1 Approval of Section 1 – Annual Governance Statement 2015/16. Proposed by Councillor Bridger, seconded by Councillor Lang and unanimously agreed.</p> <p>The Clerk enquired if the Assets figure should be increased. Councillors decided that because of the defibrillator, these should be increased by £2,000. Post Meeting Note: Councillor Bridger contacted the Clerk after the Meeting, noting that the defibrillator is on a Lease basis and therefore not owned by the Parish Council. This would be an item on the June 2016 Meeting Agenda. In the meantime, the Asset figure would be unchanged at £8,755.</p> <p>14.7.2 Approval of Section 2 - Accounting Statement 2015/16. Proposed by Councillor Lang, seconded by Councillor Bridger and unanimously agreed.</p> <p>14.8 The Statement of Internal Control 2016 was signed. Proposed by Councillor Dack, seconded by Councillor Lang and unanimously agreed.</p> <p>14.9 Bond in the sum of £36,899.19 with Lloyds Bank. This expires on 11 June 2016 after 6 months being invested and will attract interest of £138.75. Proposed by Councillor Lang to reinvest for a further six months. Seconded by Councillor Bridger and unanimously agreed.</p>	<p>June Agenda</p> <p>Clerk</p>
15.	<p>Meetings attended by Councillors / Clerk. 15.1 Councillor Mrs Costelloe had taken up the invitation by the Executive Head Teacher of The Flying Start Federation to visit the School, and she was very impressed. The Foundation Unit is open on a full time basis and the numbers are increasing. Councillor Mrs Costelloe thought there was a calm atmosphere with excellent facilities.</p>	
16.	<p>Correspondence & Notices / Publications Received (these were placed on the table & available to read). 16.1 TDC. Parish and Planning Engagement Sessions – 19/5/16. Councillor Stevens is attending. 16.2 TDC. Email regarding Community Emergency Planning and Resilience. <i>Noted.</i></p> <p>16.3 The Local Government Boundary Commission for England. Letter regarding an electoral review of Torridge. Details can be seen on the following link: https://consultation.lgbce.org.uk/node/7965 To find out more about the review go to: http://www.lgbce.org.uk/current-reviews/south-west/devon/torridge</p>	DS
17.	<p>Urgent items raised by the Chairman. None.</p>	

18.	<p>Matters raised by Councillors / Clerk including Highway matters.</p> <p>18.1 Mr P Smart. In connection with his email regarding historic documentation relating to Parkham Parish Council, the Clerk to suggest that it is deposited in the North Devon Record Office.</p> <p>18.2 Councillor Bridger spoke about an incident at Horns Cross, mentioned by Mr Grove under Public Participation.</p> <p>18.3 Councillor Brooke had requested that the land adjacent to the Allardice Hall was an item on the June 2016 Agenda. It was understood that the applicant was going to appeal and the Parish Council may wish to consider writing in support of this.</p> <p>18.4 Councillor Lang expressed his thanks to Councillor Pincombe and Councillor French for the last 12 months as Chairman and Vice Chairman.</p> <p>18.5 Councillor Dack. The collapsed manhole cover at Northway Road had not received attention.</p> <p>18.6 Councillor Dack on behalf of Councillor Slee requested that DCC Highways were informed about cars parking on the right hand side of Horns Cross, in the bus stop, causing visibility obstruction at the junction.</p> <p>18.7 Councillor Stevens spoke about the road collapse on the Landcross to Bradworthy road and was informed this had already been reported and no reply received.</p> <p>18.8 Councillor Bridger expressed his thanks to the parishioners of Parkham for attending the TDC Plans Committee. A letter to be sent to TDC advising that the sound system in Bideford Town Hall is very poor.</p>	<p>Clerk</p> <p>June Agenda</p> <p>Clerk to remind</p> <p>Clerk</p> <p>Clerk</p>
19.	<p>Date of next Meeting: Monday, 27 June 2016 in the Allardice Hall at 7.30pm. The Meeting ended at 9.24pm.</p>	

Summary of Decisions:

- **Election of Chairman, Vice Chairman and Planning Committee**
- **Minutes of 11 April 2016**
- **Planning**
- **Mr A Smallridge awarded the contract to clean drains and gullies**
- **Donation of £750 for a Street Party to celebrate the Queen's 90th birthday. £500 of this is for mugs to present to children**
- **Payments**
- **Accounts for the year ended 31 March 2016**
- **Sections 1 and 2 of the 2016 Annual Return**
- **Statement of Internal Control 2016**
- **Bond with Lloyds Bank to be reinvested for a further 6 months**

These Minutes are agreed by those present as being a true record.

Signed:
Chair of Parkham Parish Council:

Date: