

**Minutes of Parkham Annual Parish Council Meeting held on Monday, 22 May 2017 in Parkham Allardice Hall at 7.30pm.**

<b>Chaired by: Councillor I Pincombe</b>		<b>Clerked by: Sue Squire</b>
<b>Present: Councillors</b>  <b>G Bridger</b> <b>R Brooke</b> <b>P Dack</b> <b>R French</b> <b>Mrs S Greensill</b> <b>T Lang</b> <b>I Pincombe</b> <b>M Slee</b>  <b>County Councillor T Inch</b> <b>District Councillor Mrs A Boyle</b> <b>PCSO J McGovern</b> <b>3 Members of the public</b>		<b>Agenda: -</b> Members to complete their Register of Members Interests forms for 2017/18 Election of Chairman Chairman to read and 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 the Meeting held on 27 March 2017 Reports Planning & Planning Correspondence Matters Arising Finance Meetings attended by Councillor / Clerk Correspondence & Notices / Publications Received Compliance Urgent items raised by the Chairman Matters raised by Councillors / Clerk including Highway matters Date of next meeting
		<b>Action:</b>
1.	<b>Members completed their 2017/18 Register of Business Interests Forms.</b>	<small>Website to be updated and forms sent to TDC</small>
2.	<b>Election of Chairman.</b> <b>Councillor Bridger proposed Councillor Pincombe. Seconded by Councillor French.</b> <b>There were no other nominations. Councillor Pincombe was willing to stand.</b> <b>Unanimously agreed.</b>	
3.	<b>The Chairman read and signed the Declaration of Acceptance of Office</b>	
4.	<b>Election of Vice Chairman.</b> <b>Councillor French proposed Councillor Bridger. Seconded by Councillor Lang.</b> <b>There were no other nominations. Councillor Bridger was willing to stand.</b> <b>Unanimously agreed.</b>	
5.	<b>Election of Councillors to the Planning Committee.</b> Councillors Brooke, Greensill, Lang, Dack had been the Committee for 2016/17 and were willing to continue.  <b>Councillor Pincombe proposed that these Councillors were re-elected for 2017/18. Seconded by Councillor Bridger. Unanimously agreed.</b>	
6.	<b>Representations from the Public.</b> <b>6.1 A letter had been handed to the Clerk ahead of the meeting relating to a number of issues at Parkham Primary School.</b> The Chairman felt this was not a Parish Council issue and was something that would need to be dealt with by the Governors.  <b>6.2 Mr K Richmond-Price spoke about the issues at Parkham School.</b>	

	<p>Councillor Pincombe advised it would not be appropriate for the Parish Council to get involved as it is a Governors matter and it could not comment about the situation. He thanked Mr Richmond-Price for drawing the matter to the Parish Council's attention and hoped that the concerns would be dealt with appropriately.</p>	
7.	<p><b>Apologies.</b> Councillor Mrs L Costelloe. When sending her apologies, Councillor Mrs Costelloe advised she felt that due to not always being able to attend a Parish Council meeting combined with family commitments, she should resign, The Clerk to advise TDC for the relevant vacancy notice to be prepared. Councillor Stevens sent his apologies the day after the meeting which was due to work commitments.</p>	<p>Clerk to advise TDC</p>
8.	<p><b>Declarations of Interest.</b> <b>Councillor Lang. Personal Interest in Minute No. 12.3 – night landing site for Devon Air Ambulance as landowner.</b> <b>Councillor Brooke. Personal Interest in Minute No. 12.3 – night landing site Devon Air Ambulance as part of the Panel for the Babeleigh Barton Turbine Trust.</b></p>	
9.	<p><b>Approval of the Minutes of the Meeting of 27 March 2017.</b> <b>Approved and signed as a correct record.</b></p>	
10.	<p><b>Reports:</b> <b>10.1 Police.</b> PCSO McGovern advised there had been two incidents: 1. A drive/drive incident on the A39. 2. Attempted break in to an outbuilding. There had been similar incidents around the whole of the Torrington area and there had been a DNA hit on one so it is hoped that this will provide identification of the culprit.  PCSO McGovern spoke about email correspondence between him, his colleague and the Clerk about parking in the village near junctions and pavements. He advised that parking 15 yards from a junction is not law, only a guideline. It is hard to prove a visual obstruction. If an officer was on the scene where there was an obstruction on the pavement it would be necessary for that officer to be advised by the person who had been obstructed. A third party cannot advise, it has to be the person affected.  Councillor Mrs Greensill advised the biggest concern are the parents having to walk children to school in the road. She was advised that the parent has to tell the Police if they have been obstructed. There are many instances of obstruction around schools and parking.  Since last August, PCSO McGovern had been working on a Diversion Team dealing with repeat offenders, trying to break the circle with drug, drink and mental health issues. Cambridge University is helping with facts and figures and it has been calculated that 50% of people engaged with the project and out of those 50% there has been a crime reduction of 64%. There are four different pilot areas. He has 18 people on his books. There had been 78 crimes prior to coming to the Diversion Support, afterwards there were 7 crimes. It takes 60 – 70% of his time in this connection.  PCSO McGovern was not aware what was happening about the PCSO role and he thanked the Parish Council for all the support received in the past.  <b>10.2 County Councillor T Inch</b> advised he had been a District Councillor since 2003 and also a Bideford Town Councillor.  He had noted in the Minutes and had received an email from the Clerk about funding for three roads which had been identified as requiring attention where there had been previous funding from DCC during the life of the last Council. The email had been forwarded to DCC so that they were aware of the three identified roads in Parkham.  This was followed up by Councillor Brooke who advised that in the last 6 – 8 months, funding had been available and the decision devolved to Parish Councils to prioritise a number of roads which was</p>	

	<p>seen as a valuable way forward.</p> <p><b>10.3 District Councillor Mrs A Boyle spoke about the following:</b></p> <p><b>TAP (Town and Parish) Funding.</b> The scheme will operate again for 2017/18 and Parkham's allocation was £702. It was advised there was £699 left over for Parkham to claim from last year. The Clerk disputed this as the amount of £1,719 had been awarded in March 2017 in respect of a joint application by Parkham and Woolserly Parish Councils.</p> <p><b>Hawken View.</b> Councillor Mrs Boyle had spoken to the architect who had confirmed the Application was ready to be submitted but there had been no response from TDC. She had tried to contact the Planning Manager but had been unable to do so.</p> <p><b>Penhaven.</b> The problem was the land around the proposed development was too small and there was agricultural land in the vicinity. A new Application may be submitted and Councillor Mrs Boyle was considering asking for a face to face meeting. She was also speaking to other officers.</p> <p>Councillor Bridger asked the reason why TDC could grant planning permission and subsequently there were problems with an agricultural area and the land area was too small. This was the reason Councillor Mrs Boyle wanted to speak to officers.</p> <p><b>10.4 Planning Sub Committee.</b> Councillor Brooke advised the Committee had not met and no major issues had been raised.</p> <p>Regarding Hawken View, the architect had requested that information from people who had expressed an interest in a home was passed on to TDC to support the Application, yet when it was sent by the Clerk to TDC, it was not known why this had been done. Five people had expressed an interest and one other who had telephoned the Clerk for more information ahead of sending an email, yet to be received.</p> <p>Regarding Penhaven, Councillor Brooke said if changes are made, they are fundamental to the numbers in terms of units and access to roads. The two main problems are the size of land around the units and the proximity of land to agricultural work.</p>	
<p>11.</p>	<p><b>Planning and Planning Correspondence.</b></p> <p><b>11.1 Planning Applications:</b> The following were considered:</p> <ul style="list-style-type: none"> <li>▪ <b>1/0185/2017/FUL &amp; 1/0186/2017/LBC – Conversion of redundant shippon to dependents annex – Brittons Farm, Parkham.</b> <b>It was resolved to recommend approval.</b></li> <li>▪ <b>1/0282/2017/CPE – Certificate of lawfulness for use as a dwelling house – Haynes Park, Parkham.</b> It was noted from the TDC website that this Application had already been determined by the issue of a Certificate.</li> </ul> <p><b>11.2 Planning Correspondence.</b></p> <p><b>Penhaven Applications.</b> It was noted that the Clerk has asked TDC for an update on the situation.</p> <p><b>Proposed development at Hawken View, Parkham.</b> Correspondence was noted from Pearce Construction to TDC Development Enabling Service. Further expressions of interest had been received from residents in connection with affordable homes. Minute No. 12.2 refers.</p>	<p>Clerk</p> <p>Clerk will remind</p>
<p>12.</p>	<p><b>Matters Arising.</b></p> <p><b>12.1 Village Sign.</b> Councillor Brooke advised he had spoken to the contractor who had promised to finish the sign.</p> <p><b>12.2 Affordable homes.</b> It was noted that a further letter expressing interest had been received. It was further noted that consent from the people who had previously expressed an interest had been obtained and the details forwarded to an officer at TDC, who was not aware of the arrangements.</p> <p>Councillor Brooke confirmed that he had sent details on the affordable housing to Councillor Stevens</p>	

<p>for the Parish Council's Facebook page.</p> <p><b>12.3 Devon Air Ambulance Night Landing Site. Councillor Lang declared a Personal Interest.</b> Councillor Lang reported that a second site visit had been carried out and confirmation received that it was satisfactory. An extra gateway would be required and the electricity supply would be connected to one of the dwellings.</p> <p>Planning Permission to be progressed after details of the height of the column had been ascertained from MAT Electrics.</p> <p><b>Councillor Bridger proposed that the Legacy money was used in respect of the cost involved. Seconded by Councillor Mrs Greensill. Unanimously agreed.</b></p> <p>Councillor Brooke informed that it was possible funding could be obtain from the fund from the Babeleigh Barton Turbine Trust, administered by the Community Council of Devon, and he was part of the Panel. Councillor Brooke declared a Personal Interest. In the first instance, the Clerk to submit an application to the Community Council of Devon for funding from the Babeleigh Barton Turbine Trust in the sum of £5,000.</p> <p>Councillor Bridger advised that parishioners would like to see a defibrillator in the telephone box on Parkham Village Green recently adopted by the Parish Council. It was noted there was already a defibrillator outside the Allardice Hall which was at the far end of the village. It was considered that this request was not unreasonable, as it was in the centre of the village.</p> <p><b>12.4 Potential hazards outside Jacobs Field and St James Close.</b> It was noted that a letter had been written to the owner of the vehicle explaining that representations have been received.</p> <p><b>12.5 Adoption of the public telephone boxes on Parkham Green and Horns Cross.</b> The telephones had been removed from the boxes.</p> <p>BT had provided a notice to fix in each which were taken by Councillors Pincombe and Slee to fix in each one. Now that the adoption had taken place and the telephones removed, the Parish Council could proceed in authorising the successful contractor to commence the refurbishment.</p> <p>Councillor Slee advised he had received a request for the Horns Cross telephone box to be painted green. The Clerk to check with TDC that this would be in order. Additionally, mention was made of the possibility for a defibrillator to be a facility in the telephone box.</p> <p><b>12.6 Overgrown hedge from Bocombe Mill.</b> Councillor Lang reported he had seen the landowner and the issue was mentioned.</p> <p><b>12.7 Memory Board – The Bell Inn.</b> As a number of pictures were already on display on the walls of the meeting room / temporary bar, it was felt this enhanced the area sufficiently and no further material was required.</p> <p><b>12.8 Road markings at the junction of Brewers Lane / Chapel Lane / Barton Road.</b> A reply from DCC Highways advised that following a site visit, the signage is in order and not conflicting, but the lines had been identified for re-marking. This was in hand although a timescale could not be provided.</p> <p><b>12.9 DCC road from Newhaven Bridge to the cottage.</b> It was noted that DCC Highways had been advised that the lane was blocked with stones. As it was a classified road, Highways had been requested to inspect it. No report as yet had been received although Councillor Dack reported that Highways was going to attend to the matter.</p>	<p>Clerk</p> <p>Clerk</p> <p>June Agenda</p> <p>IP / MS</p> <p>Clerk</p> <p>June Agenda</p>
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	<p><b>12.10 Wooden Planters by the Church.</b> To discuss the way forward as the current planters were rotting. It was noted they had been planted, and planed to preserve the life for the foreseeable future.</p> <p><b>12.11 North Devon Against Domestic Abuse.</b> It was noted that it had been suggested that the organisation use the Allardice Hall for parking the vehicle. The Clerk had gained more information and advised Councillors that the vehicle is not intended to visit a village and park up. The organisation prefers to attend village fund raising events to raise awareness of the work it does.</p> <p>It was suggested that the vehicle could attend an event on August Bank Holiday (28 August) and Councillor Lang to be contacted to make further arrangements.</p>	Clerk																												
13.	<p><b>Finance.</b></p> <p><b>13.1 Balances.</b> <b>Lloyds Bank Treasurers Account as at 24 April 2017: £11,424.91</b> <b>Lloyds Bank Business Banking Instant Access Account as at 29 April 2016: £ 111.06</b> <i>There had been no movement on the Account in the last year.</i></p> <p>Budgetary figures up to the end of March 2017 were circulated to Councillors ahead of the Meeting.</p> <p><b>13.2 The following payments were approved and authorised:</b></p> <table border="0"> <tr> <td><b>Mrs S Squire</b></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>£ 21.30</td> <td></td> </tr> <tr> <td></td> <td>Mileage</td> <td>£ 10.00</td> <td><b>£268.06</b></td> </tr> <tr> <td><b>HMRC</b></td> <td>PAYE</td> <td></td> <td><b>£ 58.80</b></td> </tr> <tr> <td><b>Parkham Allardice Hall</b></td> <td>Hire of Hall for meetings on 12/2/17 &amp; 27/3/17</td> <td></td> <td><b>£ 27.36</b></td> </tr> <tr> <td><b>Information Commissioners Office</b></td> <td>Data Protection Registration</td> <td></td> <td><b>£ 35.00</b></td> </tr> </table> <p><b>13.3 Approval of the accounts for the year ended 31 March 2017.</b> <b>Proposed by Councillor Lang, seconded by Councillor Mrs Greensill. Unanimously agreed.</b></p> <p><b>13.4 2017 Annual Return.</b></p> <p><b>13.4.1 To approve Section 1- Annual Governance Statement</b> <b>Proposed by Councillor Bridger that the answers to all the questions was “yes” and for the Chairman and Clerk to sign Section One. Seconded by Councillor Brooke. All agreed.</b></p> <p><b>13.4.2 To approve Section 2 – Accounting Statements for 2016/17.</b> <b>Proposed by Councillor Lang that the Chairman and Clerk sign Section Two. Seconded by Councillor Mrs Greensill. All agreed.</b></p> <p><b>Councillors were given details of items on the Asset Register and the total amount to put on the Annual Return was a figure of £8,757.</b> This did not include the defibrillator as it was leased. It did include the two telephone boxes recently adopted by BT at a price of £1 each.</p> <p><b>13.5 To approve the 2017 Statement of Internal Control.</b> <b>Proposed by Councillor Bridger that the Chairman and Clerk sign the Statement. Seconded by Councillor Lang. All agreed.</b></p> <p><b>13.6 The Pension Regulator.</b> The Chairman signed a letter addressed to the Clerk setting out the reasons why she was not eligible to be automatically enrolled into a pension provided by the Parish Council. The letter also informed the Clerk that she could take out a pension by other means if she wished. It was noted that the Declaration of Compliance had been completed.</p> <p><b>13.7 Parkham Allardice Hall.</b> A letter of thanks was noted from the Trustees for the grant of £5,000</p>	<b>Mrs S Squire</b>	Salary	£235.26			Contribution towards Broadband	£ 1.50			Photocopying	£ 21.30			Mileage	£ 10.00	<b>£268.06</b>	<b>HMRC</b>	PAYE		<b>£ 58.80</b>	<b>Parkham Allardice Hall</b>	Hire of Hall for meetings on 12/2/17 & 27/3/17		<b>£ 27.36</b>	<b>Information Commissioners Office</b>	Data Protection Registration		<b>£ 35.00</b>	Clerk  Ch.No.529 Ch.No.530 Ch.No.531 Ch.No.532
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	<b>French. All agreed.</b>  District Councillor Mrs Boyle advised she had been working with a TDC officer regarding legislation. She had received an easy to read proposal which will be sent to Parish Councils.	progress
17.	<b>Urgent items raised by the Chairman.</b> None.	
18.	<p><b>Matters raised by Councillors / Clerk including Highway matters.</b></p> <p><b>18.1 Bideford Target Shooting Club.</b> The official opening of the Melbury Ranges was on Sunday, 28 May 2017 at 12 noon. The Clerk had received an invitation but was unable to attend and had informed Councillors, asking if any were available to represent the Parish Council. Councillor Stevens had agreed to attend. Councillors Mrs Greensill and Lang would be attending in other capacities.</p> <p><b>18.2 – Councillor Dack</b> spoke about Parkham Primary School and the fact that it had been said earlier in the meeting that it was not a Parish Council issue.</p> <p><b>Minute No. 18.3 - Councillor Slee</b> agreed with Councillor Dack. He was aware that the number of pupils attending the school had dropped. When he was a Governor, 62 children attended. Councillor Slee was concerned that the Parish Council had funded school projects and supported it in other ways.</p> <p>Councillor Bridger advised that before Easter, numbers at Parkham School were rising, more so than Buckland Brewer.</p> <p>Councillor French felt a letter should be written to the Chair of Governors expressing concern. The Clerk to do this.</p> <p><b>18.3 Councillor Slee</b> reminded the meeting that the third road on the list for identified areas to receive attention was Acre Road at Horns Cross and this was noted.</p>	<p>DS</p> <p>Clerk</p> <p>Clerk</p>
19.	<p><b>Date of next Meeting:</b> Monday, 26 June 2017 in the Allardice Hall at 7.30pm.</p> <p>Councillor Mrs Greensill tendered her apologies for this meeting.</p> <p>The meeting ended at 9.47pm.</p>	
<p><b>Summary of Decisions:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Election of Chairman, Vice Chairman and Councillors on the Planning Committee</b></li> <li>➤ <b>Minutes of 27 March 2017</b></li> <li>➤ <b>Planning</b></li> <li>➤ <b>Some Legacy money be used to assist with the provision of a night landing site in Parkham for the Devon Air Ambulance</b></li> <li>➤ <b>Payments</b></li> <li>➤ <b>Accounts for the year ended 31 March 2017</b></li> <li>➤ <b>Sections 1 and 2 of the 2017 Annual Return</b></li> <li>➤ <b>2017 Statement of Internal Control</b></li> <li>➤ <b>Standing Orders and Financial Regulations document based on a model prepared by the National Association of Local Councils</b></li> <li>➤ <b>Adoption of documents currently in place after reviewing: General Risk Assessment; Freedom of Information Publication Scheme; Equal Opportunity Policy; Grant Giving Policy; Complaints Procedure; Safeguarding Policy</b></li> </ul>		
<p><b>These Minutes are agreed by those present as being a true record.</b></p>		
Signed: Chair of Parkham Parish Council:		Date: