

Minutes of Parkham Parish Council Meeting held on Monday, 26 June 2017 in the Allardice Hall at 7.30pm.

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| Chaired by: Councillor I Pincombe | | Clerked by: Sue Squire |
| Present: Councillors G Bridger P Dack R French I Pincombe | | Agenda: - Representations from the public Apologies Declarations of Interest Approval of the Minutes of the meeting held on 22 May 2017 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 |
| | | Action: |
| 20. | Public Participation. No members of the public were present. | |
| 21. | Apologies. Councillors R Brooke, Mrs S Greensill, T Lang, M Slee, County Councillor T Inch, District Councillor Mrs A Boyle. County Councillor Inch and District Councillor Boyle were both attending a Torridge District Council meeting. | |
| 22. | Declarations of Interest. Councillor French declared a Personal Interest in Minute No. 25.1. Planning. Planning Application /0438/2017/COU – Change of use of land from agricultural to domestic garden – land to the rear of 3 St James Close, Parkham. | |
| 23. | Approval of the Minutes of the Meeting of 22 May 2017. Approved and signed as a correct record. | |
| 24. | Reports. 24.1 Police. Not present. 24.2 County Councillor T Inch. When sending his apologies, Councillor Inch advised that a reply had been received from DCC Highways regarding the three roads Parkham Parish Council that were identified as requiring attention when former County Councillor Julian advised there was additional funding available. The roads – C500 Horns Cross to Goldworthy; T615 Newhaven to Parkham Cross; C625 Melbury Cross to Copstone – are all ones that are being assessed this year for possible inclusion into a spray injection patching programme. There are a number of sites in the area that are being assessed and those that finally get included will depend upon their suitability for the process and the overall budget. DCC Highways are aware of the roads and they are being checked, but at this stage cannot be definite in saying they will or will not be done. In addition to this, the following roads are to be patched this year and surface dressed next year, subject to funding. The Parish should see some activity taking place on these this financial year: Parkham Cross – Brewers Hill; from the A39 at East Holwell Farm to Parkham; from Saddlestone | |

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| | <p>Barn to Parkham; from Melbury towards Parkham.</p> <p>24.3 District Councillor Mrs A Boyle. When sending her apologies, Councillor Mrs Boyle advised she had called a meeting on 20 June 2017 to discuss Hawkan View with members of TDC Planning and Pearce Construction. It had been necessary to reschedule this to 29 June 2017.</p> <p>Regarding Penhaven, she had spoken to the case officer where information had been received regarding the refusal and the next stage is to ascertain if Bell Cornwell (Agents) can revise their proposals and submit a new Application.</p> <p>24.4 Planning Sub Committee. No meeting had taken place.</p> <p>24.5 Councillor Stevens was not present to give a report on his attendance at the official opening of Bideford Target Shooting Club.</p> <p>Councillor Bridger had received an article on the open day from the Club Chairman for inclusion in the Parkham Pie.</p> | |
| <p>25.</p> | <p>Planning and Planning Correspondence.</p> <p>25.1 Planning Applications: To consider the following:</p> <ul style="list-style-type: none"> ▪ 1/0438/2017/COU – Change of use of land from agricultural to domestic garden – land to the rear of 3 St James Close, Parkham. Councillor French declared a Personal Interest being a neighbour. It was resolved to recommend approval. ▪ 1/0353/2017/OUT – Outline application with all matters reserved for the erection of one dwelling (affecting a public right of way) – land at Rectory Farm, Parkham. It was resolved to recommend approval. ▪ 1/0015/2017/FUL – Conversion of building from partially converted holiday lets to four residential dwellings (affecting a public right of way) – Penhaven Rectory Barns, Parkham. <i>This item was covered under Minute No. 25.5.</i> <p>25.2 Planning Correspondence. Penhaven Applications. This was covered under Minute No. 25.5.</p> <p>25.3 DCC Application 1/0192/2017/CPZ – grant of conditional planning permission. Continuation of quarrying until 2032, extension of quarry by 35m to allow for the extraction of 150,000 tonnes of sandstone and the continuation of the importation of inert waste for processing at Babeleigh wood Quarry, Parkham. <i>Noted.</i></p> <p>25.4 Hawkan View. This item was covered under Minute No. 24.3.</p> <p>25.5 The following TDC Decision Notice was noted: REFUSAL FOR 1/0015/2017/FUL – Conversion of building from partially converted holiday lets to four residential dwellings (affecting a public right of way) – Penhaven Rectory Barns, Parkham.</p> | <p>Clerk</p> |
| <p>26.</p> | <p>Matters Arising.</p> <p>26.1 Resignation of Mrs L Costelloe. There had been a delay in TDC providing the vacancy notice which the Clerk had received and posted on the notice board on her way to the meeting.</p> <p>26.2 Devon Air Ambulance Night Landing Site. When speaking to the co-ordinator for the Night Landing Sites about another site, the Clerk asked the position regarding the Parkham Night Landing Site and was advised that after two site inspections, it was considered suitable.</p> | |

Due to building work, the mound of earth would need to be cleared and this was understood.

Devon Air Ambulance are aware that the electricity to power the LED light at the top of the column would be taken from one of the new properties being built in the field.

It was advised that a figure of £3,000 should be allowed for all the work to be completed.

Regarding a funding application for the work in connection with the night landing site, the Clerk had ascertained that the Babeleigh Barton Community Benefit Fund was being administered by the Devon Community Foundation (not Devon Communities Together as had been originally advised). A funding application had been submitted in the sum of £3,000 as a result of the telephone conversation with the Devon Air Ambulance co-ordinator and not £5,000 as suggested at the last meeting.

26.3 Additional defibrillator in the centre of Parkham, either in the adopted telephone box or on the Village Green.

Ahead of this item being discussed, Councillor Bridger advised there had been a malfunction with the defibrillator at the Allardice Hall.

South West Ambulance Service Trust was alerted, they attended and repaired the machine in 36 hours.

Councillors discussed installing a defibrillator in the former telephone boxes at Parkham Village Green and Horns Cross.

Councillor Bridger to contact South West Ambulance Service Trust to obtain a price for two machines and a site survey.

GB

26.4 Adoption of telephone boxes in Parkham and Horns Cross.

It was noted that the contractor had been asked to proceed with the refurbishment.

Confirmation was given that the notices supplied by BT that the telephone boxes had been adopted have been fixed to them.

It was noted that TDC had confirmed that because the telephone Horns Cross telephone box is not a listed structure or located in a Conservation Area, it was in order to paint it green.

The Clerk to ask the contractor to supply a sample to be put on the Horns Cross notice board.

Councillor Dack will ask if a further sample can be left at the Coach and Horses.

Clerk

PD

26.5 Village Sign. There was no further information given.

26.6 North Devon Against Domestic Abuse. It was noted that the Chief Executive Officer had been advised to contact Councillor Lang in connection to attending a local event to raise awareness of their work.

26.7 Compliance. It was noted that the paperwork had been updated.

26.8 Data Protection. It was noted that this was being progressed with the Information Commissioners Office.

26.9 DCC road from Newhaven Bridge to the cottage. An email was noted from Devon Highways advising the section in question was not public rights of way but highway and was re-directed to Highways Team. *The Clerk had originally sent the details to Highways.* The email advised that the record was completed on 9 June 2017.

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| | <p>Councillor Dack advised the work had not been completed, it had been inspected. The Clerk to advise Devon Highways.</p> <p>26.10 Former County Councillor Robin Julian. It was noted that a letter of thanks and appreciation had been sent on behalf of the Parish Council for all that had been done and achieved during his 4 years of office.</p> <p>26.12 Parkham Primary School. It was noted that a letter had been sent to the Chair of Governors in connection with Minute No. 18.3.</p> | Clerk | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 27. | <p>Finance.</p> <p>27.1 Balances: Lloyds Bank Treasurers Account as at 25 May 2017: £10,983.74.</p> <p>Budgetary figures to the end of May 2017 were circulated to Councillors ahead of the meeting.</p> <p>The Clerk had ascertained that TDC had not included a payment of Council Tax support grant with the payment of the Precept as had been the case in previous years. District Councillor Mrs Alison Boyle to be asked to follow up the reason for this.</p> <p>27.2 The following payments were agreed and authorised:</p> <table> <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>£ 21.30</td> <td></td> </tr> <tr> <td></td> <td>Mileage</td> <td>£ 10.00</td> <td></td> </tr> <tr> <td></td> <td>Postage</td> <td>£ 10.00</td> <td>£278.06</td> </tr> <tr> <td>HMRC</td> <td>PAYE</td> <td></td> <td>£ 58.80</td> </tr> <tr> <td>Julie Snooks</td> <td>Fee for 2016/17 internal audit</td> <td></td> <td>£150.00</td> </tr> </table> <p>27.3 2016/17 Internal Audit. This had been completed and the Clerk read the Report as follows: Testing was carried out using sampling and covering a range of financial, risk and governance assessed as appropriate for a Council of this size and complexity. The findings are as follows under various headings:</p> <ul style="list-style-type: none"> ▪ Governance and Control. Satisfactory. No issues. ▪ Precept, Budgets and Reserves. Satisfactory. No issues. ▪ Other Receipt or Income. Satisfactory. No issues. ▪ Staff Cost. Satisfactory. No issues. ▪ Payments including Bank. Satisfactory. No issues. ▪ Insurance. Satisfactory. No issues. ▪ Fixed Assets. The fixed asset register should be expanded in line with the Practitioners Guide to include additional information, i.e. basis of valuation, purchase date etc. <p>The Clerk circulated copies of the Fixed Asset Register for Councillors to take and bring back their thoughts in order to address this at the next meeting.</p> <p>27.4 Fixed Term Deposit with Lloyds Bank. This is due to on 26/7/17. Proposed by Councillor Dack that the money is reinvested for a further six months. Seconded by Councillor French. Unanimously agreed.</p> | Mrs S Squire | Salary | £235.26 | | | Contribution towards Broadband | £ 1.50 | | | Photocopying | £ 21.30 | | | Mileage | £ 10.00 | | | Postage | £ 10.00 | £278.06 | HMRC | PAYE | | £ 58.80 | Julie Snooks | Fee for 2016/17 internal audit | | £150.00 | <p>Clerk</p> <p>Clerk</p> <p>Ch.No.532 Ch.No.533</p> <p>Ch.No.534</p> <p>Cllrs</p> <p>Clerk</p> |
| Mrs S Squire | Salary | £235.26 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Contribution towards Broadband | £ 1.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Photocopying | £ 21.30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Mileage | £ 10.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Postage | £ 10.00 | £278.06 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HMRC | PAYE | | £ 58.80 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Julie Snooks | Fee for 2016/17 internal audit | | £150.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 28. | Meetings attended by Councillors / Clerk. None. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29. | <p>Correspondence & Notices / Publications Received (these were placed on the table & available to read). This included the consultation on the North Devon Link Road.</p> <p>29.1 Parkham Parish Lands & Old School Charities. A report was noted from the Grants Clerk which advised that three individual applications and two from Clubs or Organisations had been</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | <p>received and grants of various amounts were awarded to all of them when the Committee met in late May.</p> <p>29.2 TDC. It was noted that the TAP (Town & Parish) Fund was open for applications.</p> <p>29.3 TDC. Northern Devon Playing Pitch Strategy. This was available to download and comment on at the consultation section of the Council's home webpage at http://www.torridge.gov.uk/Consultations The consultation runs until 21 July 2017.</p> | |
| 30. | Urgent items raised by the Chairman. Apologies given for the August Meeting. | |
| 31. | <p>Matters raised by Councillors / Clerk including Highway matters.</p> <p>31.1 Councillor Dack. The white lines at the top of Brewers Hill were thought to have been done on the day of the meeting.</p> <p>31.2 Councillor Bridger. The Rectory Lane signpost where it meets Barton Road is resting on the ground. The Clerk to report this to Devon Highways requesting it is reinstalled.</p> <p>31.3 Councillor Bridger. The other junction of Rectory Lane where it meets Babeleigh Road is very uneven and needs addressing as the utility trenches have compacted.</p> | <p>Clerk</p> <p>Clerk</p> |
| 32. | <p>Date of next Meeting: Monday, 7 August 2017 in the Allardice Hall at 7.30pm.</p> <p>The meeting ended at 8.50pm.</p> | |
| <p>Summary of Decisions:</p> <ul style="list-style-type: none"> ➤ Minutes of 22 May 2017 ➤ Planning ➤ Payments ➤ Reinvestment of High Interest Deposit Bond with Lloyds Bank | | |
| <p>These Minutes are agreed by those present as being a true record.</p> | | |
| <p>Signed: Chair of Parkham Parish Council:</p> | | <p>Date:</p> |