

**Minutes of Parkham Parish Council Meeting held on Monday, 14 October 2019
in the Allardice Hall at 7.30pm.**

Chaired by: Councillor G Bridger	Clerked by: Sue Squire	
<p>Present: Councillors</p> <p>G Bridger R Brooke P Dack T Heywood T Lang M Slee D Stevens C Wileman</p> <p>County Councillor T Inch until Minute No. 77.1</p> <p>3 Members of the public</p>	<p>Agenda: - Conduct of public at meetings Parkham Website Representations from the public Apologies Declarations of Interest Approval of the Minutes of the meeting held on 9 September 2019 Reports Planning & Planning Correspondence Hawkcan View Matters Arising Compliance Finance Meetings attended by Councillors / Clerk Correspondence & Notices / Publications Received Urgent items raised by the Chairman Matters raised by Councillors / Clerk including Highway matters Items for the next Agenda Date of next meeting</p>	
		Action:
	<p>The Chairman announced that he felt the last meeting fell below the standards accepted from members of the public as due to talking, it was difficult to hear what was being said and for the Clerk to take Minutes. Members of the public were requested to keep silent during the meeting.</p>	
72.	<p>Parkham Website – The webmaster was unable to be present. Councillors Brooke and Heywood gave an update of actions taken with the website since the last meeting.</p> <p>Much of the website’s technical and editing responsibility had been passed to Councillor Heywood and he was thanked for taking this on. The website is up to date and the link to property addresses had been added.</p> <p>Bullet points prepared by the Clerk after the meeting were valuable.</p>	
73.	<p>Representations from the Public. 73.1 Letter regarding acquisition of European Protected Species Licence in connection with the Penhaven Hotel. The Clerk to refer the details to TDC for a reply and advise the letter writer that the matter had been referred to TDC.</p> <p>73.2 Representations regarding Footpath No. 25 as being overgrown. The Clerk had dealt with this between meetings by liaising with DCC Public Rights of Way Officer.</p>	Clerk
74.	<p>Apologies. District Councillors Mrs A Dart and S Harding.</p> <p>Councillors noted letters of resignation from former Councillors Pincombe and Kerby. Details of the resignations were read to the meeting.</p>	Clerk to send letters of thanks

	Election of Chairman to be an item on the next Agenda.	Next meeting
75.	<p>Declarations of Interest. Councillors Brooke and Lang have a Dispensation in relation to matters concerning the land adjoining the Allardice Hall.</p> <p>Councillor Lang declared a Prejudicial Interest in Item 78.1, Planning. Application 1/0860/2019/AGMB – prior notification for the change of use of agricultural building to 2 no. dwellings under Class Q and associated operational development – barns at Broad Parkham, Parkham.</p>	
76.	<p>Approval of the Minutes of the Meeting held on 9 September 2019. Approved and signed as a correct record.</p>	
77.	<p>Reports. 77.1 County Councillor T Inch. Report to include:</p> <ul style="list-style-type: none"> ▪ Information on the Horns Cross speed monitor data. Councillor Wileman had requested that the speed monitoring data is made available and the failure, if applicable, to install this during the Summer. Councillor Inch advised he had emailed the DCC Cabinet Member for Highways about a further meeting in mid November. The Clerk to arrange this. It appeared that the Summer speed monitor did not happen. In this connection, the Clerk has requested the Neighbourhood Highways Manager to give some dates for a follow up site meeting to provide the data and give details of developments over the last 10 months. ▪ Potholes reported last year were down as much as in 2016 ▪ Grit salt had arrived at the main Depot with 23,500 tonnes held in readiness for Winter weather. Snow Warden, Councillor Slee, confirmed that he had a good supply of grit salt and the salt bins have an adequate supply ▪ DCC are using a different method of repairing potholes using a machine that reduces the carbon footprint by 7.5% ▪ There has been many fallen trees and flooding as a result of the recent wet and windy weather ▪ The Horns Cross Calming Gate. No further information was known. <p>The Clerk had re-forwarded details of roads requiring priority attention in the Parish.</p> <p>Councillor Inch was told about the numerous potholes in Acre Road. The Parish Council had been told there was a scheme to resurface it but this had not materialized.</p> <p>77.2 District Councillors. Not present.</p> <p>77.3 Planning Committee. No meeting had been held.</p>	Clerk
78.	<p>Planning and Planning Correspondence. 78.1 Planning Applications: The following Planning Application was considered:</p> <ul style="list-style-type: none"> ▪ Application 1/0860/2019/AGMB – prior notification for the change of use of agricultural building to 2 no. dwellings under Class Q and associated operational development – barns at Broad Parkham, Parkham. <p>Councillor Lang declared a Prejudicial Interest, left the room and did not take part in the discussion, decision or voting thereon.</p> <p>It was resolved to reply ‘Parkham Parish Council has no objections’.</p> <p>On the day of the meeting, a Planning Application in respect of the Barton Road development had been received. This would be considered at a specially convened Planning Committee Meeting.</p> <p>In addition, the meeting would consider correspondence received from the new architects dealing with the Melbury Road Application. The Clerk to extend an invitation to the architect to attend the meeting.</p>	Clerk GB to arrange meeting Clerk to prepare Agenda &

	<p>78.2 Application 1/00829/2019/CPE – Certificate of existing lawful use of land as a private garden. TDC required a response from the Parish Council by 5/10/19 and after inviting comments from Councillors the following was submitted: The information that Parkham Parish Council can give is that the owner bought a piece of a field behind his house to extend his garden. As far as it is known, that is the situation at the present time.</p> <p>Councillor Brooke commented that an application form did not form part of the documents available which he would have expected and a statement to be verified.</p> <p>78.3 Planning Committee Terms of Reference. It was noted that the document had been updated following the revision at the last meeting.</p> <p>78.4 TDC/North Devon Council. Public Consultation – draft supplementary planning documents. The consultation is running from 26/9/19 – 8/11/19 and details have been sent to Councillors. To consider making a response from this Council. Noted.</p> <p>Received after the Agenda was published.</p> <p>78.5 Planning consent for Application 1/0774/2019/FUL – Variation of Condition 1 (plans schedule) of 1/0346/2016/REM (amendments to Plot 4) – land at Chapel Road, Parkham. This item had been mentioned under Minute No. 78.1.</p>	<p>invite architect</p>
<p>79.</p>	<p>Hawkan View. To progress legal arrangements for a Lease to be drawn up as per the agreement at the last meeting.</p> <p>Councillor Brooke advised that the Allardice Hall Sub Committee had met to look how to progress the matter. Prior to that he had a conversation with the Monitoring Officer at TDC on the basis of what District Councillor Mrs Dart had said at the last meeting. The Monitoring Officer advised that TDC would be able to help with the legal aspect and was would prepare the Lease free of charge and this could be in the form of a template for consideration. The Parish Council would need to formally request this. The work could be done as a back to back arrangement when the land is transferred to the Parish Council. TDC cannot act for both parties.</p> <p>Councillor Wileman proposed that the Clerk contact TDC with a view to progressing a template Lease. Seconded by Councillor Heywood. Unanimously agreed.</p> <p>At the Allardice Hall Sub Committee meeting, it was agreed to invite a nominated Parish Councillor to join the Committee if the Council so wished.</p> <p>Councillors felt there should be two Parish Councillors. The item to be further considered at the next meeting.</p> <p>The Allardice Hall Sub Committee will be holding a Consultation meeting with the community on 10/12/19.</p> <p>It was noted that confirmation had been received from TDC that this Parish’s preferred name of Stanley Court had been approved.</p> <p>Councillor Brooke advised on his enquiries with Pearce Homes regarding the description of properties to be built (affordable / open market) and the following had been received from the Managing Director of Pearce Homes.</p> <p>I can confirm there will be two low cost sale homes for local people (100% ownership for 70% of the</p>	<p>Clerk</p> <p>Next meeting</p>

	<p>open market value) these will be advertised (when available for sale) on https://www.helptobuysw.org.uk/</p> <p>There will also be one home for rent for local people and this will be advertised (when available for let) on https://www.devonhomechoice.com/</p> <p>Anyone who may be interested in these homes would do well to register themselves as a user of these web sites now (in advance) as when the adverts go live they can immediately apply (without having to set up a user account).</p> <p>I can also report that there will be 14 homes in total. 4 Open Market Detached 4 Open Market Bungalows 6 semi detached of which 3 are 'Affordable' as above.</p> <p>The Clerk to advise those who had expressed an interest in the above details.</p>	Clerk
80.	Matters Arising:	
80.1	<p>Seat opposite The Bell Inn. Additional correspondence from the house owner was noted. The Clerk to reply advising that the details had been noted.</p> <p>Councillors Brooke and Lang reported that no alternative site had been identified.</p> <p>In considering the area near the bus shelter, it was noted the structure was in poor condition. A tentative quotation of £500 to refurbish it had been given. The item to be further discussed at the next meeting.</p>	Clerk Next meeting
80.2	Replacement of calming gate at Horns Cross following impact. Minute No. 77.1 refers.	
80.3	<p>Trees and low branches on the Bideford to Bradworthy Road.</p> <p>The Clerk advised that during her attendance at the DCC Highways Conference on 7 October 2019, she gave details of this item to an officer who would be contacting the ELMS team with regard to a Survey and further details were awaited.</p>	
80.4	<p>Devon Air Ambulance Night Landing Site. Councillor Lang advised there was no further information to give.</p> <p>Councillor Heywood to put an article on the website giving details of the proposal. Councillor Bridger to put an article in the Parkham Pie.</p> <p>When speaking to the Devon Air Ambulance Representative regarding another site, the Clerk asked the situation regarding Parkham and was advised that the site cannot be progressed while the mounds of earth are in the field, or at least reduced in height.</p>	TH GB
80.5	Compilation of a list of houses in the Parish. Councillor Heywood confirmed that a link to this had been included on the website.	
80.6	<p>Request for Play Area at Horns Cross. An email was noted advising that the landowner is not in a position to sell the land for the Parish Council's future plans.</p> <p>The landowner also felt that the local children of Horns Cross should not have to cross the very busy and fast main road in order to play, with safety being paramount.</p> <p>However, if in the future the Parish Council needs support from the landowner in projects and require anything else, the Parish Council has been invited to get in touch.</p> <p>Councillors felt it was not feasible to continue enquiries due to the impracticability. The person who originally suggested the idea to be advised. If the community of Horns Cross come forward with a strong case, the item would be revisited.</p>	Clerk
80.7	Parkham Puffins. It was noted that the Clerk had collected the items which she would deposit at the North Devon Record Office.	Clerk

80.8	<p>Community Emergency Planning. The Clerk had prepared a template tailored to Parkham which had been circulated to Councillors.</p> <p>Councillor Bridger gave details for the Clerk to update the draft document and circulate to Councillors.</p>	Clerk																
80.9	<p>Road Closure – Hoops Inn. A reply was noted from Devon Highways as a result of representations made by this Council.</p>																	
80.10	<p>Defibrillator Training Session. It was noted that Councillor Bridger had arranged this for Saturday, 7 December 2019 at 10am in the Allardice Hall.</p>																	
81.	<p>Compliance.</p> <p>81.1 To consider revised Standing Orders prepared by the Clerk. Councillor Brooke was not able to take on this task and he explained that he couldn't make any sense of it and could not see anything relevant.</p> <p>Councillor Brooke had prepared a document he had circulated to Councillors in which he put forward 3 items for consideration. He gave details of motives and behind his proposals and suggested that the Parish Council adopt in the procedures. Councillors did not wish to have the proposals contained within the Standing Orders.</p> <p>Proposed by Councillor Brooke that the Standing Orders prepared for Parkham Parish Council by the Clerk were adopted. Seconded by Councillor Heywood. Unanimously agreed.</p> <p>81.2 To consider revised Financial Regulations as prepared by the Clerk. Deferred to the next meeting.</p> <p>81.3 The Clerk had been made aware of an Anti Fraud and Corruption Policy which had been circulated to Councillors, and recommended that Councillors adopt this.</p> <p>Proposed by Councillor Bridger to adopt. Seconded by Councillor Stevens. Unanimously agreed.</p>	Clerk Next meeting																
82.	<p>Finance.</p> <p>82.1 Balances. Lloyds Bank Treasurers Account as at 30 September 2019: £15,492.38</p> <p>Budgetary figures to the end of September had been circulated to Councillors ahead of the meeting.</p> <p>82.2 Councillors considered a request for a donation from Torridge, North, Mid & West Devon Citizens Advice.</p> <p>A copy of the latest set of accounts had been provided and circulated to Councillors to comply with the criteria laid down for Parish Council's to follow.</p> <p>A donation of £200.00 was given in 2018/19.</p> <p>Councillor Bridger proposed a donation of £200.00. Seconded by Councillor Dack. Unanimously agreed.</p> <p>82.3 The following payments were approved and authorised:</p> <table border="0" data-bbox="212 1612 1321 1825"> <tr> <td>Mrs S Squire</td> <td>Salary & Expenses (Details were provided to Councillors)</td> <td>Redacted under DPA</td> <td></td> </tr> <tr> <td>HMRC</td> <td>PAYE</td> <td>£73.60</td> <td></td> </tr> <tr> <td>Parkham Allardice Hall</td> <td>Hire of Hall on 9/9/19</td> <td>£15.00</td> <td></td> </tr> <tr> <td>Torridge, North, Mid & West Devon Citizens Advice.</td> <td>Donation</td> <td>£200.00</td> <td></td> </tr> </table> <p>82.4 Parkham Green Notice Board.</p> <p>To receive quotations obtained from Councillors Bridger and Lang.</p> <p>There had been no response from MST Maintenance.</p> <p>Mr Paul Clatworthy had suggested using teak oil after the structure had been rubbed down. He had</p>	Mrs S Squire	Salary & Expenses (Details were provided to Councillors)	Redacted under DPA		HMRC	PAYE	£73.60		Parkham Allardice Hall	Hire of Hall on 9/9/19	£15.00		Torridge, North, Mid & West Devon Citizens Advice.	Donation	£200.00		Clerk Ch.No. 678 Ch.No. 679 Ch.No. 680 Ch.No. 681
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	<p>quoted a figure of £60.00 to do this, including the frame and nearby planters.</p> <p>Proposed by Councillor Lang to accept the quotation. Seconded by Councillor Bridger. Unanimously agreed.</p> <p>Councillor Brooke to advise the contractor.</p> <p>82.5 Insurance. It was noted that confirmation had been received that the Policy had been renewed. Came and Company is now managed by Gallagher and main changes to the Terms of Business had been supplied.</p> <p>82.6 TDC. It was note that the second tranche of the 2019/20 Precept amounting to £6,000 has been credited to the Treasurers Account.</p>	RB
83.	<p>Meetings attended by Councillors / Clerk.</p> <p>As reported earlier in the meeting, the Clerk had attended the DCC Highway conference.</p>	
84.	<p>Correspondence & Notices / Publications Received (these were placed on the table & available to read).</p> <p>84.1 North Devon Coast Areas of Outstanding Natural Beauty. Letter and literature to study.</p>	
85.	<p>Urgent items raised by the Chairman.</p> <p>85.1 Parkham welcomes 2020. The Bell, 7 or 8 January. Councillor Bridger requested financial assistance of £120.00 if required for the preparation and a celebratory cake.</p> <p>Proposed by Councillor Lang to approve this amount, seconded by Councillor Brooke, Unanimously agreed.</p> <p>85.2 Road closure 13-17/1/20. Northway House road from Higher Waytown to Horns Cross to disconnect a water service.</p> <p>85.3 Autospeedwatch. Email regarding this device had been received on the afternoon of the meeting and circulated to Councillors. It was decided to wait for the outcome of the Horns Cross meeting before considering further.</p>	GB
86.	<p>Matters raised by Councillors / Clerk including Highway matters.</p> <p>86.1 Councillor Brooke suggested that an email from Devon County Council forwarded on 4/10/19 by the Clerk is followed up where Town and Parish Councils across Devon are being encouraged to join a tree planting initiative to reduce the impact of Ash dieback and help tackle the climate emergency. A site would need to be identified. Free tree packs are available from The Woodland Trust who deliver in November and March. The following packs are available:</p> <ul style="list-style-type: none"> ▪ Hedge. 30 trees. Species – dog rose, hawthorn, hazel, crab apple dogwood. Size of land: 6-8 metres of double row hedging. ▪ Copse. 30 trees. Species – silver birch, rowan, wild cherry. Size of land: tennis court. ▪ Wild harvest. 105 or 420 trees. Species: hazel, blackthorn, crab apple, dog rose, elder, rowan. Size of land for 420 saplings: 1 x football pitch or 85 – 100 double row hedge. ▪ Year round colour. 105 or 420 trees. Species: hawthorn, dogwood, wild cherry, silver birch, rowan, hazel. Size of land for 105 saplings: 4 x tennis courts or 20 – 25 metres double row hedge. Size of land for 420 saplings: 1 x football pitch or 85 – 100 metres double row hedge. ▪ Working wood. Trees: 105 or 420. Species: rowan, silver birch, wild cherry, common oak, field maple, grey willow. Size of land for 105 saplings: 4 x tennis courts. Size of land for 420 saplings: football pitch. ▪ Wild wood. Trees: 105 or 420. Species: hazel, crab apple, downy birch, hawthorn, holly, goat willow. Size of land for 105 saplings: 4 x tennis courts or 20 – 25 metres double row hedge. Size of land for 420 saplings: 1 x football pitch or 85 – 100 metres double row hedge. 	

	<p>The above to be borne in mind when the public open space adjacent to the Allardice Hall becomes available.</p> <p>86.2 Clerk's Short Break. The Clerk will be on a short break as part of her annual leave from 30/10/19 – 3/11/19 inclusive.</p> <p>Under the Smaller Authorities Transparency Code, no other items had been received for inclusion on the Agenda.</p>	
87.	<p>Items for the next Agenda.</p> <p> Bank Mandate</p>	
88.	<p>Date of next Meeting: Monday, 25 November 2019 in the Allardice Hall at 7.30pm. This would be the budget setting meeting for the 2020/21 financial year.</p> <p>To note that the January 2020 meeting will be held in the Methodist Schoolroom as the Allardice Hall is unavailable.</p> <p>The meeting ended at 9.37pm.</p>	
<p>Summary of Decisions:</p> <p>➤</p>		
<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>	