

KENTISBEARE PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on 8th May 2018 in Kentisbeare Village Hall at 7.30pm.

Public Question Time: None.

Present: Cllrs. Mrs Q Broom (Chair), M Disney, Mrs E Ellicott, R Shore-Quinain, Mrs T Dominy, Mrs S Woofenden, Mrs W Reid, MDDC Cllr. Mrs R Berry, DCC Cllr. Mr J Berry and the Clerk. Mr N Allan was present, being co-opted at item 54/05/18.

57/05/18. Election of Officers: **a. Chairman.** Cllr. Mrs Broom was proposed by Cllr. Shore-Quinain and seconded by Cllr. Mrs Ellicott. There being no other nominations, Cllr. Mrs Broom accepted the Office and signed a Declaration of Acceptance of Office Form. **b. Vice-Chairman.** Cllr. Mrs Ellicott was proposed by Cllr. Disney and seconded by Cllr. Shore-Quinain.

58/05/18. Co-option of Parish Councillor. Mr N Allan was present as invited following his interest, and was proposed by Cllr. Mrs Woofenden and seconded by Cllr. Disney. All councillors were unanimous in their decision to co-opt Mr Allan and a Declaration of Acceptance of Office form was completed.

59/05/18. Apologies: Cllrs. Mrs D Jackson-Wootton and A Southall.

60/05/18. Declarations of interest: Cllr. Shore-Quinain (DPI as spouse) payment to the Clerk. Cllr. Mrs S Woofenden declared a possible DPI (due to a possible financial gain, should planning application 18/00485/OUT be approved and the possible award of a business contract).

61/05/18. Appointment of Representatives to Advisory Groups.

a) Planning: It was resolved to appoint the full council. The order of contact to be as follows: Cllrs. R Shore-Quinain (Chair), Southall, Disney and Cllr. Mrs Reid followed by remaining councillors.

b) Finance: It was resolved to appoint the full council. Signatories on the Lloyds TSB account to remain as Cllrs. Disney, Southall, Mrs Dominy, Mrs Woofenden, Mrs Jackson-Wootton, Mrs Ellicott, Mrs Reid and the Clerk. The Clerk to be the Responsible Finance Officer. Cllr. Mrs Broom to ensure that there is a sound system of internal control, including the preparation of the accounting statements, prior to the approval of the annual governance statement and accounting statements by the full council at the end of each financial year. Cllr. Mrs Broom will remain as a non-signatory to the account due to the continuation of her review of the accounts.

c) Footpaths (The Parish Paths and Silver Wood): It was resolved to appoint Cllrs. Mrs Ellicott (P3 co-ordinator), Allan, Disney, Shore-Quinain, Mrs Dominy, Mrs Reid and Mrs Woofenden.

d) Playing field: It was resolved to appoint Cllrs. Shore-Quinain, Mrs Ellicott, Mrs Jackson-Wootton, and the Clerk. Cllr. Mrs Jackson-Wootton to perform the weekly checks.

e) Highways: It was resolved to appoint Cllrs. Disney and Shore-Quinain.

f) Website: It was resolved to appoint Cllrs. Mrs Broom (Chair), Mrs Dominy, Mrs Woofenden and the Clerk. Mrs Maria Thorne as website manager will be present at meetings unless otherwise agreed. It was further agreed to continue with the History group and for it to be a separate group than that of the website. History: It was resolved to appoint Cllrs. Mrs Broom, Mrs Ellicott and the Clerk on behalf of the Parish Council, and for Mrs Maria Thorne of Kentisbeare Parish to assist.

g) Personnel: It was resolved to appoint Cllrs. Mrs Broom (Chair), Disney and Mrs Jackson-Wootton.

h) It was further agreed to continue with the Consultation group: It was resolved to appoint Cllrs. Mrs Jackson-Wootton (Chair), Southall, Mrs Dominy and Mrs Ellicott. Any other councillors may request to be included at any time, or with reference to any matter.

62/05/18. Appointment of Representatives to:

a) Kentisbeare Village Hall Committee: Cllr. Mrs Broom.

b) Blackdown Hills Parishes Network & AONB Partnership: The Clerk, Cllrs. Mrs Ellicott and Mrs Reid.

c) Garden Village (i) Delivery Board: Cllr. Mrs Broom (ii) Stakeholder Forum: Cllrs. Mrs Dominy and Allan. It was agreed that two representatives should attend the Stakeholder Forum; reserves will be Cllrs. Mrs Broom, Mrs Woofenden and Southall.

63/05/18. The Minutes of the Parish Council meeting held on 10/04/18 were approved and duly signed by the Chairman.

64/05/18. Matters Arising: None.

65/05/18. Planning & Planning Correspondence.

a) Applications to be considered by the Parish Council:

[-18/00485/OUT](#) Outline for the erection of dwelling and formation of a vehicular access. Fairholme, Silver Street, Kentisbeare. No objection to outline permission – the Parish Council do not want to see the Copper Beech tree compromised. See declarations, Cllr. Mrs Woofenden left the room for this item and took no part in the discussion.

[-18/00621/CAT](#) Notification of intention to fell 1 *Cypressus Leylandii* and 1 Pine tree, crown reduce and prune back lateral growth of 1 *Cedrus Atlantica* tree by up to 3/4 metres within a Conservation Area. Priesthall, Priest Hill, Kentisbeare. No objections.

[-18/00640/CLU](#) Certificate of lawfulness to establish the lawful implementation of planning permission 15/01357/FULL in compliance with Condition (1) imposed upon that permission. Land & buildings at NGR 307932 107348 (Orway Porch Farm) Kentisbeare. No comment.

b) Results of applications from Mid Devon District Council and information:

[-18/00325/FULL](#) Re-positioning of vehicular access, Western Cottage, Blackborough. Approved.

c) S106/POS report: The residents of Blackborough are hoping to identify a suitable project for S106/POS expenditure in respect of planning application 17/01904/MFUL for Blackborough House - should permission be granted. If a suitable project cannot be found, funds can be spent in Kentisbeare.

d) Garden Village: (i) Cllrs. Mrs Broom and Mrs Dominy gave a brief report on recent Delivery Board and Stakeholder Forum meetings. Public consultation may start in the summer and a session will be held in Kentisbeare. (ii) Any other matters: It was agreed for the Parish Council to meet informally to discuss priorities in respect of the Garden Village.

e) MDDC. Public Consultation Event – [Tiverton Town Centre Regeneration Masterplan Supplementary Planning Document](#). Noted, no comments.

f) Any other planning matters. None

66/05/18. Highways.

a) To report on work carried out to receive reports on repairs that are needed: Cllr. Berry will carry out a review of recent works. Works have started on some areas within the Parish and more work is due to take place.

b) Any other highway matters: The primary school will be asked to remind parents by way of the weekly newsletter, to park safely and responsibly at school drop off and collection times. It was noted that there had been an incident between a horse and car on the highway. Following communication from the NHO, it was confirmed that surface dressing is normally pre-planned, sometimes over a year or more in advance and is done to protect the road. Preparation work such as filling in potholes or patching, is carried out around 6 months in advance of surface dressing.

67/05/18. Finance.

a) The bank balance was reported as at 30/04/18. Credits received 06/04/18: £12,252.56 from MDDC – precept first instalment (less DALC subscription). 09/04/18: £30 - advertising on the Parish website. 27/04/18: DCC £2000 - P3 footpath grant.

b) Payments were approved totalling: £1265.68 (inc cq 1534):

-Chq 001530 Mrs M Shore-Quinain, salary and expenses. See declarations.

-Chq 001531 Mrs M L Thorne, website and e-newsletter.

-Chq 001532 SLCC. Governance and Accountability 2018 edition.

-Chq 001533 SMA Services Ltd. Payroll provider.

c) Community First Insurance Renewal : Following two quotations, it was agreed to accept a 3 year LTA with Zurich Municipal via Community First- cheque 01534 for £378.85. As per previous resolutions, it was unanimously agreed not to insure the play equipment as the equipment is of a very high standard and the safety surfaces well established.

d) Direct debit payments: (i) The Nest Pension Scheme deduction (for April) was confirmed. (ii) Utility Warehouse, deduction on 30/04/18 - £175.13.

e) Any other financial matters to be noted: It is understood that fundraising for the helipad is close to target level (figures tbc).

68/05/18. Reports:

a) The Clerk: The next Blackdown Hills Repair Café will be held in Hemyock on 26/05/18. Enquires will be made regarding the possibility of a Repair Café being held in Kentisbeare Village Hall in the autumn - as previously agreed.

b) The Chairman: None.

c) DCC Cllr. Mr J Berry: Highways issues are being investigated in respect of the proposal for Blackborough House.

d) MDDC Cllr. Mrs R Berry: Electric Lights takes place on the first Saturday of the month in Tiverton Market and is worth a visit. Works have started on the Premier Inn near Phoenix House. THE NPPF consultation closes shortly.

Cllrs: J Berry and Mrs Berry left the meeting.

e) The Parish Paths and Silver Wood: (i) Details were confirmed for The Annual Clifford Pike Memorial Walk on 10/06/18. This year the walk will start and finish at Blackborough Village Hall and will be in association with Blackborough Garden Club, taking in some open gardens en route. The Parish Council will cover the entry cost to the gardens in respect of those on the walk, in addition to covering the cost of the refreshments at the hall and the hall charge. (ii) Enquiries will be made with DCC regarding help with the upgrade of the path through Silver Wood.

f) Playing Field. (i) Funds are being held towards a possible community owned sports field – the Clerk reported on a recent visit to a sports field in a nearby Parish. The roundabout has been installed and the district council has been asked to perform a check together with an annual check of the site.

g) Police: [National Rural Crime Survey](#). Noted.

h) Kentisbeare Village Hall: There is now an internet connection at the hall. The committee has agreed for badminton lines on the hall floor

i) Any other reports: Arrangements have been made towards a site visit with the power and water company for services to be brought into the playing field. Further discussion and another site visit with DAAT are required before a planning application can be started.

69/05/18. GDPR: Following the appointment of Microshade Vision and the subsequent appointment of a Data Protection Officer, a remote data audit has been completed and an action plan will follow.

70/06/18. Correspondence: Clerks and Councils Direct.

71/06/18. Items for information and future agenda items: To confirm the Annual Return 2017/18. Apologies from Cllr. Southall for 12/06/18.

72/06/18. To confirm the dates of future meetings of the Parish Council - 12/06/18, WEDNESDAY 04/07/18.

The meeting finished at 21.30.