

KENTISBEARE PARISH COUNCIL

Minutes of a meeting of the Parish Council held on April 10th 2018 in Kentisbeare Village Hall.

Present: Cllrs. Q Broom (Chairman), A Southall, Mrs W Reid, R Shore-Quinain, Mrs E Ellicott, J Berry and the Clerk.

Public Question Time: None.

36/04/18. Apologies: Cllrs: M Disney, Mrs T Dominy, Mrs S Woofenden, Mrs D Jackson-Wootton and MDDC Cllr. Mrs R Berry

37/04/18. Declarations of interest. Cllr. R Shore-Quinain (DPI as spouse) payments to the Clerk.

38/04/18. The Minutes of the Parish Council meeting held on 06/03/2018 were approved and duly signed by the Chairman.

39/04/18. Matters Arising. Cllr. Southall reported that the Neighbourhood Planning Grant Programme has been extended until 2022. It was suggested that this be a future agenda item, when the new four year term has started in 2019.

40/04/18. Planning & Planning Correspondence.

a) Applications to be considered by the Parish Council:

[-18/00320/FULL](#) & [18/00321/LBC](#) Full Planning Application & Listed Building Consent. Paddock Head, Kentisbeare. Variation of condition 2 of planning permission 12/00786/FULL & Listed Building Consent 12/00787/LBC to allow the substitution of plans for alterations to end elevations, first floor internal layout and addition of doors to 2 carports. No objection.

[-17/01877/HOUSE](#) & [17/01878/LBC](#) Pirzwell St John, Kentisbeare. Listed Building Consent and permission for the reinstatement of former agricultural barn for domestic recreation, storage and workshop use. No objection.

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

Details Pursuant Received On Application: 17/01704/MFUL Land at NGR 309053 110385 Allhallows Farm, Blackborough. Erection of an extension (1105 sq. m.) to an existing agricultural livestock building.

c) S106 for Kentisbeare Parish: With reference to minute 29/03/18 (d) where it was agreed that if planning permission is granted in respect of the Blackborough House proposal, the Clerk will contact BACO to see if they can identify a suitable project that may be eligible for any S106/POS contributions. If a project cannot be identified, funds can be used in Kentisbeare.

d) Any other planning matters: Cllr. Mrs Broom will attend the Garden Village Delivery Board meeting on 20/04/18. A stakeholder meeting will take place shortly, and two representatives will attend.

41/04/18. Highways.

a) To report on work carried out and to receive reports on repairs that are needed: The Clerk will remind the NHO that works to the A373 at Newlands Corner are required asap. Following notification of works to roads within the Parish over the coming months, enquires will be made as to the inclusion of one road within the timetable.

b) Any other matters: Due to staffing changes there will be a change of NHO shortly.

42/04/18. Reports.

a) The Clerk: The Chairman of MDDC will attend a future meeting.

b) The Chairman: None.

c) DCC Cllr. J Berry: 94% pupils were allocated their first choice school. Extra funds have been approved for Adult Social Care and for extra teachers for children with Special Education Needs. Pupils with SEN in Devon achieved well above the national average. £12 million has been made available by the Government for the repair of potholes. Station Road, Hele will be closed for up to 7 months from May, for improvements in relation to flood risk. Locality Funding for 2018/19 stands at £10,000 and the Capital Grant stands at £10,000 per Councillor to allocate to non-profitmaking organisations in their Ward.

d) MDDC Cllr. Mrs R Berry: Due to apologies a report will be circulated to all.

e) Playing Field: The lock for the inner gate has been recovered; Cllr. Shore-Quinain to arrange a new chain.

f) Police: Cllr. Mrs Ellicott will attend a meeting at Cullompton Police Station on behalf of the Parish Council following an invitation from the Neighbourhood Beat Manager for Cullompton Rural. Due to staffing changes there is a new PCSO in place

g) The Parish Paths and Silver Wood: A date of 10-06-18 was agreed for the Annual Clifford Pike Memorial Walk. A meeting will be arranged on site at Silver Wood to discuss the path.

h) Any other reports: None.

43/04/18. Finance.

- a) The bank balance was reported as at the last statement.
- b) To note an error in a credit received of £739 from Pring and Son on 23/03/18; refunded via cheque number 001527.
- c) Payments were approved totalling £2015.30.
- Chq 1522 M Shore-Quinain, Clerk's salary and expenses. See declarations.
 - Chq 1523 Mrs M L Thorne. Website and Newsletter.
 - Chq 1524 SMA Services Ltd. Payroll provider.
 - Chq 1525 Kentisbeare Village Hall. Room hire.
 - Chq 1526 DALC. GDPR Training.
 - Chq 1527 Pring and Son. Refund due to bank transfer error.
 - Chq 1528 HMRC. Quarterly PAYE.
 - Chq 1529 KJT Group Ltd. Grass cutting contract.
- d) The Nest payment for March was confirmed.
- e) Payments of £20.04 to Utility Warehouse were confirmed as deducted on 28/02/18 and 29/03/18.
- f) Three contractors were invited to quote for the annual grass cutting contract for the Parish playing field (to include the village triangle and village signs twice a year). It was agreed to accept a quotation from KJT Group Ltd. It was further agreed for the inclusion of the removal of the grass four times a year in the growing season.
- g) The Parish Council has been awarded £568.29 from the Tap Fund Phase 2, towards an overhead projector for the committee room in Kentisbeare Village Hall. It was agreed that the Parish Council will make up the balance.
- h) The unaudited accounts for 2017/18 were approved subject to a review by the Internal Auditor. Cllr. Mrs Broom will verify the final quarter.
- i) Audit 2017/18: An internal audit will be carried out by Mrs S Aldworth prior to submission of the required documents to the External Auditor in June 2018.
- j) Any other financial matters to be noted: (i) An invoice for £214.94 has been received from DALC for the annual subscription; payment to be deducted by MDDC from the precept as previously agreed. (ii) The Clerk will need to replace the printer shortly.

44/04/18. GDPR: (a) The Clerk gave some details of the requirements for the new Data Protection regulations which come into effect on 25/05/18. The Clerk reported following some training and discussion with some consultants, and it was agreed to instruct Microshade VSM at a cost of £270 per annum for the first year (reducing in year 2); this includes a remote data audit, the provision of DPO services, together with the appointment of a Data Protection Officer, telephone support and templates as required. (b) The Clerk has paid the annual registration fee of £35 to the ICO (reimbursed via cheque 1522). (c) The publication scheme was approved.

45/04/15. Annual Parish Meeting 2018: The Annual Parish Meeting will take place at 7pm on 08/05/18, prior to the Annual Meeting of the Parish Council.

46/04/18. Vacancy on Kentisbeare Parish Council: Following two enquiries and one application by the deadline, the applicant will be invited to the next Parish Council meeting where co-option will be on the agenda.

47/04/18. Kentisbeare Parish Playing Field: Following a meeting on site with DAAT it was agreed to look at costings for the Parish Council to bring in a heavy duty electric supply and water. This will open up the site as a multi-use site if necessary in the future. Cllr. Mrs Broom reported that this needed investigating fully, and would delay the helipad project slightly.

48/04/18. Possible reinstatement of water tank outside Blackborough Village Hall: Following receipt of a letter from a parishioner, enquiries will be made with a specialist with reference to funding the re-instatement of a water tank before a decision is made.

49/04/18. Review of the following: Risk Assessment Management, Statement of Internal Control and Code of Conduct. Agreed.

50/04/18. Correspondence: Email: thanks from Blackdown Hills Transition Group for support in application to Tap Fund. CPRE - Countryside Voice Spring 2018.

51/04/18. Items for information and future agenda items: Arrangements for The Annual Clifford Pike Memorial Walk.

52/04/18. Dates of future meetings. 08/05/18.