

KENTISBEARE PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on 14/05/19 in Kentisbeare Village Hall at 7.30pm.

First Item: All councillors completed and signed a Declaration of Acceptance of Office form for retention by the Clerk.

Public Question Time: None.

64/05/19. Election of Officers: a) **Chairman** - Cllr. Mrs Broom was proposed by Cllr. Disney and seconded by Cllr. Mrs Woofenden. There being no other nominations, Cllr. Mrs Broom accepted the Office and signed a Declaration of Acceptance of Office Form. b) **Vice-Chairman** - Cllr. Mr N Allan was proposed by Cllr. Mrs Ellicott and seconded by Cllr. Shore-Quinain.

65/05/19. Apologies: Cllr. E Southerden.

66/05/19. Kentisbeare Parish Council (i) Cllr. Mrs Broom welcomed everyone to the meeting and everyone present introduced themselves to the meeting. (ii) District & Town Parish/Council Elections: Turnout figures were 51% for the Parish election, and 41% for the district election.

67/05/19. Declarations of interest: Cllr R Shore-Quinain (DPI as spouse) payment to the Clerk.

68/05/19. Appointment of Representatives to Advisory Groups:

a) **Planning:** Following details of applications being circulated to all, Cllr. R Shore-Quinain to provide information at meetings with assistance from Cllrs. Disney, Allan and Woofenden. The full council will endeavour to attend any site visits deemed necessary.

b) **Finance:** The full council is responsible for the finance. A sub group was agreed of Cllrs. Mrs Broom, Allan and the Clerk; any other councillor may attend if so desired. Signatories on the Lloyds bank account to be Cllrs. Disney, Mrs Woofenden, Mrs Ellicott, Allan, Southerden, Mrs Ryan, Sanders 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.

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

d) **Playing Field:** It was resolved to appoint Cllrs. Shore-Quinain, Mrs Ellicott and the Clerk.

e) **Highways:** It was resolved to appoint Cllrs. Disney, Sanders and Woofenden.

f) **Website:** It was resolved to appoint Cllrs. Mrs Broom (Chair), Mrs Woofenden and the Clerk. Unless otherwise agreed, Mrs Maria Thorne of Kentisbeare Parish will be present at meetings due to her ongoing work for the Parish Council with the website and electronic newsletter.

g) **Personnel:** It was resolved to appoint Cllrs. Mrs Broom (Chair), Allan, Disney, Mrs Ellicott and Mrs Woofenden.

h) **Consultation:** It was agreed that representatives were not needed at the moment.

i) **History:** It was resolved to appoint Cllrs. Mrs Broom, Mrs Ellicott, Woofenden and the Clerk on behalf of the Parish Council, and for Mrs Maria Thorne and Mrs L Downing of Kentisbeare Parish to assist.

69/05/19. Appointment of Representatives to:

a) **Kentisbeare Village Hall Committee:** It was resolved to appoint Cllr. Mrs Broom.

b) **Blackdown Hills AONB Partnership & Parishes Network:** It was resolved to appoint Cllr. Southerden and the Clerk.

c) **Culm Garden Village Proposal. (i) Delivery Board:** It was resolved to appoint Cllr. Allan and for Cllr. Mrs Broom to be reserve. (ii) **Stakeholder Forum:** It was resolved to appoint Cllrs. Mrs Broom, Mrs Ellicott and the Clerk and Cllrs. Mrs Ryan and Mrs Woofenden as reserve.

70/05/19. Forms for completion/collection: Register of Parish and Town Council Members' Interests, Councillor Privacy Notices. Some ROI forms were collected for the Clerk to send to MDDC. Remaining councillors were informed to send their forms in direct by the due date. A number of privacy notices were collected; the remainder will follow. Details of the new council will go into the Parish Magazine and e-newsletter.

71/05/19. Due to apologies received from Cllr. Southerden, it was agreed to permit the signing of the Declaration of Office form by Cllr. Southerden at a future date.

72/05/19. Approval of minutes: The minutes of the Parish Council meeting held on 25th April 2019 were approved and duly signed by the Chairman.

73/05/19. Matters Arising: None.

74/05/19. Planning.

a) Applications considered by the Parish Council.

-19/00753/FULL Erection of extension to existing covered silage clamps and erection of roof to provide covered yard. Land & Buildings at NGR 308054 107324 (Orway Porch Farm) Kentisbeare. No objections.

-19/000305/ARM Reserved Matters for the erection of dwelling and formation of a vehicular access following Outline approval 18/00485/OUT. Development Site at NGR 306483 108170 (Adj. Fairholme), Silver Street, Kentisbeare. Revised drawings. No objections - as per previous correspondence, the Copper Beech tree should not be compromised.

b) Results of applications from Mid Devon District Council: None.

c) Update on planning application in respect of Blackborough House - on behalf of Blackborough Community Area Organisation (BACO). Due to apologies received from Cllr. Southerden, the report was deferred to a future meeting. Cllr. Berry reported that the Highway Authority has submitted a response to the application and is seeking a series of passing places should consent be granted.

d) Culm Garden Village Proposal: Details were given of the structure of the Delivery Board and Stakeholder Forum. All new councillors will be provided with a copy of the letter sent to MDDC recently, regarding concerns about the possible siting of sports pitches in the Dead Lane area.

e) Any other planning matters: (i) The DCT Neighbourhood Planning course of 10/05/19 was postponed and is re-scheduled for some time in September.

75/05/19. Highways.

a) To report on work carried out to receive reports on repairs that are needed: The broken rails at Stoford Water have been reported. The NHO has been informed of a dead animal found in the grit bin outside of The Honest Heart. The verges are in need of being cut at Post Cross and Yerris Road. The finger posts are missing on the directional post at Nibby's Cross.

b) Any other highway matters: The Clerk will make enquiries about disabled parking spaces within the Parish.

76/05/19. Reports:

a) The Clerk: The Clerk and Chairman will arrange an informal meeting with all new councillors before the next meeting – as an introduction to the Parish Council.

b) The Chairman: None.

c) DCC Councillor J Berry: A monthly report was circulated to all, details include: Potholes – the way in which these are dealt with and prioritising work is being looked at, which it is hoped will result in more efficient and effective repairs. Bikeability – due to a successful bid for £283,000 funding, more than 8,800 children will be able to receive Bikeability cycle training and some adults. Since 2006, 70,000 children have received free cycle training. Level 3 training can take place at secondary schools. Climate Change - £250,000 is being allocated to this, and DCC is leading an initiative on Climate Change to bring together all the interested parties to organise a stronger Devon-wide action working at a strategic, community and individual level. School Funding – The campaign for fairer funding continues and a meeting with MPs will take place on 14th May. Children's Services – Child Protection and Children in Need has been inspected by Ofsted and is making good progress. Economy - Aim to double the size of Devon's economy by 2040 to increase prosperity. Broadband – will have to improve. Efforts are being made to resolve the ongoing problems with Gigaclear. Finance – On a net revenue budget of £512 million, in a year which has seen more cuts in government funding, DCC has delivered an underspend of £63,000, despite an overspend of £9.8 million on Children's Services.

d) MDDC Councillor D Pugsley: The Annual Meeting is due to take place shortly.

e) Playing Field. (i) Update on night time landing site – the Clerk and Chairman are to attend a site visit shortly with all parties (DAAT/WPD and the contractor), and it is anticipated that works will start next month. EDF will be sending details as the electricity provider and for convenience; a direct debit will be arranged.

f) The Parish Paths and Silver Wood. (i) The Annual Clifford Pike Memorial Walk will take place on 08/06/19 and will be a circular walk, starting and finishing in the village with refreshments in The Wyndham Arms. (ii) A quotation for new fencing at the Eel Pool pit will be obtained. (iii) Cutting along the paths is imminent.

- g) Kentisbeare Village Hall:** A letter of thanks has been sent for the recent grant. The AGM will take place this month.
- h) Any other reports:** None.

77/05/19. Finance.

- a)** The bank balance was reported as at 30/04/19. Credits received include £13,500.19 from MDDC (precept, first instalment) and £35 from Pring & Son (advertising on the Parish website).
- b)** Payments were approved totalling £2024.60, and the monthly payments to Nest and Utility Warehouse were reported.
 - Chq 001636 Kentisbeare Village Hall. Room hire.
 - Chq 001637 Mrs M Shore-Quinain, Clerk's salary and expenses. See declarations.
 - Chq 001638 SMA Services. Payroll provider.
 - Chq 001639 Mrs M L Thorne. Website, newsletter.
 - Chq 001640 KJT Group Ltd. Grass maintenance contract.
 - Chq 001641 Devon Communities Together. Membership Renewal.
 - Chq 001642 Spoilt cheque - cancelled internally.
- c)** Parish Council Insurance renewal: Year 2 of the 3 year LTA with Zurich Municipal via Community First- cheque 01643 made payable to Community First Trading. As per previous resolutions, it was agreed not to insure the play equipment as the equipment is of a very high standard and the safety surfaces well established.
- d)** Grass Cutting Contract 01/06/19 to 31/03/22: Following a summary of the three quotations that had been received it was agreed to instruct Countrywide, with a review in March 2020.
- e)** Playing Field Inspections: A quotation was agreed from MDDC for a monthly check of the playpark; this consists of 11 checks and one annual check by ROSPA.
- f)** DALC Training Sessions and Guides: The Devon Association of Local Councils is offering training sessions; some councillors may attend an evening session when dates are given – as above (76/05/19 a) the Clerk and Chairman will arrange an informal meeting with all new councillors. The Clerk will order a copy of the recently updated publication "The Good Councillors Guide" for all councillors.
- g)** Any other financial matters to be noted: None.

78/05/19. Correspondence: Letter of thanks from Kentisbeare Village Hall committee.

79/05/19. Items for information and future agenda items: Apologies from Cllr. Allan for 11/06/19. Summer footpath walks.

80/05/19. Dates of future meetings of the Parish Council: 11/06/19.

The meeting finished at 21.15.