

## KENTISBEARE PARISH COUNCIL

Minutes of a remote meeting of the Parish Council held on Tuesday 9<sup>th</sup> June 2020 at 7.30pm.

**Present:** Cllrs. Mrs Q Broom (Chair), N Allan, N Woofenden, Mrs S Woofenden, Mrs F Ryan, Mrs E Ellicott, N Sanders, E Southerden, R Shore-Quinain, District Councillor D Pugsley, County Councillor J Berry (from 42/06/20) & the Clerk. One member of the public joined the meeting for public question time.

**37/06/20.** A Remote Meeting Protocol Policy was adopted.

**Public Question Time:** The restorer of Blackborough House was present to clarify the details of his restoration plans, and to confirm that he is happy to discuss anything with members of the council or community should anyone wish to make contact. Councillors were grateful of the offer to attend another site visit – it was noted that since the original application there had been an election and a change in some councillors.

**38/06/20.** Apologies: Cllr. M Disney.

**39/06/20.** Declarations of Interest: Cllr. R Shore-Quinain (DPI as spouse) payment the Clerk & minute 52/06/20.

**40/06/20.** The minutes of the meeting of the Parish Council held on 10/03/20 were approved (to note that the numbering has been amended from minute 25 to 32 from “02” to “03”).

**41/06/20.** Matters Arising: None.

### **42/06/20. Planning and Planning Correspondence/Information.**

**a)** Applications considered:

-20/00782/CAT Notification of intention to fell 10-15 Cypress trees and remove 1 Ash tree within the Conservation Area. Walnut Cottage, 2 Silver Street, Kentisbeare. EX15 2BH. No objections.

-20/00774/CAT Notification of intention to fell 1 Lime tree in a Conservation Area. Pound Cottage, Priest Hill, Kentisbeare. EX15 2BG. No objections.

-20/00682/FULL Change of use of land for siting of 4kw ground mounted 180 panel solar PV array. Land at NGR 307350 109085 (Pirzwell Ponds), Kentisbeare. No objections in principle, however preference is for panels to be placed on buildings, and perhaps this could be considered as an alternative option with this application, if it is possible. *Note: it was noted that due to the number of panels, 4kw must be incorrect for the description of this application; this will be queried with the Planning Officer.*

-20/00680/HOUSE Erection of single storey extension to side and two storey extension to rear of dwelling and erection of extension to garage/workshop for stables. 14 Blaydon Cottages, Blackborough. EX15 2HJ. No objections.

**b)** Results of applications from Mid Devon District Council: See below 14.7.

**c)** MDDC Consultation: Design Guide Supplementary Planning Document – noted, no comments made.

**d)** Any other planning matters: None.

**43/06/20.** Highways. (i) Doing What Matters Project – the Clerk and Chairman will be meeting remotely with the Neighbourhood Highways Officer to discuss Parish issues. (ii) Any other matters: None. *Cllr. Mrs Ellicott left the meeting.*

**44/06/20.** Reports. (i) An Officer from MDDC will make a site visit regarding a new bin along Rectory Road and a replacement bin at Parsons Close. (ii) History project – an article compiled by a member of the public regarding The Honest Heart will be publicised via the Parish website.

### **45/06/20. Finance.**

**a)** The bank balance was noted as at the last statement. Credits received since the last meeting and finance report: 02/03 allotment rental £7.50, website advertising: 05/03 - £45, 12/03 - £45 (500103), 13/03 - £32.50, 13/05 – £30, 14/05 - £45, 18/05 - £35, 22/05 - £45. 08/04 MDDC Precept first instalment £18,258.23. 16/04 allotment rental £7.50. 27/04 HMRC VAT refund 2018-19 £1659.92. Direct debits taken: 10/03 EDF £30. 11/03 ICO subscription £35. Utility Warehouse £41.05 on 31/03, 30/04 & 29/05. EDF £1 on 14/04 and 11/05. Nest 12/03 - £62.44, 31/03 - £61.33, 24/04 - £66.28.

**b)** **Payments were approved totalling £2548.20** (plus grants):

-Chq 1743 Countrywide Grounds Maintenance. Grass cutting contract. Routine maintenance.

-Chq 1744 R Chave. Annual allotment site rental.

-Chq 1745 Community First Trading. Insurance renewal.

**45/06/20. Finance continued.**

- Chq 1746 SMA Services Ltd. Payroll provider.
- Chq 1747 Microshade Business Consultants Ltd. Renewal of Data Protection Officer service.
- Chq 1748 Website and e-newsletter works - payment June and July 2020.
- Chq 1749 Clerk – salary and expenses. *See declarations.*
- Chq 1750 S Aldworth. Internal audit fee.

The following payments were issued for grants as agreed at the precept meeting:

- Chq 1751 £ 1000.00 Blackborough Village Hall.
- Chq 1752 £ 1000.00 Kentisbeare Village Hall.
- Chq 1753 £ 1500.00 Kentisbeare PCC. Churchyard grant.
- Chq 1754 £ 300.00 Blackborough PCC. Churchyard grant.
- Chq 1755 £ 800.00 Sainthill Baptist Church (£300 for churchyard and £500 for Youth Club).

**c)** The annual subscription for DALC of £214.77 was noted, as deducted from the precept by MDDC.

**d)** The bank interest received at the bank for 2019/20 was noted as £5.00.

**e) Annual Governance & Accountability Return (AGAR) & Audit 2019/20.**

- (i) Income and Expenditure and bank reconciliation as at 31/03/20 were approved prior to the external audit.
  - (ii) Completion of Internal audit – the internal audit has been completed; no matters of concern to report.
  - (iii) Section 1 – The Annual Governance Statement (AGS) 2019/20 was approved.
  - (iv) Section 2 - The Accounting Statements for 2019/20 were considered and approved. (v) Arrangements will be made for the Chairman to sign the AGS and Accounting Statements. (vi) Publication of the Notice of Public Rights and unaudited AGAR will take place shortly as required, for 30 days.
- f)** It was agreed not to issue grants following requests from two national charities.
- g)** Cosmic - Privacy Notice for website: Cosmic will be asked to produce a specific website notice.
- h)** Supplies for Coronavirus (Covid-19) community volunteer group: Minimal supplies have been purchased for the several volunteers, and it was understood that more will be purchased as and when required.
- i)** Parish maintenance works. (i) Renovation of wooden benches – it was agreed that the wooden benches need some renovation, and the Clerk will arrange for this to be done. (ii) Grass cutting contract – following communication from the Devon Air Ambulance Trust, it was agreed for the grass contractors to remove the grass from the site opposed to mulching on site; this will result in an increase in cost. (iii) Play Park – a quotation is being sought for new signage. It was considered that a quotation received for temporary fencing to fence the play equipment off due to Coronavirus (Covid-19) restrictions, so that the green space can be made accessible, was too costly. The Parish Council would like to see the park open, and if restrictions are lifted over the next few weeks, arrangements will be made for the area to open if possible.

**46/06/20. MDDC Reviews/Consultations.**

**a)** Public Space Protection Order (PSPO) - MDDC is considering making a Public Space Protection Order (PSPO) relating to dog control for the next three years, and the following will be submitted for consideration: (i) Kentisbeare Play Park to be included in Section 7 “Dogs Excluded” (ii) Churchyards be included in Section 6 “Dogs on Leads” (iii) Those areas owned by The Woodland Trust within the Parish, should be included in Section 5 “Dog Fouling”.

**b)** Review of MDDC and Town and Parish Councils Charter: Noted and approved.

**47/06/20. The following were adopted:** Scheme of Delegation. Extension of Scheme of Delegation and Supplementary Standing Orders (under Coronavirus Covid-19 restrictions). Grant Giving Policy.

**48/06/20.** Update received from Devon Climate Emergency Team: Following recent information received, it was agreed to show support for Kentisbeare Parish Council to sign up online, to the Devon Climate Emergency Declaration.

**49/06/20. For information only - to note the following actions/info under ref Coronavirus (Covid-19) restrictions:**

- a)** Following the announcement from the Prime Minister on the evening of 23/03/20, the play area remains closed. A Parish Council notice was displayed on the evening of 23/03/20. Inspections made by MDDC on a monthly basis, have ceased until play areas re-open, the last inspection took place in February.
- b)** Cheques 1738 to 1742 totalling £2439.31 agreed for payment under delegation to the Clerk, in consultation with the Chairman and Vice-Chairman. Delegation is following prior consultation with all Parish Councillors.
- c)** Parish Paths – DCC has notified that the contractor can continue to work on the footpaths.
- d)** Two co-ordinators have come forward, one from Blackborough and one from Kentisbeare, to organise volunteers to help the vulnerable; the Parish Council is supported by The Blackdown Support Group (BSG) based in Hemyock.

- e) Allotments – notices have been displayed on site and guidance has been given to holders with reference to Coronavirus (Covid-19) restrictions. A risk assessment has been carried out.
- f) Cullompton Town Centre and Master Plan Consultation – no comments made as discussed at the last meeting.
- g) Applications for which a response has been submitted, no objections to the following - agreed under delegation to the Clerk, in consultation with all Parish Councillors:
  - 20/00451/CAT. Notification of intention to remove 1 Oak tree within the Conservation Area. 12 Silver Street, Kentisbeare. EX15 2BH.
  - 20/00500/FULL Replacement of existing septic tank with package treatment plant and formation of access track. Land at NGR 309438 108856 (Western Cottage), Blackborough. Note - approved.
  - 20/00501/FULL Erection of field shelter and general agricultural store. Land at NGR 309398 108855 (Western Cottage), Blackborough. Note - approved.
- h) Planning application 17/01904/MFUL & 17/01905/LBC Blackborough House. (i) Note of additional information (via MDDC in April 2020), no further comments were submitted on behalf of the Parish Council. (ii) Email received for the attention of the Parish Council from the developer, following the comments of the Parish Council submitted to MDDC in March.
- i) The tree stump on Rectory Road has been reported to Highways.

**50/06/20. Correspondence.**

- a) Correspondence received from parishioner regarding cutting of vegetation – following correspondence from a parishioner regarding concerns over the cutting of verges and ivy in the Parish; it was considered that the ivy in question has been cut back for safety reasons. Both issues are matters for individual property owners.
- b) To note other correspondence received: CPRE Countryside Voices/ Councillor Advocate Scheme invite (Office of the Police and Crime Commissioner): It was agreed for Cllr. Mrs Ryan to attend on behalf of the Parish Council, and Cllr. Mrs Broom will act as a reserve/MDDC Playing Pitch Strategy questionnaire – completed and returned by Chairman and Vice-Chairman.

**51/06/20.** Review of Clerk's salary and expenses: The council went into Part 2 for this item. See declarations - Cllr. Shore-Quinain took no part in this discussion.

**52/06/20. Items for information, future agenda items, and future meetings:** (i) The Annual Parish meeting and the Annual Parish Council Meeting have been cancelled, and the next Full Council Meeting will be arranged when required - details will be on the website. (ii) A letter of thanks will be sent to the local shop, pub and butchers for the hard work that they have put in to support the Parish, for adapting and providing a vital service to the Parish over period of lockdown.