

KENTISBEARE PARISH COUNCIL

The minutes of the Annual Meeting of the Parish Council, following on from the Annual Meeting of the Parish Council, held on 4th May 2016 in Kentisbeare Village Hall at 7.30pm.

Present: Cllrs. Mr J Wadsworth (Chair), Mrs Q Broom, M Disney, Mrs E Ellicott, R Shore-Quinain, Mrs T Dominy, A Southall, County Cllr. Mr J Berry, District Cllr. Mrs R Berry, the Clerk and two members of the public.

69/05/16. Election of Officers. a. Chairman. Cllr. Wadsworth was proposed by Cllr. Mrs Broom, seconded by Cllr. Mrs Ellicott. Councillors were unanimous in their decision to elect Cllr. Wadsworth as Chairman. Cllr. Wadsworth accepted the office and signed a Declaration of Acceptance of Office Form. **b. Vice-Chairman.** Cllr. Mrs Broom was proposed by Cllr. Southall, seconded by Cllr. R Shore-Quinain. Councillors were unanimous in their decision to elect Cllr. Mrs Broom as Vice-Chairman.

70/05/16. To accept apologies for absence. It was resolved to accept the apologies of Cllrs. Mrs S Woofenden, Miss D Jackson and Mrs W Reed.

71/05/16. Declaration of interest in items on the agenda. Cllr. R Shore-Quinain (DPI as spouse) payments to the Clerk.

72/05/16. To Make appointments to the

a) Planning Committee. It was resolved to appoint the full council to the Planning Committee with any three to have delegated powers to agree a response if necessary. The order of contact to be as follows: Cllrs. Southall, Wadsworth, Shore-Quinain and Disney followed by Cllr. Mrs Reed if necessary. This will apply to certain minor applications; anything other will require the full council to agree a response. Cllr. Southall to be the Chairman of the Planning Committee.

b) Finance Committee. It was resolved to appoint the full council to the Finance Committee. Signatories on the Lloyds TSB account to be Cllrs. Disney, Wadsworth, Southall, Mrs Dominy, Mrs Woofenden, Miss Jackson, Mrs Ellicott, Mrs Reed and the Clerk. The Clerk to be the Responsible Financial 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 to remain as a non-signatory to the account due to the continuation of her review of the accounts.

c) Footpath Advisory Committee. It was resolved to appoint Cllrs. Mrs Ellicott (P3 co-ordinator), Disney, Shore-Quinain, Mrs Dominy, Mrs Reed and Mrs Woofenden.

d) Playing Field Advisory Committee. It was resolved to appoint Cllrs. Shore-Quinain, Mrs Ellicott, Miss Jackson and Mrs Dominy. The Clerk will be present at meetings as an officer in attendance. Cllr. Miss Jackson to perform weekly checks.

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

f) Website Advisory Committee. It was resolved to appoint Cllrs. Wadsworth, Mrs Broom and Mrs Dominy. The Clerk will be present at meetings as an officer in attendance. Mrs Maria Thorne as website manager will be present at meetings unless otherwise agreed.

g) Personnel Committee. It was resolved to appoint Cllrs. Wadsworth (Chair), Mrs Broom, Disney and Miss Jackson.

73/05/16. Appointment of Representatives to:

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

b) Blackdown Hills Rural Partnership. It was resolved to appoint Cllrs. Mrs Reed, Mrs Ellicott and the Clerk.

74/05/16. To confirm the minutes of the Parish Council meeting held on 05/04/16 as a true record of the meeting. It was resolved to adopt the minutes as a true record of the meeting and they were duly signed by the Chairman.

75/05/16. a) Planning applications to be considered by the Parish Council.

-16/00498/HOUSE Prospect House, Kentisbeare. Erection of detached garage. No objections.

b) Results of applications from Mid Devon District Council. Permission granted for the following:

- 16/00184/HOUSE Wressing Cottage. Erection of garage and re-location of fuel tank *and* 16/00186/LBC *for same* with internal alterations.

-16/00192/FULL Green Acres, Horn Road, Kentisbeare. Erection of two storey and single storey extension and alterations including erection of veranda at rear and erection of stable block/tack room and stores.

-16/00167/LBC Croyle House, Kentisbeare. Listed Building Consent for the installation of guttering and downpipes to existing porch.

-Goodiford Barn, Kentisbeare: 16/00236/HOUSE Erection of a greenhouse and a potting shed *and* 16/00237/FULL Erection of an agricultural store.

-16/00251/CLU Certificate of Lawfulness for the continued use of "The Annexe" as a separate dwelling for a period in excess of 10 years. Country House (The Annexe), Fore Street.

For Information only- The following application has been withdrawn: 16/00381/CLP- CLP for proposed use or operation. Western Cottage Blackborough. Certificate of Lawfulness for the proposed erection of an extension to existing lean-to and increase in roof pitch over lean-to.

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c) **Any other planning matters.** Details of the MDDC meeting of 27/04/16 had been circulated to all prior to the meeting.

76/05/15. Highways. a) Items to report: Blocked culvert at Stoford Water (W1690500).

77/06/16. Kentisbeare Village Hall. Cllr. Mrs Broom reported following a recent hall committee meeting that the lettings were slightly down compared to the last financial year. Over the last few years a great deal has been spent on renovating the hall; details will be published in the parish magazine. An example was given regarding the expenditure of £28,000 last summer to replace the underfloor heating system and wooden flooring. The hall is a vital asset to the community and it is imperative that the hall is regularly maintained and updated to guarantee bookings and future use, and to make it attractive to hirers.

78/05/16. Finance. *It was resolved to take agenda item 10.4 before 10.5.*

a) The combined bank balance was reported as at 19/04/16 and credits to the bank since the last statement were reported as follows:

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| -06/04/16 | £1400.00 | P3 Grant 2016/17. |
| -06/04/16 | £9819.29 | Precept-first instalment less DALC subs. |
| -08/04/16 | £ 25.00 | Website advertising. |
| -15/04/16 | £ 790.90 | Tap Fund 2015/16. |
| -18/04/16 | £ 60.00 | Website advertising. |

b) **To approve the following cheques. Total outgoings £2786.28.**

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| -Chq 0025 | DALC, Good Councillors Guide publication. |
| -Chq 0026 | Mrs M Shore-Quinain, Clerk's salary. |
| -Chq 0027 | Mrs M Shore-Quinain, expenses including re-imburement for new laptop. |
| -Chq 0028 | Blackborough Village Hall. Grant re: Tap Fund 2015/16 (ref: 06/01/16 (e)). |
| -Chq 0029 | K J Thulborn, grass cutting. |
| -Chq 0030 | Mrs M L Thorne, website management. |
| -Chq 0032 | Deferred to the next meeting as invoice not received. |
| -Chq 0031 | Zurich Municipal Policy Renewal 01/06/2016. As per previous resolutions, the playing field equipment is excluded from "All Risks" as the equipment is of a very high standard and the safety surfaces well established. Cheque made payable to Community First Trading for £274.68. |

c) The unaudited accounts for 2015/16 were approved subject to a review by the Internal Auditor.

d) Section 1, The Annual Governance Statement 2015/16 was approved.

e) Section 2, The Accounting Statements for 2015/16 were approved.

f) The Declaration of Statement of Published Accounts for the year end will be displayed.

g) Contract for maintenance of the playing field 2016-17. Due to satisfactory performance over the last year, it was agreed to accept the quotation from K J Thulborn Ltd. It was noted that there was no increase in cost.

h) Tap Fund 2016-17. It was agreed for the Tap Fund to go towards the cost of the installation of Broadband at Kentisbeare Village Hall.

i) It was agreed for the Parish Council to pay for the hall hire to mark celebrations to be held in Kentisbeare to mark the Queen's 90th birthday.

j) Nest Pension Scheme. Due to ongoing problems with the website and set up of the scheme, the first payment has not yet been taken.

79/05/16. Annual Review of Risk Assessment Management. Approved.

80/05/16. Reports.

a) **The Clerk.** An email has been received from a parishioner regarding Bridleway 37.

b) **Playing Field.** Cllr. Disney has repaired the inner small gate and erected a new bin.

c) **Police Report.** (i) A monthly report received had previously been circulated to all.

d) **Parish Paths. Co-ordinator Cllr. Mrs E Ellicott.** (i) The 15th Annual Clifford Pike Memorial Walk is to be held on Sunday 5th June. The walk will start at 2pm and finish at Blackborough Village Hall where refreshments will be provided. (ii) Cllr. Mrs Reed had reported that a gate below Blackborough House had been left open and subsequently livestock had escaped.

e) **Devon County Cllr. Mr J Berry.** The road between Croyle and Bradfield is still to be repaired.

f) **District Cllr. Mrs R Berry.** Home Fire Safety-The Fire Brigade has offered to attend meetings to give advice on safety in the home.

81/05/16. Cllr Southall. It was resolved to be a member of the Devon Community Resilience Forum and to try and benefit from Flooding grants as and when they are available.

82/05/16. Correspondence. Healthwatch Voices. Clerks and Councils Direct.

83/05/16. Items for information and future agenda items. *Apologies from Cllr. J Wadsworth for 07/06/16.*

84/05/16. Dates of future meetings of the Parish Council. 07/06/16 in Kentisbeare Village Hall at 7.30pm. July meeting: 06/07/16.

The meeting finished at 9.30pm.