

KENTISBEARE PARISH COUNCIL

The minutes of the annual meeting of the Parish Council
held on 19th May 2015 in Kentisbeare Village Hall at 7.30pm.

Present: Cllrs. Mr J Wadsworth (Chair), Mrs Q Broom, M Disney, Mrs E Ellicott, Mrs W Reed, Miss D Jackson, Mrs T Dominy, A Southall, County Cllr. Mr J Berry, District Cllr. Mrs R Berry and the Clerk.

70/05/15. Election of Officers. A. Chairman. Cllr. Wadsworth was proposed by Cllr. Disney, seconded by Cllr. Mrs Broom. 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. Wadsworth, seconded by Cllr. Disney. Councillors were unanimous in their decision to elect Cllr. Mrs Broom as Vice-Chairman.

71/05/15. Cllr. Wadsworth signed a Declaration of Acceptance of Office form in respect of his position as Chairman and welcomed everyone to the meeting.

72/05/15. To accept apologies for absence. It was resolved to accept the apologies of Cllr. Mrs S Woofenden and R Shore-Quinain.

73/05/15. All councillors had previously completed a Declaration of Acceptance of Office form and a declaration of acceptance of parish documents via email. These will be retained by The Clerk. The Clerk will submit any completed ROI forms and other paperwork for MDDC handed in at this date. Councillors were informed that they must submit any uncompleted paperwork to MDDC themselves.

74/05/15. Declaration of interest in items on the agenda. Cllr. Mrs Reed (DPI as applicant) planning ref: 15/00618/FULL. Cllrs. Mrs Broom (DPI as personal payment) cheque no. 1335, Cllr. Wadsworth (DPI as personal payment) cheque no. 1334 and Cllr. Miss Jackson, (personal) planning ref: 15/00602/CLU.

75/05/14. 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 annual governance statement being approved 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 and Mrs Reed.

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.

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.

76/05/15. 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 and Mrs Ellicott.

77/05/15. To confirm the minutes of the Parish Council meeting held on 14/04/15 and the minutes of the Annual Parish Meeting of 28/04/15 as a true record of the meetings. It was resolved to adopt the minutes as a true record of the meeting and they were duly signed by the Chairman.

78/05/15. Matters arising from the minutes not already covered by the agenda. None

It was resolved to take Planning before Highways.

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79/05/15. a) Planning applications to be considered by the Parish Council.

- 15/00547/LBC Listed Building Consent for the removal of existing fire surrounds in living/dining room, undertake remedial works to original features, install wood burners, chimney liners, chimney pots and room ventilation. Croyle House. No objections.
- 15/00618/FULL Erection of two extensions to existing agricultural buildings and lean to and bulk feed hopper. France Farm, Blackborough. See declarations. As the applicant, Cllr. Mrs Reed left the room for this discussion. No objections.
- 15/00602/CLU Certificate of lawfulness for the existing use of agricultural land for dog training and exercising with associated parking in excess of 10 years. Land at NGR 305292 106711 (Land adjoining Stable Cottage) Aller Cross. No objections.
- 15/00374/FULL Change of use of agricultural building to dwelling. Land and Buildings at NGR 308268 107308 (Orway Crescent Farm). It was agreed to arrange a site visit.
- The Coach House Kentisbeare: 15/00658/FULL Conversion of loft and installation of velux windows, and 15/00660/LBC Listed Building Consent for the conversion of loft and installation of velux windows. No objections.

b) Results of applications from Mid Devon District Council.

- 15/00282/LBC Listed Building Consent for repair and replacement of dormer windows and replacement of patio doors and
- 15/00341/LBC Listed Building Consent for removal of existing boiler, chimney liner and header tanks and installation of replacement boiler and flue. Croyle House, Kentisbeare. Permission granted.
- 15/00284/FULL Old Golden Lion Fore Street. Removal of Condition 6 (occupancy condition) of Planning Permission 4/32/95/0274 to allow flexible use of the main house and annexe. Permission refused.
- Permission granted for the following, which are for information only:** 15/00368/PNCOU Prior notification for the change of use of an agricultural building to a dwelling under Class MB(a) and MB (b). Land at NGR 305843 107659 Yerrishayes. 12/00542/FULL/NMA Erection of extensions – non material amendment to reduce the footprint of the extension, Wayland, Kentisbeare. Permission granted.

c) East Devon Local Plan and Community Infrastructure Levy Charing Schedule – consultation on proposed changes. No comments.

80/05/15. Highways. a) To report on work carried out by the Highways Department and to receive reports on repairs that are needed.

- Reported: The Clerk will speak to the Neighbourhood Highways Officer regarding visibility on the A373 due to overgrown vegetation.
- Potholes/poor road surface to report: Horn Road (Cllr. Disney will report on-line) and Machine Lane. Cllr. Mrs Ellicott will make enquiries regarding visibility due to overgrown vegetation at the junction of Yerris Road on to Dead lane.
- b) Any other highway matters. (i) The contact details (direct phone number 0345 1551004) and link to the “report a problem” page on the DCC website will be added to the Parish website. (ii) Cllr. Disney would like to start a Litter Picking Group. The Clerk will make enquires with MDCC.

81/05/15. Finance.

a) To resolve to make payments in accordance with the agreed budget. Total outgoings £1232.58.

- DALC, Good Councillors Guide publication. Chq 1331.
- Mrs M Shore-Quinain, Clerk’s salary. Chq . See declarations. Chq 1332.
- Mrs M Shore-Quinain, expenses. Chq . See declarations. Chq 1333.
- Mr J Wadsworth. Expenses. See declarations. Chq 1334.
- Mrs Q Broom. Expenses. See declarations. Chq 1335.
- R and R Services Ltd, playing field maintenance. Chq 1336.
- b) Zurich Municipal Policy Renewal 01/06/2015. The cable runway has been added under the Public Liability section. As per minute 75/05/14 (c), the playing field equipment is excluded from “All Risks” as the equipment is of a very high standard and the safety surfaces well established. It was agreed to accept a 3 year LTA with Community First. Chq 1337 made payable to Community First Trading for £341.40.
- c) Credits to Kentisbeare Parish Council LTSB account: £8045.53 8/4/15 - precept less DALC subs, £1500 DCC P3 Grant 13/4/15. The bank balance was reported as at 17/04/15.
- d) Audit. Notice of Appointment of Date for the Exercise of Electors’ Rights’ and Council’s Accounts: a summary of your rights’ placed on the Parish notice board.
- e) Contract for maintenance of the playing field 2015-16. Following receipt of two quotations, it was agreed to accept the quotation from K J Thulborn Ltd.
- f) Fixed Asset Register. Updated with reference to purchase of office equipment.
- g) The bank mandate previously updated by LTSB signed by the necessary parties.
- h) Notification received of DALC training courses – to consider later in the year.

82/05/15. Reports.

- a) County Cllr. John Berry.** DCC have been in audit regarding children in care. DCC are offering training courses with reference to spraying and cutting. It was agreed that it would be beneficial for councillors to meet with a representative from Highways to discuss possible road infrastructure in the Cullompton area.
- b) District Cllr. Mrs R Berry.** Cllr. Mrs Berry introduced herself and gave details of her local background.

c) The Clerk. Feedback regarding the Annual Parish Meeting and Reception has been very good. A number of comments express how interesting it is to receive information from local groups.

d) The Chairman. The website advisory committee will arrange a meeting shortly.

e) Playing Field. The annual play area safety inspection report has just been received from MDDC. The Clerk will check the details. The weekly checks will be verified.

f) Police Report. (i) A monthly report was given. (ii) Following correspondence from the Neighbourhood Team Leader regarding the possibility of holding multi Parish Council/Police Liaison meetings approximately twice a year, it was agreed that Cllrs. Miss Jackson and Mrs Reed would attend where possible.

g) Parish Paths. Co-ordinator Cllr. Mrs E Ellicott. (i) The Annual Clifford Pike Memorial Walk is to be held on Sunday 21st June, starting at 2pm at Kentisbeare Village Hall and finishing at Santhill Baptist Hall. (ii) DCC P3 photography competition - The Clerk has submitted a photograph which will be taken to the Devon County Show for judging. (iii) Details were given of a recent meeting held with DCC to discuss the parish leaflet. (v) Silver Wood – the Clerk will arrange a meeting with the site manager, the possibility and need for a working party will be discussed next month.

83/05/15. CORRESPONDENCE. N Devon Healthcare NHS Trust issue of Pulse, Clerks and Councils Direct.

84/05/15. Election of DALC County Committee 2015-19. No nominations submitted.

85/05/15. Blackdown Hills Parishes Network AGM and subscriptions. Details will be sent to Cllr. Mrs Reid and Mrs Ellicott. It agreed not to subscribe.

86/05/15. Electoral Review of Devon: Draft Recommendations. Noted. Details will be displayed.

87/05/15. Reform of the Landfill Communities Fund. Cllrs. Mrs Broom and A Southall gave details of a consultation. A letter drafted by Cllr. Southall will be circulated to all for agreement/suggestions before any response is made.

88/05/15. Items for information and future agenda items. Possible new notice board. Parish welcome pack. Silver Wood working party.

89/05/15. Dates of future meetings of the Parish Council. 09/06/15 in Kentisbeare Village Hall at 7.30pm.