

## KENTISBEARE PARISH COUNCIL

Minutes of the annual meeting of the Parish Council held remotely Tuesday 4<sup>th</sup> May 2021 at 7pm.

**Present:** Cllrs: N Allan (Chair), Mrs Q Broom, N Woofenden, Mrs S Woofenden, N Sanders, Mrs F Ryan, R Shore-Quinain, Mrs E Ellicott, the Clerk and one member of the public.

**Public Question Time:** None.

**67/05/21. Election of Officers:** a) **Chairman** - Cllr. Allan was proposed by Cllr. Mrs Broom and seconded by Cllr. Shore-Quinain followed by Cllr. Mrs Ellicott. There being no other nominations, Cllr. Allan accepted the Office and arrangements will be made for the Chairman to sign a Declaration of Acceptance of Office for retention by the Clerk.

b) **Vice-Chairman** - Cllr. Mrs Broom was proposed by Cllr. Shore-Quinain and seconded by Cllr. Mrs Ellicott. There being no other nominations, Cllr. Mrs Broom accepted the Office.

*Cllr. Allan recognised Cllr. Mrs Broom for the many years of hard work she has put in for Kentisbeare as Chairman of the Parish Council and is most grateful that she continues as Vice-Chairman so that the Parish Council can continue to avail itself of her knowledge.*

**68/05/21:** Apologies: Cllr. J Berry, E Southerden and M Disney.

**69/05/21:** Declarations of interest. Cllr. R Shore-Quinain (DPI as spouse) payment to the Clerk. Cllrs: N Woofenden and Mrs S Woofenden (DPI as possible purchase) planning application 21/00710/MFUL.

### **70/05/21. Confirmation of representatives to the following advisory/working groups:**

a) **Planning:** Following details of applications being circulated to all, Cllr. Woofenden to provide information at meetings with assistance from Cllrs. Disney, Allan and R Shore-Quinain. 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 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. Southerden, Shore-Quinain, Mrs Ellicott, Mrs Broom 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) **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 of Kentisbeare Parish to assist.

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

### **71/05/21: Appointment/confirmation 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:** As Chairman and Vice-Chairman of the Parish Council Cllrs. Allan and Mrs Broom will continue to represent the Parish Council. **(ii) Stakeholder Forum:** It was resolved to appoint Cllrs. Mrs Broom, Mrs Ellicott and the Clerk and for Cllrs. Mrs Ryan and Mrs Woofenden to be reserve.

d) **Connecting the Culm:** Cllr. Allan will continue to attend events with A Southall from Kentisbeare Parish if available. It was agreed to encourage others to sign up to attend events.

**72/05/21.** Covid-19 Community Group: Cllr. Mrs Ryan will continue as the co-ordinator for Kentisbeare. It is hoped that the co-ordinator for Blackborough will also continue.

**73/05/21.** The Minutes of the Parish Council meeting held on 06/04/21 were approved following one amendment to those in attendance where the Clerk reported a typing error.

**74/05/21.** Matters Arising: None.

**75/05/21. Planning & Planning Correspondence**

**a) Applications considered by the Parish Council:**

-21/00710/MFUL Extension of existing business park and erection of 2 industrial buildings Class B2 (2395sqm). Land at NGR 305748 107208 Post Cross Business Park, Kentisbeare. Cllrs: N Woofenden and Mrs S Woofenden left the meeting for this item. *See declarations.* No objections – suggest that if there are currently restrictions regarding vehicle movements overnight, that this application be subject to the same restrictions.

-21/00643/HOUSE Erection of two-storey rear extension and front porch. 6 Parsons Close, Kentisbeare. EX15 2BN. No objections.

-21/00764/HOUSE Erection of single storey side extensions and installation of dormer windows to rear. Moorlands, Kentisbeare. EX15 2BP. No objections.

-21/00758/LBC Listed Building Consent for installation of 5 replacement windows and installation of a velux window. Croyle House, Kentisbeare. EX15 2AP. No objections.

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

-21/00608/CAT Notification of intention to fell 1 Horse Chestnut tree within the Conservation Area. 2 Silver Street, Kentisbeare. EX15 2BH. Approved.

-21/00521/CAT Notification of intention to fell 1 Cherry tree within the Conservation Area. Apple Garth, Priest Hill, Kentisbeare. EX15 2BG. Approved.

-21/00363/HOUSE Installation of a 5 panel solar PV system to the South West facing roof of garage. Wressing Cottage, Kentisbeare. EX15 2AR. Approved.

**c) Culm Garden Village:** It is expected that the survey regarding the Country Park will be out for consultation soon. Following some concerns over the size of the proposal, Cllr. Mrs Broom will make contact with MDDC.

**d) Any other planning matters:** (i) Cllr. Allan attended a recent Connecting the Culm event – details will be publicised in the next issue of the Parish magazine and e-newsletter. (ii) The closing date for the Housing Needs survey is 07/05/21 and results should be available 3-4 weeks following this. (iii) An application has been received for Blackborough House – the Clerk will request an extension on the time for response and this will be discussed at the next meeting.

**76/05/21. Highways.** Any upcoming TTRO (road works) notices have been publicised as received.

**77/05/21. Finance.**

**a) Bank balance report deferred to the next meeting pending receipt of bank statement.**

**b) The following payments were approved totalling £6480.74:**

- Chq 001835 Clerk. Salary and expenses.
- Chq 001836 Website and e-newsletter monthly payment.
- Chq 001837 Devon Communities Together. Membership renewal.
- Chq 001838 SMA Services Ltd. Payroll provider.
- Chq 001839 Project Cosmic. Domain name renewal.
- Chq 001840 Allotment rental.
- Chq 001841 Countrywide Grounds Maintenance. Grass contract.
- Chq 001842 T J McCabe. Replacement of fencing at Eel Pool.

**c) Annual Grants:**

- Chq 001843 Blackborough Village Hall.
- Chq 001844 Sainthill Baptist Church – grant for youth club and churchyard.

*Noted as a typo on the agenda 1844 listed twice in error, the following cheque numbers apply:*

- Chq 001845 St. Mary's PCC Kentisbeare. Churchyard Grant.
- Chq 001846 Blackborough PCC. Churchyard Grant.

- d) The membership fee for the Devon Association of Local Councils for 2021/22 was noted as £214.53.
- e) Parish Council Insurance Renewal: It was agreed to enter into a 3 year Long Term Agreement with Zurich Municipal via Community First Trading at a cost of £398.79 per year – cheque number 1847. As in previous years, it was agreed not to insure the play equipment as the equipment is of a very high standard and the safety surfaces well established.
- f) **Annual Governance & Accountability Return (AGAR) & Audit 2020/21.**
  - (i) Internal audit – the internal audit has been completed with no matters to bring to the attention of the Council.
  - (ii) The Annual Governance Statement (AGS) 2020/21 was approved.
  - (iii) The Accounting Statements for 2020/21 were considered and approved. (iv) Arrangements will be made for the Chairman to sign the AGS and Accounting Statements. (v) Publication of the Notice of Public Rights and unaudited AGAR will take place as required.
- g) Any other financial matters to be noted: None.

#### **78/05/21. Reports.**

- a) A training session will be arranged with MDDC Legal Department regarding the declaration of interests and bias and predetermination.
- b) P3 Co-ordinator: There has been a temporary repair to the bridge between Henland and Hollis Green.

**79/05/21. Playing Field.** (i) Update on cycle track project: The advisory group have recently agreed on a revised design and details will be circulated before the next meeting. (ii) A sign will be ordered to inform users of the night time landing area.

**80/05/21. Parish Council Meetings from 07/05/21:** Notification has been received that remote meetings are not permitted after 07/05/21. (i) The June meeting will take place in the main hall and any restrictions in place will be taken into account. An online survey regarding feedback on remote meetings will be completed. (ii) The Parish Council will aim to start meetings at 7pm wherever possible.

**81/05/21. Review of Scheme of Delegation:** The extension to the scheme of delegation will expire on 07/05/21. The current scheme of delegation was reviewed and updated. It was agreed that if it is inappropriate to meet or if the council is unable to meet, or is inquorate due to restrictions or problems associated with Covid-19, authority be delegated to the Clerk in consultation with the Chairman and Vice Chairman to take any actions necessary with associated expenditure to protect the interests of the community and to ensure council business continuity, informed by consultation with the members of the council.

#### **82/05/21. Consultations/Surveys.**

- a) Community Risk Management Plan for Devon and Somerset Fire and Rescue Service: Noted, publicised on the Parish website, e-newsletter and Parish magazine.

**83/05/21. Correspondence:** CPRE – Countryside Voices and 2021 Members' Guide to attractions, gardens, houses & museums.

**84/05/21. Items for information, future agenda items and future meetings:** The Annual Clifford Pike Memorial Walk and summer walks. Results of Housing Needs Survey. Possible Neighbourhood Plan. Planning application for Blackborough House. Next meeting - Thursday 10/06/21 at 7.30pm in Kentisbeare Village Hall. It was noted that the gardens of Kentisbeare House will be open on 12<sup>th</sup> and 13<sup>th</sup> June.