

KENTISBEARE PARISH COUNCIL

Minutes of the annual meeting of the Parish Council held on 16th May 2023 at 7pm in Kentisbeare Village Hall

Present: N Allan (Chairman), Mrs Q Broom, E Southerden, N Woofenden, Mrs F Ryan, MDDC Cllr. J Poynton, DCC Cllr. J Berry, MDDC Cllr. Cathy Connor (part of meeting), the Clerk and one member of the public.

Public Question Time: One member of the public was present to raise concerns in relation to planning application 23/00636/FULL; the parishioner was advised to send any comments direct to MDDC.

60/05/23. Election of Officers: a) **Chairman** - Cllr. Allan was proposed by Cllr. Mrs Broom and seconded by Cllr. Mrs Ryan. There being no other nominations, Cllr. Allan accepted the Office and signed a Declaration of Acceptance of Office form. b) **Vice-Chairman** - Cllr. Mrs Broom was proposed by Cllr. Allan and seconded by Cllr. Woofenden. There being no other nominations, Cllr. Mrs Broom accepted the Office and signed a Declaration of Acceptance of Office form.

61/05/23. Apologies: Cllr. J Penfold, Mrs E Ellicott, M Disney and MDDC Cllr. A Glover. a) It was agreed to permit the signing of Declaration of Office forms before or at the start of the next meeting, in respect of any Parish Councillors that had sent apologies.

62/05/23. Kentisbeare Parish Council (i) Welcome and Introductions: The Chairman welcomed everyone to the meeting. (ii) District & Town Parish/Council Elections – following the election, there are two places on the Parish Council and co-option will be a future agenda item.

63/05/23. Declarations of Interest: None.

64/05/23. Appointment of Representatives to Advisory Groups:

a) **Planning:** Following details of applications being circulated to all, Cllr. Woofenden to provide information at meetings with assistance from Cllrs. Disney, Penfold & Allan. 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 Ellicott, Allan, Southerden 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 coordinator), Allan, Disney, Southerden and the Clerk.

d) **Playing Field:** It was resolved to appoint Cllrs. Southerden, Mrs Ellicott, Mrs Broom and the Clerk.

e) **Cycle Track:** It was resolved to appoint Cllrs. Southerden, Mrs Ellicott, Mrs Broom, N Woofenden, J Penfold and the Clerk

f) **Highways:** It was resolved to appoint Cllrs. Disney, Penfold and Woofenden.

g) **Website:** It was resolved to appoint Cllrs. Mrs Broom and the Clerk. Unless otherwise agreed, the website administrator instructed by the Parish Council, will be present at meetings due to her ongoing work for the Parish Council with the website and electronic newsletter.

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

i) **History:** It was resolved to appoint Cllrs. Mrs Broom, Mrs Ellicott, Penfold and the Clerk on behalf of the Parish Council, and for the website administrator to assist.

65/05/23. 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:** 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 Allan, Mrs Broom and Penfold. Cllr. Mrs Ryan, Mrs Ellicott and the Clerk to be reserve.

d) **Connecting the Culm:** Cllrs. Allan and Penfold together with a parishioner - as in previous years - if available.

66/05/23. Forms for completion/collection: (i) The Clerk will make arrangements for any Register of Parish and Town Council Members' Interests and expenses forms handed in to be sent to MDDC; councillors that had not yet completed forms were reminded to send them direct to MDDC ASAP. (ii) All councillors had previously completed a Declaration of Acceptance of Office Form for retention by the Clerk. (iii) Privacy notices were collected.

67/05/23. All councillors confirmed that they are in agreement to receiving all communication electronically.

68/05/23. The minutes of the Parish Council meeting held on 18th April 2023 were approved and duly signed by the Chairman.

69/05/23. Matters Arising: None.

70/05/23. Planning. *MDDC Cllr. Cathy Connor arrived.*

a) Applications considered by the Parish Council.

-23/00636/FULL Change of use of barn to wedding/events venue. Land and Buildings at NGR 307827 108901 Pirzwell Ponds, Kentisbeare. Following a site visit a report was given following which, it was agreed not to support the application as it currently stands and to request that the application be "called in" for determination by the Planning Committee at MDDC. Some of the concerns include - the number of events that will be held and the impact on the surrounding area due to the noise and the increase in traffic.

b) Results of applications from Mid Devon District Council.

22/02199/MFUL Erection of extension to hatchery, store room and replacement staff welfare/changing rooms and formation of car park. PD Hook (Hatcheries) Ltd Kentisbeare. EX15 2AL. Approved.

c) Culm Garden Village Proposal: Details of a meeting of the delivery board is expected shortly.

d) Any other planning matters. Details had been circulated regarding adoption of the Air quality Supplementary Planning Document at MDDC which was noted.

71/05/23. Highways: The Clerk has reported flooding that occurred along Rectory Road recently. The surface of the road from Blackborough Church to Allhallows is in a poor state – Clerk to report. Cllr. Mrs Broom suggested that Rectory Road be formally named; enquiries will be made with DCC Highways as this was considered beneficial.

72/05/23. Reports:

a) The Clerk: A meeting is to be arranged with the Airband Community Liaison Officer.

b) The Chairman: The Clerk will put details regarding possible co-option into the next issue of the parish magazine.

c) Reports from DCC & MDDC Councillors: (i) MDDC Cllrs. Poynton and Cathy Connor introduced themselves and Cllr. Poynton explained that training was in progress at MDDC. Positions at MDDC will be verified shortly as appointments to committees take place. (ii) Cllr. Berry handed out a report, details include – the coronation was well celebrated locally. DCC and MDDC continue to apply for funding for the Cullompton relief road. £9.4 million has been allocated for Devon's 8000 mile road network. Farming in Protected Landscapes (FiPL) grants are available and open to anyone farming or managing land on the BHAONB.

d) P3 Parish Paths and Silver Wood. (i) Summer Walks – final details to be arranged. (ii) The Clerk will query the Definitive Map Review with DCC.

e) Any other reports: None.

73/05/23. Finance.

a) The bank balance was noted as at 30/04/23. Direct Debits taken: 19/04 Nest - £75.70, 11/04 EDF - £8, 28/04 Utility Warehouse - £41.05. Credits: £120 (3 separate credits) in respect of advertising on the Parish website, 11/04 MDDC £20,235.43 - precept first instalment (less DALC subscription).

b) Payments were approved totalling £1351.34:

-Chq 2053 SMA Services. Payroll provider.

-Chq 2054 Computerlink (Leicester) Ltd. Printer cartridges.

-Chq 2055 Project Cosmic. Annual support contract & mandatory security updates.

Finance continued:

- Chq 2056 Internal Audit Fee.
- Chq 2057 Community First Trading Ltd. Insurance renewal.
- Chq 2058 Parish Council Handyman. Maintenance to memorial bench.
- Chq 2059 Countrywide Grounds Maintenance Ltd. Grass maintenance contract – *Deferred*.
- Chq 2060 Doug Richmond Computer Services. Laptop service & IT support.

c) Any other financial matters to be noted: None.

74/05/23. Kentisbeare Play Area.

a) Update on cycle track – Cllr. Southerden reported following a working group meeting where an application to The Lottery Fund was agreed which will be submitted shortly. Options regarding fundraising locally were discussed and Cllr. Southerden and the Clerk will report at a future meeting.

b) Any other matters: None.

75/05/23. Correspondence & Any Consultations. A reminder of the DCC – Mobile Library Consultation which closes shortly; details have been publicised

76/05/23. Items for information, future agenda items, and dates of future meetings. Next meeting – 18/07/23.