

MINUTES OF THE ANNUAL MEETING OF SILVERTON PARISH COUNCIL
held MONDAY 9th MAY 2016

Present: Cllrs J Barrett, G Barrett, A Lawson, J Roach, O Kennard, S Roach & P Dixon

District Cllrs J Roach and B Deed

Minute 112537 Apologies for absence

County Cllr J Berry

Minute 112538 Election of Chairman

Cllr Lawson proposed Cllr J Barrett to be the Chairman for the forthcoming year. Cllr Dixon seconded the proposal – vote taken with 5 in favour & 1 abstention

Minute 112539 Election of Vice-Chairman

Cllr Lawson proposed Cllr J Roach to be Vice-Chairman for the forthcoming year. Cllr Kennard seconded the proposal - a vote was taken with 6 in favour & 1 against

Minute 112540 Election of Committees/Representatives on Local Organisations:

- (a) Planning Committee Agreed no committee to be formed
- (b) Representative on Community Hall Management Trust – It was noted Cllr G Barrett was currently the Parish Council's representative and Cllr Lawson proposed Cllr G Barrett continued in this role. Cllr J Roach seconded the proposal – vote taken which was unanimous.

It was agreed that all Parish Council representatives be asked to provide an Annual report to the Parish Council. For the year 2016/2017 the representatives are asked to attend and give a report at the June meeting and thereafter at the Annual Meeting in each year

- (c) Footpath Officer - Cllr Kennard confirmed she was happy to continue in this role. Cllr J Roach proposed Cllr Kennard is elected as the Parish Council's Footpath Office. Cllr S Roach seconded the proposal – vote taken which was unanimous.
- (d) To note members on Silverton Parochial Trust – it was noted that Mrs G Riggs and Mr J Blackburn were the Parish Council's representatives.
- (e) To note members on Richard's Educational Charity – it was noted that Mr G Knowles and Mrs J Payne were the Parish Council's representatives.
- (f) The Clerk pointed out that since the elections in May 2015 the Parish Council had not agreed its own internal auditor to check the financial books on a quarterly basis. Cllr S Roach had confirmed he would be willing to carry out this role and Cllr G Barrett proposed Cllr S Roach as the Parish Council's internal auditor. Cllr Kennard seconded the proposal - a vote was taken which was unanimous

Minute 112541 To consider any applications for co-option as a Parish Councillor

No applications had been received

Minute 112542 Meeting open to members of the public – 15 minutes

No matters raised

Minute 112543 To approve Minutes of meeting held on 4th April 2016

Cllr Kennard proposed the Minutes of the meeting held on the 4th April 2016 be signed as a correct record. Cllr G Barrett seconded the proposal. A vote was taken with 4 in favour and 3 abstentions

Minute 112544 Matters arising from Minutes of 4.4.2016

Possible footpath from School Road to Square – no response from DCC as to possibility of laying a white grid box in the area – Clerk has chased

Replacement of Union Jack – County Cllr J Berry has confirmed he will fund a replacement flag. Mr B Coombe knows someone in Cornwall who makes woven flags which would be more wearable and it hoped he will be able to provide the Parish Council with a quotation in due course.

Notice-board – repairs have been carried out by Mr Absley-Mallett although there are some minor repairs required by the Handyman who will also be re-varnishing the woodwork. It was noted that the public notice board was too hard to put pins in and the Chairman will ask the Handyman if cork could replace the hardboard backing.

Minute 112545 Discussion with Police Representatives, County Councillor J Berry, District Councillors J Roach and B Deed of any relevant matters

District Cllr B Deed informed the meeting that there was nothing specific to report. He stated that a fellow District Councillor had stood in the Crime Officer election and had come third.

District Cllr J Roach informed the meeting that there were problems in the village with regard to planning applications and she had called some in due to issues. Complaints had been received regarding potholes in the village and she pointed out parishioners paid £40 Council Tax and these pot holes are not being dealt with. She confirmed she would contact District Cllr J Berry. It was noted that due to the size of some of the potholes cyclists very vulnerable. District Cllr Roach said that the new Chief Executive had joined her and walked around the village and she had found him a good person and he had taken on the issues she had raised.

Police – 3 crimes – criminal damage to vehicle, one domestic and one possession of Class B drug.

Minute 112546 Planning

Cllr J Roach took no part in the discussions as she is a District Councillor for the Ward and wishes to remain independent of the Parish Council so as to be able to represent the parishioners.

(a) Applications

16/0552/FULL – formation of an agricultural access gateway to include removal of section of hedgebank and 1 tree – land at Lower Dorweeke, Silverton

After discussion Cllr Kennard proposed the Parish Council recommends approval of the above application. Cllr Dixon seconded the proposal – a vote was taken with 6 in favour and 1 abstention

16/00423/HOUSE – Householder Application – erection of single storey side extension & porch in place of existing garage and erection of conservatory to rear (revised scheme) – 14 Silverdale, Silverton EX5 4JF

After discussion Cllr S Roach proposed the Parish Council recommends approval of the above application. Cllr Lawson seconded the proposal A vote was taken with 6 in favour and 1 abstention

16/00640/HOUSE – Householder Application – erection of a porch, rear extension and new conservatory following demolition of existing – 2 Parsonage Lane, Silverton

After discussion Cllr Lawson proposed the Parish Council recommends approval of the above application. Cllr G Barrett seconded the proposal – vote was taken with 6 in favour 1 abstention

16/00391/LBC – internal alterations – Applegarth, King Street, Silverton

After discussion Cllr Lawson proposed the Parish Council recommends approval of the above application. Cllr S Roach seconded the proposal – vote was taken with 6 in favour 1 abstention

(b) Approvals/Refusals (received from MDDC)

APPROVAL –Erection of extensions to rear – 10 Hederman Close, Silverton

APPROVAL – Erection of extension to existing agricultural storage building – land at NGR 296788 106606 (Dorweeke Cross) Silverton

APPROVAL- Erection of ground and first floor extensions – Chapters, 11 Church Road, Silverton

(c) Any other planning matters

16/00160/LBC – consent for erection of 3 dwellings and boundary wall following removal of block of five letting rooms, storage buildings and boundary wall – The Three Tuns, Exeter Road, Silverton - *WITHDRAWN*

Minute 112547

Finances

(a) Monthly invoices

Chq No	Payee	Amount	Income	Amount
002198	Mrs S Woodland	£546.01 (wages)		
002199	Mr D L Marsden	£250.00 (contractor)		
002200	RSOSPA	£201.60 (annual safety reports)		
002201	S J Youldon Electrical	£192.00 (installation of defibrillator)		
002202	Zurich Insurance	£373.94 (annual insurance)		
002203	Mr J Barrett	£42.24 (materials re repair of noticeboard)		

002204	Groundwork UK	£244.78 (repayment of underspend of grant)		
002205	Mrs G Barrett	£9.50 (Litter Pick expenses)		
002206	DB Hinchcliffe	£200.00 (internal audit)		
002207	Mr J Barrett	£23.74 (Paint for War Memorial Railings)		
002208	S Land	£45.00 (weed killing etc)		
002209	Thomas Westcott	£126.00 (Annual Accountant's fee)		
00210	Chunky Monkey	£180.00 (benches for Football Field)		

Cllr J Roach proposed ROSPA is paid subject to receiving the play park safety reports. Cllr S Roach seconded the proposal – vote taken which was unanimous.

With regard to the possibility of a second defibrillator in the Parish it was agreed to ask the Primary School whether or not it could be sited on its premises and further discussion to take place at the June meeting. ?

With regard to the War Memorial railings, it was agreed to ask the Handyman not to paint the railings until the autumn due to planting which is due to take place in the near future.

With regard to Mr Land weeding killing in the Jubilee Garden it was agreed to ask him to weed kill the brambles/dandelions along the path only and not against the tennis court fence where wild flowers had self-seeded.

B Other Financial matters

(i) To note Precept payment from MDDC of £12,500.00

The payment of 50% of the annual precept by MDDC was noted.

(ii) To note TAP Fund payment of £1,700.00

It was noted the full TAP Grant had been received of £1,700.00

(iii) To complete Annual Return re Audit for year ended 31/3/2016

Cllr G Bamforth proposed the annual accounts be agreed as correct. Cllr J Roach seconded the proposal – a vote was taken which was unanimous.

The Chairman read a letter from the Internal Auditor, Mr David Hinchliffe, which stated the published Account properly documents the Council's financial transactions in the year and accurately shows the year end balances. He confirmed he had checked the financial systems and controls against the criteria set out in the Annual Return and found they suit the Parish Council's requirements. Mr Hinchliffe stated he had found nothing in the audit which required the Council's attention and in his opinion the Council's financial work is being well and efficiently managed.

After discussion the Annual Governance was completed by the Clerk and Cllr J Roach proposed the Parish Council accepted the Annual Governance as completed at the meeting. Cllr S Roach seconded the proposal – a vote was taken which was unanimous

After discussion the Accounting Statement was completed by the Clerk and Cllr J Roach proposed the Parish Council accepted the Accounting Statement as completed at the meeting. Cllr Lawson seconded the proposal – a vote was taken which was unanimous.

(iv) Waste Bin in Little Rec

The design for the new stone Waste Bin had been submitted to Richard's Educational Charity for approval

(v) Installation of Defibrillator

The defibrillator had been installed but unfortunately it does not appear to be working properly and indicates the battery needs charging although new battery. Fault has been reported. Manager of Spar Shop has defibrillator for safe keeping until fault repaired

(vi) Dog stencil for Recreation Fields

Cllr J Roach confirmed that MDDC have Dog Fouling signs only and not "No Dogs". Cllr G Barrett confirmed she will obtain some quotes for suitable stencils and it was agreed this matter be deferred to the June meeting.

Minute 1125148 Consider draft Asset Register

The Clerk had prepared a Draft Asset Register but was unable to insert current values for most of the Assets. After discussion Cllr J Roach proposed the Asset Register be agreed subject to professional valuations as to current values. Cllr G Barrett seconded the proposal – a vote was taken which was unanimous.

Minute 112549 Website update – consider requests to advertise on site

Cllr Kennard indicated that requests to advertise on the site had been received from people outside the Parish. It was agreed that anyone living within the Parish could advertise on the website for a period of 12 months. After discussion Cllr Kennard proposed an annual fee of £50 for anyone outside the Parish who wishes to advertise on the Parish Council website. Cllr S Roach seconded the proposal. A vote was taken with 6 in favour and 1 abstention. It was agreed the advertisement could contain a photograph, contact details and a short sentence and all Companies wishing to advertise would be checked for legitimacy.

Minute 112550 Update on Neighbourhood Plan

Cllr Kennard had circulated the Objectives prior to the meeting which were issues which were raised during consultation and which had not gone into Neighbourhood plan and these were discussed and agreed as follows:

Natural Environment

A – *"Find ways to reduce incidences of littering/other forms of despoliation"* – Cllr Kennard confirmed this was partially covered by Litter Picks but education was required with regard to littering and the possibility of asking the Primary School to assist was discussed.

B – *"Explore need/support for further traffic restrictions"* – agreed to put on June Agenda and ask the Police and County Cllr John Berry to attend the meeting

C – *“Map of parish paths/bridleways”* - this was being done by Bill Croome – Clerk to email asking for an update

D – *“Clean up stream and make it more attractive”* - included within Handyman contract

Built Environment

A – *“Publish Silverton walk map”* – see “C” above

B – *“Improvement maintenance of village leat”* – see “D” above

Business and Jobs

A – *“Encourage new business that meet local needs, provide local services or increased skills of local people”* - partially contained within Neighbourhood Plan

B – *“Support community enterprise”* -Partially contained in Plan and also use of website

C – *“Improve local postal and business service”* – this was not an issue for the Parish Council

Community Spaces

A – *“Publicise via parish website”* – this was now being done

B – *Promote/support community organizations, activities and events”* – now being done via Parish Council website, Parish Newsletter and Parish notice-board

C – *“Work positively with school/health service and other providers to meet changing needs and demands”* – this was being addressed via the Neighbourhood Plan

D – *Develop Community support services to aid the more vulnerable in our community”* – this was being addressed by the Room 4 U

E – *Investigate further what public open space is required and for what purposes”* – this was being addressed through the Neighbourhood Plan

F – *“Take care of community land and spaces”* – agreed the “SPC Green Spaces and Recreation Spaces Form be discussed at the June meeting.

G – *Support community ownership and management of community spaces”* – this was not within the Parish Council remit

H – *“Encourage the creation and development of sports clubs for everyone to join”* – use of the Website

I – *“Publicise better what we have got”* – use of the Website

Minute 112551

Queen’s 90th Birthday Party Celebrations – update

The Chairman informed the meeting that the Committee was struggling to find sufficient volunteers. for the event. Cllr Dixon confirmed he now had 6 or 7 volunteers and hoped to find more. Volunteers were urgently needed to erect the Scout Tent on the day of the celebrations and this took at least 8 people. It was noted that there was a Rainbow Run on the same day as the Celebration and many young people will not be available to assist in the village as they are attending this event. The Chairman stated he was concerned that it may not be possible to raise sufficient funds to cover the cost of the event.

After general discussion Cllr G Barrett proposed that the Parish Council continue with the planned Celebration. Cllr J Roach seconded the proposal – vote taken which was unanimous.

It was noted Flyers had been ordered and these were being produced free of cost.

Minute 112552

To discuss possible Public Meeting with Devon Air Ambulance re night flying and possible landing site

A discussion took place regarding possible ways of funding for the project after which it was agreed further discussions would take place at the June meeting

Healthwatch Devon

The Chairman confirmed the Play Area signs have now been erected

Cllr J Roach requested that when circulating planning applications/consents the Clerk put a separate heading on the emails forwarded to make it easier to find the emails at a later date.

Play Area inspections – the Clerk to email Cllr J Roach the last email received from MDDC