

Newton St Cyres Parish Council

Minutes of Newton St Cyres Parish Council Meeting held in the Parish Hall Clubroom on Thursday 3 September 2015

The meeting commenced at 7.30pm

Members present:

Cllr D Baker (Chair)
Cllr J Baker
Cllr S Parker
Cllr G Quicke

Cllr A Reeves
Cllr C Southcott
Cllr P Taylor
Cllr J Ward

In attendance: J Hole Parish Clerk, Cllr M Squires, DCC (arrived 9.20pm, left 10.10pm)
11 members of public (2 left after public participation)

Business to be Transacted Public Participation

- I. Police Report
There was no report
- II. Public Question Time
The overgrown area at the bus stop at Langford junction had been cleared. It was noted that the Langford grass verge had been cut by a resident.
The use of weed killer on the grass opposite the Recreation ground was questioned and it was noted that this was not applied under the direction of the Parish Council. However, it was explained that it was applied for visibility and safety reasons
Noise from Hanlons Brewery – this was being reported to the Police and Environmental Health. There was also concern about bubbles in the River.
The white line in the middle of the road at Castlands had not been removed and it was reported that Ash View Cottage had been struck again. The Parish Council had requested DCC to carry this work out.
The speed of vehicles between Quicke and Smallbrooke – a request for the 40mph to be extended. Cllr D Baker explained that this had been one of the suggestions made a few years ago, by the A377 working group which had been turned down by DCC
The advertised A377 road closure due to patching did not actually happen resulting in unnecessary diversions and confusion. The signs put up by Stagecoach have not been picked up – **Clerk to request** Stagecoach to collect.
The pavement on School Hill had been cleared by a resident. The Parish Council could not endorse this work although the resident would be thanked personally.
Speed watch in Langford. The police had been unable to find a suitable location to carry out speed watch but a resident may be willing to allow the area outside their property to be used. **Clerk to inform police.**
Pedestrian crossing in the village – the Parish Council had requested an estimate of the cost of the work from DCC and although a reply had been received, further clarification was required.

Formal Business

1/09/15 Apologies

Cllr K Anstey – illness, Cllr P Hare-Scott – away, Cllr M Squires would arrive late from Sandford meeting

2/09/15 Declaration of Interest

Item 5.2.9b – Cllr S Parker (PI)

3/09/15 Minutes of the last meeting held on Thursday 2 July 2015

Agreed and signed as a true record

4/09/15 Mid Devon District Council

4.1 Planning Applications:

15/01213/LBC - to cap damaged chimney and cover with thatch, and to repair and re-render gable wall and North West elevation at Ash View Cottage, NSC – no comment

15/01265/LBC - to dismantle and repair downstream stone section of footbridge at Old Shuttern Bridge, Pump Street – no comment

15/01194/MFUL – erection of a solar farm 4.9MW, landscaping and associated infrastructure, access and underground cables at Dunscombe, NSC. (neighbouring authority consultation) – no comment

4.2 Planning Decisions

15/01838 – erection of a replacement garage, extension and alterations to existing dormer windows at Underwood, Church Lane, NSC – permission granted

4.3 To note MDDC consultation on the third review of the Gambling Act - Statement of Principles and to agree any comment.

No comment

4.4 To note the changes to the conservation area following the recent consultation.

It was noted that the Arboretum had not been included in the revised conservation area. Newton House and the end of West Town had been included

4.5 To consider the grass cutting consultation and agree a response

MDDC had advised that with effect from April 2016, due to financial constraints, they would not be able to undertake the cutting of grass verges and would be looking to the Parish Council to finance the work. However, the maps sent as part of the consultation showing the areas concerned were incorrect and new correct maps had been requested.

Clerk to inform MDDC that the deadline for response will not be met as the details will need to be considered at the October Parish Council meeting.

5/09/15 Finance

5.1 To approve signatures for this month's cheques

Cllr P Taylor and Cllr G Quicke. The bank had advised that the mandate changes had been implemented.

5.2 Parish Council payments Current Account

a) To ratify payment made in July and signed by Cllr D Baker and Cllr J Baker

Item	Payee	Purpose	Amount £
5.2.1a	Grant Thornton	Audit fees	120.00
5.2.2a	Dorset, Devon & Cornwall CRC Ltd	Church yard grass cutting	120.00

£240.00

b) Payments for September

These were agreed as:

Item	Payee	Purpose	Amount £
5.2.1b	Newton St Cyres Parish Hall	Rent for Club Room April – June 2015	64.00
5.2.2b	MDDC	Election expenses	147.35
5.2.3b	DALC	Training course for A Reeves	30.00
5.2.4b	DALC	Raddon Hill training	268.80
5.2.5b	Jubilee Hall Stoke Canon	Room hire for Raddon Hills training	21.00
5.2.6b	J Quicke	Topping allotments	108.00
5.2.7b	Dorset, Devon & Cornwall	Church yard grass cutting	120.00
5.2.8b	M Nicholls	Grass cutting	85.00
5.2.9b	Stephen Parker	Repair to bench and post for no cycle sign	135.44
5.2.10b	A J Carpenter	Maintenance for noticeboards	140.00
5.2.11b	Lee Farm Services	Hedge trimming (12/12/13)	54.00

5.2.12b	J Hole	Salary and expenses July and August	400.11
5.2.13b	HMRC	PAYE due	95.00
			£1,668.70

It was noted that a new Parish Council sign had been ordered for the Langford Noticeboard.

5.3	Parish Council receipts		
	Item	Payer	Amount £
	5.3.1	DCC	Grant from Cllr M Squires re no cycle sign
			£34.80

- 5.4 Balances
- 5.4.a Parish Council Current Account balance – £4,637.92 (after above payments)
- 5.4.b Parish Council Reserve Account balance – £840.68
- 5.4.c Footpaths Account – £596.42
- 5.5 Financial Statement and Budget Monitor
- These were noted. A new column had been added to show the spend figure from last year for comparison purposes.
- 5.6 To note the conclusion and comments from the Annual Return.
- The Annual Return had been signed off by the external auditors with a comment stating that the figures in boxes 2 and 3 should have the words “restated” inserted.

Break in procedures for signatories to sign cheques for payment

6/09/15 Matters raised by the Chair

- 6.1 To consider any additional information about the relocation of the Half Moon Bus Stop
- A letter had been received from PR Cars objecting to the proposal to move the bus stop outside the car showroom. An alternative position of the grass verge outside Marsh Mill Court had been suggested. The Clerk reported that a letter had been received today also in favour of this suggestion. After discussion it was agreed that Cllr D Baker would speak to Hanlons to see if they would be able to provide any assistance with moving the bus stop. The owner of the grass verge would also be contacted to see if they would agree to have the bus stop on their land
- 6.2 To consider if TAP funding could be used to purchase equipment for the Footpath Warden
- Upton Pyne Parish Council had suggested that TAP funding could be used to purchase equipment for both parishes. However, the problem of sharing a strimmer, storage and insurance were noted. It was suggested that it may be possible to use TAP funding for the Boniface Trail . **Clerk to put on the Agenda** for the next meeting.
- 6.3 To note Clerks appraisal and training requirements
- This had taken place in July. **Clerk to provide details of training** requested for next meeting.
- 6.4 To note the decision by Heavitree Brewery to withdraw from the Vodafone Sure Signal programme and to appoint a Vodafone Champion for the parish
- Cllr S Parker was in discussion with Vodafone about the possibility of siting the Vodafone equipment on his property. It was resolved that if Vodafone equipment is placed on a private property the Parish Council would pay for the cost of the electricity (approx. £30 per year) . Cllr S Parker was appointed as Vodafone Champion.
- 6.5 To consider attendance at the Devon Communities Together conference on 1 October and the DALC AGM and Conference on 15 October.
- It was noted that Cllr D Baker had been elected to the DALC County Committee. Cllr D Baker would attend the conference on the 1 October, (**Clerk to book**) and the DALC AGM on the 15 October.
- 6.6 To consider the PC’s action plan for the current year to 31 March 2016
- Details had been circulated . Cllrs were requested to bring any amendments to the next meeting.
- 6.7 Disposal of laptop
- The old Parish Council laptop was no longer required and it was resolved that **Cllr D Baker would arrange for its disposal.**

7/09/15 Councillor's Reports

7.1 Areas of Responsibility Reports

7.1a To note the review of Risk Assessments and agree any changes required

The Risk Assessments for all areas had been carried out and it was resolved to agree the minor changes proposed. **Clerk to amend and circulate to Cllrs.** It was noted that it was important that volunteers were sent copies of the risk assessment

7.1b To consider if job descriptions for some areas of responsibility would be beneficial

Cllr J Ward reported she had met with the police and would be updating the Neighbourhood Watch details. It was resolved that Cllr J Ward would also be the Scheme Co-ordinator.

Clerk to remove the reference to Snow wardens in the Neighbourhood Watch details and amend Neighbourhood Support Officer to Community Support Officer

Bus shelters – **Clerk to arrange** cleaning for October.

Recreation Ground – Church Commissioners are considering selling the land

School – Planning permission should be submitted shortly

Development Group – the parish survey forms were at the school awaiting input

Road Wardens – **Clerk to put on next agenda.**

7.2 Surgeries:

7.2a Matters raised on 22 August

A request for maps showing permissive paths. Copies had been photocopied and would be available at the mini market.

7.2b Next Surgery 26 September 2015 - to nominate Cllrs to attend and to agree display board notices

Cllr J Ward would attend. **Clerk to put mini market on the next agenda**

8/09/15 Clerk's Report

8.1 Local Council Award Scheme – to confirm that the Council publishes online the information required and has the necessary Governance, Community and Development policies and procedure in place as required for the Foundation Level award

All the information required was on the website except the action plan. Full confirmation to be agreed at the October Parish Council meeting

9/09/15 Parish Council

9.1 Allotments

9.1.a Report on untended plots and hedge cutting

Further topping might be required and the inside hedge nearest the road requires a cut
Clerk to check if tenants agreement permits poly tunnels

9.2 To consider any update from Community Resilience Group

Two meetings had taken place and MDDC were undertaking the surveys

9.3 To receive a verbal report from Boniface Trail group

A presentation had been made to Crediton Town Council. A constitution was being finalised to allow charity status to be gained. A questionnaire would be available soon and Paul Tucker from MDDC would be giving advice on funding. If the group wished to request a grant from the Parish Council, the request would need to be submitted to the clerk in November.

9.4 To note response from the Arboretum Committee regarding volunteer briefings and checking contractor insurance documents

The required changes were in hand and the risk assessment had been updated.

9.5 To consider the results of the shop survey and to consider any further action

A summary of the 93 returned questionnaires had been circulated. Although 85 returns said that a shop and Post Office was required, only 27 returns would consider helping to finance the purchase and only 8 returns would be prepared to join a working action group. It was resolved to take no further action at this time and to wait and see what happens if the current shop and Post Office is sold. The results will be published in the Newton Wonder.

- 9.6 To note the Parish Hall Car Park meeting
The minutes from the Car Park Management Meeting and the risk assessment had been circulated and were noted. There were no major issues identified.

10/09/15 Devon County Council

Cllr D Baker updated Cllr M Squires on the highway concerns identified in the public session and expressed the Council's dissatisfaction and frustration about the lack of communication from Highways. Despite two meetings with Cllr M Squires and representatives from Highways no progress has been made with outstanding issues and communication was not forthcoming. Cllr M Squires was requested to arrange a public meeting with David Whitton, Head of Highways in order that parishioners and Councillors could put their concerns.

- 10.1 To receive a verbal report from the meeting with Highways held on 10 August
A meeting had taken place with Cllr M Squires and Bob King and various Councillors. Bob King had agreed to follow up on outstanding matters. However Bob was no longer in post and the new Highway Neighbourhood Officer was Stephen Tucker. **Clerk to contact** Stephen Tucker to follow issues up.
- 10.2 Outstanding Highways issues
No updates had been received
- 10.3 New issues for Cllr Southcott to take to DCC
10.3.1 Highways pipe blocked with silt and needs cleaning at Woodlands and West Town
Clerk to report on DCC website
Clerk to report the overgrown vegetation by the flashing sign at Smallbrooke
- 10.4 Report from Cllr M Squires
There was no report

11/09/15 Miscellaneous Correspondence

- 11.1 Correspondence received regarding the use of weed killer along stretches of Station Road
Clerk to reply that this is not work that is carried out by the Parish Council.
- 11.2 Correspondence received regarding the overgrown grass verge at Newbridge Cross
Clerk to request that DCC cut the grass verge further back
- 11.3 Correspondence received regarding difficulties using the bus stop at Newbridge Cross and concern about the siting and obstruction of 30mph signs in Langford
Clerk to request that consideration is given to moving the 30mph signs in Langford and that the vegetation is cut back to allow the signs to be seen.
- 11.4 Correspondence received regarding traffic speeding and overtaking on the A377 from Quickes to Smallbrooke
Concerns were noted and this issue would be raised at the public meeting with Highways which it was hoped Cllr M Squires would arrange.

12/09/15 Minor Matters and Items for Future Agenda

Possible grant for implementing transparency code.

13/09/15 Date for next meeting: Thursday 1 October 2015 in the Clubroom, Parish Hall at 7.30pm.

End of Formal Business

Public Participation

Thanks were expressed to Councillors for trying to address highways issues.

The meeting finished at 10.20pm