

Newton St Cyres Parish Council

Minutes of Newton St Cyres Parish Council Meeting held in the Parish Hall Clubroom on Thursday 2 June 2016

The meeting commenced at 7.30pm

Members present:

Cllr D Baker (Chair)
Cllr K Anstey
Cllr J Baker
Cllr S Parker

Cllr A Reeves
Cllr C Southcott
Cllr P Taylor

In attendance: J Hole, Parish Clerk, Cllr M Squires, DCC (left 7.50pm), 5 members of public

Business to be Transacted Public Participation

- (i) Police Report
There was no Police Report
- (ii) Public Question Time.
Cllr D Baker reported that a "thank you" had been received from Daphne Clague with regard to the internal audit.
The certificate for the Quality Council Foundation level had been received
The Parish Hall now had Wi-Fi

01/06/16 Apologies

Cllr J Ward (Illness), Cllr G Quicke (Illness), Cllr P Hare-Scott, MDDC. Cllr Baker reminded Councillors that if they are unable to attend a meeting they should give a reason so this could be minuted.

02/06/16 Declaration of interest

None

03/06/16 Minutes of the last meeting held on Friday 6 May 2016

Agreed and signed as a true record

04/06/16 Mid Devon District Council

- 4.1 Planning Applications:
16/0069/HOUSE - Erection of a conservatory at 25 Court Orchard, NSC, EX5 5BJ – no comment
- 4.2 Planning Decisions: 16/00411/FULL - Removal of Condition (7) of planning permission 07/00352/FULL to allow the office/workshop to be used as a residential annexe at Ford Farm, NSC – permission refused
16/0035/FULL - Erection of woodchip storage building at Five Elms Road, NSC, EX5 5AY – permission granted
- 4.3 To note MDDC consultation on Statement of Community Involvement (SCI) and Refuse storage for new residential properties – Supplementary Planning Document
These were noted.
- 4.4 To note response from MDDC re request for a traffic management plan to help reduce increased traffic on the A377 likely to be generated by proposed new housing developments north of NSC
The Clerk had written to Simon Trafford with a copy to Ian Sorenson and Jenny Clifford asking if a traffic management plan could consider extra buses at busy times, a bus park and ride from Crediton station and extra trains. A reply stated that these suggestions had been noted and would be considered.

- 4.5 Update on Station Road entrance re S106 proposed scheme for new school and housing development
A copy of Simon Trafford's reply to a parishioner's e-mail had been circulated to Councillors. The parishioner reply to Simon Trafford had been circulated to Councillors earlier today. Councillors were in agreement that the best solution was the full widening of Station Road as originally proposed and it was hoped that negotiations could be progressed further.
- 4.6 To note new arrangements for TAP funding for 2016/17
Details of the new arrangements had been circulated to Councillors. **Cllr J Baker to explain** the changes in the Newton Wonder
- 4.7 Report from Cllr P Hare-Scott including feedback on waste bag suppliers.
Cllr P Hare-Scott had informed the Clerk that all waste bag supplies could be purchased from Lords Meadow Leisure Centre and High Street Savers in Crediton would be selling garden sacks and 50l caddy liners

05/06/16 Finance

- 5.1 To approve signatures for this month's cheques
Cllr S Parker and Cllr A Reeves

- 5.2 Parish Council Payments Current Account:
These were agreed as:

Item	Payee	Purpose	Amount £
5.2.1	M J Nicholls	Grass cutting	170.00
5.2.2	DALC	Admin fee for accreditation of Foundation level	60.00
5.2.3	J Hole	Salary and expenses	258.31
5.2.4	HMRC	PAYE	22.00
			£510.31

Since the agenda had been sent out an invoice had been received from S Luxton for £693.00 to clear up the allotment site. It was resolved to pay this

- 5.3 Parish Council Receipts Current Account:

Item	Payer	Purpose	Amount £
5.3.1	Various	Allotment rent	40.00
5.3.2	Devon Communities	Grant for work at Rec for DAAT	792.30
			£832.30

- 5.4 Balances

5.4a Parish Council Current Account balance: £11,989.14

5.4b Parish Council Reserve Account balance: £841.01

5.4c Parish Council Footpaths Account: £761.68

- 5.5 Financial Statement and Budget Monitor

These were noted

- 5.6 To consider request from PCC for £500 to carry out essential H&S work to old graves in the churchyard which have sunk
It was noted that there was no budgetary provision for this expenditure and it could not be considered as a grant as these were only agreed once per year. After discussion it was proposed and seconded and agreed unanimously to pay £250.00 to the PCC. **Clerk to action.**

Break in procedures for signatories to sign cheques for payment

06/06/16 Matters raised by the Chair

- 6.1 Dog fouling. Correspondence from dog warden circulated separately. To consider suggestions from parishioners to tackle the problem
Correspondence from the dog warden which included an incident diary had been circulated and it was resolved that **Cllr J Baker would put a note** in the Newton Wonder asking parishioners to contact the Clerk if they wished to receive a copy of this. Any action, for example installation of cameras, street survey's handing out

bags, would need to be undertaken by individuals and not on behalf of the parish council.

6.2 Unauthorised notices on parish noticeboards – to consider action to be taken.

During the last month this had been a real problem with notices that were not in plastic sticking to the board or being stapled. **Cllr J Baker would put another note** in the Newton Wonder asking people to use plastic and to request that notices are not put up too far in advance as some boards do not have much room. Also only local NSC related notices should be displayed. The Clerk would write to any organisation identified as not complying.

07/06/16 Councillor's Reports

7.1 Areas of Responsibility Reports

Risk Assessments – would need to be completed by the September meeting. **Clerk to remind Councillors** of their areas of responsibility

Noticeboard – Cllr S Parker was thanked for replacing the lock on the village green noticeboard.

Seats – Cllr S Parker had treated the seat on the village green and Cllr D Baker would stain the other seats shortly

Village Green – Cllr S Parker was thanked for applying weed killer to the Village Green

Car park meeting – This would take place in July.

Footpaths – The work to FP1 had been completed by a contractor and £1,500 of the cost had been met directly by DCC. Cllr C Southcott reported that a parishioner had fallen down the granite steps on the footpath at Little Newcombes. **Cllr S Parker will inspect** to see if any work is required

Press – Cllr J Baker had written a press report regarding the attainment of the Foundation level of the Quality Council Scheme for local publication. The Annual report had been printed and had been given to Councillors for distribution.

Community Liaison and Neighbourhood Watch - Clerk to ask Cllr J Ward for an update

Creedy Local Action Group – meeting frequency had been changed from quarterly to six-monthly

Arboretum – the AGM had taken place and the main project for this year was a circular path. John Quicke had proposed some minor amendments to the Arboretum agreement. **Clerk to request update** from Roger Wilkins

Flood and Emergency Plan – a response from the Environment Agency (EA) had been circulated to councillors. They had inspected the river and noted trees in the river at four locations. However, these were not considered to present a significant flood risk so will be monitored only by the EA.

7.2b To note progress of works to allow night time landing by DAAT and to consider if an agreement is required between the PC and the Recreation Ground

Cllr D Baker suspended standing orders to ask Jock Campbell for an update. Jock reported that the Recreation Ground had requested a letter of agreement to formalise roles and responsibilities between the Rec and the Parish Council. **Cllr D Baker agreed to follow this up** with the Recreation committee.

7.2 Surgeries:

7.2a Matters raised on 28 May

Payment was required for the Parish Council table. **Clerk to contact organiser** and request an annual invoice. It was reported that drivers were leaving their cars in Tytheing Close whilst going for a bike ride.

7.2b Next surgery 25 June

Cllr P Taylor to attend

08/06/16 Clerk's Report

8.1 Update from request to Police and Crime Commissioner re grants for speed cameras

The Clerk had written to the new Police and Crime Commissioner giving details of the scheme in Gloucestershire with a link to the website. No reply had been received to date.

09/06/16 Parish Council

- 9.1 Allotments – to receive report from allotment holders meeting and to agree any further action regarding the future of the allotments
A meeting had taken place with six allotment holders and brief notes had been circulated to councillors. There were 7 allotment holders occupying 19 plots and 4 allotment holders lived in the parish. The Parish Council was legally obliged to provide/help parishioners find allotments when they were a demand from 6 parishioners. It had been suggested at the meeting that the Parish Council would continue to pay for the allotment hedge to be cut and arrange for the unused allotments to be topped and that this cost would be re-charged out to allotment holders at an estimated cost of £35.00 per allotment holder, per year. The Clerk will keep a separate account of allotment expenses and circulate to allotment tenants yearly. The allotment holders meeting had suggested that new tenants should be charged a refundable deposit to cover the cost of any clean up once a tenant had left. However, DALC had advised against this as deposit money would need to be kept in a separate account and problems may be encountered if a tenant died. A review meeting with allotment holders would take place in October/November. Allotment tenants had agreed to try and find more allotment holders and the Parish Council would also undertake some publicity. Any new tenants would need to sign a letter agreeing to pay additional costs for the topping. **Cllr K Anstey agreed to undertake a review of local allotment rents including the facilities available. The Clerk was requested to send** a tidy up notice to the allotment holder who did not attend the meeting.
- 9.2 To receive a verbal update from the Boniface Trail Group
Cllr P Taylor reported that a public consultation would take place on Saturday 16 July, 10am to 1pm in the Parish Hall Club Room. This will be widely publicised. Progress was being made with registering as a charity and a bank account.
- 9.3 To note report from DCC Community Resilience Forum
Jock Campbell was thanked for attending the Community Resilience Forum in May and had provided a comprehensive report of the meeting which had been circulated to councillors.
- 9.4 To finalise arrangements for the cream tea in celebration of the Queens 90th birthday celebrations, 12 June
13 parishioners 90 years or over had been identified and nine would be attending on the 12 June. Ticket sales were low to date. Councillors were requested to provide help on the day.
- 9.5 To note reply from Heavitree Brewery in response to follow up letter from PC
A copy of the letter received from Heavitree Brewery had been circulated to Councillors. This stated that the tenancy had been offered to a couple who were obtaining the qualifications necessary to allow them to run the pub and it hoped they should be in place by the end of May. There were no plans to secure the site. It was agreed that no further action could be taken at this stage.

Minuted here but taken after item 3

10/06/16 Devon County Council

- 10.1 Outstanding Highways issues
Cllr D Baker reported that he would be meeting David Whitton, Head of Highways on Monday to follow up on points raised by Raddon Hills regarding highway issues.
- I. Footpath at the bottom of School Hill. Adverse camber makes it dangerous for mobility scooters. No update
 - II. Shutten brook at Meadlowlands in West Town – Cllr M Squires was requested to provide an update

- III. Speed humps in West Town – this had been outstanding for over a year – Cllr M Squires was requested to provide an update
- IV. Moving 30mph signs at Langford – referred to DCC – no reply had been received
- V. Cars parking on pavement and in the bus stop at Half Moon – DCC enforcement officers had advised that unless a sign was displayed in the bus stop stating that parking was not allowed it was not enforceable. Cllr K Anstey reported that at the recent CLAG meeting the police stated that it was not necessary for a sign to be present and she would check this with them again.
- VI. Bank at Langford junction – The Clerk was continuing to try and speak to the land owner
- VII. Cars parking at Court Orchard – to note response from Hastoe Housing advising that they are unable to take any action as there are no parking restrictions. No further action.
- 10.2 New issues for Cllr Southcott to take to DCC
Pot holes on school Hill – **Clerk to report**
- 10.3 Community payback scheme – to consider any update on services provided.
The Community payback scheme adviser had informed the Clerk that the cost was £160 per day plus VAT and that all supervisors were chapter 8 trained. They advised speaking to the relevant DCC councillor as there may be some funding available. Cllr M Squires was requested to find out if funding was available
- 10.4 Report from Cllr M Squires
Cllr D Baker asked Cllr M Squires to find out how much locality money had been spent in the parish in the last three years.
Cllr M Squires reported on the changes to TAP funding. In summary each ward would have its own pot of money which applicants would “bid” for. There would be two rounds of bidding and the deadline to apply for round one would be 30 September and for round two, 28 February. Unallocated TAP money from 2015/16 would be placed in an underspent pot and allocated on a first come first served basis for projects with start dates before the first funding round deadline. Applications would be scored against set criteria and voted on by the panel. It was possible to apply for highways related projects.
Central government had provided DCC with additional money for pot hole repairs
Cllr M Squires noted the concern about increased traffic due to developments north of the parish.
Cllr M Squires left the meeting.

11/06/16 Miscellaneous Correspondence
None

12/06/16 Minor Matters and Items for Future Agenda
To consider if it would be possible to buy the telephone box by the Crown & Sceptre as a possible location for the defibrillator.
To consider if a projector should be purchased so that planning applications and the agenda could be displayed in meetings
Chapter 8 training for parish councillors

13/06/16 Date for next meeting: Thursday 7 July 2016 in the Parish Hall Club Room at 7.00pm There would be a speaker on affordable housing
End of Formal Business

Public Participation

Jock Campbell enquired if anyone would consider undertaking Chapter 8 training? **Clerk to find out details from DCC.**

An update on the progress with the new school was requested – currently a public consultation was awaited from the EFA and the housing developer. **Clerk to request an update** from Cllr P Hare-Scott.

The meeting closed at 9pm