

**Minutes of the Council Meeting held 06/06/19, 19:30 at Witheridge Parish Hall**

**PRESENT:**

Cllr Harvey	Chairman	Cllr Northam	
Cllr Martin	Vice Chairman	Cllr Prynn	Cllr J Yabsley
		Cllr Searles	Cllr Wells

**In Attendance:**

District & County Cllr J Yabsley  
1 member of public

P G Dunn - Clerk

**1. Public Session.**

None.

**2. To Approve Apologies for Absence.**

**RESOLVED:** Apologies approved from Cllrs Goodwin and Smith.

**3. To consider outstanding Appointments matters.**

**RESOLVED:** Cllr Prynn proposed, Cllr Yabsley seconded and all were in favour appointment Cllr Martin as Vice-Chairman.

The clerk reported receipt of completed Acceptance of Office documents for Cllrs Martin, Northam and Yabsley.

Mr Christopher Searles present applied for co-option and completed a Consent to Co-Option document.

**RESOLVED:** Cllr Northam proposed, Cllr Yabsley seconded and all were in favour co-option Mr Searles.

Mr Searles completed Acceptance of Office and Register of Interests documents. **Clerk to update the council's Register of Interests and notify the District Council.**

**4. To receive outstanding Councillors' Register of Interests.**

Cllr Yabsley submitted a completed Register of Interest. **Clerk to update council's Register of Interests and notify the District Council.**

**5. To receive the following Reports:-**

**5.1. Police.**

None.

**5.2. District and County.**

Cllr Yabsley reported:-

- The political breakdown of the new District Council, with District Cllr Worden appointed Leader and Cllr Yabsley Shadow Leader.
- The resolution for the District Council to return to a committee structure.
- Outlined time commitment involved in serving as a District and County Councillor.
- Efforts to resolve Cannington Road grounds maintenance issues ongoing.

**5.3. Public Rights of Way.**

None.

**6. Minutes.**

**6.1. 09/05/19.** To sign if approved, minutes of the Council.

**RESOLVED:** Cllr Northam proposed, Cllr Wells seconded and all were in favour approval.

**7. To consider Code of Conduct Matters:-**

**7.1. Written councillor dispensation requests arising.**

None.

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**7.2. Declarations of Interests not declared in the Register of Interests.**

Agenda	Councillor	Type	Reason	Dispensation
8.1	Cllr Harvey	DPI	Neighbour of applicant 66648	n/a
9.2.7	Cllr Harvey	Personal	Recipient	n/a

**8. To consider the following Planning Matters.**

**8.1. Planning list.**

See report appended.

**8.2. Planning applications received following agenda publication.**

None.

**8.3. Enforcement Issues Arising.**

Four matters reviewed:-

- Letter from District advising planning application invited for change of use of part of a residential property.
- Confirmation from Cllr Goodwin, resident in procession of District letter confirming no additional planning consents required for café.
- Further review by the District requested concerning alleged residential use of non-residential property.
- Awaiting response from District concerning residential garden construction.

**9. To consider the following Finance & Policy matters:-**

**9.1. Finance update circulated to councillors' for review & grants report.**

The clerk reported grant deposits for funds confirmed received in respect of:-

- DCC Public Rights of Way (£500)
- NDC Community Toilet provision (£990).
- Precept (£16473\*)
- Parish Grant (£733\*)
- Local Council Tax Support Grant (£263.85\*)

\*Payable 50% April, 50% October.

The clerk reported the cost to remove the debris associated with the vandalised Adventure Playground fencing was £150. It was agreed to review replacement options on receipt of the July Inspection Report.

The monthly finance update was received and noted.

**9.2. Sanction payment schedule appended & instruct cheque signatories.**

**RESOLVED:** Cllr Martin proposed, Cllr Yabsley seconded and all were in favour settlement accounts 9.2.1 through 9.2.6, with Cllrs Prynn and Martin to sign. **Clerk to action.**

**9.3. Contractors Public Liability Insurance - annual verification.**

The clerk reported receipt of insurance documents from the council's grounds maintenance contractor, with contract cleaner's insurance awaited.

**9.4. Dog Waste Bins - servicing contract update.**

The clerk reported the service contract requirements had been completed, submitted and acknowledged. It was hoped the service could commence July however as a precaution local backup arrangements had been put in place.

**10. To consider the following Property/Environment matters:-**

**10.1. Highways & Drainage Issues Reports.**

It was reported the drain outside the Mitre was full. **Cllr Yabsley to report.**

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Cllr Searles expressed concern about traffic safety on the B3137 between Church St. and Fore St. at the "pinch point". Cllr Yabsley explained the review undertaken by DCC Highways concluded a priority system was not possible as the lines of sight were obscured by the road curvature, further yellow lines would not be supported due to lack of available enforcement resource.

**10.2. Public Toilet – cistern update.**

The Chairman reported meeting with an engineer from Wallgate resulting in a part controlling the water inlet valve on the cistern being replaced, and PHS had installed their services.

The Chairman reported the clerk had made enquiries with Wallgate concerning take-up of their annual service contract for the hand washer/drier. The engineer had provided a contract for the council's consideration which the Chairman outlined the key points.

**RESOLVED:** Cllr Martin proposed, Cllr Pryn seconded and all were in favour securing an annual support contract costing £426 + vat per annum to be reviewed after first year. **Clerk to action.**

It was agreed to re-open the new facility asap. **Chairman to notify cleaning contractor to recommence service cleaning and arrange re-opening.**

Cllr Martin thanked the Chairman, Cllr Northam and the clerk for their endeavours on the project.

Cllr Yabsley thanked the clerk for the written response to a resident's correspondence raising concerns about the retainer costs of the contract cleaning service during the refurbishment of the toilet block.

**10.3. Office Letting Requirements – rental agreement/charges arrangements.**

The clerk reported expressions of interest in renting the office. To progress to the next stage council would need to consider engaging the services of an agent to act for it or a solicitor to draft a rental agreement.

**RESOLVED:** Cllr Yabsley proposed, Cllr Martin seconded and all were in favour:-

- Engaging an agent to act for the council.
- Delegation to the clerk in liaison with the Chairman to appoint and negotiate rental terms with an agent.

**Chairman and clerk to action.**

**10.4. Cannington Road Open Space Maintenance.**

Reported under 5.2.

**10.5. Village Litter Pick.**

Cllr Northam proposed a village litter pick for 15/06/19 09:00.

**RESOLVED:** Cllr Pryn proposed, Cllr Wells seconded and all were in favour the proposal. **Cllr Northam to action and submit risk assessment for the event to the clerk.**

**10.6. Additional Christmas Lights.**

The Chairman reported following her application, the Knights of Witheridge had confirmed they would contribute £500 towards additional Christmas Tree lights subject to the additional lights being held by the Knights.

The council welcomed the funding subject to the council taking ownership for practical reasons.

**Chairman to obtain quotes, clerk to agenda for next meeting.**

**10.7. Replacement Union Flag.**

The Chairman proposed a replacement given the tattered state of the current flag.

**RESOLVED:** Cllr Wells proposed, Cllr Searles seconded and all were in favour allocating a budget of £60 for the purchase. **Chairman to action.**

**RESOLVED:** To continue the meeting beyond 21:30.

**11. Correspondence / Consultations Received for consideration:-**

**11.1. Recycling Collection litter complaint.**

Noted. **Cllr Yabsley to follow-up.**

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The clerk reported advising the trader The Square was subject to DCC Highways control and they should direct their enquiry to DCC.

**11.3. Resident Concerns - Nomansland Chicken Sheds.**

The clerk reported advising the resident the concerns related to a location outside Witheridge Parish and they should contact the neighbouring parish council.

**11.4. DALC Election of County Committee 2019-2023.**

Noted.

**11.5. Devon Communities Rural Futures Conference.**

Noted.

**11.6. Queensbury Shelters cease trading.**

Noted.

**12. Dates of Next meetings recommended:-****12.1. Parish Council**

- 04/07/19 – agenda deadline noon 21/06/19.

Noted.

**12.2. Agenda Items for consideration by the next meeting.**

In addition to those items minuted:-

- Green Waste Bin concession renewal application.

Meeting closed 21:50.

# WITHERIDGE PARISH COUNCIL

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### Planning

Application No.	Description
66648	ERECTION OF ONE AGRICULTURAL BUILDING AT DOWNE FARM LIVERY YARD WITHERIDGE TIVERTON <b>Recommended:</b> No objection (The Chairman left for this item, the Vice Chairman took the Chair).
66545	DEMOLITION OF REAR EXTENSION, ERECTION OF CONSERVATORY & CREATION OF RAISED PATIO AREA AT CAP KNAP 10 DRAYFORD LANE WITHERIDGE TIVERTON <b>Recommended:</b> No objection
66421	PRIOR APPROVAL FOR CHANGE OF USE OF AGRICULTURAL BUILDING TO ONE DWELLINGHOUSE (CLASS Q(A)(B)) AT THRESHING BARN AT QUEEN DART FARM RACKENFORD TIVERTON <b>Decision: Approved</b>

### Payment Schedule

Item	Chq Ref	Payee	Purpose	£
9.2.1.	2608	S Sandland	Public Toilet Management Contract	195.00
		<b>** Staff Salaries &amp; Expenses **</b>		
9.2.2.	SO	Redacted under DPA	Employer & Employee Contributions	167.81
9.2.3.	2609	Caretaker (£153.58)	Salary - May	139.58
9.2.4.			Reimbursements	14.00
9.2.5.	2610	Clerk	Salary – May + Apr back pay increase	605.20
		<b>To Ratify:-</b>		
9.2.6.	2607	Dart Electrics Ltd	2018 Xmas Tree lights erection/takedown	288.00

Signed:

Chairman.

Dated: