

# WITHERIDGE PARISH COUNCIL

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## Minutes of the Council Meeting held 06/02/20, 19:30 at Witheridge Parish Hall

### PRESENT:

Cllr Harvey Chairman

Cllr Dorow

Cllr Goodwin

Cllr Northam

Cllr Searles

Cllr Smith

Cllr Wells

Cllr J Yabsley

### In Attendance:

District &amp; County Cllr J Yabsley

1 member(s) of public  
P G Dunn - Clerk

The Chairman welcomed all and invited a representative of St Johns Fair to address the council.

### 1. Public Session (maximum 3 mins per subject overall max. 15 minutes).

A representative from St Johns Fair outlined plans for a street party to commemorate VE Day, to be held on 08/05/20, and the issues arising. Cllr Yabsley agreed to fund the event insurance from the 2020 County Councillor Community Fund. **St Johns Fair Committee to apply, Cllr Yabsley to action.**

Cllr Wells reported there would be a service held at the parish church at 11am on the day.

### 2. To Approve Apologies for Absence.

**RESOLVED:** Apologies approved from Cllrs Martin and Pryn.

### 3. To receive the following Reports (strictly maximum 15 minutes - long reports should be submitted in advance to the clerk to circulate to councillors prior to the meeting):-

#### 3.1. Police update.

Online link to local police webpage provided with councillor papers and noted.

#### 3.2. District and County.

Cllr Yabsley reported:-

- NDC proposed council tax increase of £5 on a Band D property.
- DCC proposed council tax increase 1.99% + 2% for adult social care.
- No response concerning the follow-up to the Section 106 meeting. **Cllr Yabsley to chase.**
- Update on Fire Service consultation.
- DCC to hold Highways meeting concerning service levels.

The Chairman raised concerns as to the amount of litter following recycling collections. Cllr Yabsley advised residents must report such issues and missed collections online or by telephone. **Cllr Yabsley to follow-up litter issue.**

### 4. Minutes.

4.1. 02/01/20. To sign if approved, minutes of the Council.

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

### 5. To consider Code of Conduct Matters:-

#### 5.1. Written councillor dispensation requests arising.

None.

#### 5.2. Declarations of Interests not declared in the Register of Interests.

Agenda	Councillor	Type	Reason	Dispensation
7.2.1	Cllr Harvey	Prejudicial	Recipient	No

### 6. To consider the following Planning Matters.

#### 6.1. Planning list.

See planning report appended.

#### 6.2. Planning applications received following agenda publication.

See planning report appended.

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**6.3. Enforcement Issues Arising.**

None.

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

**7.1. Finance update circulated to councillors' for review.**

Noted.

Cllr Dorow queried the purpose of the earmarked Burial Ground funding. It was explained the parish council's current resolved policy was to accrue a fund ready to purchase land for when more burial space was required.

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

Payments to be considered on block, Cllr Harvey left for the item.

**RESOLVED:** Cllr Yabsley proposed, Cllr Wells seconded and all were in favour Cllr Goodwin take the Chair for the item.

**RESOLVED:** Cllr Northam proposed, Cllr Yabsley seconded and all were in favour settlement accounts 7.2.1 through 7.2.9 with Cllrs Goodwin and Smith to sign. **Clerk to action.**

**7.3. Finalised Precept 2020/21.**

The clerk reported the resolved 5% 2019/20 Band D precept increase resulted in a precept of £34646.

**7.4. Clerk Charge Card application.**

Correspondence dated 03/01/20 and follow-up telephone conversation were reported, leading to a letter drafted and signed by two account signatories authorising the clerk to implement resolution 191205/7.3. **Clerk to action.**

**7.5. Devon Pension Fund - Consultation on a draft Funding Strategy Statement.**

Noted.

**PART II – Public present will be excluded for contractual and employee related matters.**

**RESOLVED:** Cllr Goodwin proposed, Cllr Yabsley seconded and all were in favour proceeding to Part II for the next item.

**7.6. Employee matter.**

Councillors considered the clerk's report.

**RESOLVED:** Cllr Goodwin proposed, Cllr Yabsley seconded and all were in favour settlement of untaken annual leave. **Clerk to action.**

**7.7. Training – Certificate in Local Council Administration (CiLCA):-**

<http://www.devonalc.org.uk/cilca> | <https://www.slcc.co.uk/qualification/cilca/>

The clerk outlined an enquiry from the chairman of Cheriton Bishop Parish Council to share the costs of the clerk undertaking CiLCA which would update the University of Gloucestershire Cert. HE Local Policy (2007) (held by the clerk) awarded prior to the Localism Act 2011 (effective February 2012).

CiLCA allows qualifying parish councils to use the General Power of Competence and is administered nationally by the Society of Local Council Clerks (SLCC), current registration fee £350. Devon Association of Local Councils (DALC) run a training course costing £240 which the clerk stated he was willing to fund personally. Councillors expressed given the benefit to the council of the training it should underwrite half of the full cost.

**RESOLVED:** Cllr Goodwin proposed, Cllr Northam seconded and all were in favour fund 50% of the SLCC registration and DALC training. **Clerk to action.**

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8. To consider the following Property/Environment matters:-

8.1. Highways, Drainage & Public Rights of Ways Issues.

<https://devon.roadworks.org/>

<https://www.devon.gov.uk/roadsandtransport/report-a-problem/>

8.1.1. DCC P3 Expenditure Summary submitted.

Noted, the Chairman confirmed emailing the survey for completion by Mr Hanbury.

8.1.2. DCC response re blocked gulley Broomhouse Park to Drayford Lane.

DCC's response did not concur with the report made. **Clerk to write re-asserting the mapped location originally reported.**

8.1.3. Residents update blocked drains adjacent Drayford Green.

DCC's proposal to repair the drainage gulley and re-instate the 50m drainage ditch with the parish council being responsible for noticeboard relocation and the ongoing ditch maintenance.

Councillors stated they were not minded to agree to the future ditch maintenance for the purpose of highways drainage given the land is not parish council registered land.

**RESOLVED:** To notify DCC the above position and to seek quotes for the noticeboard relocation. **Clerk to action and update residents.**

8.1.4. Resident – block drain Grist Mill.

The clerk reported a resident's complaint, stating the blockage regularly was flooding the area. **Clerk to report.**

8.1.5. Pullens Row lighting report – Cllr Harvey.

The Chairman and Cllr Yabsley confirmed the latest street lighting works had implemented part-night lighting at the west end of the pathway resulting in the stepped area being unlit once the west end light went out at night. Cllr Yabsley advised DCC were not obliged to light private walkways.

8.1.6. Matters Reported.

- Broken stop-cock cover at entrance to Two Moors Way path adjacent to Post Office store, a cone had been placed over the trip hazard.
- Solar panel for radar activated sign at the adventure playground fallen off.
- North Street signage reported October 2019 still missing followed up by clerk. NDC advised they had the sign and were about to instruct their contractor to install it. **Cllr Yabsley to follow-up.**
- Pooling water after heavy rain on the B3137 Witheridge bound carriageway east of Higher Edgeworthy adjacent copse after blind bend was deemed by DCC Highways as not meeting intervention criteria when inspected. It was agreed photographic evidence was required however caution was required if undertaken.

8.2. Grounds Maintenance – 2020 costings.

The Chairman drew councillors' attention to the costings circulated with papers.

**RESOLVED:** Cllr Yabsley proposed, Cllr Searles seconded and all were in favour delegation to Finance & General Purposes Committee to review against last year's costings and determine acceptance. **Clerk to action.**

8.3. Playgrounds Quarterly Report.

The Chairman supported by Cllr Northam stated there were no matters reported requiring immediate attention. Cllr Wells queried the matters that were suggested related to the Adventure Playground, it was noted non-urgent matters would be monitored prior to the refurbishment project.

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**8.4. Street Furniture Cleaning.**

Cllr Northam reported the bus shelters cleaning was not adequate. The clerk reminded councillors the contract cost and items for cleaning included:-

- 3 bus shelters
- Youth Shelter
- Village name plates
- Village finger post
- 2 noticeboards
- Playground signage

It was agreed a deeper clean was required and would likely cost more. The clerk should enquire as to the cost of a deep clean of the bus shelters, and seek a further quote for the works. **Clerk to action.**

**RESOLVED:** Cllr Yabsley proposed, Cllr Harvey seconded and all were in favour delegation of the matter to the Finance & General Purposes Committee. **Clerk to action.**

**8.5. Outdoor Cigarette Bin – contents disposal.**

NDC correspondence 04/02/20 confirmed the contents could be disposed of in the District waste bin adjacent to the building.

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

**9.1. St Johns Fair - Street Party for VE Day & future events cooperation.**

Matter dealt with under item 1. It was noted that the council's insurance only covered the council's liabilities, those risks under it's direction and control, and required appropriate Method Statement and Risk Assessments. It was noted the council should review third party insurance requirements associated with any events held associated with the annual Christmas Tree lighting. **Clerk to action.**

**9.2. Mid Devon Mobility - donation thanks.**

**9.3. Devon Pension Fund – Employer Representative Election.**

**9.4. Mid Devon Local Plan Review – Proposed Main Modifications.**

**9.5. Braunton PC - Climate Change.**

Items 9.2 through 9.5 noted.

**10. Dates of Next meetings recommended:-**

**10.1. Finance & General Purposes - 20/02/20.**

Noted.

**RESOLVED:** Cllr Goodwin proposed, Cllr Yabsley seconded and all were in favour Cllr Northam be appointed to the Finance & General Purposes Committee. **Clerk to action.**

**10.2. Parish Council - 05/03/20 – agenda deadline noon 21/02/20.**

**10.3. Annual Parish Meeting - 02/04/20 19:00 – 19:30.**

Items 10.2 through 10.3 noted.

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

Litter Pick Event. **Clerk to action.**

Meeting closed 21:45.

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### Planning

Application No.	Description
70704	<b>Location:</b> Springfield Drayford Crediton Devon EX17 4SL <b>Proposal:</b> Conversion of garage to form one bedroom holiday let together with erection of detached garage and associated landscape works. <b>Decision:</b> Approved
70801	<b>Location:</b> Cannington Farm Witheridge Tiverton Devon EX16 8PT <b>Proposal:</b> Conversion of barn to form one dwellinghouse <b>Decision:</b> Approved
70902	Single storey rear extension at Drayford Barn Drayford Crediton Devon EX17 4SL. <b>Recommended:</b> No Objection.

### Payment Schedule

Item	Chq Ref	Payee	Purpose	£
7.2.1.	2673	J Harvey	NDC Parish Forum attendance 54 miles	24.30
7.2.2.	2674	Wicksteed Leisure Ltd	Qty Playgrounds Maint. Inspection	170.40
7.2.3.	DD	EDF Energy Customers	Toilet/Office Building Electricity Charges	70.07
7.2.4.	2675	Dart Electrics	Xmas Tree lighting 2019	445.80
7.2.5.	2676	S Sandland	Toilet Management & Cleaning Contract	195.00
<b>** Staff Salaries &amp; Expenses **</b>				
7.2.6.		Redacted in accordance with GDPR	Total:	837.28
7.2.7.				
7.2.8.				
7.2.9.				

Signed:

Chairman.

Dated: