

Minutes of the Council Meeting held 07/01/21, 19:30 Online*

PRESENT:

Cllr Harvey	Chairman			Cllr Wells
Cllr Martin	Vice Chairman	Cllr Goodwin	Cllr Searles	Cllr J Yabsley
		Cllr Northam	Cllr Smith	

In Attendance:

District & County Cllr J Yabsley

3 Members of the public
P G Dunn - Clerk

Meeting convened in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020*.

RESOLVED: To bring forward 3.3 to this point in the meeting and suspend Standing Orders to allow public participation for the item.

Cllr Yabsley arrived.

Item 3.3 taken at this point.

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

The clerk reported email correspondence from a resident who joined the meeting but had left during 3.3 concerning traffic issues at the junction* of the Square and West Street opposite the post office stores. The clerk clarified the parish council had previously sought the support of County Cllr Yabsley to help address the issue with Highways which Cllr Yabsley confirmed.

Cllr Yabsley re-iterated the Highways process requirements to assess the feasibility of the proposal of a pavement build-out immediately down from the post office in West Street to prevent on-street parking in this narrow stretch which it was considered could then allow the right turn of larger vehicles at the junction*. Cllr Yabsley advised this had already been fully discussed with the resident. The process would require a Highways Traffic Officer to review with the Highways Neighbourhood Officer the viability of this proposal and if viable put the proposal out to consultation. If supported it would be submitted for prioritisation/funding against other such competing schemes. **Clerk to convey this to the resident.**

2. To Approve Apologies for Absence.

RESOLVED: Apologies approved from Cllr Dorow.

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 - <https://www.devon-cornwall.police.uk/your-area/teams/South-Molton> - to include North Devon Advocacy Scheme Report.

The Chairman thanked Cllr Smith for circulation of an email updating councillors on:-

- Virtual online tour of the new Exeter Police Station.
- HMG Covid Tier 3 Guidance.

Cllr Smith reported:-

- Payments for special constables.
- Covid vaccine online scam seeking bank details.

Cllr Yabsley reported an email phishing scam related to South West Water.

3.2. District and County.

Cllr Yabsley reported:-

- Improvements to Bow access on list for Highways Traffic Officer.
- Issues with drainage again at Drayford – Highways to review.
- Highways looking into debris against Drayford Bridge piers.
- Debris against footbridge over Adworthy Brook and erosion around concrete footings above Drayford. **Clerk to report.**
- Continuing to press District to progress enforcement at development.
- Efforts to get Bradford Mill Bridge flooding addressed – blocked pipe under road.

Minutes of the Council Meeting held 07/01/21, 19:30 Online*

The Chairman requested an updated on street nameplate updates. Cllr Yabsley stated no action to date.

Cllr Searles drew Cllr Yabsley's attention to the Housing Needs Survey being sought, suggesting it could be useful in leveraging compliance with current Section 106 requirements.

3.3. Adventure Playground – Working Group Progress Report

Councillors reviewed an email report dated 07/01/21:-

- Identified sources of possible funding.
- Details of a successful skatepark project at Uffculme.
- Examples of successful projects within 10 miles of facilities in larger towns.

Cllr Searles reminded the meeting the signed Section 106 agreement finalises the agreed position on use of the funds from the development adjacent to the Adventure Playground. Cllr Yabsley stated efforts to secure a meeting with the District Council to agree a bidding process for the Section 106 funds were ongoing.

Cllr Searles advised only projects within 10 miles of a Viridor facility qualified for their grant funding.

The Working Group suggested using multiple providers for play equipment to get better value for money with use of local contractors to complete installation. The clerk raised queries as to management of insurance on this approach to which it was stated there were no issues.

The clerk suggested an approach whereby the Working Group focused on the types of play functions desired for the project as previously discussed and a recommended budget. All tenders submitted against the criteria should itemise the cost of each element to enable scaling back of the aspirations should insufficient funds be secured to fulfil the proposed budget. In respect of the skateboard facility the clerk suggested tenders should be sought for development of X hundred square metres with a step down cost for example half the size given a situation where insufficient funds were secured for the full size aspiration. This process would result in identification of a preferred tender / designs which would then be used to bid for the Section 106 / other sources of funding.

Cllr Yabsley re-stated his efforts to establish a bidding process against the Section 106 funds. Cllr Searles suggested until the funding was paid in to the District there were no funds. **Cllr Yabsley to follow-up enforcement, Working Group to work on production of principles for the tender document.**

4. Minutes.

4.1. 03/12/20. To sign if approved, minutes of the Council.

RESOLVED: Cllr Searles proposed, Cllr Martin 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
	None			

5.3. Code of Conduct Review report.

None.

6. To consider the following Planning Matters.

6.1. Planning list.

See planning report appended.

6.2. Planning applications received following agenda publication.

None.

Minutes of the Council Meeting held 07/01/21, 19:30 Online*

6.3. Enforcement Issues Arising.

None.

7. To consider the following Finance & Policy matters:-**7.1. Finance update circulated to councillors' for review.**

RESOLVED: Cllr Searles proposed, Cllr Martin seconded and all were in favour noting 03/01/21 Report and Bank Reconciliation including online banking payments raised reviewed with no issues.

7.2. Sanction payment schedule appended & instruct cheque signatories.

RESOLVED: Cllr Martin proposed, Cllr Searles seconded and all were in favour settlement accounts 7.2.1 through 7.2.11, clerk to setup online payments, Cllr Smith to authorise. **Cllr Smith and clerk to action.**

7.3. Internal Auditor Appointment year ending 31/03/21.

RESOLVED: Cllr Northam proposed, Cllr Searles seconded and all were in favour appointment Local Council Administration Services. **Clerk to action.**

7.4. Provisional Local Government Finance Settlement 2021-22 - referendum principles for parish and town councils in 2021-22 (section 3.5).

Noted.

7.5. Financial Regulations Review.

Councillors reviewed recommended draft regulations based on the NALC template as amended by the clerk.

RESOLVED: Cllr Searles proposed, Cllr Goodwin seconded and all were in favour adoption. **Clerk to action.**

7.6. 2021 Grounds Maintenance Rates.

Councillors considered submitted schedule and it was noted rates were un-changed from 2020.

RESOLVED: Cllr Martin proposed, Cllr Northam seconded and all were in favour acceptance. **Clerk to re-appoint current contractor.**

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/>

Nothing further to 3.2.

8.2. Public Rights of Way - Annual Survey.

The Chairman reported Mr Hanbury was unavailable to undertake the survey. The **Chairman, Vice-Chairman and Cllr Yabsley agreed to undertake the survey. Clerk to draft a schedule of paths allocation and provide maps together with DCC survey forms for completion.**

8.3. Drayford Green - Tree Survey Report and Recommendations.

Councillors considered survey dated 05/12/20 and the recommendation for a more detailed inspection of the largest horse-chesnut tree.

RESOLVED: Cllr Martin proposed, Cllr Goodwin seconded and all were in favour implementing the report's recommendations. **Clerk to action.**

8.4. Public Toilet.**8.4.1. Repairs Update (door+pull cord+seat back).**

The Chairman and Cllr Northam reported the carpenter had been asked to assess the damage to the door and their report was awaited and temporary pull cord had been fitted pending delivery of parts on order.

The clerk reported after submitted a request online to Wallgate and a follow-up telephone call a promised response concerning the replacement of the toilet seat back was outstanding.

Clerk to follow-up one more time then look at alternative repairs.

Minutes of the Council Meeting held 07/01/21, 19:30 Online*

8.4.2. Proposed ramp access.

Following Cllr Yabsley raising access issues the clerk queried to what extent DDA regulations could be applied retrospectively to old buildings. **Clerk to assess legal requirements.**

8.4.3. Collapsed planter adjacent to toilet block.

Cllr Northam reported the damaged planter to council. **Clerk to obtain quote to re-instate.**

8.5. Office Leasing – progress report.

The clerk reported progress on the draft lease and advised the Chairman and clerk had reviewed the first draft from NDC Legal and responded (documents/responses included in cllrs papers). The clerk advised receipt of a revised second draft 06/01/21 which he would circulate to the Chairman and Vice-Chairman for further review with them. **Clerk to action.**

8.6. War Memorial – Memorial Wreath(s) protocol.

Cllr Wells outlined issues with weather damage to wreaths left at the memorial. Councillors discussed possibilities to alleviate the issues.

RESOLVED: Wreaths to be displayed at the memorial for 3 weeks then removed to the church porch for display until 31/12 annually then disposed. **Cllr Wells to action.**

8.7. Flag Pole – flag replacement.

The Chairman agreed to identify a replacement and email details to the clerk. **Chairman and clerk to action.**

9. Correspondence / Consultations Received for consideration:-

9.1. Resident - Representations concerning waste bins and parking.

Councillors considered correspondence dated 02/12/20.

RESOLVED: To undertake the following:-

- Onward report issues with tractor movements in the village/Square to the Police.
- Review locations for a new dog waste bin in the vicinity of Wiriga Way.

The councillors were of the opinion there were sufficient litter bins in the Square.

Clerk to action.

9.2. Mid Devon Mobility - Funding Request.

Councillors considered correspondence dated 11/12/20 and request more information on the level of service provision in the parish. **Clerk to action.**

9.3. Citizens Advice – Funding Request.

Councillors considered correspondence dated 11/12/20 and request more information on the level of service provision in the parish. **Clerk to action.**

9.4. MHB Planning - Witheridge Housing Needs Survey.

Councillors considered correspondence dated 17/12/20.

RESOLVED: To not support the proposed Housing Needs Survey at this time given the current development nearing completion adjacent to Butts Close fulfils the community agreed level of development of land brought forward in the current Local Plan. **Clerk to action.**

10. Dates of Next meetings recommended:-

10.1. Parish Council

- 04/02/21 – agenda deadline noon 22/01/21.

Noted.

10.2. Agenda Items for consideration by the next meeting.

None.

Closed 21:45.

WITHERIDGE PARISH COUNCIL

pcmwf210107.docx

Minutes of the Council Meeting held 07/01/21, 19:30 Online*

Planning List (Cllrs can access the Local Plan [here](#) , applications [here](#))

Application No.	Description
71935	Erection of new mobile twin unit in addition to the exiting facilities on already established travellers site at Woodpark Copse Witheridge Tiverton Devon EX16 8PY Grid Ref: 279225; 115204 Recommended: No objection subject to compliance with any occupation conditions from the original approval.

Payment Schedule

Item	Chq Ref	Payee	Purpose	£
7.2.1.	OB	Hoopers (SW) Ltd	Grounds Maintenance - 5569	1290.00
7.2.2.	OB	N Stevens	Supply & Deliver Christmas Tree – 01/12/20	420.00
7.2.3.	DD	EDF Energy Customers Ltd	Toilet Building electricity charges 27/9-2/12	182.37
7.2.4.	OB	The Community Heartbeat Trust	Annual Support Charge Yr 6 2021 - 7351	151.20
7.2.5.	CC	LexisNexis	Arnold Baker Local Council Administration 12 th Edition	119.99
7.2.6.	CC	iNet Telecoms	UK Geographic Number - ***7556	3.60
7.2.7.	OB	S Sandland	Toilet Management & Cleaning Contract	300.00
** Staff Salaries & Expenses **				
7.2.8.		Redacted in accordance with GDPR	Total:-	835.85
7.2.9.				
7.2.10.				
To Ratify:-				
7.2.11.	OB	The Festive Lighting Company Ltd	E14 Warm White LED replacement Christmas lights x 10	30.00

Receipts

Western Power	Drayford Green Wayleave	85.26
---------------	-------------------------	--------------

Signed:

Chairman.

Dated: