

ASHFORD PARISH COUNCIL

PARISH CLERK: MRS SUE SQUIRE, HAXLEA, 2 THREEWAYS, BRATTON FLEMING,
BARNSTAPLE, DEVON. EX31 4TG.

TEL: 01598 710526. E-MAIL: sue@suesquire.com

CHAIRMAN: COUNCILLOR GEOFF HOLDER, LITTLE COURT, LONG LANE, ASHFORD. EX31 4BT.
TEL: 01271 374470

TO ALL COUNCILLORS:

You are hereby summoned a Parish Council Meeting on Thursday, 15 November 2018 **in the Church Hall at 7.30pm**. The Agenda is detailed below.

Sue Squire, Parish Clerk. 9 November 2018

No.	Item
1.	<p>Items raised by members of the public. <i>It should be noted that representations by members of the public are permitted for a maximum of 3 minutes.</i></p> <p>1.1 Letter about the conduct and composition of the Neighbourhood Plan Working Party. A copy of the letter will be forwarded to Councillors for studying ahead of the meeting.</p>
2.	Apologies.
3.	Declarations of Interest
4.	Approval of the Minutes of the Meeting held on 18 October 2018.
5.	<p>Reports:</p> <p>5.1 Police. The October 2018 Newsletter had been circulated to Councillors and sent for inclusion on the website.</p> <p>5.2 County Councillor Mrs C Chugg.</p> <p>5.3 District Councillor Mrs A Davis</p> <p>5.4 Councillor V Lawson. Defibrillator Check.</p> <p>5.5 Neighbourhood Plan.</p> <p>To consider the letter mentioned in Item 1.1 and a reply.</p> <ul style="list-style-type: none">▪ Councillor Bleach to confirm that he has forwarded the Landowner Letter to Councillors.▪ Councillor Holder to confirm the opinion of the Monitoring Officer regarding Mr Hall's Report.▪ Councillor Szymankiewicz to confirm that the list regarding Working Party Membership has been circulated.▪ The Clerk to confirm that selection criteria and guidelines have been obtained regarding a re-structured Working Party.▪ The Clerk will confirm that she had advised Groundwork UK of the position regarding submitting the application for funding and their reply. <p>To receive a report on the current position.</p> <p>Councillors to consider voting and signing off of the following:</p> <ul style="list-style-type: none">• The Groundwork application for a grant of £7,860• The Household Questionnaire – final one• PSMA (Public Sector Mapping Agreement)• Task of accessing demographic information• Use of CCTV camera equipment to commence traffic surveys• Letter to residents on progress to date and future activities <p>To retrospectively sign off:</p> <ul style="list-style-type: none">⇒ Holding of the three drop in events⇒ Production and distribution of the "Catalogue of Evidence"

	⇒ The “Landowner Letter”												
6.	<p>Matters Arising:</p> <p>6.1 Gas Leak in Strand Lane. To note the present position / if the work has been done.</p> <p>6.2 Compliance – Standing Orders. To consider Councillor Bleach’s suggestions, which has been forwarded to Councillors for studying ahead of the meeting.</p> <p>6.3 Damaged signpost near The Old Rectory. To note if the signpost has been replaced.</p> <p>6.4 Second Anniversary of the Telephone Box Library. This had taken place on Saturday, 20 October 2018.</p> <p>6.5 Delegatory Powers. The Standing Orders will be updated noting the Clerk has delegatory powers up to a limit of £300 after agreement has been reached in connection with Item 6.2.</p> <p>6.7 Damage sign post at Ashfield Lane. To note that the Clerk has requested North Devon Council to replace.</p> <p>6.8 Section 106 funding. To note that the Clerk has enquired the position regarding the site near Meadowside.</p> <p>6.9 Light in the telephone box library. To note that following the last meeting, it has been ascertained that Councillor Bleach is unable to carry out the repair. To seek quotations from a qualified electrician for the work to be done.</p> <p>6.10 Ashford Parish Churchyard. To further discuss a site on which a Cemetery can be created.</p>												
7.	<p>Planning & Planning Correspondence.</p> <p>7.1 At the time of preparing the Agenda, there were no Planning Applications to consider.</p> <p>7.2 Planning Correspondence. At the time of preparing the Agenda, there was no Planning Correspondence to consider.</p> <p>7.3 Enforcement No. 10055 – Byways, Ashford. To note that the Clerk has sent an enquiry regarding the present position to the Enforcement Department.</p>												
8.	<p>Finance.</p> <p>8.1 Balances. To be tabled at the Meeting. Budgetary figures for October 2018 will be circulated to Councillors.</p> <p>8.2 To consider a request for a grant from Torridge, North, Mid and West Devon Citizens Advice. A copy of the latest set of accounts has been received to comply with criteria laid down for Parish Councils to consider when grant funding is requested.</p> <p>8.3 To authorise the following payments:</p> <p>Mrs S Squire November Salary and overtime net of PAYE & Expenses (Councillors will be given the details) This will include overtime from 3/9/18 to 18/10/18 The Clerk will advise there is overtime from 18/10/18 to 15/11/18</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 65%;"></td> <td style="width: 20%; text-align: right;">Redacted under DPA</td> </tr> <tr> <td>HMRC</td> <td>October PAYE</td> <td style="text-align: right;">£ 20.60</td> </tr> <tr> <td>Mr M Baker</td> <td>Grass cutting in the growing season 2018</td> <td style="text-align: right;">£360.00</td> </tr> <tr> <td>Ashford Church Hall</td> <td>Hire of the Church Hall for meetings</td> <td style="text-align: right;">£120.00</td> </tr> </table> <p>8.4 NatWest Bank.</p> <ul style="list-style-type: none"> ▪ Addition of Cllr Bleach as cheque signatories. Councillor Bleach to return the form given to him at the October meeting. ▪ No reply received regarding the position of internet banking where no transfers will be undertaken, purely for ease of reference to monitor the account 			Redacted under DPA	HMRC	October PAYE	£ 20.60	Mr M Baker	Grass cutting in the growing season 2018	£360.00	Ashford Church Hall	Hire of the Church Hall for meetings	£120.00
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	<p>8.5 Grass Cutting – 2017/18 and 2018/19 on urban highway verges within the Parish boundary. To note that the Clerk has raised two Invoices in the sums of £292.00 and £114.00 respectively and submitted to Devon County Council for payment. This is part of the agreement the Parish Council has entered into with the County Council who pay towards the Parish Council's costs for grass cutting. In this connection, the Clerk has also completed a survey regarding the arrangement.</p> <p>8.6 To award the grass cutting contract for 2019.</p> <p>8.7 To set the 2019/20 budget and Precept. Members of the public and the Clerk will be asked to leave the room when the Clerk's salary is discussed, this being a Part II Confidential Personnel item.</p>
9.	<p>Correspondence. Notices and publications received will be put on the table to see, read and go in the circulation bag.</p> <p>9.1 A Freedom of Information Act request has been received in respect of emails / letters to / from the Neighbourhood Plan Working Party to / from the Monitoring Officer at North Devon Council and Mr G Townsend and a copy of the Statement read by the Clerk at the October meeting. The deadline date for the provision of this information is Friday, 16 November 2018. At the time of preparing the Agenda, the Clerk's Statement has been provided.</p> <p>9.2 Devon Communities Resilience Forum. Email regarding emergency planning. This has prompted a revision of the Parish Council's Emergency Plan, which will be forwarded to Councillors for studying ahead of the meeting with a view to reviewing and adopting with up to date information.</p>
10.	<p>Matters raised by Councillors / Clerk.</p> <p>No items have been raised to be included on this Agenda.</p>
11.	<p>Items for the next Agenda.</p>
12.	<p>Date of next Meeting: Thursday, 20 December 2018 in the Church Hall at 7.30pm.</p>