

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 Philip Hughes, Firs Croft, Strand Lane, Ashford, EX31 4BY.

Tel: 01271 345378

TO ALL COUNCILLORS:

You are hereby summoned to a Parish Council Meeting on Thursday, 17 October 2019 **in the Church Hall at 7.30pm**. The Agenda is detailed below.

Sue Squire, Parish Clerk. 11 October 2019

No.	Item
	The meeting will welcome Mr M Tichford, Head of Place at North Devon Council who will give more information on Section 106 Agreements.
1.	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>
2.	Apologies. Councillor V Lawson.
3.	Declarations of Interest
4.	Approval of the Minutes of the Meeting held on 19 September 2019.
5.	Reports: 5.1 Police. The October 2019 Newsletter has been received and circulated to Councillors and sent for inclusion on the website. It has been suggested to access the Police UK website to see details relating to an individual Parish. For Ashford, during August 2019 (details not updated since then), the following had been recorded: 2 x violence and sexual offences. This includes offences against the person such as common assault, grievous bodily harm and sexual offences. According to the Police website, the incidents happened on or near Ashfield Close and the case timeline shows that it is currently under Police investigation 5.2 County Councillor Mrs C Chugg. 5.3 District Councillor Mrs A Davis. 5.4 Councillor V Lawson. Defibrillator Check. The Clerk has submitted the monthly report to South Western Ambulance Service. 5.5 Councillor M Moss, Wildlife Warden. To receive any report relevant to the Parish. Councillor Moss is booked onto a Climate Change Workshop on 24 October. The event is being organized by District Councillor Netti Pearson and a charge of £10 will be made to offset expenses. 5.6 Communications Committee. To receive a Report of the public meeting held on 16 October 2019. The Parish Council has been advised that the webmaster of the village website wishes to stand down. To discuss future arrangements. 5.7 DCC Highways Conference. This event at Filleigh Village Hall on Monday 14 October 2019 was attended by Councillors Hughes and Hall and the Parish Clerk. The Clerk is in the process of forwarding documents obtained at the meeting to Councillors for interest and information. At the Conference, the Clerk ascertained that drain clearance in rural areas is carried out annually and as a result, has followed up the information given by the Neighbourhood Highway Technician in relation to the blocked drain at Meadowside that it was on a 3 year programme, with the next scheduled clearance due in 2020. It transpires that urban drains are cleared on a 3 yearly basis and this was pointed out to a senior Highway official who concurred that Ashford would be considered as rural.

6.	<p>Matters Arising:</p> <p>6.1 Request for lights to be on in the churchyard for safety reasons. To note that the Clerk has sent a letter of representation from the Parish Council to one of the Churchwardens.</p> <p>6.2 Ashford Welcome Leaflet. To note that the Clerk has responded to the email. Councillor Mrs Bosley to confirm that the Welcome Leaflet has been updated and specifically to include details of the Ashford Communications network.</p> <p>6.3 Ashford Library / Telephone Box Birthday. To note that the Clerk has responded to the email informing that the Ashford Society are making the relevant arrangements to mark the birthday.</p> <p>6.4 Planning Application enquiry regarding conditions in the event of approval of a footpath from Fair Oak Farm to the bus shelter on the A361. To note that this enquiry has been submitted to North Devon Council Planning Department and officer who deals with Section 106 Agreements.</p> <p>6.5 Flooding and Blocked Drains, Meadowside, Ashford. County Councillor Mrs Chugg to advise if DCC has an approved contractors list. The Clerk has contacted the contractor who cuts the grass on behalf of the Parish Council and invited him to submit a one off quotation for lengthsman's type duties in respect of Strand Lane, Meadowside, Long Lane, Adder Lane, Ashfield Lane, Higher Newclose Lane and the top road from the Ashford to Ashford sign. Details of the quotation will be given.</p> <p>6.6 Area of land opposite Meadowside. County Councillor Mrs Chugg to advise if DCC is willing to transfer this land from its ownership to the Parish Council for the proposed creation of a wild flower area.</p> <p>6.7 Cemetery / car park in Ashford. To note any further developments / information.</p> <p>6.8 Communications document within the Standing Orders detailing how letters / emails from members of the public are to be dealt with in future. To note that the Standing Orders have been updated and the specific details sent for inclusion on the website. The Chairman will invite Councillors to give their thoughts on how verbal representations from the public given to a Parish Councillor to report at a meeting can be incorporated into the document.</p> <p>6.9 Climate Emergency Network. This item was deferred at the September Meeting to consider two documents which have previously been circulated to Councillors.</p>
7.	<p>Planning & Planning Correspondence. To consider the following Application:</p> <p>7.1 70589 – Alterations and extension to dwelling at Solway, Ashfield Lane, Ashford, EX31 4BY.</p> <p>7.2 North Devon and Torridge District Councils. Email, circulated to Councillors, regarding a public consultation – draft supplementary planning documents in connection with (1) draft Air Quality; (2) draft Leadengate Design Guide, Croyde; (3) Rural Workers' Dwellings. Representations can be submitted until 4.45pm on Friday, 8 November 2019.</p> <p>7.3 To note the following North Devon Council Decision Notice: APPROVAL of planning permission for Application 63290 – Outline Application for demolition of existing maintenance & repair workshop & erection of 4 open market & 2 affordable dwellings (all matters reserved) at Fair Oak Farm, Braunton Road, Barnstaple.</p>
8.	<p>Finance.</p> <p>8.1 Balances. To be tabled at the Meeting. Budgetary figures up to the end of September 2019 will be circulated to Councillors.</p> <p>8.2 To consider a request from Torridge, Mid, North and West Devon Citizens Advice.</p>

A copy of the latest set of accounts have been provided to comply with the criteria laid down for Parish Council's to follow when considering a donation.

A donation has not been made since 2016.

8.3 To authorise the following payments:

Mrs S Squire October Salary (Councillors will be given the details)

Redacted under DPA

The Clerk will advise that due to volume of work between the September and October meetings, the 15 hours a month have been exceeded. At the time of preparing the Agenda, this comes to 8 hours and 1 minute and the overtime will be included on the November pay documents. This does not include attendance at the DCC Highways Conference.

HMRC October PAYE **£40.20**

Ashford PCC Hire of the Church Hall for Parish Council Meetings. £17 x 5 (no August meeting) **£85.00**

Information Commissioners Office Renewal of Data Protection Fee **£40.00**

Mr P Hughes Reimbursement for materials to refurbish bus shelter **£383.63**

To note that in this connection, the Clerk has submitted a Locality Grant Application to County Councillor Mrs Chugg in the sum of £319.69 towards the cost of the work. VAT of £63.94 can be reclaimed.

Torrige, Mid, North and West Devon Citizens Advice Donation **£Subject to 8.2 above**

8.4 INCOME.

✚ North Devon Council. Second tranche of the 2019/20 Precept (£3,500); Parish Grant (£75.00) and Grant Assistance (£9.31) totaling £3,584.31

✚ DCC. 2019/20 grass cutting on urban highway verges within the Parish boundary (Strand Lane / A361). £118.00

8.5 Grass Cutting Contract. The current contract expires on 31 October 2019, having run from 1 March.

The 2019 contract will be circulated to Councillors.

To consider:

- ⇒ The wording for the 2020 contract, to include the areas involved
- ⇒ The term of the contract. The Clerk will recommend that this is for 3 or 4 years, rather than annually. This will give the Parish Council greater control over the budget for this item, will incur less work in obtaining annual quotations where difficulty is experienced in getting figures from previously unsuccessful contractors
- ⇒ The contractors to be invited to quote.

8.6 2019 Audit. To note that this has been completed, as confirmed by external auditors P K F Littlejohn who acknowledged notification of exempt status on 8/7/19 and have since had no correspondence from local electors during the period for the exercise for public rights that required the company to contact the Parish Council.

9. **Correspondence.** Notices and publications received will be put on the table to see, read and go in the circulation bag.

9.1 North Devon Council. Email (previously circulated to Councillors) regarding a Community Governance Review. A Community Governance Review can make a number of changes to parish governance when there is clear evidence to do so.

Councillors to give their thoughts on suggestions, as noted in the email.

9.2 DCC. Notification of a temporary road closure from Wednesday 13 November 2019 to Friday 15 November for a new water connection.

Roads affected: From Woolstone Corner to Midlands Caravan Park, Ashford.

The Clerk has been in contact with the utility company to point out that the description of the roads affected is incorrect and this has been acknowledged. Kier advise that the work will take a maximum of 2 days and will be digging to a depth of 1.2 metres.

10.	<p>Matters raised by Councillors / Clerk.</p> <p>10.1 Councillor Hall will suggest that an email from Devon County Council forwarded on 4/10/19 by the Clerk is followed up where Town and Parish Councils across Devon are being encouraged to join a tree planting initiative to reduce the impact of Ash dieback and help tackle the climate emergency. Free tree packs are available from The Woodland Trust who deliver in November and March. The following packs are available:</p> <ul style="list-style-type: none"> ▪ Hedge. 30 trees. Species – dog rose, hawthorn, hazel, crab apple dogwood. Size of land: 6-8 metres of double row hedging. ▪ Copse. 30 trees. Species – silver birch, rowan, wild cherry. Size of land: tennis court. ▪ Wild harvest. 105 or 420 trees. Species: hazel, blackthorn, crab apple, dog rose, elder, rowan. Size of land for 420 saplings: 1 x football pitch or 85 – 100 double row hedge. ▪ Year round colour. 105 or 420 trees. Species: hawthorn, dogwood, wild cherry, silver birch, rowan, hazel. Size of land for 105 saplings: 4 x tennis courts or 20 – 25 metres double row hedge. Size of land for 420 saplings: 1 x football pitch or 85 – 100 metres double row hedge. ▪ Working wood. Trees: 105 or 420. Species: rowan, silver birch, wild cherry, common oak, field maple, grey willow. Size of land for 105 saplings: 4 x tennis courts. Size of land for 420 saplings: football pitch. ▪ Wild wood. Trees: 105 or 420. Species: hazel, crab apple, downy birch, hawthorn, holly, goat willow. Size of land for 105 saplings: 4 x tennis courts or 20 – 25 metres double row hedge. Size of land for 420 saplings: 1 x football pitch or 85 – 100 metres double row hedge. <p>10.2 Snow Warden Training. The Clerk has followed this up as a result of a request made on 13/10/18, asking for the training to be carried out as a matter of urgency due to the lengthy delay and this is being progressed by the Neighbourhood Highway Technician. The Clerk has also asked that the grit bins in the Parish have been replenished.</p> <p>10.3 Clerk's Leave. The Clerk will be having a short break from Wednesday 30 October to Sunday 3 November inclusive.</p>
11.	<p>Compliance / Best Practice.</p> <p>The Clerk has been made aware of an Anti Fraud and Corruption Policy and will circulate this to Councillors for studying with a view to it being adopted.</p>
12.	<p>Matters raised by the Chairman.</p> <p>12.1 To report the various jobs that have been carried out in recent weeks and thank those involved.</p>
13.	<p>Items for the next Agenda.</p>
14.	<p>Date of next Meeting: Thursday, 21 November 2019 in the Church Hall at 7.30pm. This will be the budget setting meeting for 2020/21.</p>