

## ASHFORD PARISH COUNCIL

PARISH CLERK: MRS SUE SQUIRE, HAXLEA, 2 THREWAYS, BRATTON FLEMING,  
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CHAIRMAN: COUNCILLOR GEOFF HOLDER, LITTLE COURT, LONG LANE, ASHFORD. EX31 4BT.  
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### TO ALL COUNCILLORS:

You are hereby summoned a Parish Council Meeting on Thursday, 18 October 2018 **in the Church Hall at 7.30pm**. The Agenda is detailed below.

Sue Squire, Parish Clerk. 12 October 2018

No.	Item
1.	<p><b>Items raised by members of the public.</b> <i>It should be noted that representations by members of the public are permitted for a maximum of 3 minutes.</i></p> <p><b>1.1 Letter received detailing a complaint regarding an application to Groundwork UK and CCTV camera in connection with the Neighbourhood Plan.</b> A copy of the letter will be forwarded to Councillors for studying ahead of the meeting and for a reply to be prepared and the matter further discussed under Item No. 5.5.</p>
2.	<b>Apologies.</b>
3.	<b>Declarations of Interest</b>
4.	<b>Approval of the Minutes of the Meeting held on 3 September 2018.</b>
5.	<p><b>Reports:</b></p> <p><b>5.1 Police.</b> The September 2018 Newsletter had been circulated to Councillors and sent for inclusion on the website.</p> <p><b>5.2 County Councillor Mrs C Chugg.</b></p> <p><b>5.3 District Councillor Mrs A Davis</b></p> <p><b>5.4 Councillor V Lawson.</b> Defibrillator Check.</p> <p><b>5.5 Neighbourhood Plan.</b></p> <p>To consider the letter mentioned in Item 1.1 and a reply.</p> <p>Councillor Bleach to confirm that he has forwarded the Landowner Letter to Councillors.</p> <p>Councillor Lawson will ask the Council to consider whether Mr D Hall's Report about a proposed Neighbourhood Plan should be made public.</p> <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"><li>• The Groundwork application for a grant of £7,860</li><li>• The Household Questionnaire – final one</li><li>• PSMA (Public Sector Mapping Agreement)</li><li>• Task of accessing demographic information</li><li>• Use of CCTV camera equipment to commence traffic surveys</li><li>• Letter to residents on progress to date and future activities</li></ul> <p>To retrospectively sign off:</p> <ul style="list-style-type: none"><li>⇒ Holding of the three drop in events</li><li>⇒ Production and distribution of the "Catalogue of Evidence"</li><li>⇒ The "Landowner Letter"</li></ul>

6.	<p><b>Matters Arising:</b></p> <p><b>6.1 Gas Leak in Strand Lane.</b> To note the present position / if the work has been done.</p> <p><b>6.2 Compliance – Standing Orders.</b> To consider Councillor Bleach's suggestions, which will be forwarded to Councillors for studying ahead of the meeting.</p> <p><b>6.3 Damaged signpost near The Old Rectory.</b> To note that a reminder has been sent to DCC Public Rights of Way enquiring when the work is likely to be done.</p> <p><b>6.4 Second Anniversary of the Telephone Box Library.</b> This will take place on Saturday, 20 October 2018 in the Church Hall from 2pm.</p> <p><b>6.5 Delegatory Powers.</b> 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><b>6.7 Damage sign post at Ashfield Lane.</b> Devon Highways have advised that this is a street name plate and falls within the remit of North Devon Council. The Clerk will ask for permission to request NDC to deal with the matter.</p> <p><b>6.8 Section 106 funding for proposed play area.</b> The Chairman has asked the Clerk to enquire the position from North Devon Council and it is hoped an update will have been received on the present position.</p>									
7.	<p><b>Planning &amp; Planning Correspondence.</b> <b>At the time of preparing the Agenda, there were no Planning Applications to consider.</b></p> <p><b>7.1 Planning Correspondence.</b> <b>To note the following North Devon Council Decision Notice:</b> <b>REFUSAL for Application 63345 –</b> Demolition of existing buildings/structures &amp; use of land for the stationing of up to 116 static holiday caravans with recreation area; construction of new clubhouse (D2) incorporating reception, swimming pool, entertainments room, amusement arcade, shop (A1), store (B8) &amp; associated facilities including children's play area &amp; equipment; realignment of site access &amp; associated highways works; landscaping (amended plans), additional drainage information) at Tarka Holiday Park, Braunton Road, Barnstaple.</p> <p><b>7.2 Email regarding the publication of Inspector's Report on the North Devon &amp; Torridge Local Plan.</b></p> <p><b>7.3 Enforcement No. 10055 – Byways, Ashford.</b> The Clerk has a diary note to follow this up as the Enforcement Officer had advised a site visit would be made at the end of Summer 2018. The Clerk will ask for permission to enquire the position.</p>									
8.	<p><b>Finance.</b></p> <p><b>8.1 Balances.</b> To be tabled at the Meeting. Budgetary figures for August and September 2018 will be circulated to Councillors.</p> <p><b>8.2 To authorise the following payments:</b></p> <table data-bbox="199 1702 1436 1848"> <tr> <td><b>Mrs S Squire</b></td> <td>October Salary and overtime net of PAYE &amp; Expenses (Councillors will be given the details)</td> <td style="text-align: right;"><b>Redacted under DPA</b></td> </tr> <tr> <td><b>HMRC</b></td> <td>October PAYE</td> <td style="text-align: right;"><b>£ 20.60</b></td> </tr> <tr> <td><b>PKF Littlejohn LLP</b></td> <td>Fee for external audit</td> <td style="text-align: right;"><b>£240.00</b></td> </tr> </table> <p><b>8.3 NatWest Bank.</b></p> <ul style="list-style-type: none"> <li>▪ To note that the Business Reserve Account has been closed and the funds transferred to the Current Account.</li> <li>▪ Addition of Cllrs Bleach and Szymankiewicz as cheque signatories. The Bank has requested an additional party form from Councillor Bleach and this will be available for completion.</li> </ul>	<b>Mrs S Squire</b>	October Salary and overtime net of PAYE & Expenses (Councillors will be given the details)	<b>Redacted under DPA</b>	<b>HMRC</b>	October PAYE	<b>£ 20.60</b>	<b>PKF Littlejohn LLP</b>	Fee for external audit	<b>£240.00</b>
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	<ul style="list-style-type: none"> <li>▪ A reminder has been sent regarding the position of internet banking where no transfers will be undertaken, purely for ease of reference to monitor the account</li> </ul> <p><b>8.4 2018/19 External Audit.</b> To note that the limited assurance review for the year ended 31 March 2018 has been completed. The Report advises:  ‘On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met’.</p> <p>Other matters not affecting our opinion which we draw to the attention of the authority: None.</p> <p><b>8.5 North Devon Council.</b> To note that the second tranche of the 2018/19 Precept (£2,832.50), Parish Grant (£75.00) and Grant Assistance (£18.63), totaling £2,926.13 has been credited to the current account.</p>
9.	<p><b>Correspondence.</b> Notices and publications received will be put on the table to see, read and go in the circulation bag. At the time of preparing the Agenda, there is no specific correspondence to consider.</p>
10.	<p><b>Matters raised by Councillors / Clerk.</b></p> <p><b>10.1 Mrs S Squire, Parish Clerk</b> has attended a ‘Budgets and Precepts’ training course in Exeter and a written report is being prepared.</p> <p><b>10.2 Ashford Parish Churchyard.</b> It has been established that the Churchyard has almost reached its capacity. When the Churchyard is closed due to it being full, it is the responsibility of the local authority (Ashford Parish Council) to provide a Cemetery.  To commence discussions to identify a piece of land to progress this facility.</p>
11.	<p><b>Items for the next Agenda.</b></p>
12.	<p><b>Date of next Meeting:</b> Thursday, 15 November 2018 in the Church Hall at 7.30pm.  This will include 2019/20 budget setting.</p>