

Minutes of Ashford Annual Parish Council Meeting held on Thursday, 18 May 2017 in the Church Hall on the rising of the Annual Parish Meeting.

Chaired by: Councillor G Holder	Clerked by: Sue Squire															
<p>Present: Councillors</p> <p>Mrs J Bosley G Holder V Lawson Mrs S Sampson</p> <p>District Councillor Mrs A Davis 4 Members of the public</p>	<p>Agenda: -</p> <p>Members to complete their 2017/18 Members Register of Interest forms Election of Chairman Chairman to read and sign Declaration of Acceptance of Office Election of Vice Chairman Appointments for the Municipal Year 2017/18 Items raised by members of the public Apologies Declarations of Interest Approval of the Minutes of the Meeting held on 20/4/16 Reports Matters Arising Planning & Planning Correspondence Finance Compliance Correspondence Matters raised by Councillors / Clerk Date of next meeting</p>															
		Action:														
1.	Members 2017/18 Register of Business Interests Forms. This item will be completed by the next meeting.	Next Agenda														
2.	<p>Election of Chairman. Councillor Lawson proposed Councillor Holder, seconded by Councillor Mrs Bosley. There were no other nominations and Councillor Holder was willing to stand. Unanimously agreed.</p>															
3.	The Chairman read and signed the Declaration of Acceptance of Office															
4.	<p>Election of Vice Chairman. Councillor Mrs Bosley proposed Councillor Lawson, seconded by Councillor Mrs Sampson. There were no other nominations and Councillor Lawson was willing to stand Unanimously agreed.</p>															
5.	<p>Appointments for the Municipal Year 2017/18.</p> <table border="0"> <tr> <td>Internal Auditor</td> <td>Mrs J Snooks</td> </tr> <tr> <td>Internal Parish Council Auditors</td> <td>Councillors Mrs Bosley and Lawson</td> </tr> <tr> <td>Footpath Warden</td> <td>Councillor Lawson</td> </tr> <tr> <td>Tree Warden</td> <td>Councillor Holder</td> </tr> <tr> <td>Taw & Torridge Estuary Forum Delegate</td> <td>Councillor Holder. No longer proceeding.</td> </tr> <tr> <td>Press Liaison Officer</td> <td>Councillor Mrs Sampson</td> </tr> <tr> <td>Snow Warden</td> <td>Councillor Bleach</td> </tr> </table> <p>Proposed by Councillor Holder, seconded by Councillor Mrs Bosley and agreed.</p> <p>Proposed by Councillor Holder that the above be elected en bloc. Seconded by Councillor Mrs Bosley. Unanimously agreed.</p>	Internal Auditor	Mrs J Snooks	Internal Parish Council Auditors	Councillors Mrs Bosley and Lawson	Footpath Warden	Councillor Lawson	Tree Warden	Councillor Holder	Taw & Torridge Estuary Forum Delegate	Councillor Holder. No longer proceeding.	Press Liaison Officer	Councillor Mrs Sampson	Snow Warden	Councillor Bleach	
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6.	<p>Items raised by members of the public. The Chairman announced he would take planning representations ahead of the Application being</p>															

	<p>considered.</p> <p>Plans to expand Tarka Caravan Park increasing the number of caravans to 300. There was concern of the noise and disturbance risk, especially if the owners were not residents at the Park. The Presentation by the Park owners assured residents that efforts would be made to control noise and dogs. It was felt peoples minds would be eased if there was a way of validating this. The Parish Council was asked if it would be appropriate for it to write to Parish Councils adjacent to the big holiday parks owned by Park Homes to get an assessment if there was a noise nuisance.</p> <p>District Councillor Mrs Davis pointed out that as it was known a Planning Application was to be submitted, writing to other Parish Councils could be considered as predetermination. The Parish Council has a statutory function but members of the public could write to gather information.</p>	
7.	Apologies. Councillors J Bleach, Mrs B Sandwell, County Councillor Mrs C Chugg.	
8.	<p>Declarations of Interest.</p> <p>Councillor Holder. Disclosable Pecuniary Interest in Planning Application 62848 as an adjacent landowner and that in respect of the one affordable dwelling, his daughter is registered on the housing list.</p> <p>Councillor Mrs Sampson. Disclosable Pecuniary Interest in Planning Application as an adjacent landowner.</p>	
9.	<p>Approval of the Minutes of the Meeting of 20 April 2017. Approved and signed as a correct record.</p>	
10.	<p>Reports.</p> <p>10.1 Police. Not present.</p> <p>10.2 County Councillor Mrs C Chugg. When sending her apologies, Councillor Mrs Chugg asked the Clerk to inform Councillors she was pleased to be re-elected.</p> <p>10.3 District Councillor Mrs A Davis advised that Community Councillor Grants were available from her funding allocation of £1,000</p> <p>10.4 Councillor V Lawson. Defibrillator check. In order.</p>	
11.	<p>Matters Arising:</p> <p>11.1 Obstruction in Strand Lane when large lorries make deliveries to the Garden Centre. It was noted that a further letter of representation had been sent to the Manager and contact details of the Managing Director requested with a view to taking the issue up with that person. As no reply had been received, another reminder to be sent.</p> <p>11.2 Neighbourhood Plan. An informal meeting for Councillors was planned for 6 June 2017. One of the attendees (Mr G Townsend, North Devon Council) had advised that due to the General Election, he would be a little late due to attending Presiding Officer training and collection of the ballot box. In those circumstances, it was felt the meeting should start at 7.30pm instead of 7pm as originally planned</p> <p>Councillor S Crowther of Heanton Parish Council had accepted the invitation to attend and other Parish Councillors would also be coming.</p> <p>11.3 Broadband connection in the Church Hall. This matter was deferred until Councillor Bleach was present to advise on his conversation with a member of Ashford PCC.</p> <p>11.4 Blocked Drains. The Clerk was in correspondence with Braunton Parish Council regarding being involved with hiring a gully sucker who had advised they had applied to the Devon Highway</p>	<p>Clerk</p> <p>JB</p>

	<p>Community Fund for approximately £4,000 to hire a jetting machine with 2 operatives for 5 days to clean out as many highway drains as possible. Confirmation had been received that the application was currently under consideration.</p> <p>11.5 Litter Pick – Saturday 27 May 2017. This would commence at 10am, meeting at the notice board. District Councillor Mrs Davis had made arrangements for the necessary resources to be available from North Devon Council.</p>	<p>Cllrs</p>
<p>12.</p>	<p>Planning & Planning Correspondence.</p> <p>12.1 The following Applications were considered:</p> <ul style="list-style-type: none"> ▪ 63008 – Outline Application for erection of one dwelling (all matters reserved) at land adjacent to Ashmead, Strand Lane, Ashford. The applicant was present and advised they would like to build the property and move into it. Councillor Szymankiewicz enquired about a contribution of funding. The applicant advised they had not been asked to make a contribution and it would be up to the planners. It was resolved to recommend approval with the proviso that Ashford is an exception site and we would expect there to be a contribution towards local needs or social housing for the Parish. ▪ 62848 – Erection of two open market dwellings & one affordable dwelling at land off Meadowside, Ashford. <p>Councillors Holder and Mrs Sampson declared a Disclosable Pecuniary Interest, left the room and did not take part in the discussion, decision or voting thereon.</p> <p>This item of the meeting was chaired by Councillor Lawson.</p> <p>Members of the public were invited to speak.</p> <p>A person who was hoping to live in the affordable home asked for support as he and his wife was on the Housing List. His wife had lived in the village and generations before her. The aspect of the property would not be disruptive to neighbours, has affordability and was sympathetic to the area.</p> <p>The neighbour considered their privacy would be affected and mature trees would be required for screening. It was also considered that the proposed dwellings and windows were too big and it had been noted the roof was of slate which would be different from any of the other houses nearby.</p> <p>Parking spaces were discussed. Two for each house and both open market dwelling had a garage and two car parking spaces. The affordable dwelling did not have a garage and two parking spaces.</p> <p>It was thought that the housing density would be higher.</p> <p>It was noted that outline approval for two affordables and one open market dwelling had been approved. This Application was for two larger ones and one smaller affordable dwelling.</p> <p>A question was asked about the sale of the properties and the position on renting. District Councillor Mrs Davis advised this would be in perpetuity.</p> <p>It was resolved to recommend refusal on the grounds of site density of the dwellings being out of keeping with the other properties in the Meadowside area. The nature of the design of the buildings creates a significant invasion of privacy on the properties below. Proposed by Councillor Szymankiewicz, seconded by Councillor Mrs Bosley and agreed.</p> <p>12.2 Planning Correspondence.</p> <p>12.2.1 North Devon Council Paperless Planning Applications. This would come into force from 3/7/17 and is to be an item on the next Agenda.</p> <p>12.2.2 Tarka Holiday Park Presentation. This would take place on Monday, 5 June 2017.</p>	<p>Clerk</p> <p>June Agenda</p>

	<p>12.2.3 Enforcement. It was noted that North Devon Council had been advised of alleged further developments at Ashfield House. A reminder to be sent asking the position.</p>	Clerk																								
13.	<p>Finance. 13.1 Balances. NatWest Current Account as at 20 April 2017: £10.00 NatWest Business Reserve Account as at 10 May 2017: £3,288.47</p> <p>New for this financial year, the Clerk had prepared budgetary figures which showed the amount spent and received in April 2017.</p> <p>13.2 The following payments were approved and authorised:</p> <table border="0" data-bbox="212 521 1169 723"> <tr> <td>Mrs S Squire</td> <td>May Salary net of PAYE</td> <td>£82.71</td> <td></td> </tr> <tr> <td></td> <td>Contribution towards broadband</td> <td>£ 3.00</td> <td></td> </tr> <tr> <td></td> <td>Photocopying</td> <td>£ 9.35</td> <td>£ 95.06</td> </tr> <tr> <td>HMRC</td> <td>May PAYE</td> <td></td> <td>£ 20.60</td> </tr> <tr> <td>Ashford PCC</td> <td>Hire of Hall for Meetings (6 months)</td> <td></td> <td>£ 75.00</td> </tr> <tr> <td>Came & Company.</td> <td>Renewal of insurance policy due on 1 June 2017</td> <td></td> <td>£317.80</td> </tr> </table> <p>13.3 To approve the accounts for the year ended 31 March 2017. Proposed by Councillor Lawson, seconded by Councillor Holder. Unanimously agreed.</p> <p>13.4 2016 Annual Return. 13.4.1 To approve Section 1 – Annual Governance Statement 2016/17. The Clerk read the questions in Section1 to the meeting. Proposed by Councillor Mrs Sampson that the answers to all the questions was ‘yes’ and for the Chairman and Clerk to sign Section One. Seconded by Councillor Lawson. All agreed.</p> <p>13.4.2 To approve Section 2 – Accounting Statement 2016/17. Proposed by Councillor Mrs Bosley that the Chairman and Clerk sign Section Two. Seconded by Councillor Mrs Sampson. All agreed.</p> <p>The asset figure in Box 9 to be £11,516.</p> <p>13.5 To approve the Statement of Internal Control 2017. Proposed by Councillor Szymankiewicz, seconded by Councillor Lawson. All agreed.</p> <p>13.6 North Devon Council. It was noted that the first tranche of the Precept (£1,200.00), Parish Grant (£75.00) and Grant Assistance (£33.58) amounting to £1,308.58 had been credited to the current account.</p> <p>13.7 The Pensions Regulator. The Chairman signed a letter addressed to the Parish Clerk regarding Pension Scheme duties of the Parish Council.</p> <p>It was noted that the Declaration of Compliance had been completed and submitted to The Pensions Regulator ahead of the deadline of 2 October 2017.</p>	Mrs S Squire	May Salary net of PAYE	£82.71			Contribution towards broadband	£ 3.00			Photocopying	£ 9.35	£ 95.06	HMRC	May PAYE		£ 20.60	Ashford PCC	Hire of Hall for Meetings (6 months)		£ 75.00	Came & Company.	Renewal of insurance policy due on 1 June 2017		£317.80	Clerk Ch.No.989 Ch.No.990 Ch.No.991 Ch.No.992
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14.	<p>Compliance. The following were reviewed, the details having been sent separately to Councillors ahead of the meeting for studying:</p> <ul style="list-style-type: none"> - General Risk Assessment - Freedom of Information Publication Scheme - Equal Opportunity Policy - Grant Giving Policy - Complaints Procedure - Safeguarding Policy - Agreement for correspondence to be received online (new for this year) <p>Proposed by Councillor Lawson, seconded by Councillor Szymankiewicz. All agreed.</p>	Clerk to update																								

15.	Correspondence. Notices and publications were put on the table to see and read and went in the circulation bag.	
16.	<p>Matters raised by Councillors / Clerk.</p> <p>16.1 Councillor Szymankiewicz spoke about the tree lopping recently carried out and asked if the work should be verified that it had been carried out appropriately. It was advised the work had been done in connection with Western Power Distribution as a safety issue.</p> <p>16.2 Councillor Szymankiewicz mentioned the use of drones which could be used by criminals. It was suggested that if one was seen, the Police should be advised on the 101 number.</p> <p>16.3 Councillor Szymankiewicz felt the contents of the notice board was looking tired and was advised it would be refreshed after refurbishment.</p> <p>16.4 Councillor Mrs Sampson asked if grass cutting along the dual carriageway from Tarka Caravan Park to the bus shelter could be attended to. This to be an item on the next Agenda.</p> <p>16.5 Councillor Szymankiewicz advised that more recycling had been left in the road from the previous collection. This should be taken up by District Councillor Mrs Davis.</p> <p>16.7 The Clerk suggested that the Parish Council is registered under the Data Protection Act. To be an item on the next Agenda.</p>	<p>June Agenda</p> <p>AD</p> <p>June Agenda</p>
17.	<p>Date of next Meeting: Thursday, 15 June 2017 in the Church Hall at 7.30pm.</p> <p>The meeting ended at 9.04pm.</p>	
<p>Summary of Decisions:</p> <ul style="list-style-type: none"> ➤ Election of Chairman, Vice Chairman and Parish Council Representatives ➤ Minutes of 20 April 2017 ➤ Planning ➤ Payments ➤ Accounts for the year ended 31 March 2017 ➤ Sections 1 and 2 of the 2017 Annual Return ➤ 2017 Statement of Internal Control ➤ Compliance: General Risk Assessment; Freedom of Information Publication Scheme; Equal Opportunity Policy; Grant Giving Policy; Complaints Procedure, Safeguarding Policy; agreement for correspondence to be received online 		
<p>These Minutes are agreed by those present as being a true record.</p>		
<p>Signed: Chair of Ashford Parish Council:</p>	<p>Date:</p>	