**Minutes of Ashford Annual Parish Council Meeting held on Thursday, 16 May 2019 in the Church Hall at 7.30pm.**

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| **Chaired by: Councillor P Hughes** | | | **Clerked by: Sue Squire** | |
| **Present: Councillors**  **Mrs J Bosley**  **D Hall**  **G Holder**  **P Hughes**  **M Moss**  **Mrs S Sampson**  **District Councillor Mrs A Davis**  **13 Members of the public** | | | **Agenda: -**  Members to complete their Register of Members Interests forms and  Declaration of Acceptance of Office forms  Election of Chairman  Chairman to read and sign the Declaration of Acceptance of Office  Welcome  Election of Vice Chairman  Appointments for the Municipal year 2019/20  Councillors to sign an agreement to receive communications by email  Items raised by members of the public  Apologies  Declarations of Interest  Approval of the Minutes of the meeting held on 11/4/19  Reports  Matters Arising  Planning & Planning Correspondence  Finance  Training  Correspondence  Matters raised by Councillors / Clerk  Items for the next Agenda  Date of next meeting | |
|  |  | | | **Action:** |
|  | **Members had completed their Register of Members Interests Forms and Declaration of Acceptance of Office forms.**  **Newly elected Councillors received a folder with Parish Council compliance and other documentation.** | | |  |
| **1.** | **Election of Chairman.**  Councillor Holder invited nominations, stating that he did not wish to stand as Chairman.  **Councillor Mrs Bosley proposed Councillor Hughes. Seconded by Councillor Hall.**  **There were no other nominations and Councillor Hughes was willing to stand.**  **Unanimously agreed.** | | |  |
| **2.** | **The Chairman read and signed the Declaration of Acceptance of Office.**  Councillor Hughes thanked everyone for the privilege of being elected Chairman, a role he held 20 years ago.  He thanked the outgoing Chairman, Councillor Holder, for his years as Chairman, which had been a difficult time latterly, carried out with good humour, tolerance and leadership. | | |  |
| **3.** | **The Chairman welcomed newly elected Councillors Hall, Hughes and Moss.**  **The Chairman congratulated District Councillor Mrs Andrea Davis on her re-election as District Councillor.**  **The Chairman thanked outgoing former Councillors Bleach, Mrs Sandwell and Szymankiewicz for their work and efforts while a Parish Councillor.** | | | Clerk to send a letter of thanks to Cllrs Bleach, Mrs Sandwell and  Szymankiewicz for their positive contributions |
| **4.** | **Election of Vice Chairman.**  **Councillor Holder proposed Councillor Lawson who, although he had sent apologies, had indicated that he was willing to stand.**  **Seconded by Councillor Moss. There were no other nominations. Unanimously agreed.** | | |  |
| **5.** | **Appointments for the Municipal Year 2019/20.**  Internal Auditor Mrs J Snooks  Internal Parish Council Auditors Councillors Mrs Bosley and Lawson  Footpath Warden Councillor Lawson  Tree Warden Councillor Holder  Press Liaison Officer Councillor Mrs Sampson  Snow Warden Mr S Bunce and Mrs L Wozniak  Play Area Working Group Councillors Mrs Bosley and Lawson  Taw & Torridge Estuary Forum Councillors Hall and Moss in a shared role.  **Proposed by Councillor Holder to elect en bloc, seconded by Councillor Mrs Bosley, unanimously agreed.** | | |  |
| **6.** | **Councillors signed an agreement to receive communications by email.** | | |  |
| **7.** | **Items raised by members of the public.**  **7.1** Some Parish election leaflets supported a play area for Ashford, but the needs of elderly and less mobile people should not be forgotten in considering village facilities.  The Chairman responded by saying that Councillors are keen to make the Parish Council more visible in the village with the website and emails to communicate directly, and more accountable for parishioners to approach Parish Councillors.  Some elderly do not use the internet.  **7.2 Councillor Hall** as a member of the public had circulated flyers regarding a large Planning Application at Yelland.  **7.3 Letter expressing disappointment that former Councillor Bleach was not thanked for his term of service at the end of the April Parish Council meeting.** This had been addressed in Minute No. 3 and a letter of thanks is to be sent to the three former Councillors. | | | June Agenda |
| **8.** | **Apologies.** Councillor Lawson, County Councillor Mrs C Chugg. | | |  |
| **9.** | **Declarations of Interest.**   * **Councillor Hall declared a Personal Interest in Minute No. 18. To consider a subscription to the CPRE** | | |  |
| **10.** | **Approval of the Minutes of the Meeting held on 11 April 2019.**  **Approved and signed as a correct record.** | | |  |
| **11**. | **Reports:**  **11.1 Police.** The May 2019 Newsletter had been circulated to Councillors and sent for inclusion on the Ashford website.  1 x common assault  1 x drink drive  1 x criminal damage to vehicle  **11.2 County Councillor Mrs C Chugg.** When sending her apologies, County Councillor Mrs Chugg had provided a written Report which had been circulated to Councillors. It focused on:  Climate Emergency, Finance, Highways, North Devon Link Road, Civic Centre, Apprentices, Children’s Services, Fairer School Funding, Health Visitors and Children’s Centres.  **11.3 District Councillor Mrs A Davis.** Details about the former Ashford Fruit Farmafter a Land Registry search would be given at the next meeting.  District Councillor Mrs Davis thanked everyone for their good wishes and congratulated Councillors on their election.  At North Devon Council, there were 21 Liberal Democrats, 2 Green Party, 11 Conservatives and 7 Independents elected. An election was due to be held on 13 June due to the District Councillor who had been nominated passing away.  The first Council meeting had been held that day.  District Councillor Mrs Davis had been appointed to the Crematorium Committee.  The Leader of the Council was David Worden, Deputy Leader Malcolm Prowse, Chairman Frank Biederman, Vice Chairman Julie Hunt.  District Councillor Mrs Davis would continue to sit on the group committee for coastal issues and a new Councillor representing a Barnstaple Ward with no coastline had joined the Committee in place of Councillor Wilkinson of Woolacombe.  **11.4 Councillor V Lawson.** Defibrillator Check. When sending his apologies, Councillor Lawson confirmed the defibrillator was in order.  The Clerk had submitted the monthly report to South Western Ambulance Service. | | |  |
| **12.** | **Matters Arising:**  **12.1 Smell of gas in Strand Lane.** It was noted this had been reported and a reference number of 53038385 given.  **12.2 Website.** The webmaster had advised that the website domain is due for renewal in the near future.  Over the last few years, this cost, a maximum of £50 per annum maximum (less if extra years are purchased in advance) had been borne personally. This cost will cease to be borne with effect from 1 June 2019.  The webmaster is willing to maintain the website on the basis of submitted information from the various agencies in the village and invoice the Parish Council for the annual domain cost.  If anyone wished to take on the role of webmaster, training could be given, with transfer to the new editor(s) and provision of ongoing support.  It was explained at the February Parish Council meeting that the success of the website is totally dependent on the willingness of parishioners to feed it information.  Since that meeting, there had been no change in the very low level of information submitted.  The webmaster was present and advised that he would not charge for his time.  It was felt that the Parish Council liaised with the webmaster for greater clarity about the content of the website.  It was noted there was an efficient email system for those who wish to use it and an excellent Parish Magazine.  Ashford Parish Council will consider purchasing the domain name for the website.  The webmaster was thanked for his work on the website.  **12.3 Proposed Play Area.** It was noted that a reminder had been sent regarding ownership of the land and a reply received that the current owner did not wish to pursue the error in ownership.  There were two options of changing this, one of which was expensive and the second by submitting a Planning Application.  To be put on hold for the time being.  **12.4 Cemetery for Ashford with car park.** It was noted that no further replies had been received from land owners.  Councillor Holder advised he had received two verbal replies from landowners who were thinking about it and would take action in due course.  **12.5 Ashford Conservation Area.** To decide on a reply to North Devon Council Conservation Officer regarding the character appraisal.  Councillor Moss felt it was important to recognize a linkage between Minute Nos. 12.5 and 12.4.  A field had been mentioned previously which was in the Conservation Area and Councillor Moss suggested there should be a Referendum as to what parishioners see as the priorities which could be important for the Parish Council to see what the community feels.  Councillors Hall and Moss would meet with the North Devon Council officer responsible for Conservation Area appraisals to clarify the process and timetable.  **12.6 Handling letters from the public.** A reply was noted from Devon Association of Local Councils following ideas being forwarded as to the suggested way of dealing with this topic.  Councillors were handed the details together with previous suggestions for inclusion in the Standing Orders. The documents did not tie up and Councillors to study the details for a further discussion at the June meeting.  **12.7 Treating of seats and benches.** It was noted this was in hand, slightly delayed by illness.  The two bus shelters also needed treating and a member of the public was willing to help.  The notice board also required attention.  Councillor Hughes to liaise with the parishioner.  **12.8 Sale of CCTV equipment.** County Councillor Mrs Chugg had advised that if the equipment is sold, the money realized would have to be returned to her locality funding allocation at Devon County Council and she would re-allocate the money to another project in Ashford.  A member of the public advised that if the equipment was compatible, they would purchase it. | | | June Agenda  June  Agenda  MM/DH to speak to the Conservation Officer and report at the June meeting  June Agenda  June  Agenda |
| **13.** | **Planning & Planning Correspondence.**  **13.1 The following Application was considered:**   * **66553 – Variation of Condition 1 (approved plans) attached to Planning Permission 65004 (erection of 3 buildings comprising 13 units for use Classes B1) to provide mezzanine floor and additional windows at Units 4 – 6, Land at Chivenor Cross, Chivenor, Barnstaple.**   This Council was being consulted as an adjoining Parish.  **To reply no comment.**  **13.2 Planning Correspondence.** The following North Devon Council Decision Notice was noted:  **APPROVAL for Application 66147 –** erection of orangery to replace existing conservatory at Hitherto, Ashford. | | | Clerk |
| **14.** | **Finance.**  **14.1 Balances.** **NatWest Current Account as at 18 April 2019: £5,486.43**  Budgetary figures for April 2019 were circulated to Councillors.  **14.2 The following payments were approved and authorised:**  **Mrs S Squire** May Salary (Councillors were circulated with the details) **Redacted under DPA**  **HMRC** May PAYE **£40.20**  **Devon Association of Local Councils** 2019/20 Subscription **£72.49**  **14.3 Approval the accounts for the year ended 31 March 2019.**  **Proposed by Councillor Holder, seconded by Councillor Mrs Bosley. Unanimously agreed.**  **14.4 2019/20 Annual Return.**  **14.4.1 Approval of the Certificate of Exemption 2018/19.** (Applicable for income & expenditure under £25,000).  **Proposed for signature by Councillor Moss. Seconded by Councillor Hall. Unanimously agreed.**  **14.4.2 Approval of Section 1 – Annual Governance Statement 2018/19.**  The Clerk read the questions to the meeting.  **Proposed for signature by Councillor Mrs Sampson. Seconded by Councillor Mrs Bosley. Unanimously agreed.**  **14.4.3 Approval Section 2 – Accounting Statement 2018/19.**  **Proposed for signature by Councillor Moss. Seconded by Councillor Mrs Bosley. Unanimously agreed.**  **14.5 Approval of the Statement of Internal Control 2019.**  **Proposed for signature by Councillor Mrs Bosley. Seconded by Councillor Mrs Sampson. Unanimously agreed.**  **The accounts and supporting paperwork are to be taken by the Clerk to the internal auditor on Tuesday, 28 May.**  **The Exemption Certificate will then be sent to external auditors, P K F Littlejohn LLP, Canary Wharf, London.**  **14.6 North Devon Council.** It was noted that the first tranche of the Precept (£3,500.00), Parish Grant (£75.00) and Grant Assistance (£9.32) amounting to £3,584.32 had been credited to the current account.  **14.7 North Devon Record Office.** Email from Dr Janet Tall, Head of Archives and Local Studies, South West Heritage Trust advising that thanks to the generosity of organisations in north Devon, there is sufficient funding to continue to run the North Devon Record Office for the foreseeable future. Fundraising will continue to ensure the resilience of the service over the next three years.  The Trust invite Councillors to an event to thank everyone for their support and to enable people to find out more about how the funding is helping to care for north Devon’s archival heritage.  This is on Tuesday, 4 June from 2 – 4pm in the North Devon Record Office. | | | Clerk  Ch.No.073  Ch.No.074  Ch.No.075 |
| **15.** | **Training:**  **15.1 Code of Conduct and Register of Interests** delivered by North Devon Council on Tuesday, 4 June 2019 at Brynsworthy Environmental Centre, Roundswell, Barnstaple at 6pm. (revised time).  All Councillors are requested to make every effort to attend this important training.  **15.2 Councillors booked on other courses:**   * **Councillor Hall –** Being a Good Councillor delivered by the Devon Association of Local Councils on 2 July at Bideford. * **Councillor Hall** –Planning delivered by the Devon Association of Local Councils on 4 July at Cheriton Bishop. * **Councillor Hughes –** Planning delivered by Graham Townsend and Mike Kelly (Planning Partnership Ltd) on 1 June at The Parish Hall, Fremington. * **Councillor Hughes** – Being a Good Councillor delivered by the Devon Association of Local Councils on 2 July at Bideford. * **Councillor Moss –** Being a Good Councillor delivered by the Devon Association of Local Councils on 2 July at Bideford. * **Councillor Hughes –** Chairman’s course delivered by the Devon Association of Local Councils on 27 June at South Molton. | | |  |
| **16.** | **Correspondence.** Notices and publications received were put on the table to see, read and go in the circulation bag.  **16.1 Devon County Council.** Temporary prohibition of through traffic and parking from 20 May to 22 May (both dates inclusive) at Strand Lane to enable Kier on behalf of South West Water to provide new water services.  **16.2 Councillor Moss** referred to an email previously circulated to Councillors regarding The Devon Local Nature Partnership (Natural Devon) and felt the Parish Council should be involved.  He was willing to complete the questionnaire and would circulate the proposed responses.  **Councillor Moss appointed as Parish Wildlife Warden. A new position. Proposed by Councillor Holder for Councillor Moss to proceed. Seconded by Councillor Hall. Unanimously agreed.** | | | MM |
| **17.** | **Matters raised by Councillors / Clerk.**  **17.1 Councillor Mrs Sampson** raised a query regarding the path to the bus shelter on the Braunton to Barnstaple side so that it is cleared for pedestrians. This had recently been cut.  Councillors will look at this during the litter pick.  The question was asked if the Parish Council paid for the verge to be cut and Tarka Holiday Park asked for the verge leading to their site to be cut. This to be further discussed at the next meeting.  **17.2 Councillor Mrs Bosley** spoke about a pothole in Strand Lane where representations had been received.  The Clerk was alerted who reported the defect via the DCC website which had been given the Reference W191225431. It was noted the repair had been done.  **17.3 Proposed Village Tidy Up – Saturday, 25 May 2019.**  District Councillor Mrs Davis to obtain the relevant equipment and the event to be publicized.  **17.4 Clerk’s Annual Leave.** It was noted this would be from 8 to 18 August inclusive.  This will coincide with the August meeting, if Councillors decide to have a meeting.  In 2018 there was an August recess and the Clerk asked Councillors to consider this for 2019, with a meeting being arranged if a Planning Application is received.  Councillors decided to have an August recess only meeting to discuss a Planning Application if necessary. | | | June Agenda  AD  SS  Clerk to advise Booking Secretary |
| **18.** | **Items for the next Agenda.**   * **Bank mandate** * **CPRE subscription** Councillor Hall declared a Personal Interest as a Trustee | | |  |
| **19.** | **Date of next Meeting:** Thursday, 20 June 2019 in the Church Hall at 7.30pm.  **A Public Meeting is to be held on Tuesday 11 June 2019 in St John’s Garden Centre at 7.30pm for a talk to be given on a Parish Plan by Mr Martin Rich of Devon Communities Together.**  The meeting ended at 9.01pm. | | |  |
| **Summary of Decisions:**   * **Election of Chairman** * **Election of Vice Chairman** * **Election of Parish Representatives** * **Minutes of 11 April 2019** * **Planning** * **Payments** * **Accounts for the year ended 31 March 2019** * **2019 Annual Return: Exemption Certificate, Sections 1 and 2** * **2019 Statement of Internal Control** * **Councillor Moss to complete a Devon Local Nature Partnership survey on behalf of the Parish Council** | | | | |
| **These Minutes are agreed by those present as being a true record.** | | | | |
| Signed:  Chair of Ashford Parish Council: | | Date: | | |