

**ASHFORD PARISH COUNCIL.**

**DRAFT Minutes of Meeting held on Thursday, 21<sup>st</sup> January 2021 at 7.30pm.**

**The meeting was conducted remotely, via Zoom owing to the Covid-19 pandemic.**

Meeting was Chaired by Councillor P Hughes	Clerk – Katherine Cole.
<b><u>Councillors Present:</u></b> Mrs. J. Bosley. Mr. D. Hall. Mr. P. Hughes. Mr. G. Holder. Mr. V. Lawson. Mr. M. Moss. Mrs. S. Sampson.  District Councillor: Mrs. A. Davis. 8 Members of the public were in attendance.	<b><u>Agenda:</u></b> 1. Recording of Parish Council Meetings. 2. Revised complaints procedure. 3. Representations from the public. 4. Apologies for absence. 5. Declarations of interest from members. 6. Approval of minutes for the meeting held on 23 <sup>rd</sup> January 2020. 7. Reports. 8. Correspondence. 9. Financials. 10. Planning. 11. Email Network. 12. Update on FOI request. 13. Matters to be carried forward. 14. Date of next meeting.

<b>Item:</b>		<b>Action:</b>
<b>1.</b>	<p>Recording of Ashford Parish Council Meetings: The Chairman opened the meeting by asking Councillors to consider recording Ashford Parish Council meetings, with immediate effect. It was confirmed that the Privacy Policy has been amended to allow for this change in procedure which will facilitate accurate minute taking. (Recordings to be deleted after the relevant minutes have been approved). Councillor Lawson proposed and Councillor Moss seconded the proposal. All Councillors were in favour.</p>	
<b>2.</b>	<p><b>Revised Complaints Procedure:</b> The Chairman pointed out that the current Complaints Procedure, as displayed on the website, required clarity and needs to cover both Councillors and employees. Councillor Moss has worked on the revised draft documents which now cover three categories – complaints against Councillors, complaints against employees (Clerk) and complaints of procedures. Copies have been circulated to Councillors for their approval prior to the meeting. The updated document was proposed for approval by Councillor Lawson and seconded by Councillor Holder. All Councillors were in favour, and the updated document will be added to the website.</p>	

	Councillor Moss was thanked for his work in updating the documents.	
<b>3.</b>	<b>Representations from the Public:</b> The Chairman reminded those present that following unpleasant situations at recent meetings the advice regarding complaints against Councillors is to contact the Monitoring Officer at NDC. There were no matters raised by the public.	
<b>4.</b>	<b>Apologies for absence:</b> Apologies were received from County Councillor Chugg.	
<b>5.</b>	<b>Declarations of Interest from Members:</b> None.	
<b>6.</b>	<b>Approval of minutes relating to meeting held on 23rd December:</b> The minutes of the Meeting held on 23rd December 2020 had been circulated prior to the meeting. The minutes were agreed as a true and accurate record of events, and approval was proposed by Councillor Sampson and seconded by Councillor Lawson. All in agreement.	
<b>7.</b>	<p>Reports:</p> <p>7.1: Councillor Chugg – There was no report from County Councillor Chugg.</p> <p>7.2: Councillor Davis provided a report as District Councillor. DC Davis confirmed that there are funds in the budget for families and individuals who are experiencing hardship as a result of the Covid 19 situation. DCC Funding is also available for groups supporting projects like food banks, and NDC administer the applications. Grants are available to cover PPE and other essential items to support the locality.</p> <p>There are funding opportunities for businesses who have been impacted by the virus.</p> <p>DC Davis confirmed that the vaccination program is going well and has been exceptionally well organised.</p> <p>DC Davis referred to a Parish Forum which Councillors Hall and Moss had attended. The forum was with John Hart from DCC. A planning application in Torridge District (Burwood Site) did not originally get planning approval but has gone to appeal and received approval. This decision has raised concerns regarding the five year land supply for both NDC and TDC.</p> <p>Chivenor Cross had achieved planning approval in December, after previous rejected applications, owing to there not being a plan in place for future land supply. Ashford is unlikely to be greatly affected. The District Council does not have overall control on planning matters as the ultimate decision to develop land is with the landowner.</p> <p>Councillor Hall asked if there is a timetable of road repairs, particularly as repairs have been marked out at Ashfield Lane. DC Davis confirmed that Covid is having a negative effect on all aspects of Council work, and repair schedules are likely to be affected by this.</p>	

	7.3: Defibrillator: Councillor Lawson confirmed that the defibrillator has been checked and is in good order. SWAST have been notified.	
8.	<b>Correspondence:</b> There was no correspondence.	
9.	<p><b>Financials:</b></p> <p><b>9.1:</b> North Devon Council have requested final confirmation of the Precept requirement for Ashford Parish for the financial year 2021/22. The original figure agreed was £5000. Councillors all indicated their approval of this figure being submitted as a final request.</p> <p><b>9.2:</b> To authorise payment of £27.22p to Mr. G. Williams as reimbursement of administration fee relating to the Parish Council website. Payment was proposed by Councillor Moss and seconded by Councillor Lawson. All in favour. Thanks were extended to Mr. Williams for his help, which is greatly appreciated.</p> <p><b>9.3:</b> To authorise payment to Mrs. Cole for hours worked as Temporary Clerk in the period to 1<sup>st</sup> December 2020. Hours and details forwarded to Councillors prior to the meeting. Payment of £440 was proposed by Councillor Lawson and seconded by Councillor Moss – all in favour.</p> <p><b>9.4: Confirmation of balances:</b> The Clerk presented a breakdown of balances, as below, and confirmed that the bank balance as at 21<sup>st</sup> January 2021.</p> <p><b>Balance on 17<sup>th</sup> December 2020 - £9,309.41p.</b></p> <p style="padding-left: 40px;"><b>Less:</b> Cheque1132 - £36.00 (CPRE)</p> <p style="padding-left: 80px;">Cheque 1136 - £ 144.00 (Notts).</p> <p><b>Balance on 21<sup>st</sup> January 2021 - £9129.41p.</b></p>	<p><b><u>Clerk to confirm with NDC.</u></b></p> <p><b><u>Clerk to arrange payment.</u></b></p> <p><b><u>Clerk to arrange payment.</u></b></p>
10.	<p><b>Planning:</b></p> <p><b>10.1:</b> Planning Ref: Application 72620. Councillors had had opportunity to study the submitted plans to install cavity wall membrane to a ground floor living room at the Old Post Office. No problems were anticipated, and the need for listed building consent was noted. The application was proposed for approval by Councillor Lawson and seconded by Councillor Sampson. All in favour.</p> <p><b>10.2:</b> Planning Ref: Application 71526. It was noted that an appeal has been lodged following an earlier unsuccessful application for the property (Puffin). The Chairman confirmed that all previous representations stand, and there is no requirement to discuss further. Councillors all agreed with this stand.</p>	<b><u>Clerk to respond to NDC.</u></b>

11.	<p><b>10.3: Correspondence:</b> There was no further planning correspondence.</p> <p><b>Email Network:</b></p> <p>11.1: Update on Email Network: The Clerk confirmed that the database continues to be updated. Numbers stand at approaching ninety individuals, and the number of households has increased accordingly.</p> <p>11.2: Launch of Email Network: The network launch was discussed, with it being agreed that a 'welcome' email will be circulated in early February followed by the Agenda for the February meeting of Ashford Parish Council.</p>	
12.	<p><b>FOI Request:</b></p> <p>There are no updates. The situation continues to be ongoing, and a Case Officer has not yet been appointed.</p>	
13.	<p><b>Matters to be carried forward:</b></p> <p>Councillor Hall reported the sad passing of Mr. Ian Worby. Mr. Worby initiated the Neighbourhood Watch Scheme in Ashford and was a valued, longstanding member of the Ashford Community. Condolences were expressed to the family at this difficult time.</p>	
14.	<p><b>Date of next meeting:</b> The date of the next meeting was confirmed as Thursday, 18<sup>th</sup> February 2021 via Zoom. The Chairman declared the meeting closed at 7.55pm.</p>	

**Minutes Confirmed:**

**Dated:**