

Minutes of Ashford Parish Council Meeting held on Wednesday, 24 July 2019 in Ashford Church Hall at 7.30pm.

Chaired by: Councillor P Hughes	Clerked by: Sue Squire	
<p>Present: Councillors</p> <p>Mrs J Bosley D Hall P Hughes V Lawson M Moss Mrs S Sampson</p> <p>8 Members of the public</p>	<p>Agenda: - Items raised by members of the public Apologies Declarations of Interest Approval of the Minutes of the Meeting held on 13 June 2019. The notes of the Public Meeting held on 11 June 2019 regarding a Parish Plan were also available Reports Matters Arising Sale of CCTV Equipment Parish Plan Planning & Planning Correspondence Finance Correspondence Matters raised by Councillors / Clerk Matters raised by the Chairman Items for the next Agenda Date of next meeting</p>	
		Action:
36.	<p>Items raised by members of the public. 36.1 Consideration of joining the CPRE. A parishioner hoped Councillors would be in favour of joining the organization, despite representations included in the June Parish Council Minutes to the contrary.</p> <p>36.2 Letter received from Mr and Mrs Evans (who had given permission for their name to be made known) regarding a Parish Plan. This was read to the meeting by the Chairman. Mr and Mrs Evans felt that a Parish Plan should not go ahead without formal support of all residents, evidenced by a poll to demonstrate the majority approval to go ahead. Minute No. 43 was then taken.</p>	
37.	Apologies. Councillor G Holder.	
38.	Declarations of Interest. Councillor Hall declared a Personal Interest as a member of the CPRE and Trustee in Devon.	
39.	<p>Approval of the Minutes of the Meeting held on 13 June 2019. The notes of the Public Meeting held on 11 June 2019 regarding a Parish Plan had been circulated to Councillors.</p> <p>Approved and signed as a correct record.</p>	
40.	<p>Reports: 40.1 Police. The July 2019 Newsletter had been circulated to Councillors and sent for inclusion on the website. Crimes for Ashford were listed as follows:</p> <ul style="list-style-type: none"> • 1 x use threatening/abusive/insulting words/behaviour to cause harassment/alarm/distress <p>40.2 County Councillor Mrs C Chugg. Not present. County Councillor Mrs Chugg had offered, if the Parish Council wished, to act on its behalf regarding the land near Meadowside, to enquire if Devon County Council would relinquish ownership so that it could be used as a play area. As County Councillor Mrs Chugg was not present, this item was deferred to the September meeting.</p>	September

	<p>Verge on the A361 towards Fair Oak Farm. It was understood that County Councillor Mrs Chugg may be able to assist with funding an extension of the current grass cutting contract via Devon County Council. This item was deferred to the September Meeting.</p> <p>40.3 District Councillor Mrs A Davis. Not present. The Clerk had ascertained the owner of the former Ashford Fruit Farm. Due to GDPR regulations, this could not be publicly advised.</p> <p>40.4 Councillor V Lawson. Defibrillator Check. In order. The Clerk had submitted the monthly report to South Western Ambulance Service.</p> <p>40.5 Councillor Moss. Attendance at a Devon Community Action for Wildlife Conference on 6 July 2019 in his capacity as Parish Wildlife Warden. A Report had been circulated and was noted. Neighbouring Parishes do not have Parish Wildlife Wardens.</p> <p>It was noted that a communication introducing the role of Parish Wildlife Warden had been circulated in the Parish.</p> <p>40.6 Communications Sub Committee. Councillors Lawson and Hall reported on their initial meeting with the Ashford Webmaster which had been circulated to Councillors and members of the public who were present at the meeting. The Report is attached to these Minutes.</p> <p>The webmaster reiterated that community contributions were welcome.</p> <p>The Council were asked to approve the setting up of a Committee comprising Councillors Hall and Holder with Councillor Lawson as Chairman to facilitate the setting up of an independent email network for Ashford Parish Council to communicate with residents and to make alterations to the website as deemed necessary. The Chairman had drafted Terms of Reference which were circulated to Councillors and members of the public. Proposed to approve and accept by Councillor Hall, seconded by Councillor Mrs Sampson. Unanimously agreed.</p> <p>40.7 Councillor Hughes – attendance at a Chairmanship training course on 27 June.</p> <p>40.8 Councillors Hall and Moss reported their attendance at the recent meeting of the Taw and Torridge Estuary Forum which was noted. Proposed by Councillor Moss that Ashford Parish Council join the Forum at an annual subscription of £20.00 per annum. Seconded by Councillor Hall. Unanimously agreed.</p> <p>40.9 Councillors Hall, Hughes and Moss – attendance at a Good Councillor training course on 2 July.</p>	<p>Agenda</p> <p>September Agenda</p> <p>Clerk</p> <p>Clerk to arrange for approved document to be on the website</p> <p>Clerk to complete subscription form</p>
<p>41.</p>	<p>Matters Arising:</p> <p>41.1 Cemetery for Ashford with car park. Follow up letters will not be sent to landowners until the subject had been discussed more fully by the Parish Council. The item was deferred for the time being. Councillor Hall felt that when the item was further discussed, it should be dealt with in two parts, to settle the issue of the principle of whether the Parish Council should support a planning application for housing in exchange for the offer of land (on whatever terms) to the Parish, and then to offer the same terms to all relevant landowners.</p> <p>41.2 Councillors Hall presented the proposed new procedure on letters and speeches at Ashford Parish Council meetings which had been circulated to Councillors and available to members of the public at the meeting.</p> <p>As a result of suggestions, Councillor Hall will prepare an amended document to be considered at</p>	<p>DH</p>

	<p>the September meeting.</p> <p>41.3 Section 106 Agreement Funding in connection with Community Priorities for Open Space. Enquiries had been made by the Clerk with the following details being advised by North Devon Council:</p> <ul style="list-style-type: none"> • Application 62848 – land off Meadowside. The S106 secures an affordable housing contribution. After checking with North Devon Council, this has been advised as a financial contribution of £80,000 for affordable housing within the area. • Application 63290 – Fair Oak Farm. A decision notice has not been issued yet. A draft s106 Agreement has been prepared. Education contributions of £13,652.00, £13,152.00 and £17,100. Open Space contribution of £25,831.20 and affordable housing likely to be secured. The Planning Officer has recommended approval. S106 Agreements are prepared at outline planning. • 59288 – land off Long Lane. The S106 secured an affordable housing contribution. After checking with North Devon Council, this has been advised as a financial contribution of £60,000 for affordable housing within the area. <p>The Clerk to invite a North Devon Council officer to attend the September meeting to clarify the position and to explain to Ashford Parish Council the principles of S106 agreements. .</p> <p>41.4 Councillor Hall presented the proposed revised Ashford Parish Council Code of Conduct for adoption by Ashford Parish Council pending North Devon Council approval. The document had been circulated to Councillors and a summary was available for members of the public. Proposed by Councillor Hall to adopt the document with submission to North Devon Council for verification. Seconded by Councillor Moss. Unanimously agreed. The document is attached to these Minutes.</p>	<p>Clerk</p> <p>Clerk</p>
42.	<p>Sale of CCTV Equipment. One sealed bid had been received and opened by the Chairman at the meeting, which was from Mr D Martin. The reserve set was £100.00. The bid was for £157.50. Proposed by Councillor Lawson to accept the bid. Seconded by Councillor Mrs Sampson. Unanimously agreed. The funds do not have to be returned to County Councillor Mrs Chugg's Devon County Council Locality Grant allocation and can be retained by Ashford Parish Council.</p>	Clerk
43.	<p>Parish Plan. This item was taken after Minute No. 36.3. Councillors discussed the details presented by Mr Martin Rich of Devon Communities Together at a Public Meeting on 11 June 2019. Proposed by Councillor Mrs Bosley not to proceed with a Parish Plan. Seconded by Councillor Mrs Sampson. Unanimously agreed.</p>	Clerk to advise Mr M Rich
44.	<p>Planning & Planning Correspondence. There were no Planning Applications to consider.</p> <p><u>Planning Correspondence.</u></p> <p>44.1 Application 66386 – Approval of details in respect of discharge of Condition 11 attached to planning permission 59288 – land off of Long Lane, Ashford. A reply from the Planning Officer was read to the meeting and noted.</p>	
45.	<p>Finance.</p> <p>45.1 Balances. NatWest Current Account. As at 20 June 2019 £7,627.37 As at 19 July 2019: £7,428.99. This included a refund of £63.22 credited to the account by Came and Company for the over payment in the insurance renewal. This occurred because two Invoices for differing amounts had been received.</p>	

	<p>Budgetary figures for May 2019 were circulated to Councillors.</p> <p>45.2 Councillors considered joining the CPRE (Campaign for the Protection of Rural England) at an annual subscription of £36. This item was discussed at the June Meeting and deferred for a decision to be made at the July Parish Council Meeting. Proposed by Councillor Lawson that Ashford Parish Council become a member of the organization. Seconded by Councillor Moss. Unanimously agreed.</p> <p>45.3 To consider joining the Tav & Torridge Estuary Forum at an annual subscription of £20.00. This item was dealt with under Minute No. 40.8.</p> <p>45.3 The following payments were approved and authorised:</p> <table border="0"> <tr> <td>Mrs S Squire</td> <td>July Salary (Councillors will be given the details)</td> <td>Redacted under DPA</td> <td></td> </tr> <tr> <td>HMRC</td> <td>July PAYE</td> <td>£40.40</td> <td></td> </tr> <tr> <td>Mrs J Snooks</td> <td>2019 internal audit fee</td> <td>£125.00</td> <td></td> </tr> <tr> <td>Devon Association of Local Councils</td> <td>Training fee for Chairmanship course (£30.00) and 3 Councillors at the Being a Good Councillor course (£165.00)</td> <td>£234.00</td> <td></td> </tr> <tr> <td>CPRE</td> <td>Subscription</td> <td>£ 36.00</td> <td></td> </tr> <tr> <td>Tav & Torridge Estuary Forum</td> <td>Subscription</td> <td>£ 20.00</td> <td></td> </tr> </table> <p><u>Councillors approved the following payments for invoices received after the Agenda had been prepared and due to the fact that there was an August recess:</u></p> <table border="0"> <tr> <td>Slee Blackwell</td> <td>Searches in connection with the land for a proposed play area</td> <td>£580.22</td> <td></td> </tr> <tr> <td>Devon Association of Local Councils</td> <td>Training Fee for Planning course (Cllr Hall)</td> <td>£48.00</td> <td></td> </tr> <tr> <td>Mrs S Squire</td> <td>August 2019 salary & expenses (cheque post dated 15/8/19)</td> <td>Redacted under DPA</td> <td></td> </tr> <tr> <td>HMRC</td> <td>August 2019 PAYE (cheque post dated 15/8/19)</td> <td>£40.40</td> <td></td> </tr> </table> <p>45.4 2019/20 Insurance. It was noted that the insurance policy had been renewed for 12 months from 1 June 2019 at a premium of £393.73. An explanation had been given as to the reason for two different premiums on invoices dated separately which was noted.</p> <p>45.5 2019 Audit. This had been completed by the internal auditor who had found the accounts in good order. Two items were raised:</p> <ul style="list-style-type: none"> ❖ A Parish Council should not commit future Council's to grants. This was in relation to Councillors agreeing to support the North Devon Record Office for the next three years. ❖ There is a different method of writing back cheques where last year, external auditor P K F Littlejohn required unrepresented cheques to be written back as income. This year, they required them to be deducted from expenditure, although did not advise Parish Councils of the new requirement. <p>The Certificate of Exemption had been acknowledged by external auditors P K F Littlejohn. Ashford Parish Council is eligible to be exempt as the income and expenditure is less than £25,000.</p>	Mrs S Squire	July Salary (Councillors will be given the details)	Redacted under DPA		HMRC	July PAYE	£40.40		Mrs J Snooks	2019 internal audit fee	£125.00		Devon Association of Local Councils	Training fee for Chairmanship course (£30.00) and 3 Councillors at the Being a Good Councillor course (£165.00)	£234.00		CPRE	Subscription	£ 36.00		Tav & Torridge Estuary Forum	Subscription	£ 20.00		Slee Blackwell	Searches in connection with the land for a proposed play area	£580.22		Devon Association of Local Councils	Training Fee for Planning course (Cllr Hall)	£48.00		Mrs S Squire	August 2019 salary & expenses (cheque post dated 15/8/19)	Redacted under DPA		HMRC	August 2019 PAYE (cheque post dated 15/8/19)	£40.40		<p>Clerk</p> <p>Ch.No.080</p> <p>Ch.No.081</p> <p>Ch.No.082</p> <p>Ch.No.083</p> <p>Ch.No.084</p> <p>Ch.No.085</p> <p>Ch.No.086</p> <p>Ch.No.087</p> <p>Ch.No.088</p> <p>Ch.No.089</p>
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<p>46.</p>	<p>Correspondence. Notices and publications received were put on the table to see, read and go in the circulation bag.</p> <p>46.1 Devon and Somerset Fire and Rescue Service. Councillors had been circulated with a letter regarding the proposed closure of some fire stations. A public consultation is running for 3 months from 1 July 2019.</p> <p>46.2 Devon Highways. Temporary road closure and parking on 23 – 26 September at Strand</p>																																									

	Lane, Ashford outside Runklins for network reinforcement to include pole and conductor changes. Western Power Distribution.	
47.	<p>Matters raised by Councillors / Clerk. 47.1 Clerk's annual leave: 8 – 18 August 2019 inclusive.</p> <p>No other matters had been received.</p>	
48.	<p>Matters raised by the Chairman. 48.1 Blocked drain at Meadowside. Following heavy rain, it was noticed the drain had not been cleared as previously advised.</p>	Clerk
49.	Items for the next Agenda. Those identified from these Minutes.	
50.	<p>Date of next Meeting: Thursday, 19 September 2019 in the Church Hall at 7.30pm. Should a Planning Application be received requiring a response before that date, a meeting will be called to specifically discuss that item.</p> <p>The meeting ended at 8.51pm.</p>	
<p>Summary of Decisions:</p> <ul style="list-style-type: none"> ➤ Minutes of 13 June 2019 ➤ Communications Sub Committee Terms of Reference ➤ Ashford Parish Council join the Tav & Torridge Estuary Forum at an annual subscription of £20.00 ➤ Revised Code of Conduct with submission to North Devon Council for verification ➤ Bid for CCTV equipment ➤ Not to progress with a Parish Plan ➤ Ashford Parish Council join the Campaign for the Protection of Rural England ➤ Payments 		
<p>These Minutes are agreed by those present as being a true record.</p>		
Signed: Chair of Ashford Parish Council:		Date: