

**Minutes of Ashford Parish Council Meeting held on Thursday, 13 June 2019 in  
Ashford Church Hall at 7.30pm.**

<b>Chaired by: Councillor P Hughes</b>	<b>Clerked by: Sue Squire</b>
<b>Present: Councillors</b>	<b>Agenda: -</b>
<b>Mrs J Bosley</b> <b>D Hall</b> <b>G Holder</b> <b>P Hughes</b> <b>V Lawson</b> <b>M Moss</b> <b>Mrs S Sampson</b>	Items raised by members of the public Apologies Declarations of Interest Approval of the Minutes of the meeting held on 16 May 2019 Reports Matters Arising Planning & Planning Correspondence Finance Parish Plan Training Correspondence Matters raised by Councillors / Clerk Matters raised by the Chairman Items for the next Agenda Date of next meeting
<b>9 Members of the public</b>	
<b>20.</b> Items raised by members of the public. 20.1 Independent email network. Discussed under Minute No. 33.1.  20.2 Application 66386 under Planning Correspondence. A resident expressed disapproval that work commenced late last year yet the site management plan had been agreed only recently. She will be taking the matter up with the Planning Department. See minute 26.1  20.3 Hedge Cutting. It was thought this was prohibited due to bird nesting. Councillor Hughes advised this was a Devon County initiative which happened every year for road safety reasons at blind corners and junctions  20.4 Blocked drain at Meadowside. This had been reported by a resident to Highways.  20.5 Parish Council's consideration of a subscription to the CPRE. A parishioner's letter said it was not necessary or appropriate for the Parish Council to join this body and believed it would align the Council with its views. The Parish Council should be representing the views of all parishioners. This item was further discussed under Finance.  20.2 Sale of CCTV equipment. A parishioner's letter said the APC should offer the equipment for sale via sealed bids on the grounds of openness and transparency, rather than just selling it to an individual chosen by the Parish Council. This item was further discussed under Minute No. 25.7.	<b>Action:</b>
<b>21.</b>	<b>Apologies.</b> County Councillor Mrs C Chugg, District Councillor Mrs A Davis.
<b>22.</b>	<b>Declarations of Interest.</b>  Councilor Hall declared a Personal Interest as a Trustee of the CPRE Devon Branch in Minute No. 27.2, Finance. Councillor Moss declared a Prejudicial Interest in Minute No. 26.1, Planning Correspondence.
<b>23.</b>	<b>Approval of the Minutes of the Meeting held on 16 May 2019.</b> <b>Approved and signed as a correct record.</b>

24.	<p><b>Reports:</b></p> <p><b>24.1 Police.</b> The June Newsletter had been circulated to Councillors and sent for inclusion on the website. No crimes recorded.</p> <p><b>24.2 County Councillor Mrs C Chugg.</b> Apologies given. A comprehensive report had been supplied for the May Meeting.</p> <p><b>24.3 District Councillor Mrs A Davis. Apologies given.</b> No further details were known regarding the ownership of Ashford Fruit Farm.</p> <p>The following report had been emailed to Councillors:</p> <ul style="list-style-type: none"> <li>• There have been a couple of successful prosecutions locally for dog fouling, both fines were £100, Fremington and Instow were the locations. NDC has this year stepped up activity, dog fouling is one area we receive a lot of complaints about and this is a timely reminder for owners to clean up after their dog.</li> <li>• Sue will have received a form to fill in regarding section 106 contributions, please can you give this serious consideration? Happy to help. Heanton are having an informal meeting to discuss.</li> <li>• The Parish Forums will continue, if you have any items to go on the agenda please would you let me know?</li> </ul> <p><b>24.4 Councillor Lawson.</b> Defibrillator Check. In order. The Clerk had submitted the monthly report to South Western Ambulance Service.</p> <p><b>24.5 Councillor Moss.</b> Asked for Councillors' approval to circulate a communication introducing the role of Parish Wildlife Warden which they had seen. <b>Proposed by Councillor Holder, seconded by Councillor Mrs Bosley. Unanimously agreed.</b></p> <p>Councillor Moss advised that he is attending a Devon Community Action for Wildlife Conference on Saturday 6 July at Chagford and will provide a report.</p>	Clerk/AD
25.	<p><b>Matters Arising:</b></p> <p><b>25.1 Letters of thanks</b> had been sent to former Councillors Bleach, Mrs Sandwell and Szymankiewicz.</p> <p><b>25.2 Village Facilities in Ashford.</b> Councillor Hughes had contacted the person who raised this item. They were satisfied that the item had been heard. They were not suggesting a particular scheme but asked the Council to bear in mind there are more elderly people in the village than young. This is something the Council will consider in due course.</p> <p><b>25.3 Website.</b> Councillor Hughes had met the Webmaster and some minor alterations had been made to the website. The Webmaster was happy to modify the website as APC felt necessary and train anyone who wished to be involved. Councillor Hall asked about purchasing the domain name. Councillor Hughes explained that this was being investigated and the Parish Council will either be invoiced for the purchase or ongoing rental. The domain name has to be in the name of the Parish Council. Councillor Mrs Sampson asked that her community news as published in the North Devon Journal be made easier to find on the Ashford website. Councillor Lawson felt the website should be revamped with the Parish Council having more control of it. Continued thanks were expressed to the Webmaster. A Committee comprising Councillors Lawson and Hall would report at the next meeting.</p> <p><b>25.4 Cemetery for Ashford with car park.</b> As nothing further had been heard, a follow up letter to be sent to landowners asking for a response by the July meeting. Councillor Hall spoke about a conversation between the previous council and a landowner who had made a proposal regarding land in return for planning permission for dwellings. No commitment had been made by the former Council and the present Council had not been in contact with this landowner. Councillor Hall felt that, should the Council decide to approve such an arrangement, then all</p>	MM July Agenda / VL/DH Clerk

	<p>landowners should have the opportunity to offer similar terms. Councillor Moss stated that the North Devon Conservation Officer had advised that any Planning Application in a Conservation Area would be determined from the National Planning Policy Framework and the Local Plan. The ultimate decision is made by the planners against these two documents.</p> <p><b>25.5 Ashford Conservation Area.</b> Councillors Moss and Hall had met the North Devon Conservation Officer and discussed the timing and process for a Character Appraisal. Ashford was next on the list and had been so for the last 12 months. The Conservation Officer works part time and has to give priority to any Planning Application that affects the Conservation Areas in North Devon Council area and because of this a commitment could not be made.</p> <p>The process for a Character Appraisal is led by a trained professional and a consistency of style and content has to be maintained. The Conservation Officer would visit, make the appraisal, produce a draft which would be sent to the Parish Council and residents to review. She would then deal with any questions and from that, the final document would be produced and lodged. This process could take up to a year</p> <p><b>25.6 Handling letters from the public.</b> Councillors had studied the two documents circulated at the last meeting and considered that more work was required before a process could be adopted. Councillors Hall and Holder are to draft a document and circulate for the July meeting.</p> <p><b>25.7 Sale of CCTV equipment.</b> It was noted that the equipment was not compatible for use by a parishioner. Various ways of disposing of the equipment were discussed. Councillor Hughes to produce a specification for Councillors approval which would then be circulated via Ashford Update and the website. Sealed bids would be invited.</p> <p><b>25.8 Verge to the bus shelter on the Braunton to Barnstaple side. Minute No. 25.9 was taken together with this item</b></p> <p><b>The litter pick</b> had been supported by Councillors, spouses, residents and District Councillor Mrs Davis. A very good attendance and all were thanked for turning out. It was pleasing there was not a lot of litter. Vegetation had been cut back and signs cleaned.</p> <p><b>Bus Shelter.</b> Councillors Hughes and Holder and District Councillor Mrs Davis had met a parishioner on site. The Braunton bound bus shelter is in poor condition and will be removed, repaired and returned to site.</p> <p>At the same time, the pathways leading to both shelters and A361 crossing will be cleared. This work will be done free of charge except for the cost of timber and wood treatment. Councillor Lawson expressed a wish to be involved.</p> <p><b>25.9 Litter Pick/ village clean up.</b> Covered above.</p>	DH / GH
26.	<p><b>Planning &amp; Planning Correspondence.</b> There were no Planning Applications to consider.</p> <p><b>26.1 Planning Correspondence.</b></p> <p><b>Application 66386</b> – Approval of details in respect of discharge of Condition 11 (construction management plan) attached to Planning Permission 59288 (outline planning allocation (all matters reserved except access) for erection of one open market dwelling) at land adjacent to Long Lane, Ashford. To note that North Devon Council, having considered the submitted details have determined that these are acceptable. The requirement to provide acceptable details of this condition is therefore discharged.</p> <p>This was discussed immediately after Public Participation.</p> <p><b>Councillor Moss declared a Prejudicial Interest as he had made representations about the Application.</b></p> <p>The Clerk to write to the Planning Department which had failed to ensure reserved matters, particularly the site management plan had not been resolved before work commenced</p>	PH / Clerk
27.	<p><b>Finance.</b></p> <p><b>27.1 Balances.</b> NatWest Current Account as at 20 May 2019: £8,148.50</p> <p>Budgetary figures for May 2019 were circulated to Councillors.</p> <p><b>27.2 Councillors considered joining the CPRE (Campaign for the Protection of Rural England)</b></p>	Clerk

	<p><b>at an annual subscription of £36.</b></p> <p><b>Councillor Hall declared a Personal Interest.</b></p> <p>Councillor Hall referred to the parishioner's letter (See 20.5 above) which made 3 main points: (1) the Parish Council would have to align itself with all CPRE policies – this is not the case; (2) Platitudes – the CPRE had committed itself to the provision for the whole of Devon of 4,300 new homes per annum; and (3) Uninformed – this is not so at Devon Branch level. Councillor Hall said the CPRE is not against housing per se and campaigns about many matters, including wind farms, pylons and telegraph poles, for better train and bus transport, and for the upkeep of churches. He felt there were benefits to APC being a member.</p> <p>A decision was deferred to the next meeting.</p> <p>Councillor Moss supported the core principles of the CPRE but questioned whether it would set a precedent to join other bodies and therefore the Parish Council should consider each on its own merit.</p> <p><b>27.3 The following payments were approved and authorised:</b></p> <table> <tbody> <tr> <td><b>Mrs S Squire</b></td><td>June Salary (Councillors will be given the details)</td><td><b>Redacted under DPA</b></td><td><b>Clerk</b></td></tr> <tr> <td><b>HMRC</b></td><td>June PAYE</td><td><b>£40.40</b></td><td><b>Ch.No. 076</b></td></tr> <tr> <td><b>Came and Company</b></td><td>Insurance Renewal Premium due on 1/6/19.</td><td><b>£393.73</b></td><td><b>Ch.No. 077</b></td></tr> <tr> <td colspan="4">The renewal paperwork was not received until after the last meeting and the company are holding the cover in place pending a cheque being authorised at this meeting.</td></tr> <tr> <td colspan="4">Diary note to be made for April 2020 for comparison quotations to be obtained.</td></tr> <tr> <td colspan="4">There were two separate invoices with different amounts. The Clerk to query this.</td></tr> <tr> <td><b>Fremington Parish Council</b></td><td>Fee for Councillor Hughes Planning training</td><td><b>£30.00</b></td><td><b>Ch.No. 078</b></td></tr> <tr> <td><b>CPRE</b></td><td>Subscription</td><td><b>Deferred to July meeting</b></td><td><b>Clerk</b></td></tr> </tbody> </table> <p><b>27.4 NatWest Bank Mandate.</b></p> <p><b>Councillor Mrs Sampson proposed that all Councillors be made cheque signatories and that the Clerk proceed with internet banking on a view only basis for ease of managing the account.</b></p> <p><b>Seconded by Councillor Lawson. Unanimously agreed.</b></p>	<b>Mrs S Squire</b>	June Salary (Councillors will be given the details)	<b>Redacted under DPA</b>	<b>Clerk</b>	<b>HMRC</b>	June PAYE	<b>£40.40</b>	<b>Ch.No. 076</b>	<b>Came and Company</b>	Insurance Renewal Premium due on 1/6/19.	<b>£393.73</b>	<b>Ch.No. 077</b>	The renewal paperwork was not received until after the last meeting and the company are holding the cover in place pending a cheque being authorised at this meeting.				Diary note to be made for April 2020 for comparison quotations to be obtained.				There were two separate invoices with different amounts. The Clerk to query this.				<b>Fremington Parish Council</b>	Fee for Councillor Hughes Planning training	<b>£30.00</b>	<b>Ch.No. 078</b>	<b>CPRE</b>	Subscription	<b>Deferred to July meeting</b>	<b>Clerk</b>	<b>Deferred to the July meeting.</b>
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<b>28.</b>	<p><b>Parish Plan.</b> There was a presentation by Mr Martin Rich of Devon Communities Together at St John's Garden Centre on 11 June. A full discussion will take place at the July meeting.</p> <p>The attendance was poor and it was hoped that parishioners would give feedback to Councillors.</p> <p>The Garden Centre had provided facilities and refreshments free of charge. A letter of thanks to be sent.</p>	<b>July Agenda</b>																																
<b>29.</b>	<p><b>Training:</b></p> <ul style="list-style-type: none"> <li>⇒ <b>Councillor Hughes</b> – Attended Planning delivered by Graham Townsend and Mike Kelly (Planning Partnership Ltd) on 1 June at The Parish Hall, Fremington.</li> <li>⇒ <b>Councillors Hall, Hughes and Moss – Code of Conduct</b> on 4 June delivered by NDC Monitoring Officer. Also attended by the Parish Clerk for part of the evening.</li> </ul>	<b>Clerk</b>																																
<b>30.</b>	<p><b>Correspondence.</b> Notices and publications received were put on the table to see, read and go in the circulation bag.</p> <p><b>31.1 North Devon Council – Community Priorities for Open Space.</b> Email seeking assistance in identifying priorities within Ashford. North Devon Council's records identify the following priorities:</p> <ul style="list-style-type: none"> <li>❖ Purchase of land (new playing field)</li> <li>❖ Enhancement of the (new) playing field</li> <li>❖ Creation of a new car park to support the (new) playing field</li> </ul> <p>The Clerk had enquired if any funds had been set aside for Ashford. North Devon Council had confirmed there were none.</p> <p>Councillors were under the impression that s.106 funding was available from the development off Meadowside, Long Lane and at Fair Oak Farm.</p> <p>The Clerk to enquire the reason why the s.106 funding might not have been paid in respect of the development off Meadowside and make enquiries about the other two developments.</p>	<b>Clerk</b>																																

32.	<p><b>Matters raised by Councillors / Clerk.</b></p> <p><b>32.1 Councillor Hall.</b> Ashford Parish Council's Code of Conduct (Appendix A) should be made fully consistent with NDC's Code, particularly in relation to members' interest.          The Clerk had sought clarification from NDC's Monitoring Officer and was awaiting a reply.          Councillor Hall noted that Ashford's Code identified only two categories of interest, namely Pecuniary/Financial and Personal; but the latest North Devon Council Code includes also third important category, namely Prejudicial interests.          Councillor Hall to draft a suitable revised Code for discussion at next meeting</p> <p><b>32.2 Councillor Mrs Sampson</b> advised that the North Devon Council Weekly Information Sheet dated 27 May mentioned Ashford in the Ilfracombe Neighbourhood Plan article          The Clerk had advised North Devon Council and received a reply from the Lead Planning Policy Officer who advised that he understood that Ashford is no longer proceeding. However, the area remained designated as a neighbourhood area and the community could change its mind and decide to proceed with a Neighbourhood Plan without the area needing to be re-designated. Landkey and Instow are in a similar position as they are not actively preparing a Neighbourhood Plan following designation of their areas.</p> <p><b>32.3 Councillor Moss.</b> To discuss how Councillors circulate general information.          Councillor Hughes suggested the following, which was agreed:</p> <ul style="list-style-type: none"> <li>⇒ A Councillor wants to distribute a particular item to the village.</li> <li>⇒ It is not controversial</li> <li>⇒ It is within a particular portfolio the Councillor holds or of specific interest to them</li> <li>⇒ Document is circulated to Councillors for approval. If acceptable, it is forwarded to the Clerk. If not acceptable, the document is amended or brought to the next meeting for discussion before it is circulated</li> <li>⇒ Once the forgoing procedure has been completed, the Clerk should have ongoing delegatory powers to distribute any such items.</li> </ul>	DH
33.	<p><b>Matters raised by the Chairman.</b></p> <p><b>33.1 Decide whether Ashford Parish Council needs an independent email network to communicate with the village and if so how do we proceed to capture email addresses from as many residents as possible?</b>  <b>To investigate the necessary safeguards to operate such a network.</b></p> <p>The Chairman suspended Standing Orders for a member of the public to speak.</p> <ul style="list-style-type: none"> <li>• The Ashford Update email service has been operating since the Summer of 2016 and has included various pieces of news and information including Parish Council Agendas and Minutes.</li> <li>• The operators welcome the idea of the Parish Council having its' own email network which is felt appropriate and in the best interest of the village. It would significantly reduce the amount of emails sent by the Ashford Update. The operators will continue circulating Parish Council information until it is set up to do the task itself and to use the Update to promote the new Parish Council service. The aim is to serve the village and to do this, it is hoped that both networks can work together respectfully and avoid duplications.</li> <li>• It was felt the Update should continue to provide a system independent of the Parish Council.</li> </ul> <p>The operators were thanked for their work on the Ashford Update.</p> <p>A Communications Committee was formed, comprising Councillors Lawson and Hall, who will investigate a central Parish email address and draft a letter to inform residents. Residents without internet will be contacted in a different way.</p> <p>Standing Orders were reinstated.</p>	VL / DH
34.	<b>Items for the next Agenda.</b> Those identified from this meeting.	
35.	<b>Date of next Meeting:</b> Thursday, 18 July 2019 in the Church Hall at 7.30pm. The meeting ended at 9.05pm.	

**Summary of Decisions:**

- **Minutes of 16 May 2019**
- **Councillor Moss to circulate a communication regarding his role as Wildlife Warden**
- **Payments**
- **Bank mandate to include all Councillors as signatories and the Clerk to progress internet banking on a view only basis**

**These Minutes are agreed by those present as being a true record.**

Signed: Chair of Ashford Parish Council:	Date:
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