## Minutes of Ashford Parish Council Meeting held on Thursday, 17 October 2019 in the Church Hall at 7.30pm.

	y: Councillor P Hughes	Clerked by: Sue Squire	
Mrs J Bos D Hall G Holder P Hughes M Moss Mrs S Sar County Co District Co Mr M Tich		Agenda: -         The meeting will welcome Mr M Tichford, He         Place at North Devon Council who will give         information on Section 106 Agreements         Items raised by members of the public         Apologies         Declarations of Interest         Approval of the Minutes of the meeting held of         September 2019         Reports         Matters Arising         Planning & Planning Correspondence         Finance         Correspondence         Matters raised by Councillors / Clerk         Compliance / Best Practice         Matters raised by the Chairman         Items for the next Agenda         Date of next meeting	more
		Date of flext fileeting	Action:
they to be 65. Item 65.1 the carr 65.2 clea Mr S 65.3 65.4 Brau Cou £38 appl 65.5 to th	are applied. He took questions from the e insufficient and he promised to report band is raised by members of the public. Thanks were expressed to Councillor Parish Council notice board where a new ied out free of charge except for the head thanks were expressed to Councillor rance work on the pathways to the Barnsi Sampson had provided a mini digger free thanks were expressed to Whole Life Thanks were expressed to Councillor anton bound bus shelter to be removed fron ncillor Hughes refurbished it. This was al 4 which is to be paid at this meeting and fi ication to County Councillor Mrs Chugg for	of charge to move tonnes of earth from the area. <b>Farms</b> who keep the area clear around their boundary. <b>Hughes and Mr Nick Sampson</b> who arranged for the the om its site and taken to Nick Sampson's property where I done free of charge except for materials amounting to or which the Clerk is submitting a Locality Grant	

68.	Approval of the Minutes of the Meeting held on 19 September 2019.	
	Approved and signed as a correct record.	
69.	<ul> <li>Reports:</li> <li>69.1 Police. The October 2019 Newsletter had been received and circulated to Councillors and sent for inclusion on the website. It had been suggested to access the Police UK website to see details relating to an individual Parish.</li> <li>For Ashford, during August 2019 (details not updated since then), the following had been recorded: 2 x violence and sexual offences. This includes offences against the person such as common assault, grievous bodily harm and sexual offences. According to the Police website, the incidents happened on or near Ashfield Close and the case timeline shows that it is currently under Police investigation</li> </ul>	
	<b>69.2 County Councillor Mrs C Chugg.</b> She had spoken to the Neighbourhood Highways Technician. There was no information regarding DCC having released the land from being part of the highway thus making it possible for the owner to sell it to Ashford Parish Council. Councillor Mrs Chugg advised that DCC did not have a list of approved contractors and suggested that Ashford Parish Council join with other Parishes, e.g. Braunton and Georgeham, to share the cost of drain clearance.	
	69.3 District Councillor Mrs A Davis. Written Report received and circulated to Councillors.	
	<b>69.4 Councillor V Lawson.</b> Defibrillator Check. The Clerk had submitted the monthly report to South Western Ambulance Service.	
	<ul> <li>69.5 Councillor M Moss, Wildlife Warden. To receive any report relevant to the Parish.</li> <li>Councillor Moss is booked onto a Climate Change Workshop on 24 October.</li> <li>The event is being organized by District Councillor Netti Pearson and a charge of £10 has been made to offset expenses which Cllr Moss has paid and is to be reimbursed at the November meeting.</li> <li>Councillor Moss advised he had attended a training session in Braunton to establish Yellow Rattle on roadside verges. The course covered educating candidates on how to establish a wildflower area.</li> <li>Parishioners were welcome to contact him for any further information.</li> <li>Councillor Moss suggested this initiative could be used in Meadowside.</li> <li>He was pleased to see that the Climate Change Workshop delegates will be supporting a North Devon Council Action Plan.</li> </ul>	
	<ul> <li>69.6 Communications Committee. Councillors had been circulated with the Minutes of the meeting held on 16 October 2019 prepared by and Chaired by Councillor Hall who gave a resume of the meeting.</li> <li>Two slots for representations from the public had been made where the comments were constructive and helpful.</li> <li>The Committee on behalf of the Parish Council want to improve two way communication with members of the public and to update and control the website.</li> <li>The Parish Council has been advised that the webmaster of the village website wishes to stand down.</li> <li>The Committee agreed in principle a number of decisions which would be considered in the future.</li> </ul>	
	Councillors Hall, Lawson and Holder will have conversations with the webmaster to take the matter forward.	
	Continuing with the Committee Meeting details, Councillor Hall spoke about the email network. The official domain selected was <b>apcnd.uk</b> at a cost of £15.44 for two years. It will allow the Communication Committee to have email addresses using that stem and when the domain name has been set up, the email address would be <b>comms@apcnd.uk</b>	
	The email addresses of people would be required and a letter is to be sent to all residents of Ashford inviting them to complete a form, per person and not per household. A reminder would be sent for non responders.	DH / VL /

	It was stressed that data control and encryption would be maintained with a free post envelope being	GH
	provided.	
	The draft Committee Meeting Minutes to be put on the website.	
	<b>69.7 DCC Highways Conference</b> . This event at Filleigh Village Hall on Monday 14 October 2019 was attended by Councillors Hughes and Hall and the Parish Clerk. The Clerk is in the process of forwarding documents obtained at the meeting to Councillors for interest and information.	
	At the Conference, the Clerk ascertained that drain clearance in rural areas is carried out annually and as a result, has followed up the information given by the Neighbourhood Highway Technician in relation to the blocked drain at Meadowside that it was on a 3 year programme, with the next scheduled clearance due in 2020.	Clerk
	It transpires that urban drains are cleared on a 3 yearly basis and this was pointed out to a senior Highway official who concurred that Ashford would be considered as rural.	
70.	Matters Arising: 70.1 Request for lights to be on in the churchyard for safety reasons. It was noted that the Clerk had sent a letter of representation from the Parish Council to one of the Churchwardens.	
	<b>70.2 Ashford Welcome Leaflet.</b> It was noted that the Clerk had responded to the email. Councillor Mrs Bosley advised that the Welcome Leaflet had not been updated specifically to include details of the Ashford Communications network as she was awaiting details of the Communication Committee Meeting.	JB
	<b>70.3 Ashford Library / Telephone Box Birthday.</b> It was noted that the Clerk had responded to the email informing that the Ashford Society are making the relevant arrangements to mark the birthday. Councillor Hall said the event would be held on Saturday, 26 October 2019 in the Church Hall from 2 – 4pm with live music, as well as receiving books to replenish the existing stock.	
	<ul> <li>70.4 Planning Application enquiry regarding conditions in the event of approval of a footpath from Fair Oak Farm to the bus shelter on the A361.</li> <li>It was noted that this enquiry had been submitted to North Devon Council Planning Department and officer who deals with Section 106 Agreements.</li> <li>A response had been received that the officer was not aware that provision had been made for a footpath as part of the outline permission. The provision of a footpath was not part of the Planning Committee resolution at the time of consideration.</li> </ul>	
	Councillor Holder pointed out that when Ashford Parish Council recommended approval for this Application, the response also said that the Parish Council wanted s106 money to provide this. Councillor Moss informed that the improvement should come under the development cost of the project.	Clerk to
	Mr Tichford advised that a number of contributions had been secured amounting to £25,831 for the purchase of land and (play) equipment. Regarding the developer meeting the costs, Mr Tichford is to make more enquiries in this regard. A member of the public informed the footpath was nothing to do with the development, but had been raised on safety grounds.	liaise with Mr Tichford
	<ul> <li>70.5 Flooding and Blocked Drains, Meadowside, Ashford.</li> <li>The Clerk had contacted the contractor who cuts the grass on behalf of the Parish Council and invited him to submit a one off quotation for lengthsman's type duties in respect of Strand Lane, Meadowside, Long Lane, Adder Lane, Ashfield Lane, Higher Newclose Lane and the top road from the Ashford to Ashford sign.</li> <li>Councillor Hughes had met the contractor and a walk around of the various sites had been</li> </ul>	
	undertaken. As a result, the quotation for £500.00 had been received to undertake clearance of weeds and debris and to clear drain gratings.	

	The Clerk to invite Mr Chris Wallis and A & B Contractors to quote.	Clerk
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	70.6 Area of land opposite Meadowside. As noted above.	
	70.7 Cemetery / car park in Ashford. No further developments / information.	Clarkte
	<ul> <li>70.8 Communications document within the Standing Orders detailing how letters / emails from members of the public are to be dealt with in future.</li> <li>It was noted that the Standing Orders had been updated and the specific details sent for inclusion on the website.</li> <li>Councillor Hall had prepared and circulated a draft text for consideration dealing with verbal representations made by parishioners to Councillors to raise at meetings.</li> <li>Proposed by Councillor Holder to approve the document, seconded by Councillor Moss.</li> <li>Unanimously agreed.</li> </ul>	Clerk to update document
	<ul> <li>70.9 Climate Emergency Network. This item was deferred at the September Meeting to consider two documents which had previously been circulated to Councillors as follows:</li> <li>Does the Parish Council wish to develop a local emergency plan?</li> <li>Does the Parish Council wish to support the Declaration of a Climate Emergency and appoint a Climate Emergency Network Reporter?</li> <li>A separate Extraordinary Meeting was suggested with members of the public invited.</li> <li>To be an item on the November Agenda.</li> </ul>	November Agenda
71.	Planning & Planning Correspondence. The following Application was considered: 71.1 70589 – Alterations and extension to dwelling at Solway, Ashfield Lane, Ashford, EX31 4BY.	
	It was resolved to recommend approval.	Clerk
	<ul> <li>71.2 North Devon and Torridge District Councils. Email, circulated to Councillors, regarding a public consultation – draft supplementary planning documents in connection with (1) draft Air Quality;</li> <li>(2) draft Leadengate Design Guide, Croyde; (3) Rural Workers' Dwellings.</li> <li>Representations can be submitted until 4.45pm on Friday, 8 November 2019. Noted.</li> </ul>	
	71.3 The following North Devon Council Decision Notice was noted: APPROVAL of planning permission for Application 63290 – Outline Application for demolition of existing maintenance & repair workshop & erection of 4 open market & 2 affordable dwellings (all matters reserved) at Fair Oak Farm, Braunton Road, Barnstaple. This relates to an approval already given but reiterated now S106 has been signed.	
72.	Finance. 72.1 Balances. NatWest Current Account as at 17 October 2019: £9,145.24. The Bank Statement had not arrived and a duplicate had been requested.	
	Budgetary figures up to the end of September 2019 were circulated to Councillors.	
	<ul> <li>72.2 Councillors considered a request from Torridge, Mid, North and West Devon Citizens Advice.</li> <li>A copy of the latest set of accounts had been provided to comply with the criteria laid down for Parish Council's to follow when considering a donation.</li> <li>A donation had not been made since 2016.</li> <li>The Clerk had made enquiries about information relating specifically to the Parish and the following reply had been received:</li> </ul>	
	With regards to specific Parish Council information. I investigated the ability to pull down more detailed reports from our incredibly massive database. I do not believe I can pull off the information Councillors would ideally require. I appreciate that this doesn't provide the information they want but the donations from Parish Councils across our wide geographical area are incredibly important to enable us to continue to deliver the services from both the local offices but also the residents can access advice and information online	

	and by telephone. Proposed by Councillor Hall to give a grant of £50.00. Seconded by Councillor Mrs Sampson.	
	Unanimously agreed.	
	Councillor Hughes declared a Prejudicial and Personal Interest in the following item, left the	
	room and did not take part in the discussion decision or voting thereon.	Clerk
	72.3 The following payments were approved and authorised:	Ch.No. 096
	<b>Mrs S Squire</b> October Salary (Councillors will be given the details) <b>Redacted under DPA</b> The Clerk advised that due to volume of work between the September and October meetings, the 15 hours a month had been exceeded.	
	Overtime is to be included in the November pay documents. This did not include attendance at the	
	DCC Highways Conference.	Ch.No. 097
	HMRCOctober PAYE£40.20	
	Ashford PCCHire of the Church Hall for Parish Council Meetings.£85.00£17 x 5 (no August meeting)	Ch.No. 098 Ch.No. 099
	Information Commissioners Office Renewal of Data Protection Fee £40.00	
	<b>Mr P Hughes</b> Reimbursement for materials to refurbish bus shelter <b>£383.63</b> It was noted that in this connection, the Clerk had submitted a Locality Grant Application to County Councillor Mrs Chugg in the sum of £319.69 towards the cost of the work. VAT of £63.94 can be reclaimed.	Ch.No. 100
	Torridge, Mid, North and West Devon Citizens Advice Donation         £50.00	Ch.No. 101
	72.4 INCOME.	
	North Devon Council. Second tranche of the 2019/20 Precept (£3,500); Parish Grant (£75.00) and Grant Assistance (£9.31) totaling £3,584.31	
	DCC. 2019/20 grass cutting on urban highway verges within the Parish boundary (Strand Lane / A361). £118.00	
	<b>72.5 Grass Cutting Contract.</b> The current contract expires on 31 October 2019, having run from 1 March.	
	The 2019 contract had been circulated to Councillors. Councillors considered:	
	<ul> <li>⇒ The wording for the 2020 contract, to include the areas involved</li> <li>⇒ The term of the contract. The Clerk recommended that this is for 3 or 4 years, rather than annually. This will give the Parish Council greater control over the budget for this item, will incur less work in obtaining annual quotations where difficulty is experienced in getting figures from previously unsuccessful contractors</li> <li>⇒ The contractors to be invited to quote.</li> </ul>	
	Councillors agreed to the following additional sentence to be included in the Tender document. The Parish Council reserves the right to amend the contract if necessary for the Meadowside	Clerk
	<b>strip.</b> The Clerk to invite the present contractor to quote and two others, so that three quotations are obtained to comply with Standing Orders.	Clerk
	<b>72.6 2019 Audit.</b> It was noted that this had been completed, as confirmed by external auditors P K F Littlejohn who acknowledged notification of exempt status on 8/7/19 and had since had no correspondence from local electors during the period for the exercise for public rights that required the company to contact the Parish Council.	
73.	<b>Correspondence.</b> Notices and publications received were put on the table to see, read and go in the circulation bag.	
	<b>73.1 North Devon Council.</b> Email (previously circulated to Councillors) regarding a Community Governance Review.	
	A Community Governance Review can make a number of changes to parish governance when there is clear evidence to do so.	

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	Councillors to give their thoughts on suggestions, as noted in the email. To be included in Matters Arising on the November Agenda.	November Agenda
	<b>73.2 DCC.</b> Notification of a temporary road closure from Wednesday 13 November 2019 to Friday 15 November for a new water connection.	
	Roads affected: From Woolstone Corner to Midlands Caravan Park, Ashford. The Clerk has been in contact with the utility company to point out that the description of the roads affected is incorrect and this has been acknowledged. Kier advise that the work will take a maximum	
	of 2 days and will be digging to a depth of 1.2 metres.	
74.	Matters raised by Councillors / Clerk. 74.1 Councillor Hall suggested that an email from Devon County Council forwarded on 4/10/19 by	
	the Clerk was followed up where Town and Parish Councils across Devon are being encouraged to join a tree planting initiative to reduce the impact of Ash dieback and help tackle the climate emergency. Free tree packs are available from The Woodland Trust who deliver in November and March. The following packs are available:	
	<ul> <li>Hedge. 30 trees. Species – dog rose, hawthorn, hazel, crab apple dogwood. Size of land:</li> <li>6-8 metres of double row hedging.</li> </ul>	
	<ul> <li>Copse. 30 trees. Species – silver birch, rowan, wild cherry. Size of land: tennis court.</li> <li>Wild harvest. 105 or 420 trees. Species: hazel, blackthorn, crab apple, dog rose, elder, rowan. Size of land for 420 saplings: 1 x football pitch or 85 – 100 double row hedge.</li> <li>Year round colour. 105 or 420 trees. Species: hawthorn, dogwood, wild cherry, silver birch, rowan, hazel. Size of land for 105 saplings: 4 x tennis courts or 20 – 25 metres double row hedge. Size of land for 420 saplings: 1 x football pitch or 85 – 100 metres double row hedge.</li> </ul>	
	<ul> <li>Working wood. Trees: 105 or 420. Species: rowan, silver birch, wild cherry, common oak, field maple, grey willow. Size of land for 105 saplings: 4 x tennis courts. Size of land for 420 saplings: football pitch.</li> <li>Wild wood. Trees: 105 or 420. Species: hazel, crab apple, downy birch, hawthorn, holly, goat willow. Size of land for 105 saplings: 4 x tennis courts or 20 – 25 metres double row hedge. Size of land for 420 saplings: 1 x football pitch or 85 – 100 metres double row hedge.</li> </ul>	
	To be an item on the November Agenda.	November Agenda
	<b>74.2 Snow Warden Training.</b> The Clerk had followed this up as a result of a request made on 13/10/18, asking for the training to be carried out as a matter of urgency due to the lengthy delay and this is being progressed by the Neighbourhood Highway Technician. The Clerk had also asked that the grit bins in the Parish be replenished. The meeting was advised that they were all full.	
	The Clerk to obtain an additional grit bin from DCC to be placed at the entrance of Higher Strand, Strand Lane. Should this not be possible, a grit bin to be ordered by the Clerk, the cost of which to be covered by an application for a grant from County Councillor Mrs Chugg's Localitu Budget.	Clerk Clerk
	<b>74.3 Clerk's Leave.</b> The Clerk would be having a short break from Wednesday 30 October to Sunday 3 November inclusive.	
75.	Compliance / Best Practice. The Clerk had been made aware of an Anti Fraud and Corruption Policy which had been circulated to Councillors for studying with a view to it being adopted. Proposed by Councillor Hall to approve and adopt, seconded by Councillor Holder. Unanimously agreed.	
76.	Matters raised by the Chairman. 76.1 To report the various jobs that have been carried out in recent weeks and thank those involved. Covered under Representations from the Public.	
	<b>76.2 North Devon Council.</b> Email circulated to Councillors regarding a special Parish Forum Meeting on Tuesday, 3 December 2019 at 6.30pm at the Brynsworthy Environment Centre focusing	

	Anti Fraud and Corruption Policy Se Minutes are agreed by those present as being a true record.	
	<ul> <li>mary of Decisions:</li> <li>Minutes of 19 September 2019</li> <li>Communications document with Standing Orders on dealing with emails / letter members of the public</li> <li>Planning</li> <li>Donation of £50.00 to Torridge, Mid, North and West Devon Citizens Advice</li> <li>Payments</li> </ul>	ers from
78.	Date of next Meeting:Thursday, 21 November 2019 in the Church Hall at 7.30pm which will include setting the Precept and budget for 2020/21.The meeting ended at 9.22pm.	
77.	Items for the next Agenda. Councillor Moss - circulation of correspondence to Councillors. To agree a procedure for dissemination of information to the community as Councillors Bank Mandate – amendment of signatories to include new Councillors	
	The Clerk to book in Councillors Moss, Hall and Hughes.	Clerk