



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

<b>Chaired by: Councillor P Hughes</b>	<b>Clerked by: Sue Squire</b>
<b>Present: Councillors</b>  <b>Mrs J Bosley</b> <b>D Hall</b> <b>G Holder</b> <b>P Hughes</b> <b>M Moss</b> <b>Mrs S Sampson</b>  <b>County Councillor Mrs C Chugg</b> <b>District Councillor Mrs A Davis</b>  <b>Mr M Tichford, North Devon Council</b>  <b>7 Members of the public</b>	<b>Agenda: -</b> The meeting will welcome Mr M Tichford, Head of Place at North Devon Council who will give more information on Section 106 Agreements Items raised by members of the public Apologies Declarations of Interest Approval of the Minutes of the meeting held on 19 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
	<b>Action:</b>
	The Council welcomed Mike Tichford who gave a short talk who explained S106 agreements and how they are applied. He took questions from the Council and public. Some of his answers were thought to be insufficient and he promised to report back when he had investigated the matters raised.
65.	<b>Items raised by members of the public.</b> <b>65.1 Thanks were expressed to Councillor Hughes and Dr Alan Bosley</b> for carrying out work to the Parish Council notice board where a new header sign had been arranged. The work had been carried out free of charge except for the header at £28.50 paid at the September 2019 meeting. <b>65.2 Thanks were expressed to Councillor Hughes and Mr Nick Sampson</b> for carrying out clearance work on the pathways to the Barnstaple and Braunton bound bus shelters. Mr Sampson had provided a mini digger free of charge to move tonnes of earth from the area. <b>65.3 Thanks were expressed to Whole Life Farms</b> who keep the area clear around their boundary. <b>65.4 Thanks were expressed to Councillor Hughes and Mr Nick Sampson</b> who arranged for the Braunton bound bus shelter to be removed from its site and taken to Nick Sampson's property where Councillor Hughes refurbished it. This was all done free of charge except for materials amounting to £384 which is to be paid at this meeting and for which the Clerk is submitting a Locality Grant application to County Councillor Mrs Chugg for funding. <b>65.5 Thanks were expressed to Mr Steve Bunce</b> for stopping water from flowing down Strand Lane to the A361.
66.	<b>Apologies.</b> Councillor V Lawson.
67.	<b>Declarations of Interest</b> <ul style="list-style-type: none"> <li>• <b>Councillor Hughes declared a Personal Interest in respect of Minute No. 72.3, Finance, authorization of payments relating to the cheque for Ashford PCC, Mrs Hughes being the Bookings Secretary.</b></li> <li>• <b>Councillor Hughes declared a Prejudicial Interest in respect of Minute No. 72.3, Finance, authorization of payments relating to the cheque for himself as reimbursement for materials purchased in connection with the refurbishment of the bus shelter.</b></li> <li>• <b>Councillor Hall declared a Personal Interest as a Trustee of the CPRE</b></li> </ul>

68.	<p><b>Approval of the Minutes of the Meeting held on 19 September 2019.</b>  <b>Approved and signed as a correct record.</b></p>	
69.	<p><b>Reports:</b></p> <p><b>69.1 Police.</b> 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.  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</p> <p><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.</p> <p><b>69.3 District Councillor Mrs A Davis.</b> Written Report received and circulated to Councillors.</p> <p><b>69.4 Councillor V Lawson.</b> Defibrillator Check.  The Clerk had submitted the monthly report to South Western Ambulance Service.</p> <p><b>69.5 Councillor M Moss, Wildlife Warden.</b> To receive any report relevant to the Parish.  Councillor Moss is booked onto a Climate Change Workshop on 24 October.  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.  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.  Parishioners were welcome to contact him for any further information.  Councillor Moss suggested this initiative could be used in Meadowside.  He was pleased to see that the Climate Change Workshop delegates will be supporting a North Devon Council Action Plan.</p> <p><b>69.6 Communications Committee.</b> 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.  Two slots for representations from the public had been made where the comments were constructive and helpful.  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.  The Parish Council has been advised that the webmaster of the village website wishes to stand down. The Committee agreed in principle a number of decisions which would be considered in the future.  Councillors Hall, Lawson and Holder will have conversations with the webmaster to take the matter forward.</p> <p>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></p> <p>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.</p>	<p style="text-align: right;">DH / VL /</p>





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

	<p>and by telephone.  <b>Proposed by Councillor Hall to give a grant of £50.00. Seconded by Councillor Mrs Sampson. Unanimously agreed.</b></p> <p><b>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.</b></p> <p><b>72.3 The following payments were approved and authorised:</b></p> <p><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.</p> <table border="0"> <tr> <td><b>HMRC</b></td> <td>October PAYE</td> <td style="text-align: right;"><b>£40.20</b></td> </tr> <tr> <td><b>Ashford PCC</b></td> <td>Hire of the Church Hall for Parish Council Meetings. £17 x 5 (no August meeting)</td> <td style="text-align: right;"><b>£85.00</b></td> </tr> <tr> <td><b>Information Commissioners Office</b></td> <td>Renewal of Data Protection Fee</td> <td style="text-align: right;"><b>£40.00</b></td> </tr> <tr> <td><b>Mr P Hughes</b></td> <td>Reimbursement for materials to refurbish bus shelter</td> <td style="text-align: right;"><b>£383.63</b></td> </tr> </table> <p>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.</p> <table border="0"> <tr> <td><b>Torrige, Mid, North and West Devon Citizens Advice</b></td> <td>Donation</td> <td style="text-align: right;"><b>£50.00</b></td> </tr> </table> <p><b>72.4 INCOME.</b></p> <ul style="list-style-type: none"> <li> 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</li> <li> DCC. 2019/20 grass cutting on urban highway verges within the Parish boundary (Strand Lane / A361). £118.00</li> </ul> <p><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:</p> <ul style="list-style-type: none"> <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> <p>Councillors agreed to the following additional sentence to be included in the Tender document.  <b>The Parish Council reserves the right to amend the contract if necessary for the Meadowside 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.</p> <p><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.</p>	<b>HMRC</b>	October PAYE	<b>£40.20</b>	<b>Ashford PCC</b>	Hire of the Church Hall for Parish Council Meetings. £17 x 5 (no August meeting)	<b>£85.00</b>	<b>Information Commissioners Office</b>	Renewal of Data Protection Fee	<b>£40.00</b>	<b>Mr P Hughes</b>	Reimbursement for materials to refurbish bus shelter	<b>£383.63</b>	<b>Torrige, Mid, North and West Devon Citizens Advice</b>	Donation	<b>£50.00</b>	<p>Clerk</p> <p>Ch.No. 096</p> <p>Ch.No. 097</p> <p>Ch.No. 098</p> <p>Ch.No. 099</p> <p>Ch.No. 100</p> <p>Ch.No. 101</p> <p>Clerk</p> <p>Clerk</p>
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<p>73.</p>	<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>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.</p>																





	on planning issues. The Clerk to book in Councillors Moss, Hall and Hughes.	Clerk
77.	<p><b>Items for the next Agenda.</b></p> <ul style="list-style-type: none"> <li> <b>Councillor Moss - circulation of correspondence to Councillors.</b> To agree a procedure for dissemination of information to the community as Councillors</li> <li> <b>Bank Mandate –</b> amendment of signatories to include new Councillors</li> </ul>	
78.	<p><b>Date of next Meeting:</b> Thursday, 21 November 2019 in the Church Hall at 7.30pm which will include setting the Precept and budget for 2020/21.</p> <p>The meeting ended at 9.22pm.</p>	
<p><b>Summary of Decisions:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Minutes of 19 September 2019</b></li> <li>➤ <b>Communications document with Standing Orders on dealing with emails / letters from members of the public</b></li> <li>➤ <b>Planning</b></li> <li>➤ <b>Donation of £50.00 to Torridge, Mid, North and West Devon Citizens Advice</b></li> <li>➤ <b>Payments</b></li> <li>➤ <b>Anti Fraud and Corruption Policy</b></li> </ul>		
<p><b>These Minutes are agreed by those present as being a true record.</b></p>		
<p>Signed: Chair of Ashford Parish Council.</p>		<p>Date:</p>