

**Minutes of Ashford Parish Council Meeting held on Monday, 3 September 2018
in the Church Hall at 7.30pm.**

Chaired by: Councillor G Holder	Clerked by: Sue Squire	
<p>Present: Councillors</p> <p>J Bleach Mrs J Bosley G Holder V Lawson Mrs S Sampson Mrs B Sandwell</p> <p>County Councillor Mrs C Chugg 11 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 19 July 2018 Reports Matters Arising Planning & Planning Correspondence Finance Correspondence Matters raised by Councillors / Clerk Items for the next Agenda Date of next meeting</p>	
		Action:
45.	<p>Items raised by members of the public.</p> <p>45.1 There was an enquiry about the closed meeting held on 18 July 2018. The Chairman advised the details could not be reported due to the nature of the meeting but could advise that a lot of ground was covered and it was a constructive meeting.</p> <p>45.2 Was there any development on the proposed play area? The Chairman replied there was not as the Parish Council was relying on Section 106 funding for this project. It was known that County Councillor Mrs Chugg had offered funding towards the project.</p> <p>45.3 In connection with the Neighbourhood Plan, the Working Party was progressing the work on the social and demographic profile of Ashford which had commenced before Christmas. The planning consultant appointment was unable to do this work and had undertaken to advise the Working Party who had always intended to publish the document.</p> <p>Regarding the consultation of landowners, there was a feeling by some residents that it was a prejudicial and unfair letter. A resident asked when there would be a full and transparent report on the feedback. They were under the impression that it should be completed before other items were dealt with.</p> <p>45.4 Letter regarding Neighbourhood Plan for Ashford – Working Party Behaviour.</p> <p>45.5 Letter expressing concern regarding the positioning of a CCTV camera on Councillor Bleach’s property.</p> <p>45.6 Letter protesting that a CCTV camera has been installed at Councillor Bleach’s property.</p> <p>These items were considered under Minute No. 49.5 – Neighbourhood Plan Report.</p>	
46.	Apologies. Councillor J Szymankiewicz, District Councillor Mrs A Davis.	
47.	<p>Declarations of Interest.</p> <p>Councillor Holder declared a Prejudicial Interest in Minute No. 51.1. Planning Application 64000 – Outline Application for residential development for up to 94 dwellings (all matters reserved) (additional ecological information) (amended information) – land at Chivenor Cross, Chivenor, the land being in the ownership of his brother.</p>	

48.	<p>Approval of the Minutes of the Meeting held on 19 July 2018. Approved and signed as a correct record.</p>	
49.	<p>Reports:</p> <p>49.1 Police. The August 2018 Newsletter had been circulated to Councillors and sent for inclusion on the website.</p> <p>49.2 County Councillor Mrs C Chugg spoke about the following:</p> <ul style="list-style-type: none"> ▪ As Chairman of Devon County Council, she had attended a ceremony at Stover Park near Newton Abbot where a wooden carving of a horse had been commissioned and blessed in recognition of the work carried out by lumberjacks from Canada, known as the Sawdust Fusiliers. 1,600 men were sent from Canada who produced timber for the Army. A chair had been made detailing the history on the back which had been found in Africa and now returned to Stover Park ▪ As Chairman of Devon County Council, she had attended the Dartmouth Regatta ▪ The Queen's Award for enterprise and international trade had taken place at Little Pod, Bickleigh Castle ▪ She had, that day, presented the prizes to the winners of the Devon Stage of the Tour of Britain ▪ Councillor Mrs Chugg had Investing in Devon funds for projects <p>49.3 District Councillor Mrs A Davis. Apologies sent.</p> <p>49.4 Councillor V Lawson. Defibrillator Check. In order.</p> <p>49.5 Neighbourhood Plan. A report on the current position was given by Councillor Bleach as follows:</p> <p>In reply to the question raised under Public Participation, Councillor Bleach advised that the demographics are in the form of Excel spreadsheets.</p> <p>The task of the Working Party is to go through the questions in the questionnaire in detail and would not form an individual report, being one of many reports the Working Party have access. This is the type of work the Working Party will be undertaking in the next few months.</p> <p>The Clerk advised that Terms of Reference cannot be given to Working Parties, information which had been obtained from the National Association of Local Council's publication 'Local Councils Explained'.</p> <p>Councillor Szymankiewicz had requested that agreement is given for the Parish Council to sign up to PSMA (Public Sector Mapping Agreement) in connection with the distribution of two maps as part of the Neighbourhood Plan evidence gathering. The maps would be for the Ashford parish boundary and Ashford Conservation Area.</p> <p>Councillors were asked to approve the submission of an application to Groundwork UK for a further grant of £7,860 and household questionnaire is circulated.</p> <p>Councillor Bleach confirmed that the Working Party had not made an application for funding.</p> <p>Councillor Holder referred to the three letters received and noted under Public Participation.</p> <p>Councillor Bleach advised as follows as regarding the letter referring to Working Party behaviour:</p> <p>'I would like to refer to Chairman Holder's comments made at the last Parish meeting referring to the closed meeting that took place the evening before that involved full Parish Council and the nine members of NP working group. His comments are in the current minutes under section 37.5 . They are;</p>	

“He hoped the result would mean the Parish Council and Neighbourhood Plan Working Group could go forward with a much stronger outlook.”

Now, it’s important to note that at this meeting the working group clearly demonstrated that the accusations being made about working party behaviour was totally unfounded and that we had followed the rules laid down and have operated on a strict democratic basis throughout and have engaged the two supporting consultants at every critical stage of activity. A second closed Council meeting took place on Sunday 22nd July to specifically discuss the Household Questionnaire that gave our colleagues an opportunity to provide critical input that was accepted. We felt this was a very fruitful exercise and we sincerely thank the councillors for giving up their time on a Sunday evening to move this topic forward, again thank you’.

Councillor Bleach was asked about the landowner’s letter, a report of which had never been presented to or seen by the Parish Council.

Councillor Bleach responded by advising that there had been one response and in reply to the request by Councillor Holder to have sight of it, Councillor Bleach undertook to circulate it to all Councillors.

JB

The first letter under Public Participation referred to the landowner’s letter which stated that in the Good Councillors Guide, a Working Party cannot have Terms of Reference and that the Working Party has to ask the full Parish Council for approval on all items they wish to progress.

Councillor Bleach advised that this information had only recently become clear and confirmed that the Working Party did not vote on the landowner’s letter without the Chairman’s signature and without voting of the full Council.

Regarding the CCTV camera, funding had been obtained for two cameras, memory sticks and drives. No one in the Working Group had expertise in the operation of this technology and it had been identified that a Transport Group in North Devon Council had a rule book containing studies from the London 7/7 bombings.

The Working Group need the mechanism of video activity on the road and the Parish Council were advised.

An external camera had been fixed on his property pointing down Strand Lane. The camera is fine tuned so that it does not record everything, only that on a narrow beam down the road.

When the pixels are activated in the narrow beam, it will trigger the camera to record.

When the Working Party have learned how to use it, movement will be captured, not the vehicle or registration number. The camera will give a feel for the type of movement of traffic and when the details are ready, Councillor Bleach would bring the details back to the Parish Council meeting.

Councillor Bleach confirmed he was awaiting a response from the Data Protection Officer in respect of a Licence to use the CCTV camera and the data protection issue had not yet been registered with the Information Commissioners Office.

The Chairman cancelled Standing Orders to allow member of the public to speak.

A member of the public on the Working Party explained that at the present time, the camera is running twenty four hours a day, seven days a week, recording from 7am to 7pm.

Data for one day was taken and the hard drive then cleared.

A member of the public was concerned that illegal recordings had taken place as the Information Commissioners Office had not given permission for the data to be recorded. The width of the beam was irrelevant because no notices were up showing that CCTV recording was taking place.

They were advised that the Information Commissioners Office had said notices did not need to be displayed.

The Chairman reinstated Standing Orders.

Councillor Bleach continued his Report as follows:

'We have three items to talk about this evening. That's the application with Groundworks for funding, Sign off a request to obtain mapping information and to give the go ahead to move forward on printing and distributing the household questionnaire.

Before moving on to these three topics let's just identify where we are in the Neighbourhood process.

We are still at the stage of gathering community views on a range of topics. The working group task has been to facilitate this process so the households of Ashford have the opportunity to respond with their own comments and views on a range of topics.

This started with the Drop In session held in March and now the household questionnaire that is ready to be sent out. All this information, that's the information from the drop in sessions, plus the household questionnaire, is known as the "evidence base" against which a Neighbourhood plan is based.

If the evidence is weak or lacking in consensus a plan may not be easily achieved without additional activity such as community meetings. The quality and quantity of the response from the household questionnaire plus the previous data from the drop in events will demonstrate the level of interest from the community for this process to continue.

If we have sufficient evidence supporting the community views - That's data from these two key tasks we can engage our consultant and move forward in preparing a draft plan for the community that reflects the community's response.

Grant Application to Groundwork UK

In the last financial year, we requested and were awarded £9,000 we spent £1,140. The balance had to be returned before the start of the new tax year then formally requested again for this financial year.

The outstanding task for Sue is to update the online site with the Parish Bank details as she has done in the past. I understand that she has all the information required to carry out this task.

The on line application that is ready to go is for £7,860 made up of the following:

Professional fees;

NP Consultant (James) draft plan production	£6,850
Household Questionnaire Prep/Printing/Collation of data	£750.00

Project costs;

Community consultation	£60
Printing, stationary, display materials and postage	£200

Your decision today is not for a neighbourhood plan, it's to fund the production of the questionnaire plus the return postage back to a third party who then consolidates the data responses. This consolidated data will be

	<p>presented back to us in Excel format with no reference to household identity.</p> <p>Maps: The Questionnaire; makes reference to the Parish Boundary and also the Conservation Area. For reference purposes, we propose to have a single sheet with a map of each enclosed within the household questionnaire. In order to get access to Ordnance Survey Maps for free the Parish Council need to complete a PSMA form (Public Sector Mapping Agreement), once Mr Paul Trodd at NDC has confirmation that we have completed said form then we can get access to any maps for free. Sue has the relevant information to proceed with this task.</p> <p>Questionnaire - final .1 You will have received the final draft last week from Jan. This reflects your valuable feedback, alongside feedback from residents (who completed it in circa 20 minutes) plus input from our consultants Graham Townsend and James Shorten is reflected in this final draft. The next stage is to forward the questionnaire to the third party ORS for minor layout and presentation tweaks. The plan is to print it together with maps and covering letter, then hand deliver to each household later this month giving 4 weeks in which to return it completed. There will be a return stamp addressed envelope provided. Note; these documents are all anonymous. Do you have any questions? Does the working party have your support to move forward on all three activities?</p> <p>Councillor Lawson considered the Neighbourhood Plan item had been a steep learning curve for the Parish Council and he was becoming increasingly uncomfortable with the way it is progressing. Personally and as a Member of the Council, he was coming under the spotlight about several aspects of the Neighbourhood Plan. It had been mentioned it would be divisive but he was unaware of the effects of him personally, his family and other village people. Councillor Lawson felt that the Council should think carefully of how to progress underlining the fact that he has a duty to represent people in the Parish and part of that duty must look after the best interests of the Parish, costings and spending public money. Councillor Lawson had been in discussion with Councillor Szymankiewicz.</p> <p>Councillor Bleach spoke about the closed meeting and confirmed that the Working Party had acted properly. The Working Party's motivation comes from the fact that they believe they cannot sit on their hands on future development situations. There is no allocated housing for the community and beyond that, the situation was unknown. Indications from the Planning Department are that things could dramatically change and the Working Party could not move forward without the views of the community.</p> <p>Councillor Holder proposed that the Parish Council votes on the landowner's letter, CCTV camera, catalogue of evidence and application for further funding at the next meeting. Seconded by Councillor Lawson.</p> <p>Vote: In favour. 5. Carried 1 abstention.</p>	<p>October Agenda</p>
<p>50.</p>	<p>Matters Arising: 50.1 Gas Leak in Strand Lane.</p>	

<p>It was noted that the Clerk had reported this and had received assurance that the work would be attended to.</p> <p>A further update from a parishioner was that they had also telephoned Wales and West Utilities about the leak and had been told the leaks were not hazardous as there was no likelihood of the gas getting into houses.</p> <p>There is no risk of explosion in open air as the worse that could happen if anyone tried to light the leak is that it would burn gently.</p> <p>The parishioner was advised that there would be a gang working at the site from 12 September 2018. The work is extensive as the pipes trenched in earlier this year all have to be connected to individual properties as well as to the main supply.</p> <p>There may also be minor work to temporarily stem leaks before the main work on 12 September as the gas company is concerned at the level of gas escaping in a particular location.</p> <p>The parishioner made representations about the broken kerb stones with a request that the company ensures that the damage is rectified.</p> <p>50.2 Compliance. To further discuss the Standing Orders with a view to tailoring the document to cover items specific to Ashford Parish Council.</p> <p>This item was deferred to the October meeting.</p> <p>50.3 Tour of Britain. Part of the race route was on the A361 at the bottom of Strand Lane. A parishioner had decorated the verges on either side of Strand Lane with balloons and bunting and the Clerk had obtained hand held flags to wave, Z maps of the route and posters to advertise the event.</p> <p>50.4 Damaged signpost near The Old Rectory. It was noted that DCC Public Rights of Way had been requested to re-fix the broken signpost and to give a timescale as to when this was likely to happen.</p> <p>50.5 Second Anniversary of the Telephone Box Library. Further details of this event were given, arranged for Saturday, 20 October 2018 in the Church Hall from 2pm – 4pm.</p> <p>The telephone box requires cleaning and books will be refreshed. Old books would be cleared and donated to charity.</p> <p>There would be a donation on the door to defray expenses and the Parish Council was asked to fund the hire of the Church Hall.</p> <p>Proposed by Councillor Bleach that the Parish Council pays for the hire of the Hall. Seconded by Councillor Lawson. Unanimously agreed.</p> <p>50.6 Delegatory Powers. As a follow up to the Parish Clerk attending a 'Making Good Decisions' course, Councillors considered and decide if the Clerk should be given delegatory powers.</p> <p>The Clerk had ascertained from the Devon Association of Local Councils that no single Councillor can make a decision on behalf of the Council meaning that delegation cannot be to a Councillor.</p> <p>Councillor Mrs Sandwell proposed that the Clerk was given delegatory powers up to a limit of £300. Seconded by Councillor Mrs Sampson. Unanimously agreed.</p>	<p>October Agenda</p> <p>October Agenda</p> <p>October Agenda</p> <p>Clerk to update Standing Orders</p>
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	<p>50.7 Damage sign post at Ashfield Lane. Devon Highways had advised that the assessment would be completed by 19/07/18 and further enquiries had been made as to the outcome.</p>	October Agenda									
51.	<p>Planning & Planning Correspondence. The following Application was considered: 51.1 64000 – Outline Application for residential development for up to 94 dwellings (all matters reserved) (additional ecological information) (amended information) – land at Chivenor Cross, Chivenor. We are being consulted as an adjoining Parish.</p> <p>Councillor Holder declared a Prejudicial Interest, left the room and did not take part in the discussion decision or voting thereon. This part of the meeting was chaired by Councillor Lawson, Vice Chairman.</p> <p>It was proposed by Councillor Bleach, seconded by Councillor Mrs Sampson and unanimously agreed to submit the Parish Council's response previously sent when the original Application was considered on 16 November 2017.</p> <p>Ashford Parish Council wish to recommend refusal on the following grounds:</p> <ul style="list-style-type: none"> - Concern has been expressed about the access to and from the site onto the highway, the busy A361 - This is a high density, creeping development, out of keeping with the area and with no infrastructure, e.g. shops - There are concerns regarding a flooding issue - Increased intensity of traffic through Ashford being used by local people - The proposed site is destroying the countryside <p>51.2 Planning Correspondence. The following North Devon Council Decision Notice was noted: APPROVAL for 65158 – Extension & new access to dwelling at Heathers, 12 Meadowside, Ashford.</p>	Clerk									
52.	<p>Finance. 52.1 Balances. NatWest Current Account as at 20 July 2018 and 20 August 2018: £10.00 NatWest Business Reserve Account as at 10 August 2018: £4,595.38</p> <p>The Business Reserve Account Statement as at 10 September 2018 to include the August payments had yet to be received and would be advised at the October 2018 meeting.</p> <p>Budgetary figures for July 2018 were circulated to Councillors.</p> <p>52.2 The following payments were approved and authorised:</p> <table border="0"> <tr> <td>Mrs S Squire</td> <td>September Salary and overtime net of PAYE & Expenses</td> <td>Redacted under DPA</td> </tr> <tr> <td>(Councillors were shown the details)</td> <td></td> <td></td> </tr> <tr> <td>HMRC</td> <td>September PAYE</td> <td>£82.80</td> </tr> </table> <p>52.3 NatWest Bank. The following was noted: Forms had been submitted in respect of</p> <ul style="list-style-type: none"> • Closing the Business Savings Account and amalgamating the funds into the Current Account • Adding Councillors Bleach and Szymankiewicz as cheque signatories • Arranging for the Clerk to have access to internet and telephone banking for ease of 	Mrs S Squire	September Salary and overtime net of PAYE & Expenses	Redacted under DPA	(Councillors were shown the details)			HMRC	September PAYE	£82.80	Clerk Ch.No.052 Ch.No.053
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(Councillors were shown the details)											
HMRC	September PAYE	£82.80									

	<p>managing and monitoring the account. No internet transactions will take place.</p> <p>52.4 2018/19 Internal Audit</p> <ul style="list-style-type: none"> • VAT Reclaim. It was noted that a reclaim in the sum of £790.41 had been submitted to HMRC • Asset Register. This had been expanded at the request of the internal auditor and Councillors were circulated with the details. 	
53.	<p>Correspondence. Notices and publications received were put on the table to see, read and go in the circulation bag.</p> <p>53.1 North Devon Council Monitoring Officer. Community Governance Review. Email advising that because of the number of replies, it is not going to be possible to complete a full Community Governance Review in time for the next Parish Elections in May. A decision has been taken to limit the scope of the current review. District Councillors have been assured that a wider review of the area will be looked at over the next couple of years. That review can in particular address issues such as the number of Councillors on each Parish and other common issues.</p> <p>53.2 Devon County Council. Press Release in connection with Devon Remembers. How We Will Remember Them. The Devon Remembers Project Coordinator invite people to advise how their community is commemorating, remembering and celebrating the end of the First World War.</p>	
54.	<p>Matters raised by Councillors / Clerk.</p> <p>54.1 Mrs S Squire, Parish Clerk is booked onto a training course entitled 'Budgets and Precepts'; Devon Home Choice application training and a seminar delivered by TTVS covering reduction of water charges for low income families and the impact Universal Credit will have on service users.</p> <p>54.2 Mrs S Squire, Parish Clerk. Holiday leave from Saturday, 27/10/18 to Thursday 1/11/18.</p>	
55.	<p>Items for the next Agenda. Those identified from these Minutes.</p>	
56.	<p>Date of next Meeting: Thursday, 18 October 2018 in the Church Hall at 7.30pm.</p> <p>The meeting ended at 8.52pm.</p>	
<p>Summary of Decisions:</p> <ul style="list-style-type: none"> ➤ Minutes of 19 July 2018 ➤ A vote on the Neighbourhood Plan landowner's letter, CCTV camera, catalogue of evidence and application for further funding is taken at the October 2018 meeting ➤ Parish Council to pay for the hire of the Church Hall in connection with the second anniversary event of the telephone box library on Saturday, 20 October 2018 ➤ The Parish Clerk to have delegatory powers up to a limit of £300 ➤ Planning ➤ Payments 		
<p>These Minutes are agreed by those present as being a true record.</p>		
<p>Signed: Chair of Ashford Parish Council:</p>		<p>Date:</p>