

Minutes of Ashford Parish Council Meeting held on Thursday, 15 February 2018 in the Church Hall at 7.30pm.

Chaired by: Councillor G Holder		Clerked by: Sue Squire
Present: Councillors J Bleach Mrs J Bosley G Holder V Lawson Mrs S Sampson J Szymankiewicz District Councillor Mrs A Davis 10 members of the public Mr P Metcalfe, North Devon Biosphere		Agenda: - Presentation by North Devon Biosphere Representative Items raised by members of the public Apologies Declarations of Interest Approval of the Minutes of the meeting held on 18 January 2018 Urgent items raised at the discretion of the Chairman Reports Matters Arising Planning & Planning Correspondence Finance Correspondence Matters raised by Councillors / Clerk Items for the next Agenda Date of next meeting
		Action:
119.	North Devon Biosphere. Mr P Metcalfe was present to collect Councillors and parishioners thoughts on surface water run-off either from agricultural fields or roads throughout Ashford in connection with historical and present flooding data from local sources. Mr Metcalfe explained that the Biosphere was looking at flooding in the Caen catchment and to East and was hoping as the project went on, to broaden the project to deal with flooding in the area. The project was looking at runoff from field gates and brown streams running into the road, river courses and livestock causing pollution.	
120.	Items raised by members of the public. None.	
121.	Apologies. Councillor Mrs B Sandwell, County Councillor Mrs C Chugg, District Councillor Mrs A Davis.	
122.	Declarations of Interest. None.	
123.	Approval of the Minutes of the Meeting held on 18 January 2018. Approved and signed as a correct record.	
124.	Urgent items raised at the discretion of the Chairman. None.	
125.	Reports: 125.1 Police. The February 2017 Newsletter was to be circulated. 125.2 County Councillor Mrs C Chugg. A message received advised that the work outside Councillor Mrs Sandwell's home was scheduled to be done on 20 February 2018. 125.3 District Councillor Mrs A Davis. Apologies sent. 125.4 Councillor V Lawson. Defibrillator Check. In order. 125.5 Neighbourhood Plan. Councillor Szymankiewicz advised that confirmation had been received of a second grant amounting to £1,100 in respect of consultant services up to the end of March. County Councillor Mrs Chugg had agreed to give a grant of £300 from her Locality Grant funding for a	Clerk to assist with

	<p>traffic survey camera. A further grant of £3,000 was being progressed through the Awards for All Big Lottery Fund for an environmental study as this was not covered by a separate Locality Grant of £9,000 applicable to Parish Councils carrying out Neighbourhood Plans.</p> <p>The Working Party was beginning to engage with residents and would be holding drop in events on March 14, 18 and 24 in the Church Hall to seek the views of residents and what they want to see for Ashford. This is an important part of the consultation and would be an informal approach. The information will be shared using post in notes at each drop in.</p> <p>All residents are to receive a hand delivered flyer and the plan was to speak to parishioners at the time of delivery.</p> <p>Regarding consultation with landowners, a letter had been drafted seeking their views and observations.</p> <p>As regards general publicity, the Working Party would continue to use all available channels.</p> <p>Clarification of reclaiming VAT was given, in that any expenditure where VAT was applicable could be reclaimed by the Parish Council if the Invoice was made out to Ashford Parish Council.</p>	<p>this</p>
<p>126.</p>	<p>Matters Arising:</p> <p>126.1 Parish Council's Response in connection with Wyevale Garden Centre. It was noted that a reply had been sent to the parishioner.</p> <p>126.2 Bonfires. It was noted that the details receiving from North Devon Council Environmental Health Department had been sent for inclusion on the website.</p> <p>126.3 Local Government Boundary Commission for England. Draft Proposals for North Devon Council Warding arrangements. It was noted that this Council's representations had been submitted.</p> <p>126.4 Heanton Punchardon Parish Council. Joint TAP Application with Ashford. District Councillor Mrs Davis had received correspondence from the Monitoring Officer at North Devon Council who advised that because the Lime Kiln was the property of North Devon Council, it would not be appropriate for the TAP application to be progressed.</p> <p>126.5 Section 106 Funding for open space. It was note that Solicitors had been contacted regarding a fee to execute the purchase of land at the Meadowside site for a proposed play area.</p> <p>Councillor Holder had obtained a quotation from Mr Nick Arthur. The fee would be £400 - £500 including searches. The legal costs would be £300 + VAT.</p> <p>The Clerk had obtained quotations from the following:</p> <p>Furse Sanders - £800 - £900 plus disbursements</p> <p>Crosse Wyatt - £898</p> <p>Toller Beattie – invited to quote but no reply received.</p> <p>Councillor Holder to check with Mr Arthur if the price includes Indemnity Insurance and obtain more information as to what the price and work involves. To be an item on the March 2018 Agenda.</p> <p>126.6 School Bus Pick Up Point. It was noted that DCC's reply had been sent for inclusion on the website.</p> <p>126.7 Review of the Draft Emergency Plan. The amendment had been made on the original document which has been sent for inclusion on the website.</p>	<p>GH</p>

	<p>126.8 DCC P3 Survey Forms. It was note that these had been re-sent to Councillor Lawson for attention. Councillor Lawson advised he had still not received them. To be re-sent again.</p> <p>126.9 DCC Highway Grass Cutting Contract 2018/19. It was noted that the relevant forms had been completed and returned. A purchase invoice had been raised and submitted in respect of the 2017/18 payment.</p> <p>126.10 Community Councillor Grant. An application had been submitted in respect of District Councillor Mrs A Davis' remaining allocation of £200 in respect of refurbishment of two benches at Meadowside.</p>	Clerk																				
127.	<p>Planning & Planning Correspondence.</p> <p>127.1 Planning Applications: There were no Planning Applications to consider.</p> <p>127.2 Planning Correspondence.</p> <p>127.2.1 The following North Devon Council Decision Notice was noted:</p> <p>APPROVAL for Application 64193 – extension to dwelling at Foxglove, 2 Meadowside, Ashford.</p> <p>127.2.2 The Appeal in respect of Ashmead, Strand Lane, Ashford had been dismissed.</p> <p>127.3.3 Long Lane Application. The meeting was informed that people who made representations previously had not been advised of the Planning Committee meeting.</p>																					
128.	<p>Finance</p> <p>128.1 Balances. NatWest Current Account as at 19 January 2018: £10.00 NatWest Business Reserve Account as at 9 February 2018: £26,014.22</p> <p>Budgetary figures for January 2017 would be circulated to Councillors.</p> <p>128.2 The following payments were approved and authorised:</p> <table border="0" data-bbox="215 1151 1276 1317"> <tr> <td>Mrs S Squire</td> <td>January Salary net of PAYE</td> <td>£ 82.71</td> <td></td> </tr> <tr> <td></td> <td>Contribution towards broadband</td> <td>£ 3.00</td> <td></td> </tr> <tr> <td></td> <td>Photocopying</td> <td>£ 14.35</td> <td>£100.86</td> </tr> <tr> <td>HMRC</td> <td>January PAYE</td> <td></td> <td>£ 20.60</td> </tr> <tr> <td>JensonR+ Ltd Printing</td> <td>In connection with the Neighbourhood Plan</td> <td></td> <td>£ 33.12</td> </tr> </table> <p>The next item was not on the Agenda. Groundwork, the organization who had awarded the second grant in respect of the Neighbourhood Plan consultation services of £1,100 had contacted the Clerk to advise that they had mistakenly credited the Parish Council's account with the sum of £20,000.</p> <p>The Clerk had checked the Current Account Bank Statement which showed a credit of £1,698 which was the first grant application payment. She could not easily verify that the £20,000 had been paid in as it appeared that the sum that should be returned was in fact £19,979.20.</p> <p>The Clerk had checked with NatWest Bank to verify this as the relevant Statement had not been received showing the two entries of £20,000 (amount not due) and £1,100 (amount awarded). The Bank confirmed that there were two entries as Groundwork had said, and the reason the sum of £21,079.20 was showing was that a cheque for £20.80 (HMRC PAYE) had been debited from the Account. (£20,000.00 incorrectly credited, plus the £1,100.00 awarded, less the £20.80 HMRC cheque)</p> <p>The Clerk explained that NatWest often lump income and payments together which does not allow easy accounting.</p> <p>Councillors agreed to issue a cheque to Groundwork to repay the incorrect amount credited to the account. £20,000.00</p> <p>Councillors felt that due to the above information where there was difficulty with the two accounts, the</p>	Mrs S Squire	January Salary net of PAYE	£ 82.71			Contribution towards broadband	£ 3.00			Photocopying	£ 14.35	£100.86	HMRC	January PAYE		£ 20.60	JensonR+ Ltd Printing	In connection with the Neighbourhood Plan		£ 33.12	<p>Clerk</p> <p>Ch.No.021</p> <p>Ch.No.022</p> <p>Ch.No.023</p> <p>Ch.No.024</p> <p>March</p>
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	<p>Savings Account should be cancelled and just the Current Account operated. To be an item on the March 2018 Agenda.</p> <p>128.3 Grass Cutting Tenders. To award the contract for the 2018 season.</p> <p>Three Tenders had been received as follows:</p> <p>Mr M Baker. Based on 8 cuts a year as per specification. Is Chapter 8 trained. £360 per annum. No VAT</p> <p>Mr C Beer. VAT of £320 (reclaimable), based on 16 cuts a year. £1,600 per annum. Chapter 8 training to be completed. It has to be assumed that 8 cuts a year as per the specification would be £800 + VAT.</p> <p>Mr S Wightman. VAT of £215.04 (reclaimable). Is Chapter 8 trained. £1,075.20 per annum.</p> <p>Proposed by Councillor Bleach to award the contract to Mr Baker. Seconded by Councillor Lawson. Unanimously agreed.</p>	<p>Agenda</p> <p>Clerk to advise all contractors</p>
129.	<p>Correspondence. None.</p>	
130.	<p>Matters raised by Councillors / Clerk.</p> <p>130.1 Email received by Councillor Szymankiewicz. It was noted that the caravan site had removed advertising but show caravans facing the dual carriageway were lit by LED fairy lights which were considered to be inappropriate and potentially dangerous to drivers. A letter to be written to the Caravan Site pointing this out.</p> <p>No other items had been received for inclusion under the Small Authorities Transparency Code.</p>	<p>Clerk</p>
131.	<p>Items for the next Agenda. Those identified from these Minutes.</p>	
132.	<p>Date of next Meeting: Thursday, 15 March 2018 in the Church Hall at 7.30pm.</p> <p>The meeting ended at 8.19pm.</p>	
<p>Summary of Decisions:</p> <ul style="list-style-type: none"> ➤ Minutes of 18 January 2018 ➤ Payments ➤ Award of grass cutting tender for 2018 		
<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>	