

Minutes of Ashford Parish Council Meeting held on Thursday, 15 March 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 J Szymankiewicz</p> <p>9 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 15 February 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</p>	
		Action:
<p>133.</p>	<p>Items raised by members of the public. 133.1 Email regarding the Neighbourhood Plan drop in sessions. The resident had grave concerns about the reporting of who attends these sessions and wondered if the attendees would be predominately the committee members, their partners and immediate friends and that these same persons may be at each session. The resident considered the numbers should therefore be made clearly and unambiguously available to the Parish Council after the sessions so that the Council has an accurate picture of the support in the village for the Neighbourhood Plan.</p> <p>The member of the public was present and advised he had been assured that everything would be correctly reported.</p> <p>A leaflet had been received by the parishioner where reference was made to the BBC Countryfile programme regarding planning, and a rumour regarding the Garden Centre. The Neighbourhood Plan Chairman was asked what significance he felt that the possible listing of the Garden Centre on a brownfield site would have.</p> <p>In reply, it was advised that the Countryfile programme reference to Neighbourhood Plans reported that some companies were exploiting the fact that some Councils do not have a current Local Plan in place and obtain planning approval where the Local Authority does not have funds in place to defend the case. Councillor Bleach followed this up by adding that a Neighbourhood Plan becomes part of the Local Plan when adopted.</p> <p>The Garden Centre rumour was given and the meeting noted that no validation had taken place.</p> <p>The question was asked 'would it have a bearing on the Neighbourhood Plan?' Councillor Bleach replied that in past years the Parish Council has reacted as a community for individual planning applications. The Planning Department appraises planning applications by developers and others against a set of rules that are dictated by central government. We are reacting to a situation not very much in our control and the Neighbourhood Plan enables the community to set out views and aspirations which will eventually be adopted by North Devon Council</p>	

as a set of the overall Plan. Then when a planning application is received, the views and aspiration of the community will be looked at and there is a fair chance what a community says will be taken on board.

Councillor Holder did not feel comfortable that there was talk of a rumour with nothing to back it up. A member of the public shared the Chairman's disquiet. This kind of talk had been going on for years. The parishioner felt the email was more political than the usual neutral framework. It had the effect of implying that the Neighbourhood Plan would be a major bulwark against the use of the site for housing. If it was designated as a brownfield site any development would be a potential approval.

If it was designated as a brownfield site, various scenarios were given. If derelict, it would be a prime site for travelers, industrial units and housing would seem to be the preferable alternative and congestion problems would not feature.

Councillor Mrs Sampson did not feel it should be handled in a large ostentatious way.

Councillor Szymankiewicz stated that it was important to get a deeper understanding and how the Group would use the data from the drop in sessions and other information from the household questionnaire. He had spoken to a member of the Group who would be analyzing the data in a way to help people understand it

Mr Hall, a member of the Group who had experience in analyzing data, had written three Reports for the village. He was treating the drop in sessions as three completely separate meetings and people were not encouraged to return to another drop in event if they had already attended. Material would be collected at each drop in session and the data would not be analyzed until all three meetings had been held.

He had recommended to the working party that there was no input at the drop in sessions in order that he could distinguish in his report from residents and the public. The working party would have a separate meeting when they would make individual points known. It was understood there would be diversity.

A concise, clear, honest, frank and accessible report would then be prepared, all details would be kept and available for audit by the working party and Parish Council. It would form a common reference point for people.

Question: Regarding an accurate picture of support. What if people do not want it?

Reply: At the moment, comments are being taken together with wishes and desires. It was accepted that some may be negative.

Mr Hall added that it was best to report on the meetings collectively. If people were for or against at this stage was an unreal question as it is only when it is seen what is says about housing, traffic, parking and the environment that on balance it can be seen if the document is supported or not. A Referendum on the final document will be carried out by the Local Authority.

The comment was made that some of the people who attend are in principle favouring a Neighbourhood Plan whereas those who do not attend may not support it.

Councillor Bleach advised that everyone would have the opportunity to vote whether they are in favour of the Plan or otherwise.

An email had been received from a parishioner thanking the working party for their work in connection with the drop in session which they attended. It was informal, well worth going to and they hoped others would attend the remaining sessions.

133.2 Email from a resident proposing that the area outside the Village Hall / Church Hall be allocated as a disabled parking area.

The resident considered there are many in the village who would appreciate that and certainly have need of such a facility. They hope that it could be advanced as in this era we must consider and

	<p>facilitate participation by those with limited mobility.</p> <p>Councillor Szymankiewicz gave the history to the spaces which are not owned by the Parish Church, the Parish Council or his property adjacent to the site, it was not owned by anyone. It butts up to the Village Green and within Village Green regulations parking is not allowed. Councillor Szymankiewicz questioned the need for such a space as the issue had been resolved in 2013 with the details being given. Cars regularly parked there belonging to the residents at Summerfield are moved when there is an event at the Church Hall, which is not disabled friendly as there are no ramps.</p> <p>There have been no issues over the last 5 years about the use of the space and it was considered that the current arrangement was acceptable. If it was designated as a disabled parking space, others could not park there and would affect everyone in a negative way.</p> <p>Counillor Holder advised that village greens including parking spaces comes under ownership of the Parish Council as common land.</p> <p>Councillor Szymankiewicz disputed this as the land did not form the Village Green which could be proved by a map.</p> <p>To be deferred to the next meeting and for Councillor Holder to obtain clarification.</p> <p>133.3 Litter. Two emails from a resident advising that on 12 and 26 February, recycling material flew out of the lorry. This had been reported to North Devon Council who were in the process of carrying out an investigation and further details of the procedure were given.</p>	GH
134.	<p>Apologies. Councillor Mrs B Sandwell, County Councillor Mrs C Chugg, District Councillor Mrs A Davis.</p>	
135.	<p>Declarations of Interest. Councillor Bleach declared a Prejudicial Interest in Minute No. 140.d, Planning in connection with his Planning Application No. 64560.</p>	
136.	<p>Approval of the Minutes of the Meeting held on 15 February 2018. Approved and signed as a correct record.</p>	
137.	<p>Urgent items raised at the discretion of the Chairman.</p> <p>137.1 Grit Salt. The grit bin by the notice board required filling.</p> <p>137.2 Verge at the entrance to Meadowside. Gas contractors working in the area had carved up the grass. Councillor Holder to request this is reinstated.</p>	Clerk to request GH
138.	<p>Reports:</p> <p>138.1 Police. The March Newsletter had been received circulated to Councillors / sent for inclusion on the website. It reported there had been 1 crime in Ashford involving burglary to an outbuilding.</p> <p>138.2 County Councillor Mrs C Chugg. The following Report had been circulated to Councillors: Please accept my apologies as I have gone away for a few days. I have sent in a brief general Report with some info you may find interesting.</p> <p>Highways Potholes</p> <ul style="list-style-type: none"> • I have reported in the potholes at Chivenor roadabout again and many others in the Braunton rural area. • The lip at Riverside has been completed. • Jet Patching - Willows/Stallards up towards Fairlynch cross are on the jet patching list for this year. 	

999 Academy. This is an innovative educational course that students have to pass an interview for. The three emergency services Ambulance, Fire & Police have joined together to provide youngsters with experience in all three areas. It is not just to get them sign up for the services but to increase the experience of learning for life that this course brings. It is a real positive on their CV. It is specific to North Devon and Bridgewater. It is run by volunteers from the three services and also the students that have finished the 18 month course.

DCC leading on behalf of the HOTSW (Heart of the South West) Lep. has been successfully selected to run one of the Department of Educations Career Learning Pilot over the next year. The Pilots which will focus upon providing enhanced careers advice and guidance to underemployed adults alongside subsidised training opportunities, will benefit from a share of £10million pilot fund launched by the secretary of State in December. The initial outreach work is now starting this March.

Roundswell South Business Park. DCC is seeking to develop Roundswell site for employment use, including the potential for an innovation centre. Business unit plots will be created which will be sold to part fund the centre alongside funding from both the Local Enterprise Partnership Growth Deal and the European Regional Development Fund, subject to full business approval.

We expect to have final funding decisions by May 2018 as DCC funding is required.

DCC in partnership with other local authorities have secured £285K from the Governments "One Public Estate" programme to identify opportunities for more beneficial and efficient uses of the public estate. This is the 6th highest award out of the 58 partnerships from across the UK.

This funding will support work in the three areas. Firstly, it will support looking forward at potential future use of the RMB Chivenor site in North Devon, in the event that the Ministry of Defence decides to close the base. It will support a study of public assets and opportunities for sharing improvements in service delivery in Barnstaple & Ilfracombe and a new Health Hub in Paignton.

138.3 District Councillor Mrs A Davis. Apologies given.

138.4 Councillor V Lawson. Defibrillator Check. All in order.

138.5 Neighbourhood Plan. Councillor Szymankiewicz advised as follows:

- Work was ongoing for a Lottery Application in the sum of £3,500 to support an environmental study
- The first of three drop in sessions had been held and details were on display in the Church Hall. Flyers had been distributed to publicise the remaining two. This is an important part of the Neighbourhood Plan process and figures strongly in each stage. Residents were encouraged to attend, express opinions and give views. Without it, their voice will be silent. The objectives of the drop in sessions were to inform and consult with residents and answer any questions. It does not have a bearing on whether the Neighbourhood Plan is supported or not and what the content would be, all have the opportunity to come and share. Opinions can be anonymous or shared with the Neighbourhood Plan team to log onto a laptop. The turnout for the first session was good: 23 residents attended including four young people in an age range of 8 – 14 years. 14 households came and 25 comments were left. Mr Hall carried out interviews which were logged and would form part of the evidence submitted at the conclusion of the sessions. It was pleasing that a quarter of people who do not normally come to village events. The team were thanked for a good effort. It was important for all to attend one of the next two, even those who have expressed negativity.
- The working group was preparing a communication to go to landowners, an important group of stakeholders with whom they need to communicate. Mr Graham Townsend of North Devon Council and the planning consultant is involved.
- Funding. Two grants had been awarded and received. The funds have to be spent by the end of the financial year (31/3/18) and surplus monies have to be returned. Funding can be re-applied for. The first grant was for £1,698 of which £905.09 has been spend. The balance will have to be returned. The second grant for the planning consultant's help was for £1,100. £500 of this had been spent and £600 will have to be returned. with, GT involved and planning consultant.

In the next financial year, the working group will apply for the balance of £6,200 out of a total fund of £9,000 plus money sent back. By the end of the next financial year, the working group will have spent close to the £9,000 available.

	<p>In addition, funding is required for two other elements not covered by the Groundwork UK Locality Grant. One is a locality grant from DCC and the Big Lottery Fund (mentioned earlier) to fund an environment study costing £3,500. Full details are to be circulated.</p> <p>Councillor Mrs Sampson was concerned that so far in the publications, there have been no details about the cost or expenses incurred. Councillor Szymankiewicz replied that it is grant money which is not costing residents anything, i.e. not a cost to the Parish Council coming out of the Precept.</p> <p>The Parish Council must produce an end of year Grant Report, identifying how much has been spent with accompanying receipts.</p> <p>Councillor Holder advised that Mr and Mrs Sandwell had given agreement for one of the two cameras (mentioned below) purchased with DCC Locality Grant funding from County Councillor Mrs Chugg to collect data, to be sited at their property to show traffic and other movements at Strand Lane with the junction of the A361.</p> <p>It was noted that the Clerk had assisted in the completion of a Locality Grant from County Councillor Mrs C Chugg's allocation in the sum of £313.68 for two cameras to assist in capturing data to gain information of traffic movement of people and transport throughout the village in connection with the Neighbourhood Plan together with the fee of £35 to be registered with the Information Commissioners Office in connection with the data collection.</p> <p>The Locality Grant form had been submitted along with a separate letter confirming that the terms and conditions were accepted. The Clerk had ascertained that the grant would be paid in the current financial year.</p>	
<p>139.</p>	<p>Matters Arising:</p> <p>139.1 Section 106 Funding for open space. Councillor Holder advised that Mr N Arthur had confirmed there was no requirement to pay for a commercial search which would result in a saving of £300. The item to be on the next Agenda for District Councillor Mrs Davis to give further advice regarding the Section 106 funding and the ways this could be used.</p> <p>139.2 Community Councillor Grant. It was noted that the sum of £200 had been awarded from District Councillor Mrs A Davis' allocation in respect of refurbishment of the benches at Meadowside.</p> <p>139.3 North Devon Biosphere Map. The map was again available for people to add more details. It would then be returned by the Clerk to the North Devon Biosphere office.</p> <p>139.4 P3 Survey Forms. These had again been sent to Councillor Lawson but still not received. To be re-sent using Councillor Lawson's work email address.</p> <p>139.5 LED lights on caravans at Tarka Holiday Park. Although the majority of the lights are no longer there, a letter had been sent requesting the remainder to be removed.</p>	<p>April Agenda</p> <p>Clerk</p> <p>Clerk</p>
<p>140.</p>	<p>Planning & Planning Correspondence.</p> <p>140.1 Planning Applications: 64560 – Extension to dwelling at Ceetaw, 9 Ashfield Close, Ashford. Councillor Bleach declared a Prejudicial Interest, left the room and did not take part in the discussion decision or voting thereon.</p> <p>It was resolved to recommend approval.</p> <p>140.2 Planning Correspondence.</p> <p>140.2.1 North Devon Council. Email from the Enforcement Department advising that two of the three enforcement officers will be leaving the Council. Replacements are to be recruited and will need</p>	<p>Clerk</p>

	<p>training and in the meantime, Councils are asked to bear with the Enforcement Department as the workload is likely to experience a delay in investigating cases.</p> <p>140.2.2 North Devon and Torridge Local Plan. Email advising there is a further consultation running from 1 March to 13 April.</p>																					
<p>141.</p>	<p>Finance.</p> <p>141.1 Balances. NatWest Current Account as at 20 February 2018: £10.00 NatWest Business Reserve Account AS AT 9 March 2018: £25,914.30</p> <p>The true figure is £5,914.30 as the cheque for £20,000 in reimbursement to Groundwork UK approved at the last meeting has not been presented at the bank.</p> <p>Budgetary figures for January & February 2017 will be circulated to Councillors.</p> <p>141.2 The following payments were approved and authorised:</p> <table border="0"> <tr> <td>Mrs S Squire</td> <td>March 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>£100.06</td> </tr> <tr> <td>HMRC</td> <td>March PAYE</td> <td></td> <td>£ 20.60</td> </tr> <tr> <td>Opinion Research Services</td> <td>Neighbourhood Plan Household Survey</td> <td></td> <td>£1,800.00</td> </tr> </table> <p>£300 of this is reclaimable VAT. <i>This Invoice was incorrect as it claimed for all the work that had been done, whereas only half of the work had been carried out to date.</i></p> <p>141.3 Grass Cutting Tenders. It was noted that the successful and unsuccessful Tenderers had been advised.</p> <p>141.4 Parish Council Accounts with NatWest. Following the difficulties explained with the Current and Savings Account at the last meeting, Councillors were in favour of cancelling the Savings Account for all funds to be held in the Current Account.</p> <p>141.5 North Devon Council. Letter received advising that at a meeting of the full Council, Councillors did not approve that the Parish Grant should be halved in 2019/20 and withdrawn completely in 2020/21. Therefore the Parish Council will continue to receive the Parish Grant as it has in the past amounting to £150.00.</p>	Mrs S Squire	March Salary net of PAYE	£ 82.71			Contribution towards broadband	£ 3.00			Photocopying	£ 14.35	£100.06	HMRC	March PAYE		£ 20.60	Opinion Research Services	Neighbourhood Plan Household Survey		£1,800.00	<p>Clerk</p> <p>Clerk</p> <p>Ch.No.019 Ch.No.020 Not authorised</p> <p>Clerk</p>
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<p>142.</p>	<p>Correspondence. Notices and publications received were put on the table to see, read and go in the circulation bag.</p> <p>142.1 DCC. Traffic Sensitive Street Review. There is a consultation period running for a month from 1 March.</p> <p>142.2 North Devon Council Monitoring Officer – Community Governance Review. Email received asking for Parishes thoughts on any changes to suggest. A Community Governance Review is carried out by the District Council and can review all issues relating to particular Parishes. It should lead to improved local democracy, greater community engagement and better local service delivery and can look at issues such as the size of the Council or the boundaries of the Parish. The review can be limited to specific Parishes or can be carried out more strategically across the whole District. If the District Council were to conduct a review, any affected Council would of course be involved in the process and consultation would take place with the electorate. The purpose of contacting Parish Councils at this stage is to ascertain whether your particular Parish has any issues that it feels ought to be reviewed.</p> <p>Councillor Lawson proposed that the Parish Council feel the number of Councillors and boundary of the Parish should be unchanged. Seconded by Councillor Mrs Sampson.</p>	<p>Clerk</p>																				

	Unanimously agreed.	
143.	<p>Matters raised by Councillors / Clerk.</p> <p>143.1 Mrs S Squire, Parish Clerk asked that Councillors did not contact her on Sundays. She had already made it clear at many meetings that due to her Christian beliefs she does not undertake Parish work, preferring to keep this day apart from the rest of the week.</p> <p>Mrs Squire pointed out that if DCC or North Devon Council were telephoned on a Sunday, the caller would not be able to contact anyone except in an emergency. The two calls that were received on 25/2/18 (plus one from the same number which was not answered) was not an emergency.</p> <p>143.2 Councillor Mrs Sampson. Request that the Neighbourhood Plan Group provide an update on the amount of money that the Neighbourhood Plan has been granted / brought in, how much has been spent or an estimate of what will be spent and how much more will be required. This had been covered earlier in the meeting.</p>	
144.	<p>Items for the next Agenda.</p> <p>144.1 Councillor Szymankiewicz. Regarding points raised by members of the public during Public Participation being recorded as anonymous, is it possible for names to be disclosed. The Clerk would raise this question at the GDPR (General Data Protection Regulations) course on 19 April.</p>	Clerk
145.	<p>Date of next Meeting: Thursday, 19 April 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 15 February 2018 ➤ Planning ➤ Finance ➤ Response to North Devon Council Community Governance Review 		
<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>