

**Minutes of Ashford Parish Council Meeting held on Thursday, 15 June 2017 in the Church Hall at 7.30pm.**

<p><b>Chaired by: Councillor G Holder</b></p>	<p><b>Clerked by: Sue Squire</b></p>
<p><b>Present: Councillors</b></p> <p><b>Mrs J Bosley</b>  <b>G Holder</b>  <b>V Lawson</b>  <b>Mrs S Sampson</b>  <b>J Szymankiewicz</b></p> <p><b>17 Members of the public</b></p>	<p><b>Agenda: -</b>          Items raised by members of the public          Apologies          Declarations of Interest          Approval of the Minutes of the Meeting held on 18/5/17          Reports          Matters Arising          Planning &amp; Planning Correspondence          Finance          Correspondence          Matters raised by Councillors / Clerk          Date of next meeting</p>
	<b>Action:</b>
<p><b>18.</b></p>	<p><b>Items raised by members of the public.</b></p> <p><b>18.1 Findings from drop in session regarding Tarka Holiday Park.</b></p> <ul style="list-style-type: none"> <li>▪ 42 people attended. A vote was taken at the end after a full and detailed discussion.</li> <li>▪ 38 people were strongly opposed to the application, 3 were neither for or against, 1 don't know. No one was in favour of the proposal.</li> <li>▪ Details had been circulated for the website.</li> <li>▪ Residents felt the proposal was inappropriate for a rural area, was unnecessary and harmful to the amenity, quality of life and environment.</li> <li>▪ A consolidated report would be prepared of the meeting and drop in event. 42 attended, vote taken at end after 2 hours full and detailed discussion. 38 were strongly opposed, 3 were neither or neither, 1 don't know. No one was in favour of the proposal.</li> </ul> <p>A member of the public had canvassed residents opposed to the expansion.          The Parish Council was requested to respond.          The Parish Council was requested to submit a Freedom of Information request to North Devon Planning Department for details of pre-application advice to Park Holidays.</p> <p>Councillor Holder advised in response that as a Parish Council, until the application is in front of Members, it is not possible to comment as otherwise this would be seen as pre-determination on an application which was expected.</p> <p>It is the Parish Council's remit to represent the Parish view and this had been taken on board.          Councillor Holder would make enquiries to ensure the Parish Council was not overstepping the mark.</p> <p>Councillor Lawson felt District Councillor Mrs Davis should be asked about a Freedom of Information request, which members of the public could also submit.</p> <p><b>18.2 Neighbourhood Plan.</b> There was a lot of interest in establishing or exploring this concept. It was considered that Ashford would be in a much better position if a Neighbourhood Plan was in place and it was known that people within the Parish were willing to help if required.</p> <p><b>18.3 Tarka Holiday Park.</b> An enquiry was made about when the hedges were taken down. It was noted this was not permissible during the nesting season. This to be checked.</p> <p><b>18.4 Tarka Holiday Park.</b> There was concern about information seen about employment.</p>

	<p><b>18.5 Expansion plans for Tarka Holiday Park.</b> The manager of a nearby Care Home was under the impression they were not able to attend a Parish Council meeting. They were concerned about noise and security for the residents. It was noted that all Parish Council meetings can be attended by members of the public.</p>	
19.	<p><b>Apologies.</b> Councillors J Bleach and Mrs B Sandwell, County Councillor Mrs C Chugg, AD, PCSO D Kingdon.</p>	
20.	<p><b>Declarations of Interest.</b> None.</p>	
21.	<p><b>Approval of the Minutes of the Meeting of 18 May 2017.</b> <b>Approved and signed as a correct record after it was noted that PCSO Kingdon was present.</b></p>	
22.	<p><b>Reports.</b></p> <p><b>22.1 Police.</b> When sending his apologies, PCSO Kingdon advised there had been one crime involving stolen tools from a property being renovated. PCSO Kingdon advised that the Minutes of the Annual Meeting stated no report had been given but this was not the case. The Clerk had responded to his email advising that the figures he had sent ahead of the meeting were not to be used and a revised set would be sent which was awaited.</p> <p><b>22.2 County Councillor Mrs C Chugg.</b> The following written report had been sent: Sorry to have to make my apologies. Due to the election things have been pretty quiet for the area at County as we have been briefed etc as we have just been placed on varying committees.</p> <p>At County, the Overview &amp; Scrutiny committees have been reduced from four to three they are now grouped:--- Corporate Infrastructure &amp; Regulatory Services Scrutiny Committee; Children's Scrutiny Committee; Health &amp; Adult Care Scrutiny Committee. I have been placed on the Corporate committee.</p> <p>I am back on the Fire Authority Board where we are now going to have the Police and Crime Commissioners from Devon &amp; Somerset sitting on the Board. Closer collaboration and back office working may work out to be just one of the benefits we get. This has yet to be worked on but if successful will reduce overhead costs.</p> <p>I am chair of Farm Estates again and had some good news. At the Devon County Show we have had the farm estate tenant Colin Latham win the Best Commercial Farmer and he also went on to win Best Overall Farmer at the Devon Farm Business Awards. With Gordon Davis taking top spot last year that is two years running that a Farm estate tenant has won.</p> <p>I am also on the Flood Resilience Committee along with a number of other general committees.</p> <p><b>HIGHWAYS.</b> Consultation for the Link Roads proposed alterations have gone out to the public. The main proposals are from South Molton to Bideford. There will be areas with three lanes and at least two new roundabouts with the existing roundabouts being upgraded. The work at Portmore is nearly complete, this was a separate funding stream from 106 money and other sources. The advert in the EX33 has done the world of good I have had far fewer reports of pot holes, as residents must be reporting them in. I have requested the road from Stallards up through towards Georgeham to be surfaced as there are so many pot holes there, which have already been very poorly filled and have opened up again. This will be put on the works program.</p> <p>As always please put your thinking caps on as to any projects you wish to do and apply for funding from my locality grant.</p> <p><b>22.3 District Councillor Mrs A Davis.</b> The garden waste (green bin) take up is over 12k and has been growing by around 200 new customers a day. The Kitchen Caddy roll out has missed some areas and double delivered in others so please report any problems and they will be sorted. Please contact the District Council to advise, or email me and I'll pass it on. Food waste recycling has exceeded out expectations and is filling three skips a day which is being diverted from landfill. The leadership group are to consider promoting a sponsored litter Bin scheme like the scheme in Lynton and Lynmouth. (Run by the Town Council). The proposals for modification on the Local Plan by the government planning inspector are going the Executive on the 19th June (Monday).</p>	

	<p>Other news from around the District includes the outline planning permission granted for the Southern Extension in Ilfracombe and the theatres are no open again. Great news!</p> <p><b>22.4 Councillor V Lawson. Defibrillator Check.</b> In order.</p>	
<p>23.</p>	<p><b>Matters Arising.</b></p> <p><b>23.1 Obstruction in Strand Lane when large lorries make deliveries to the Garden Centre.</b> It was noted that a further letter of representation had been sent to the Manager. No response had been received.</p> <p><b>23.2 Neighbourhood Plan.</b> Councillors discussed the presentation given on 6/6/17 which they found interesting. Councillors from Heanton Parish Council were present. Those giving the presentation and one Heanton Councillor did not feel a Neighbourhood Plan was appropriate for Ashford. Councillor Holder acknowledged that residents had confirmed they would be willing to help. It was known that a lot of work was involved.</p> <p>Councillor Szymankiewicz who was unable to attend the meeting had seen a Heanton Councillor afterwards and had been told a different focus to the content of the meeting and encouraged Ashford to proceed as it was under threat from a ribbon development. By agreeing to take the first step, there was no commitment to proceed if it became obvious it was not required.</p> <p>Councillor Szymankiewicz felt a Steering Group should be set up comprising two Parish Councillors and willing residents to take the matter to the next stage. He repeated there was no commitment financially or legally to the Parish Council. It could be curtailed at any point and nothing was irreversible.</p> <p>Councillor Mrs Sampson was of the opinion that a Neighbourhood Plan was not required and that the cost was prohibitive. She was advised there were grants up to £5,000.</p> <p>Councillor Holder encouraged Councillor Szymankiewicz to attend the next meeting of Heanton Parish Council as a way of keeping the door open.</p> <p>Outside of public participation, members of the public gave their views as to why Ashford Parish Council should go ahead with a Neighbourhood Plan.</p> <p>Councillor Holder recognized the groundswell of opinion from the public.</p> <p>The Parish Clerk (Responsible Financial Officer) felt it was her duty to inform the meeting of the extreme financial difficulties encountered by the Parish Council since the by-election in September, detailing all the measures that had to be taken to ensure the Parish Council was solvent up to the end of the financial year. The internal auditor had commented on the very low funds in hand at year end (see Minute No. 54.3) The Parish Clerk continued that she did not wish this to happen again and made it clear that the cost of any Neighbourhood Plan could not be borne by the Parish Council. From what had been said, a Neighbourhood Plan would cost £9,000. There was funding of £5,000 leaving a shortfall of £4,000. This could not come out of Parish Council funds.</p> <p><b>Councillor Szymankiewicz proposed that a small group was set up lead by two Parish Councillors and a selection of people who were willing to participate and take the first steps necessary for initial investigation and report back to pc with results they have achieved. The proposal would not involve any expenditure. Seconded by Councillor Lawson and unanimously agreed on the condition that all Councillors</b></p>	<p>GH to call and see the manager</p>

	<p><b>are fully kept up to date and informed.</b></p> <p>Councillors Szymankiewicz and Bleach were willing to be on the Steering Group to represent the Parish Council.</p> <p><b>23.3 Litter Pick – Saturday 27 May 2017.</b> Councillor Holder advised it was fairly well attended and thanked all who turned up and helped.</p> <p><b>23.4 Members returned their completed Register of Interests forms.</b> The Clerk would now prepare the relevant details to be included on the website to comply with the Smaller Authorities Transparency Code and forward the original forms to North Devon Council for inclusion on the website.</p> <p><b>23.5 Compliance.</b> It was noted that the documents had been updated showing the date of review.</p> <p><b>23.6 Grass Cutting along the dual carriageway from Tarka Holiday Park to the bus shelter.</b> A quotation to be obtained for the section from Fair Oak Farm to the bus shelter.</p> <p><b>23.7 Councillors considered registering with the Information Commissioners Office for Data Protection Registration.</b> The Devon Association of Local Councils to be asked for further advice.</p>	<p>JS</p> <p>Clerk</p> <p>Clerk</p>																												
24.	<p><b>Planning &amp; Planning Correspondence.</b></p> <p><b>There were no Planning Applications to consider.</b></p> <p><b>24.1 Planning Correspondence.</b> It was noted that Planning Application 61244 – Outline Application for erection of 25 dwellings (all matters reserved) at site to the West of Ashfield Close &amp; to the North of Strand Lane Ashford had been WITHDRAWN.</p> <p><b>24.2 Enforcement.</b> A reply from North Devon Council Enforcement Department regarding the alleged further developments at Ashfield House was noted in which it was advised that the owner of the property would receive a letter for action to be taken to remedy the breaches of planning control.</p> <p>It was anticipated that a report would be available for the next Parish Council meeting.</p> <p><b>24.3 Planning Applications after 3/7/17.</b> Councillors discussed the arrangements after this date when North Devon Council will not be sending paper copies for consideration.</p>	<p>Clerk to print paper copies for the meetings</p>																												
25.	<p><b>Finance.</b></p> <p><b>25.1 Balances. NatWest Current Account as at 9 June 2017: £10.00</b> <b>NatWest Business Reserve Account as at 9 June 2017: £2,875.64</b> <b>The actual amount in hand after cheques had been presented was £2,780.01</b></p> <p>Budgetary figures for May 2017 were circulated to Councillors.</p> <p><b>25.2 The following payments were approved and authorised:</b></p> <table border="0"> <tr> <td><b>Mrs S Squire</b></td> <td>June 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>£ 14.80</td> <td><b>£100.51</b></td> </tr> <tr> <td><b>HMRC</b></td> <td>May PAYE</td> <td></td> <td><b>£ 20.60</b></td> </tr> <tr> <td><b>Mr S Wightman</b></td> <td>Grounds maintenance for April and May 2017</td> <td></td> <td><b>£313.78</b></td> </tr> <tr> <td><b>Julie Snooks</b></td> <td>Internal audit of the 2016/17 accounts</td> <td></td> <td><b>£ 50.00</b></td> </tr> <tr> <td><b>Information Commissioners Office</b></td> <td>Fee for Data Protection Registration</td> <td></td> <td><b>£ 35.00</b></td> </tr> </table> <p><b>54.3 2016/17 Internal Audit.</b> This has been completed and the auditor's Report was given as follows: Testing was carried out using sampling and covering a range of financial, risk and governance</p>	<b>Mrs S Squire</b>	June Salary net of PAYE	£82.71			Contribution towards broadband	£ 3.00			Photocopying	£ 14.80	<b>£100.51</b>	<b>HMRC</b>	May PAYE		<b>£ 20.60</b>	<b>Mr S Wightman</b>	Grounds maintenance for April and May 2017		<b>£313.78</b>	<b>Julie Snooks</b>	Internal audit of the 2016/17 accounts		<b>£ 50.00</b>	<b>Information Commissioners Office</b>	Fee for Data Protection Registration		<b>£ 35.00</b>	<p>Clerk</p> <p>Ch.No.993 Ch.No.994 Ch.No.995  Ch.No.996 Ch.No.997</p>
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	<p>assessed as appropriate for a Council of this size and complexity:</p> <ul style="list-style-type: none"> <li>❖ <b>Governance and Control.</b> Satisfactory. No issues.</li> <li>❖ <b>Precept, Budgets and Reserves.</b> The balances in hand at the year-end are very low compared to the level of expenditure in 2016/17 and to assist with cash-flow, the election invoice was paid in 6 monthly instalments. The Council have addressed this issue by increasing the 2017/18 precept, but the situation should be monitored.</li> <li>❖ <b>Other Receipt of Income.</b> Satisfactory. No issues.</li> <li>❖ <b>Staff Cost:</b> Satisfactory. No issues.</li> <li>❖ <b>Payments including Bank.</b> Satisfactory. No issues.</li> <li>❖ <b>Insurance.</b> Satisfactory. No issues.</li> <li>❖ <b>Fixed Assets.</b> The Fixed Asset Register should be expanded in line with the Practitioners Guide to include additional information, i.e. basis of valuation, purchase date etc.</li> </ul> <p>Amendments to the Annual Return with regards to the treatment of out-of-date cheques should be inked in and appropriately initialled.</p> <p><b>To address the item raised regarding the Asset Register, the Clerk</b> had prepared a list of assets for Councillors to consider and bring their thoughts back to the July meeting.</p> <p>To comply with the Smaller Authorities Transparency Code, these details together with Sections 1 and 2 of the 2017 Annual Return have to appear on the Parish Council website, along with all payments over £100 excluding the Clerk's salary / expenses.</p> <p>The paperwork has to be sent to external auditors Grant Thornton by 1/7/17 together with a letter explain the variances between the figures for the year ended 31/3/16 and 31/3/17.</p> <p><b>25.4 Insurance.</b> It was noted that the Policy had been renewed as from 1/6/17 and a receipt received for the renewal premium of £317.80.</p>	<p>Cllrs</p>
<p>26.</p>	<p><b>Correspondence. Publications received were put on the table to see and read and in the circulation bag.</b> Councillors had been circulated with emails in various subjects.</p>	
<p>27.</p>	<p><b>Matters raised by Councillors / Clerk.</b>  <b>27.1 Councillor Mrs Bosley</b> advised of a problem with the new kerbside caddies, where one caddy was not locked and a dog ate a chicken bone from within the caddy. The handle must be up to lock it. The Clerk to ascertain if a large family can have two caddies.</p>	<p>Clerk</p>
<p>28.</p>	<p><b>Date of next Meeting: Thursday, 20 July 2017 in the Church Hall at 7.30pm.</b></p> <p>The meeting ended at 8.55pm.</p>	
<p><b>Summary of Decisions:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Minutes of 18 May 2017</b></li> <li>➤ <b>To investigate a Neighbourhood Plan</b></li> <li>➤ <b>Payments</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>	