

Minutes of Ashford Parish Council Meeting held on Thursday, 15 September 2016 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 Mrs B Sandwell J Szymankiewicz District Councillor Mrs A Davis Police 11 Members of the public	Agenda: - Welcome to newly elected Councillor J Bleach Items raised by members of the public Apologies Declarations of Interest Approval of the Minutes of the Meeting held on 18/8/16 Reports Matters Arising Planning & Planning Correspondence Correspondence Finance Matters raised by Councillors / Clerk including Highways Issues Date of next Meeting	
		Action:
56.	<p>56.1 The Chairman welcomed newly elected Councillor John Bleach to the meeting. Councillor Bleach signed the Declaration of Acceptance of Office.</p> <p>56.2 The Register of Business Interests Form had been sent by post for Councillor Bleach to complete, which he handed to the Clerk.</p> <p>56.3 Parish Council compliance and other documents were handed to Councillor Bleach.</p> <p>56.4 Councillor Bleach signed the Candidate's Consent to Co-Option form and the Declaration of Acceptance of Office form.</p> <p>56.5 Councillor Bleach had been advised of a New Councillor's Training Course delivered by the Devon Association of Local Councils on either 21/9/16 at Honiton or 15/11/16 at Exeter. The Clerk suggested that as Councillors Bleach and Szymankiewicz had not attended New Councillor Training, that in-house training, undertaken by the Devon Association of Local Councils, was arranged early in 2017. It was known that a number of other Parishes had vacancies which would be filled by then, with those new Councillors being invited to attend this local session, obviating the need for travel of a distance, thus saving Parishes money on travelling. Those Parishes could be charged £25 per Councillor to offset the charge of £200 for the in-house training.</p>	<p>The Clerk to obtain dates from the DALC trainer</p>
57.	<p>Items raised by members of the public. Councillor Holder informed the meeting that previously, he had been accommodating by allowing the public to speak throughout the meeting. He explained that the correct protocol was that members of the public were allowed to speak during this slot of the meeting only, for 3 minutes in line with Devon County Council and North Devon Council procedures. Going forward it was his intention to follow this rule with no members of the public allowed to speak apart from if the Chairman invited them to do so.</p> <p>It was advised that the Parish Clerk of Marwood forwards details of Marwood Parish Council meeting to a publication called 'Marwood Matters' in bullet point form. This method of communication could be adopted by Ashford Parish Council for inclusion in the Ashford Church Magazine and on Ashford Parish Council website. The Minutes themselves cannot be published until they have been approved. This to be an item on the next Agenda. Councillor Bleach informed that it was not editing the Ashford Communication Newsletter any further, as after speaking to the Monitoring Officer of North Devon Council, there could be a potential conflict</p>	

	<p>of interest. Mrs Bleach had taken this over and Councillor Bleach would have no access to the email structure.</p> <p>Councillor Bleach further informed that as she has voted against previous Planning Applications, it could be perceived that he has a pre-determined view. With this in mind, in view of the way he has been developing the discussions at the Parish Council and in the village, after speaking to the Monitoring Officer at North Devon Council, he had been advised that he was permitted to sit and listen to the amended proposals, stating his pre-determination and could not take part in the discussion or vote. If he wished to speak and make a point he could do so in the public gallery at the correct time.</p> <p>Councillor Holder felt that if Councillor Bleach declared a Prejudicial Interest, he would leave the room to avoid bringing pressure on other people who may be present to make representations.</p> <p>Councillor Szymankiewicz advised that the advice he was given when speaking to the Monitoring Officer was that he had to leave the room because he is a Councillor.</p> <p>District Councillor Mrs Davis was surprised that Councillor Bleach had been given the advice, adding that she had sat through numerous Code of Conduct sessions. Her advice to Councillor Bleach would be as he had made the position very clear, and should there be a legal challenge, she was of the opinion that he would be in a dubious situation. District Councillor Mrs Davis gave examples of other Parish Councils where a complaint had been made against Councillors, even before they were a Councillor and had sat on another Committee many years previous.</p> <p>It was suggested that the Monitoring Officer was requested to deliver Code of Conduct training.</p>	
58.	Apologies. County Councillor Mrs C Chugg.	
59.	Declarations of Interest. None.	
60.	Approval of the Minutes of the Meeting held on 18 August 2016. Approved and signed as a correct record.	
61.	<p>Reports.</p> <p>61.1 Police. No present, no report received.</p> <p>61.2 County Councillor Mrs C Chugg. When sending her apologies, Councillor Mrs Chugg reported as follows: I have e-mailed in again about the speed sign at the end of the Dual Carriageway; also followed up about Cllr Sandwell's flooding problem and the diversion of flood water that Highways promised to do. I have requested the drain cleaner to come down more often but it is fairly stretched at the present time. The flooding in Braunton was due to the fact that the drains in Caen Street, although clear, could not cope with the amount of rain, we are pressing even harder now for the pump we were told would help alleviate the problem. We were all thankful that the River was not in spate and it was not a high tide as we would have had major problems again. Finance is still the main hold up for any major works.</p> <p>Many roads are being re-surfaced and potholes filled. If you have any potholes or drains that need clearing please let me know. I hope you have started to get on top of the problem with the Phone Kiosk as I have a number of books I could donate.</p> <p>61.3 District Councillor Mrs A Davis spoke about the proposals for the refuse collection which had been considered by the Executive Committee with regard to changes in recycling and residential waste collections of the black and green bins. There are to be two trial areas for a 3 weekly black bin collection which she did not support.</p> <p>There will be a charge of approximately £36.00 for the collection of garden waste in green bins from April 2016. Small electrical items can now be collected, increasing the number of items that can be recycled.</p>	

	<p>Residents will have a caddy for food waste which will be collected on a weekly basis at the same time as the green box.</p> <p>Residents can have more than one box and more than one green and brown plastic recycling sacks for paper and cardboard recycling.</p> <p>Residents can also purchase a composting bin for a small fee.</p> <p>It was suggested that if bins are not emptied on the due day, members of the public email District Councillor Mrs Davis so that she can report this.</p> <p>Regarding the Planning Applications to be determined in the Parish. There was no further information on the Application for the 25 houses in Strand Lane.</p> <p>The Planning Application at Long Lane had been called in to go before the Planning Committee, thought to be at the October Meeting.</p> <p>61.4 Councillor V Lawson. Defibrillator Check. In order.</p>	
62.	<p>Matters Arising.</p> <p>62.1 Felled trees in Long Lane.</p> <p>62.1.1. Mr S Wightman had replied to the Parish Council's invitation for his comments regarding cutting trees in a Conservation Area and also during the closed season. The explanation was accepted by Councillors.</p> <p>Councillors debated representations which had been raised by a member of the public who felt that Mr Wightman's services should not be used following this incident.</p> <p>Councillor Szymankiewicz was of the opinion that the issue had not been properly addressed. The resident had wanted to have a view and it was not felt necessary to cut the trees down to ground level.</p> <p>Councillor Mrs Bosley informed she had spoken to a contractor who does all Western Power Distribution tree work and had been told the trees would have been felled in any event as the foliage was interfering with the electricity lines.</p> <p>Councillor Mrs Sampson commented that Mr Wightman should be aware of the closed period to which Councillor Holder responded saying that he was, and when tree work is undertaken if there is evidence of nesting birds, the work is stopped until the birds have fledged.</p> <p>Councillors felt that Mr Wightman's services should be retained.</p> <p>Two reminders had been sent to the Enforcement Department for their comments.</p> <p>62.1.2 Councillor Holder confirmed he had approached the developer with regard to cutting the ransom strip who was fully aware that because he owns it, it is his duty to keep it tidy and the grass will be cut.</p> <p>62.1.3 Hedge between Meadowside and field. Mr Whiting had advised it was not possible for him to undertake any work due to the steep slope involved.</p> <p>Councillor Mrs Sampson advised that the field was owned by Mr Sampson and suggested that a quotation was obtained from A & B Contractors, who usually carry out their work.</p> <p>The item was deferred to the October meeting and it was acknowledged that the Parish Council did not have the funds to pay for this at the present time.</p> <p>62.2 Stile at Footpath 5. The contractor had advised he could fix two new posts (labour only as he has the materials) for £16 an hour, estimating it could take approximately 4 – 5 hours work.</p> <p>Councillors noted that the stile was not as loose as in the past and the matter was deferred to the October meeting, it being acknowledged that the Parish Council did not have the funds to pay for this at the present time.</p> <p>In connection with the Public Right of Way network, Mrs R Davies of DCC Public Rights of Way Department has offered to give a talk on the P3 (Parish Paths Partnership) Scheme at a Parish</p>	<p>Oct Agenda</p> <p>Oct Agenda</p> <p>Clerk to obtain available</p>

63.	<p>Planning & Planning Correspondence. There were no Planning Applications to consider.</p> <p>Planning Correspondence.</p> <p>63.2.1 Tarka Holiday Park. It was noted that a photograph had been sent to the Enforcement Officer, showing sheds at the rear of caravans suggesting residential use. The Enforcement Officer had replied as follows: Without further evidence I do not consider it a proportionate response to use my powers of entry to investigate this allegation. I have conducted a site visit in relation to other allegations of unauthorised operational development and my site visit report is currently with the case officer for their consideration. Please also note that further applications for the discharge of conditions attached to planning permission 59154 are currently under consideration and no formal enforcement action would be expedient prior to the applications being determined. I shall update the Parish Council when I receive further instructions from the case officer.</p> <p>It was noted that Mr Bleach had provided details of the Tarka Park rules which he requested was circulated to Councillors and this had been done. Mr Bleach had suggested there may be merit for a member of the Parish Council to have a meeting with the owner for common ground to be established to move forward.</p> <p>It was known that a resident had a phone discussion on the basis of being interested in purchasing a lodge. Further details were given on the site: There were 110 caravans and the owners were exploring the purchase of more land. Parking is allowed beside the caravan. Site fees range from £4,396 to £5,395 per annum for 11 ½ months a year. The site is closed during the last two weeks of February. There is a launderette on site.</p> <p>Councillors debated light pollution and lack of screening on the site.</p> <p>Councillor Holder proposed that Councillor Bleach set up a meeting with the owners. The Clerk informed that any meeting should be attended by two Councillors. Councillor Syzbankiewicz offered to accompany Councillor Bleach. Secoded by Councillor Lawson. To report back at the October meeting.</p> <p>63.2.2 Vehicles for sale at Ashford Fruit Farm. The Clerk had reported further vehicles and received a telephone call from the Enforcement Officer who did not propose to pursue this because it is only one car at a time and there is insufficient evidence to pursue a business at this location.</p> <p>63.2.3 Planning Application in respect of a proposed development at Long Lane. It was thought this would be considered by North Devon Council Planning Committee in October. Due to declaring a Prejudicial Interest in this Application, it was not possible for the majority of Councillors to attend the meeting and speak on behalf of the Parish Council and residents of Ashford. The Clerk had said she would do this and had prepared a draft of the statement she intended to read at the meeting, with a 3 minute limit, which was circulated to Councillors for approval.</p>	JB / JS Oct Agenda																				
64.	<p>Finance.</p> <p>64.1 Balances. NatWest Current Account as at 15/09/16: £10.00. Although the Statement had not been received, the balance was always kept at £10.00 due to a sweep facility on the account. NatWest Reserve Account as at 09/09/16: £1,131.24</p> <p>64.2 The following payments were approved and authorised:</p> <table border="0"> <tr> <td>Mrs S Squire</td> <td>September Salary net of PAYE + Overtime</td> <td>£205.85</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>£ 10.70</td> <td>£219.55</td> </tr> <tr> <td>HMRC</td> <td>September PAYE</td> <td></td> <td>£ 51.60</td> </tr> <tr> <td>Mr S Wightman</td> <td>Grass Cutting – July & August 2016</td> <td></td> <td>£313.78</td> </tr> </table>	Mrs S Squire	September Salary net of PAYE + Overtime	£205.85			Contribution towards broadband	£ 3.00			Photocopying	£ 10.70	£219.55	HMRC	September PAYE		£ 51.60	Mr S Wightman	Grass Cutting – July & August 2016		£313.78	Clerk Ch.No.954 Ch.No.955 Ch.No.956
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	<p>Mr K Payne Work on the former telephone box £1,080.00 <i>(£180 of this is VAT reclaimable; Funding is expected to be confirmed shortly from County Councillor Mrs C Chugg's Locality Grant allocation and £250 previously received from District Councillor Mrs A Davis from her Community Councillor Grant allocation).</i> Councillors again discussed the poor workmanship on the refurbishment of the telephone box which had still not been completed to the standard expected.</p> <p>Councillor Bleach proposed that the Invoice was settled in the sum of £800.00 inclusive of VAT. Seconded by Councillor Mrs Sandwell.</p> <p>Councillor Szymankiewicz proposed that the Invoice was settled in the sum of £500.00 inclusive of VAT. There was no seconder.</p> <p>Vote: For the original proposal of £800.00 inclusive of VAT. 5. Carried.</p> <p>Mr S Wightman Groundworks Invoice for July and August 2016 £313.78 <i>Although this Invoice was not on the Agenda, Councillors were expecting it and approved the payment.</i></p> <p>64.3 VAT Reclaim. It was noted that the Clerk had submitted a reclaim in the sum of £111.50 for the period 1/4/16 to 31/8/16. A further VAT reclaim will be submitted in respect of VAT paid on Mr Wightman's Invoice (£52.30) and Mr Payne's Invoice (£180.00). VAT can be reclaimed when the amount is over £100.00 or otherwise on an annual basis.</p> <p>64.4 NatWest. It was noted that the interest rate is changing on the Savings Account.</p>	<p>Not Authorised</p> <p>Clerk to offer this amount to Mr Payne</p>
65.	<p>Correspondence. Publications received were put on the table to see and read. Councillors had been circulated with emails in various subjects from organisations.</p> <p>65.1 Kier. Notice of road closure from 5/12/16 to 8/12/16 – road from Springfield Cross to Bridge House, PRIXFORD to complete South West Water utility works.</p> <p>65.2 Flood Warden Training. Details given in order to gauge interest, but no dates or times.</p>	
66.	<p>Matters raised by Councillors / Clerk including Highways issues.</p> <p>66.1 Data Protection. The Clerk had attempted to contact the North Devon Council officer on a number of occasions to clarify the situation, without success, and was continuing to pursue this.</p> <p>66.2 Email addresses on Councillor Contact Details List. The Clerk enquired if Councillors were in agreement for this to appear, as Councillor Bleach had expressed the wish for his email address to be included. Councillors were in agreement and the list to be updated.</p> <p>66.3 County Councillor Mrs Chugg had enquired if Ashford Parish Council wished to join with Heanton Parish Council in a joint Locality Grant funding application for benches on the Tarka Trail. This was declined for the time being as District Councillor Mrs Davis was involved in work at this area.</p> <p>66.4 Councillor Szymankiewicz mentioned a Neighbourhood Plan which had been briefly commented on under Matters Arising. This Parish did not have a Neighbourhood Plan and details were given of the Parish Council's response to the North Devon and Torridge Local Plan consultation in 2013.</p> <p>66.5 Councillor Mrs Bosley had received representations about the odour from the South West Water Treatment Works. It was noted that in the past, we had access to a local telephone number which was a good system.</p> <p>66.6 Councillor Mrs Bosley had received representations that due to brambles it was not possible to access the lane at West Ashford at Lime Kiln Lane on the river side. The Coast and Countryside Service to be advised.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>66.7 Councillor Mrs Bosley spoke about the condition of Footpath 5. The Public Rights of Way Warden to be requested to inspect it.</p>	<p>Clerk</p>
<p>67.</p>	<p>Date of next Meeting: Thursday, 20 October 2016 in the Church Hall at 7.30pm. Councillor Lawson gave his apologies. The Meeting ended at 9.55pm.</p>	
<p>Summary of Decisions:</p> <ul style="list-style-type: none"> ➤ Minutes of 18 August 2016 ➤ Councillors Bleach & Szymankiewicz to arrange meeting with owner of Tarka Holiday Park ➤ Payments ➤ The amount of £800.00 inclusive of VAT to be offered as payment for the work on the telephone box for refurbishment and conversion to a mini library 		
<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>	