

**Minutes of Ashford Parish Council Meeting held on Thursday, 15 November
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 Mrs B Sandwell J Szymankiewicz County Councillor Mrs C Chugg District Councillor Mrs A Davis 21 Members of the public	Agenda: - Items raised by members of the public Apologies Declarations of Interest Approval of the Minutes of the meeting held on 18 September 2018 Reports Matters Arising Planning & Planning Correspondence Finance Correspondence Matters raised by Councillors / Clerk Items for the next Agenda Date of next meeting
	Action:
68.	<p>Items raised by members of the public.</p> <p>68.1 Letter about the conduct and composition of the Neighbourhood Plan Working Party. A copy of the letter had been forwarded to Councillors for studying ahead of the meeting.</p> <p>68.2 A member of the public read a letter which covered the following:</p> <ul style="list-style-type: none"> • Response to Landowner Consultation • Connection to mains drains • Roundabout at the bottom of Ashford • Purpose built Village Hall and Community Centre • Disappointment at the Ashford Parish Council meetings and the Neighbourhood Plan <p>68.3 Damage to signpost at Ashfield Lane. This had been repaired. Covered under Minute No. 73.7.</p> <p>68.4 Regarding the letter from ORS (Opinion Research Service) informing the company did not wish to continue their work with the Neighbourhood Plan Working Party, it was thought this item should be included on the Agenda for Councillors to decide if the Parish Council wishes to continue with ORS.</p> <p>68.5 Feasibility Study in connection with the Neighbourhood Plan. Details were included on the Working Party Minutes. Councillor Holder advised that in the region of 60 parishioners had registered their concern with him through a verbal approach of their dislike for the procedure.</p>
69.	Apologies. None.
70.	Declarations of Interest. None declared.
71.	Approval of the Minutes of the Meeting held on 18 October 2018. Approved and signed as a correct record.
72.	<p>Reports:</p> <p>72.1 Police. The October 2018 Newsletter had been circulated to Councillors and sent for inclusion on the website. No crimes had been recorded in Ashford.</p> <p>72.2 County Councillor Mrs C Chugg spoke about £5,000 funding she had available from her</p>

Investing in Devon allocation towards a project.
It was acknowledged that the proposed new play area project was not far enough advanced to submit an application. Minute No. 73.8 refers as an update to this item.

72.3 District Councillor Mrs A Davis spoke about the following:

- Green Waste. For residents who pay for a green waste collection, the 4 weekly collection will not start this year until December. Either the week beginning 19 and 26 November will be the last fortnightly collection until February.
- In her County Council role, she asked if the Parish Council would consider sending a letter of support in connection with the North Devon Link Road Planning Application.

Councillor Holder proposed that this Council wholeheartedly supports the Application for changes to the Link Road. Seconded by Councillor Mrs Sandwell. Unanimously agreed.

Clerk

72.4 Councillor V Lawson. Defibrillator Check. In order.

72.5 Neighbourhood Plan.

- Councillor Bleach confirmed that he had forwarded the Landowner Letter to Councillors.
- Councillor Holder confirmed the opinion of the Monitoring Officer regarding Mr Hall's Report.

The reply was that it is the Parish Council's decision as to whether the Report should be made available with other data together with the Catalogue of Evidence. There was no need to suppress the details.

Councillor Lawson proposed that Mr Hall's Report was circulated. Seconded by Councillor Mrs Sampson.

Clerk

**Vote: In favour. 5. Carried
Not in favour: 2**

Councillor Holder advised of the closed meeting with the North Devon Council Monitoring Officer ahead of this meeting.

The Neighbourhood Plan was at a cross roads and he felt there were two options:

1. To disband and reform the Working Party
2. Put the process on hold until after the Parish Council election in May

Councillor Lawson was of the opinion that if the Parish Council is to go forward with the Neighbourhood Plan with a different Working Party membership assisted with help, advice and support from a member of the Communities Together organization there was no other option.

Councillor Szymankiewicz commented that his view was a lot of issues the Parish Council was facing is a direct result of the current Parish Council Members and it was no secret that many are not supportive of the Neighbourhood Plan process.

**Councillor Holder proposed that the Working Party was disbanded and reformed on the grounds that the process needs to be put in order.
Seconded by Councillor Mrs Sampson.**

**Councillor Syzmankiewicz proposed that the matter was put on hold.
Seconded by Councillor Bleach.**

**Vote: In favour of disbanding the Working Party and reforming: 5. Carried
Against: 2**

	<p>In favour of putting the item on hold. 2 Against: 5</p> <ul style="list-style-type: none"> ▪ Councillor Szymankiewicz confirmed that the list regarding Working Party Membership had been circulated. ▪ The Clerk confirmed that selection criteria and guidelines had been obtained regarding a re-structured Working Party. The Devon Association of Local Councils had recommended some support from a Neighbourhood Plan outside consultant who is experienced in getting the community involvement side of things right. A member of Devon Communities Together had worked with the Parish previously was willing to do so in the future. She was experienced in community development work and neighbourhood planning. The Devon Association of Local Council's Secretary was willing to say she thought it would be beneficial to everyone who was working so hard to ensure the steering group is well regarded in the community. It would not be unusual for such a group to need new Members as it went along and this presented opportunities to bring people from all parts of the community on to the group. The Devon Communities Together member would be able to advise on how to recruit and involve new people to add to the team. <p>Councillor Holder proposed that in principle, Dawn Eckhart of Devon Communities Together was invited to help, subject to potential costs incurred. Seconded by Councillor Lawson. Unanimously agreed.</p> <p>The Clerk confirmed that she had advised Groundwork UK of the position regarding submitting the application for funding and their reply.</p> <p>Councillor Szymankiewicz pointed out that the grant application with Groundwork UK was still pending with a deadline date of 15 November 2018 (today's meeting). He suggested that it was not required in this financial year and that an application was made in the 2019/20 financial year.</p> <p>Councillor Szymankiewicz proposed that Groundwork UK was advised of the above details adding that the current intention is to reapply in 2019/20. Seconded by Councillor Holder. Unanimously agreed.</p> <p>In view of the above decisions, Councillors did not consider voting and signing off of the following:</p> <ul style="list-style-type: none"> • The Groundwork application for a grant of £7,860 • The Household Questionnaire – final one • PSMA (Public Sector Mapping Agreement) • Task of accessing demographic information • Use of CCTV camera equipment to commence traffic surveys • Letter to residents on progress to date and future activities <p>To retrospectively sign off:</p> <ul style="list-style-type: none"> ⇒ Holding of the three drop in events ⇒ Production and distribution of the "Catalogue of Evidence" ⇒ The "Landowner Letter" 	<p>Clerk</p> <p>Clerk</p>
73.	<p>Matters Arising:</p> <p>73.1 Gas Leak in Strand Lane. It was noted that the work had been done but there was another leak in a different location which was now being dealt with.</p> <p>73.2 Compliance – Standing Orders. Councillors considered Councillor Bleach's suggestions, which had been forwarded to Councillors for studying ahead of the meeting.</p> <p>Councillor Szymankiewicz proposed acceptance. Seconded by Councillor Lawson. Unanimously agreed.</p> <p>73.3 Damaged signpost near The Old Rectory. It was noted that the signpost has been replaced.</p>	<p>Clerk</p>

	<p>73.4 Second Anniversary of the Telephone Box Library. This had taken place on Saturday, 20 October 2018 and was well attended.</p> <p>73.5 Delegatory Powers. The Standing Orders would be updated noting the Clerk has delegatory powers up to a limit of £300 now that agreement had been reached in connection with Minute No. 73.2.</p> <p>73.7 Damage sign post at Ashfield Lane. It was noted that the Clerk had requested North Devon Council to replace and this had been done.</p> <p>73.8 Section 106 funding. It was noted that the Clerk had enquired the position regarding the site near Meadowside and the information given was that Legal have been instructed, a draft s106 has been prepared and is with the applicant who it is understood may be seeking a review on viability grounds.</p> <p>Councillors had already considered that this funding would be for a new play area and a strip of land had been offered to the Parish Council for a sum of money.</p> <p>Councillor Holder proposed that the Parish Council submit an Investing in Devon funding application in the sum of £5,000 from County Councillor Mrs Chugg's allocation to include the purchase of the strip of land and the legal fees incurred. Seconded by Councillor Lawson. Unanimously agreed.</p> <p>73.9 Light in the telephone box library. It was note that following the last meeting, it had been ascertained that Councillor Bleach is unable to carry out the repair due to his Certificate having expired.</p> <p>Councillor Lawson advised that High Bickington had a battery operated light in their telephone box and would obtain information for the next meeting.</p> <p>73.10 Ashford Parish Churchyard. Councillors further discussed a site on which a Cemetery could be created.</p> <p>Councillors Holder and Lawson had seen the landowner who owns the land which may be suitable for a Cemetery or car park, and in principle, he is happy to have a dialogue with the Parish Council.</p>	<p>Clerk</p> <p>Clerk</p> <p>VL</p> <p>Dec Agenda</p>
<p>74.</p>	<p>Planning & Planning Correspondence.</p> <p>74.1 There were no Planning Applications to consider.</p> <p>74.2 Planning Correspondence. There was no Planning Correspondence to consider.</p> <p>74.3 Enforcement No. 10055 – Byways, Ashford. It was noted that the Clerk had sent an enquiry regarding the present position to the Enforcement Department and received a reply that another site visit had been made and it was established that the hedge bank had been reinstated and the access closed, as requested. As there is no current breach of planning control, the file will be closed and no further action taken.</p>	
<p>75.</p>	<p>Finance.</p> <p>75.1 Balances. NatWest Current Account as at 19 October 2018: £7,628.98</p> <p>The above amount includes £790.41 VAT reclaim from HMRC.</p> <p>Budgetary figures for October 2018 were tabled to Councillors.</p> <p>75.2 Councillors considered a request for a grant from Torridge, North, Mid and West Devon Citizens Advice.</p> <p>A copy of the latest set of accounts has been received to comply with criteria laid down for Parish Councils to consider when grant funding is requested.</p>	

	<p>Councillor Holder proposed that a donation was not given. Seconded by Councillor Bleach. Unanimously agreed.</p> <p>75.3 The following payments were approved and authorised: Mrs S Squire November Salary and overtime net of PAYE & Expenses (Councillors were given the details) This will include overtime from 3/9/18 to 18/10/18 The Clerk advised there was overtime from 18/10/18 to 15/11/18 Redacted under DPA</p> <table border="0"> <tr> <td>HMRC</td> <td>October PAYE</td> <td style="text-align: right;">£83.60</td> </tr> <tr> <td>Mr M Baker</td> <td>Grass cutting in the growing season 2018</td> <td style="text-align: right;">£360.00</td> </tr> <tr> <td>Ashford Church Hall</td> <td>Hire of the Church Hall for meetings</td> <td style="text-align: right;">£120.00</td> </tr> </table> <p>75.4 NatWest Bank.</p> <ul style="list-style-type: none"> ▪ Addition of Cllr Bleach as cheque signatory. Councillor Bleach would return this to the Clerk. ▪ No reply received regarding the position of internet banking where no transfers will be undertaken, purely for ease of reference to monitor the account <p>75.5 Grass Cutting – 2017/18 and 2018/19 on urban highway verges within the Parish boundary. It was noted that the Clerk had raised two Invoices in the sums of £292.00 and £114.00 respectively and submitted to Devon County Council for payment. This is part of the agreement the Parish Council has entered into with the County Council who pay towards the Parish Council’s costs for grass cutting. In this connection, the Clerk had also completed a survey regarding the arrangement.</p> <p>75.6 To award the grass cutting contract for 2019. The Clerk had approached six contractors and received one quotation, from the current contractor.</p> <p>Councillor Holder proposed that the quotation of £375.00 from Mr M Baker was accepted. Seconded by Councillor Lawson. Unanimously agreed.</p> <p>75.7 To set the 2019/20 budget and Precept. Members of the public and the Clerk left the room when the Clerk’s salary was discussed, this being a Part II Confidential Personnel item.</p> <p>Councillor Szymankiewicz proposed acceptance of the 2019/20 budget. Seconded by Councillor Mrs Sandwell. Unanimously agreed.</p> <p>Councillor Bleach proposed an increase in the Precept from £5,665 to £7,000. Seconded by Councillor Mrs Sandwell. Unanimously agreed. The increase was agreed on the grounds that the additional monies raised would be specifically to purchase land for a Cemetery.</p>	HMRC	October PAYE	£83.60	Mr M Baker	Grass cutting in the growing season 2018	£360.00	Ashford Church Hall	Hire of the Church Hall for meetings	£120.00	<p>Clerk</p> <p>Clerk</p> <p>Ch.No.057</p> <p>Ch.No.058</p> <p>Ch.No.059</p> <p>Ch.No.060</p> <p>Cllr Bleach</p> <p>Clerk</p> <p>Clerk to return forms to NDC</p>
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<p>76.</p>	<p>Correspondence. Notices and publications received were put on the table to see, read and go in the circulation bag.</p> <p>76.1 A Freedom of Information Act request had been received in respect of emails / letters to / from the Neighbourhood Plan Working Party to / from the Monitoring Officer at North Devon Council and Mr G Townsend and a copy of the Statement read by the Clerk at the October meeting. The deadline date for the provision of this information is Friday, 16 November 2018. At the time of preparing the Agenda, the Clerk’s Statement had been provided. By the date of the meeting, the other information had been obtained and it was the Clerk’s intention to request an extension to the deadline for the necessary work to be carried out.</p> <p>76.2 Devon Communities Resilience Forum. Email regarding emergency planning. This has prompted a revision of the Parish Council’s Emergency Plan, which had been forwarded to</p>	<p>Clerk</p>									

	<p>Councillors for studying ahead of the meeting with a view to reviewing and adopting with up to date information.</p> <p>The Clerk to contact people who are mentioned on the Emergency Plan to obtain their agreement to continue being listed as a contact.</p> <p>76.3 Devon Highways. Road closure from 26 – 30 November for drainage works, road from Windy Cross to Limekiln, Ashford.</p>	Clerk
77.	<p>Matters raised by Councillors / Clerk. No items had been raised to be included for discussion.</p>	
78.	<p>Items for the next Agenda. Those identified from these Minutes and specifically a reply to the two letters received from a parishioner regarding the Neighbourhood Plan and Working Party.</p>	
79.	<p>Date of next Meeting: Thursday, 20 December 2018 in the Church Hall at 7.30pm.</p> <p>The meeting ended at 9.14pm.</p>	
<p>Summary of Decisions:</p> <ul style="list-style-type: none"> ➤ Minutes of 18 October 2018 ➤ Letter of support for the North Devon Link Road Planning Application ➤ That Mr Hall’s Report of the Neighbourhood Plan prepared in April 2018 is circulated ➤ The Neighbourhood Plan Working Party is disbanded and reformed on the basis that the process needs to be put in order ➤ In principle, that Dawn Eckhart of Devon Communities Together be invited to help subject to potential costs incurred ➤ A financial application to Groundwork UK not be pursued for the 2018/19 financial year and that they are advised of this and that the current intention is to reapply in 2019/20 ➤ Amendment to Standing Orders based on the suggestion of the Devon Association of Local Councils County Secretary ➤ An Investing in Devon funding application is submitted in the sum of £5,000 towards the purchase of land for a new play area and the legal fees incurred ➤ No donation to Torridge, North, Mid and West Devon Citizens Advice ➤ Payments ➤ Award of 2019 grass cutting contract to Mr M Baker ➤ 2019/20 Budget and an increase in the Precept from £5,665 to £7,000 on the grounds that the additional monies raised would be specifically used to purchase land for a Cemetery 		
<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>	