

**Minutes of Ashford Parish Council Meeting held on Thursday, 16 January 2020
in the Church Hall at 7.30pm.**

Chaired by: Councillor P Hughes		Clerked by: Sue Squire
Present: Councillors Mrs J Bosley D Hall G Holder P Hughes V Lawson M Moss Mrs S Sampson No 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 19 December 2019 Reports Matters Arising Planning and Planning Correspondence Finance Correspondence Matters raised by Councillors / Clerk Matters raised by the Chairman Items for the next Agenda Date of next meeting
		Action:
105.	Items raised by members of the public. 105.1 Email regarding the provision of a dog bin and planting of saplings. Discussed under Minute Nos. 110.1 and 110.2 respectively.	
106.	Apologies. County Councillor Mrs C Chugg, District Councillor Mrs A Davis.	
107.	Declarations of Interest. Councillor Hall declared a Prejudicial Interest in matters relating to ORS.	
108.	Approval of the Minutes of the Meeting held on 19 December 2019. Approved and signed as a correct record.	
109.	Reports: 109.1 Police. The January 2020 Newsletter had been circulated. 109.2 County Councillor Mrs C Chugg. Apologies given. There was no Report this month due to comprehensive details being given at the December meeting. 109.3 District Councillor Mrs A Davis. Apologies given and a written Report received covering: waste / recycling and planning enforcement. 109.4 Councillor V Lawson. Defibrillator Check. The Clerk had submitted the monthly report to South Western Ambulance Service. 109.5 Councillor M Moss, Wildlife Warden. Nothing in particular to report. There was a discussion under Minute No. 109.7.3 regarding the proposed Meadowside planting. 109.6 Communications Committee. Councillor Lawson. 109.6.1 Setting up of communication network. It was noted that five companies had been invited to quote to establish a village email network. The deadline date for quotations to be received was 31/12/19. The Terms of Reference for this Committee allows expenses up to £500 to be incurred. One company replied that it did not wish to quote. Three of the other companies did not respond. ORS was the only company who provided a quotation, at £400 + VAT (reclaimable). The Clerk had clarified the position as to whether the postage costs were included within the £400 and this had been	

confirmed.

It was noted that after the deadline date, the Clerk advised Councillors Lawson and Holder of the details and received authorization from Councillor Holder to contact ORS advising them to proceed. Councillor Hall was not involved due to his interest in the company.

For information purposes, Councillor Hall advised that postal costs comes to over £130, which is included in the quoted price of £400. Councillors Lawson and Holder had already been advised of this by the Clerk who had not included Councillor Hall due to his interest.

Ashford had 125 separate addresses and a file had been opened with the necessary work being progressed.

The draft invitation letter to go to residents had been prepared and forwarded to Councillors with an invitation that their partners complete it by way of an independent person checking its user friendly format.

ORS will send out targeted reminders only to non responders and then a final reminder.

Councillor Hall will not be aware of the names.

Councillor Moss enquired the position should anyone wish to ask a question and was advised that the specific email address for communicating with the Parish Council will be advised.

A future decision could be made whether the enquiry would go to the Communications Committee or if this became incorporated into the Parish council.

Councillors were all in agreement for the arrangements to continue.

Management of the website. Councillor Lawson was now the Webmaster and he informed that the website had received 85 visits in a few days.

He has created new pages and outlined the work involved:

- New Home page
- Parish Council page including compliance, meetings and a link to previous Agendas and Minutes
- Leisure page for various village organisations. He requires more information about the contacts for each group
- New pages for Parish notices, Ashford weather with a quarterly update by Councillor Moss, wild Ashford, press releases (North Devon Journal Community News Pages, Councillor Mrs Sampson being the local correspondent who submits editorial)
- News archive page. There will need to be a decision as to when and how long this is included.
- Contacts page
- Memories of Ashford
- Photographs or village information will be welcome for inclusion

The Clerk to send the approved Minutes after the meeting and the draft Minutes to go on after they have been typed up.

Proposed by Councillor Hughes to amend the Terms of Reference reflecting that the network will be up and running by 31 March 2020, not December 2019 as previously. Seconded by Councillor Lawson. Unanimously agreed.

Thanks were expressed to Councillor Lawson for his work on the website.

109.6.2 It was noted that an e-card of thanks had been sent to the previous Webmaster.

109.6.3 It was noted that the Clerk had updated the resident who enquired the position regarding the communications network.

109.7 Environmental Issues:

109.7.1 Climate Emergency. Councillor Moss would prepare a carbon plan for Ashford. To be an item on the March Agenda.

Clerk

March
Agenda

	<p>The Clerk confirmed that DCC Climate Team had been advised that Ashford Parish Council had declared a climate emergency and a reply received, welcoming this. Newsletters will be received throughout the year.</p> <p>109.7.2 The Clerk confirmed that when advising the successful grass contractor that he had been awarded the contract for the next four years, he was advised that when the contract is reviewed in 2024, the Parish Council will favour those contactors who are following a carbon neutral stance with their machinery.</p> <p>109.7.3 Land at Meadowside proposed for a wildflower area. It was noted that the Clerk had advised the owners of the land and DCC of the Parish Council's future plans for the area. It was further noted that the landowner and DCC had been advised of the Parish Council's intention to plant trees and flowers to compliment the Climate Emergency Declaration which has recently been signed.</p> <p>As a result, a reply had been received from DCC Highways who were not in agreement with the Parish Council's proposal. Councillor Hughes had subsequently been in negotiation with the Neighbourhood Highways Technician who had suggested the Parish Council liaise with Nature whose officer will put the case forward on behalf of Ashford Parish Council.</p> <p>Councillors Hughes and Moss had met and drafted a document on the proposed planting which was considered by Councillors. Proposed by Councillor Holder to submit the document to Nature (DCC), seconded by Councillor Lawson. Unanimously agreed. Residents are to be updated and funding streams investigated.</p> <p>109.7.4 Free Landmark Trees. Councillor Moss confirmed that he had registered the Parish Council's interest for one free landmark tree and was awaiting the decision. Councillor Moss had spoken to a neighbour to inform of the plans who had pointed out some criteria for the area, such as drainage, and this had been noted.</p> <p>109.7.5 Printing of Planning Applications. The Clerk suggested that as Councillors are online, that in the spirit of declaring a climate emergency, in future they look at Planning Applications via the North Devon Council website so that it will not be necessary for the Clerk to print details of the Applications, saving on paper, ink and photocopying costs. Councillors were in agreement with this.</p>	<p>MM</p>
<p>110.</p>	<p>Matters Arising: 110.1 Dog Waste. Councillors considered the representations made about dog fouling and balanced this against the purchase of a bin, the frequency of possible use and the financial impact of getting it emptied.</p> <p>A quantity of free dog fouling stickers had been obtained and these will be used, subject to relevant residents' approval, in the affected areas.</p> <p>The situation would be monitored.</p> <p>110.2 Tree Planting / Free Trees. It was noted that the Clerk had submitted an application for free trees to The Woodland Trust after Councillor Mrs Sampson gave further information for the application to progress. It was not possible to order the two packs of trees requested as the maximum amount is 420 saplings in total. Those requested were wild harvest – 420 saplings and hedge selection – 30 saplings. In the circumstances, the 420 wild harvest saplings had been applied for.</p> <p>The Clerk to send a reply to the resident who had made representations advising that the trees would be planted on private land and it was not for the Parish Council to determine where the planting</p>	<p>Clerk</p>

	<p>should take place.</p> <p>110.3 Grit Bin at Strand Lane. Councillor Hughes advised that following his negotiations with the Neighbourhood Highways Technician, permission had been given for the bin to be sited opposite the entrance to Ashford House. The Clerk to place the order and submit a Locality Grant application from County Councillor Mrs Chugg for the cost.</p> <p>110.4 DCC Grass Cutting Contribution 2020/21. It was noted that the Agreement had been signed and returned to DCC.</p> <p>110.5 Telephone kiosk at Strand Lane. It was noted that the Clerk had responded to the consultation advising there is no objection to the telephone being removed with a comment that the Parish Council is applying to BT Payphones to purchase the box under its 'Adopt a Kiosk' scheme for £1. In this connection, the Clerk is progressing the purchase.</p> <p>110.6 Joint Cemetery with Pilton. Councillor Hughes advised he had sent a letter and a reply received advising that Pilton PCC were still exploring possibilities.</p>	Clerk						
111.	<p>Planning & Planning Correspondence.</p> <p>111.1 Planning Applications. The following Application had been received after the publication of the Agenda:</p> <ul style="list-style-type: none"> ▪ 70908 – Reserved matters application for demolition of existing maintenance & repair workshop & erection of 4 open market & 2 affordable dwellings (outline planning permission 63290) at Fair Oak Farm, Braunton Road, Barnstaple. <p>An Extraordinary Meeting was fixed for 23 January 2020 at 7pm in the Church Hall to consider this.</p> <p>111.2 Planning Correspondence. There was no Planning Correspondence to consider.</p> <p>111.3 Visit of Mr M Tichford, Head of Place, North Devon Council. It was noted that the two emails sent to Mr Tichford with no reply received had been forwarded to District Councillor Mrs Davis for her to follow up. Councillor Hall had drafted a letter of complaint and Councillors were in agreement for this to be sent after amendments were made.</p>	<p>Cllrs / Clerk</p> <p>Clerk</p>						
112.	<p>Finance.</p> <p>112.1 Balances. NatWest Current Account as at 20 December 2019: £8,044.49</p> <p>Budgetary figures up to the end of December 2019 were circulated. The Clerk suggested that to save on paper, future details were circulated via email and Councillors were in agreement with this.</p> <p>112.2 The following payments were approved and authorised:</p> <table border="0"> <tr> <td>Mrs S Squire</td> <td>December Salary (Councillors were given the details)</td> <td>Redacted under DPA</td> </tr> <tr> <td>HMRC</td> <td>December PAYE</td> <td>£40.40</td> </tr> </table> <p>112.3 Parish Precept. It was noted that the Precept request had been submitted to North Devon Council and has been acknowledged. A further form had been received for completion to confirm the amount.</p> <p>112.6 Amendment of Bank Mandate to include additional cheque signatories. A reminder had been sent regarding a paper copy of the Variation Mandate to include additional cheque signatories.</p>	Mrs S Squire	December Salary (Councillors were given the details)	Redacted under DPA	HMRC	December PAYE	£40.40	<p>Clerk</p> <p>Ch.No. 109</p> <p>Ch.No. 110</p>
Mrs S Squire	December Salary (Councillors were given the details)	Redacted under DPA						
HMRC	December PAYE	£40.40						
113.	<p>Correspondence. Notices and publications received were put on the table to see and read.</p> <p>113.1 DCC Highways. Road closure from 29/1/20 – 5/2/20. Roads affected: Braunton Road, Barnstaple for resurfacing in the vicinity of the Pottington junction and associated works between 7pm and 7am (overnight closure). <i>Noted.</i></p>							

	<p>113.2 Overgrown vegetation in Strand Lane. As a result of a resident reporting this to the Clerk, she had in turn reported it via the DCC website and received the reference number W201290232. A reply had been received advising that after a site visit, the area complies with DCC's Policy.</p> <p>113.3 The Office of the Police and Crime Commissioner. The Communications and Engagement Officer is available to deliver short presentations and take Q&A's about the work of the OPCC. Councillors did not wish to follow this up.</p> <p>113.4 Invitation to nominate a past Chairman to go into the draw to attend a Buckingham Palace Garden party on 27/5/20. Proposed by Councillor Hall to nominate Councillor Holder. Seconded by Councillor Mrs Sampson and unanimously agreed.</p> <p>113.5 P3 Parish Paths Partnership Survey and Expenditure Forms. It was noted that these had been sent to the P3 Warden, Councillor V Lawson who will walk and survey the public rights of way in the Parish and complete the survey forms by mid February. The Clerk will complete the expenditure form by mid February. It was further noted that the DCC Public Rights of Way Head of Department will be visiting the Clerk on Monday, 20 January to update her with new arrangements in connection with public rights of way contact and correspondence.</p> <p>113.6 Devon Association of Local Councils – nominations invited to sit on the County Committee. Councillor Hall had offered himself to be nominated. Proposed by Councillor Holder to nominate Councillor Hall, seconded by Councillor Mrs Sampson and unanimously agreed.</p>	<p>GH / Clerk</p> <p>Clerk</p>
114.	<p>Matters raised by Councillors / Clerk.</p> <p>114.1 June 2020 Meeting. The Clerk requested that this is moved a week earlier to Thursday 11 June due to her annual leave and Councillors were in agreement.</p> <p>114.2 Snow Warden Safety Vests and Shovels. Following the training of two residents, these items were not available and the Clerk had followed up the situation where it had been confirmed that the safety vests and shovels had not been received and a reminder had been sent to DCC.</p> <p>114.3 Councillor Moss gave a short brief, for information only, regarding the poor state of some direction signs on the North Devon Link Road. A resident had been in contact with DCC Highways over this and had been advised that sign cleaning is no longer undertaken due to DCC's tough choices policy. The Clerk to send representations about the message this conveys to visitors and also mention overhanging trees on the roadside causing users of two wheeled transport to go out into the path of traffic.</p>	<p>Clerk to amend Hall booking</p> <p>Clerk</p>
115.	<p>Matters raised by the Chairman.</p> <p>115.1 Street light junction Strand Lane and the A361. The Chairman had reported to Highways that this had fallen down onto the grass. It would appear it has rusted through and there is no evidence of tyre marks indicating it has suffered impact damage by a vehicle. As an update, the street light had now been removed. The Chairman had checked others in the vicinity and they were found to be in order. The Clerk to enquire if others of the same type should be inspected for corrosion.</p> <p>115.2 Thanks were expressed to Dr A and Councillor Mrs J Bosley for their work in clearing debris and chippings as a result of flooding at Strand Lane. Separately, a landowner had been spoken to about mud coming out of their field in heavy rain.</p>	<p>Clerk</p>
116.	<p>Items for the next Agenda. Those identified from these Minutes.</p>	
117.	<p>Date of next Meeting: Thursday, 20 February 2020 in the Church Hall at 7.30pm.</p>	

	The meeting ended at 9.30pm.	
Summary of Decisions: <ul style="list-style-type: none">➤ Minutes of 19 December 2019➤ Communications Network Terms of Reference updated➤ Proposed wildflower planting area at Meadowside to be submitted to Nature (DCC)➤ Payments➤ Councillor Holder nominated to go into the draw for a chance of attending a Garden Party at Buckingham Palace➤ Councillor Hall nominated sit on the County Committee representing North Devon		
These Minutes are agreed by those present as being a true record.		
Signed: Chair of Ashford Parish Council.	Date:	