

**Minutes of Ashford Parish Council Meeting held on Thursday, 18 October 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 District Councillor Mrs A Davis 11 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 3/9/18 Reports Matters Arising Planning & Planning Correspondence Finance Correspondence Matters raised by Councillors / Clerk Items for the next Agenda Date of next meeting

		Action:
57.	Items raised by members of the public. 57.1 Letter received detailing a complaint regarding an application to Groundwork UK and CCTV camera in connection with the Neighbourhood Plan. A copy of the letter had been forwarded to Councillors for studying ahead of the meeting. The matter was further discussed under Item No. 61.5. 57.2 Letter received from Opinion Research Services advising that they can no longer undertake work for the Neighbourhood Plan Working Party. After consulting the professional bodies to which it belongs, in summary the consensus is that the Working Party's conduct raises serious ethical and professional Code of Conduct issues and that, until the concerns are fully resolved, ORS withdraws from the project. ORS apologises for any inconvenience this may cause and if the issues can be satisfactorily resolved, they would be happy to discuss resuming work on the project. 57.3 On behalf of the Tarka Action Group, thanks were expressed to those who attended North Devon Council Planning Committee to object to the Application, and to the Clerk who had provided additional information at key items. A letter was read on behalf of a village resident echoing the above sentiments. 57.4 A parishioner was sorry that more residents did not come to hear the Parish Council proceedings. They felt snubbed by a Councillor when a request had been made to speak louder. The letter also included concerns regarding the odour from the Sewage Treatment Works. A member of the public knew the telephone number of the Treatment Works Manager and this would be passed on.	
58.	Apologies. County Councillor Mrs C Chugg.	
59.	Declarations of Interest. Councillor Bleach advised that Mr Graham Townsend may attend the meeting to give comments regarding the Neighbourhood Plan. If he did not arrive, an email had been sent for details to be advised.	
60.	Approval of the Minutes of the Meeting held on 3 September 2018. The Parish Clerk read a personal Statement. After a discussion, Councillor Holder proposed that they were approved and signed as a	

	<p>correct record. Seconded by Councillor Mrs Sandwell. Unanimously agreed.</p>	
61.	<p>Reports:</p> <p>61.1 Police. The September 2018 Newsletter had been circulated to Councillors and sent for inclusion on the website.</p> <p>61.2 County Councillor Mrs C Chugg. Written Report received which covered the following:</p> <ul style="list-style-type: none">• Food Waste• North Devon Link Road• Budget/Finance• Health Visitors• Functions attended <p>61.3 District Councillor Mrs A Davis spoke about the following:</p> <ul style="list-style-type: none">• The North Devon and Torridge District Council Local Plan was expected to receive formal approval on 29 October between the two Local Authorities. Work had already started on the next Plan• At a meeting of the full Council, a decision had been made to undertake a governance review. This was because backbenchers were not aware of decisions being made by Councillors on the Executive Committee. As a result, a group had been set up to find a way to make it more meaningful.• Councillor Mrs Davis had been asked to join a Working Party representing North Devon Council regarding boats moored in the Estuary. In Heanton Parish, there were various rotting craft and the Working Party, with representatives from the AONB (Area of Outstanding Natural Beauty) and North Devon Biosphere, would address this.• Waste. Some areas had seen a change in their collections, which had now settled down. The three weekly collection was going well and this trial service had seen a 50% increase in recycling.• A Devon-wide waste audit undertaken by the Devon Strategic Waste Committee had been carried out where the contents of some black bags had been analysed of which 30% was food waste. 41% could have been recycled under the current recycling arrangements. If everyone recycled their waste, Devon would save £6.7 million per annum. <p>Councillor Szymankiewicz commented that black plastic was not taken at Recycling Centres which has to be put in with the general waste.</p> <p>As a County Councillor, Mrs Davis advised that Devon County Council were building a waste transfer station next to the Brynsworthy site. All residual waste from North Devon and Torridge will be taken there and transferred to an energy to waste plant. Devon is one of the few Counties that still use landfill.</p> <p>61.4 Councillor V Lawson. Defibrillator Check. In order.</p> <p>61.5 Neighbourhood Plan.</p> <p>The letter mentioned in Item 57.1 was referred to.</p> <p>Councillor Bleach had not forwarded the Landowner letter to Councillors and this would be done.</p> <p>Councillor Lawson asked the Council to consider whether Mr D Hall's Report about a proposed Neighbourhood Plan should be made public. He expanded on his thoughts, feeling that the information should be available to all for clarity.</p> <p>Councillor Bleach pointed out that Ken Miles (North Devon Council Monitoring Officer) and Graham Townsend (former Strategic Planning Officer at North Devon Council) had considered this was not a good move.</p> <p>Councillor Holder had asked Mr Miles' opinion at the time, who considered it was premature for the Report to be made available to the public.</p>	<p>Clr Bleach</p>

<p>Councillor Bleach reminded the meeting that the Report was by one single person and their views, not those of the Working Party. The Report also makes observations and comments, both of which at this stage is inappropriate and the reasons were given.</p> <p>Councillor Bleach continued by saying the Catalogue of Evidence is a verbatim document of all the documents received. There is no spin or observations and no rational approach being taken to be referred to with other feedback received.</p> <p>It will be reviewed as a whole by the Consultant.</p> <p>Councillor Lawson's opinion was that no conclusions had been drawn and there are considerations that everyone could see.</p> <p>Councillor Holder reminded the meeting by saying that he had asked Mr Hall to complete the Report.</p> <p>A vote was taken as to whether the Report compiled by Mr Hall should be made available to the public.</p> <p>In favour: 4. Carried</p> <p>Against: 2</p> <p>Councillor Szymankiewicz spoke about the accuracy of the Report and continued by saying that the Working Party comprised 9 people who had worked hard and held 35 meetings. They were people of integrity, despite the inflammatory statements being made.</p> <p>The document produced by Mr Hall was not a completion of what had been started.</p> <p>Councillor Bleach read part of the email that Mr Townsend had sent.</p> <p>District Councillor Mrs Davis enquired if Mr Townsend was speaking as a District Councillor officer or a consultant.</p> <p>District Councillor Mrs Davis made it clear that as the email was received on the day of the meeting, and the fact that Mr Townsend had left the employment of North Devon Council, the comments in his email were not those of a District Council officer and an employee of North Devon Council and was not an opinion of North Devon Council.</p> <p>The Chairman cancelled Standing Orders to allow members of the public to speak.</p> <p>A member of the public did not agree the Report he had prepared was critical and defamatory, being a member of the Working Party at the time.</p> <p>Councillor Holder felt the feasibility study was harsh on Parish Councillors.</p> <p>Councillor Lawson still felt the Report should be read to allow people to make their own decision.</p> <p>Councillor Szymankiewicz considered this should not be done until confirmation was received from North Devon Council Monitoring Officer and until that was received, it would be unwise to publish it.</p> <p>Councillor Holder to seek the Monitoring Officer's opinion at this time.</p> <p>Standing Orders were reinstated.</p> <p>To receive a report on the current position of the Neighbourhood Plan.</p> <p>Councillor Szymankiewicz advised that the Household Questionnaire had been finalized which had been viewed by Mr Townsend and Councillors. All comments had been taken on board and it was now felt the document was sound for purpose.</p> <p>It had been trialed with eight households to gauge if the residents felt the questions were unfair or intrusive. Most of the questions were still included and the residents did not find them intrusive. The questions were needed to compare the demographics to other parts of the country.</p> <p>Councillor Mrs Sampson enquired how members of the Working Party were picked and was informed that they were arbitrarily picked. The list would be circulated to Councillors.</p> <p>The Working Party had carried out a short review and started to look at to look at demographic status. The meeting was reminded about the role of the Working Party and what they were seeking to do. The data collection is to be recorded impartially and not interpreted now, this would occur later so as</p>	GH JS
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not to influence any judgment before all the information had been received.

The drop in sessions attracted nearly 40% of households in Ashford, the details of which were contained in the Catalogue of Evidence. Councillor Szymankiewicz wanted to dispel the opinion that the Working Party does or does not want certain things.

The Household Questionnaire was the next stage in the process. When that has been done and the census data analysed, the Landowners letter would be worked on.

Evidence had been collected from other Parish bodies.

When the details are complete, the details will be analysed and, subject to Policies, there will be a review by the Parish Council and residents.

Councillor Szymankiewicz explained there was a clear process behind it all and is summarized by the project plan which sets out all the stages, provided by Locality who provide the grant funding. Details of the process were explained.

The structure of the Plan had been followed all the way through despite what people have alleged.

The structure of the Working Party had been criticized and the meeting was informed that all residents were invited to be involved on 6/8/17.

Councillors to consider voting and signing off of the following:

- The Groundwork application for a grant of £7,860.

Councillor Mrs Bosley read an extract from a government website giving details where community groups can access help.

She questioned if Groundwork UK knew the location of Ashford, the type of houses and road/lane network. She reminded Councillors that at a meeting attended by five Parish Councillors, the Clerk, Mr Townsend, a representative from Devon Communities Together and some Parish Councillors from Heanton Parish Council that it was said at that time a Neighbourhood Plan was not necessary for Ashford.

Councillor Szymankiewicz responded by saying that the government has a fund to hold Neighbourhood Plans which is subcontracted to Locality and Groundwork carry out the administration work.

Full details had been provided and would be evaluated. When there were ten people on the Working Party, an application for a more sophisticated analysis of the data was submitted.

The grant manager had advised it was not appropriate for a settlement like Ashford and the Working Party was asked to rethink. The advice given was that the Working Party should get an independent planning consultant to support it. This is what the £9,000 available is for.

The planning consultant who had been subsequently consulted was highly qualified.

Two grants had been awarded and usually there is only one a year. Groundwork UK is happy with the project plan and proposals.

Councillor Mrs Sampson read a statement giving her concerns that she felt it was a large amount of money to pay the planning consultant.

Councillor Szymankiewicz answered that the Working Party requires the help of a planning consultant and that the government is providing the funding. The role of the consultant had not yet commenced and he would be used in compiling the Policies.

Councillor Lawson asked if the letter from ORS withdrawing their services had any effect and was advised by Councillor Szymankiewicz that the Working Party had a back up plan. The document was ready to be published and £750 is in the budget for the questionnaire within the amount being applied for.

Councillor Szymankiewicz also advised that the planning consultant's company can carry out the work.

Councillor Lawson asked if there were any ongoing costs and was advised by Councillor Szymankiewicz there was not. If the grant was not spent in this financial year, it must be returned to Groundwork UK.

Councillor Bleach felt it was right and proper to proceed.

The Chairman cancelled Standing Orders for members of the public to speak.

A member of the public stressed that it was not their comments nor a vendetta. The Working Party was not advertised for membership and expressions of interest should have been invited. In this respect the Working Party was illegitimate, was self appointed and lacked expertise.

The Working Party had flouted basic legal principles of not including certain items. The original Report was well received at first but when negative comments were received, it was felt some items in the Report should be removed.

The Working Party had flouted basic CCTV regulations and the September Meeting had been misled by Councillor Bleach who had said he had applied for Data Protection Registration and then belatedly applied.

The parishioner was in favour of the Working Party if items were considered fairly. It was premature to submit an application for funding because of various items that were outstanding, such as Data Protection registration.

In conclusion, the Working Party claimed to be producing a Catalogue of Evidence and the resident felt the Working Party should be more representative of the village. The group is at risk of a legal challenge to stop the Parish Council from proceeding.

Membership of the Working Party should come from nominations that have been advertised. The resident and two other residents were willing to be on a Working Party who felt it was not desirable for private meetings to take place, in a public place rather than private homes.

The resident was in favour of a Neighbourhood Plan.

The Chairman reinstated Standing Orders.

Councillor Bleach advised he had no problems with the way the Working Party was working.

Councillor Holder informed Councillors that it was a serious letter that had been received. He had personally received representations from 60 parishioners registering their concern and dislike of the procedure.

Lesley Smith, County Secretary of the Devon Association of Local Councils had advised three points to take forward:

- The Working Party needs to be more representative
- Ashford Parish Council needs to be in order for more funding to be granted
- Ashford Parish Council needs to have more oversight

Councillor Bleach asked about personal criticisms circulated in the community.

Councillor Holder informed he had taken advice, reiterating the points made by the DALC.

Councillor Bleach spoke about the CCTV and, following a conversation by another member of the Working Party with the Information Commissioners Office, having a Licence to operate it was questionable. The reasons for the delay was because of the process and using the technology to get used to it.

The Working Party member was aware of the laws about how to operate a CCTV system. Councillor Holder confirmed he had urged the Working Party member to obtain a Licence.. Councillors Bleach and Szymankiewicz considered the facts were distorted and that issues had been blown out of proportion.

The letter of complaint to the Parish Council had been circulated to ten people on a personal basis.

District Councillor Mrs Davis interjected on hearing allegations about Councillors and explained that members of the public can do as they wish but stressed that allegations about Councillors was a Code of Conduct matter, something to which the Parish Clerk had spoken about earlier in the Statement she had read regarding the seven principles of public life. If there is a problem with a Councillor, a complaint could be submitted and dealt with by the

	<p>Ethics Committee. It is not for the Parish Council to deal with actions by members of the public.</p> <p>Councillor Holder enquired if the three volunteers would be accepted. Councillor Lawson felt that in order for the Group to be more representative and a more acceptable way forward, the suggestion should be carried forward.</p> <p>The Chairman cancelled Standing Orders for members of the public to speak.</p> <p>A resident pointed out that if the three members of the public who had expressed an interest in being on the Working Party, the role would not have been advertised.</p> <p>A parishioner had received the letter of complaint, circulated to ten residents mentioned earlier. They appreciated what everyone was trying to do and could see there was a division between the Parish Council, Working Party and the people who used to be on it. They suggested that people get together and sort something out.</p> <p>The Chairman reinstated Standing Orders.</p> <p>Councillor Szymankiewicz felt invitation should be re-issued for three people to bring the Working Party to a membership of 12.</p> <p>The Clerk to obtain the selection criteria, guidelines and publicise.</p> <p>Councillor Szymankiewicz stressed the timing was a practical issue and the need to move on to the Household Questionnaire.</p> <p>Councillor Mrs Sandwell proposed that the Parish Council apply for an extension to Groundwork UK for a funding application to be submitted.</p> <p>Seconded by Councillor Lawson.</p> <p>Councillor Szymankiewicz proposed an amended proposal that the Parish Council apply for the funding with the Parish Council being in control of when the funding is spent.</p> <p>Seconded by Councillor Bleach.</p> <p>Vote: The amendment was voted on first, for the Parish Council to apply for the funding.</p> <p>Vote in favour of this proposal: 2</p> <p>The original proposal to request an extension was voted on:</p> <p>Vote to request an extension: 5. Carried.</p> <p>The Chairman reiterated that more representation was required to get items in order before applying for more funding and the need to have a better oversight of what is going on.</p> <p>The Working Party had not been disbanded. The selection criteria would be dealt with by Councillors Holder, Szymankiewicz and the Parish Clerk.</p> <ul style="list-style-type: none">• The Household Questionnaire – final one. Deferred to the next meeting.• PSMA (Public Sector Mapping Agreement). Deferred to the next meeting.• Task of accessing demographic information. Deferred to the next meeting.• Use of CCTV camera equipment to commence traffic surveys. Deferred to the next meeting.• Letter to residents on progress to date and future activities. Deferred to the next meeting. <p>To retrospectively sign off:</p>	<p>Clerk</p> <p>Clerk to advise Ground Work UK</p> <p>Nov Meeting</p> <p>As above</p> <p>As above</p> <p>As above</p> <p>As above</p>
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	<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>Deferred to the next meeting.</p>	As above
62.	<p>Matters Arising:</p> <p>62.1 Gas Leak in Strand Lane. It was noted that most of the small pipe work had been done and the kerbs replaced. The main work would not commence until after 29 October.</p> <p>62.2 Compliance – Standing Orders. To consider Councillor Bleach's suggestions, which will be forwarded to Councillors for studying ahead of the meeting. Deferred to the next meeting as not all Councillors had received the details.</p> <p>62.3 Damaged signpost near The Old Rectory. It was noted that a reminder had been sent to DCC Public Rights of Way enquiring when the work is likely to be done and a reply received that the Footpath Warden is making arrangements for the sign to be fixed in the near future.</p> <p>62.4 Second Anniversary of the Telephone Box Library. This would take place on Saturday, 20 October 2018 in the Church Hall from 2pm. Councillor Bleach advised that due to the damp conditions, the light was not working. He estimated that the cost to repair / replace would be £50.</p> <p>Councillor Holder proposed that Councillor Bleach proceed with the repair. Seconded by Councillor Mrs Bosley. Unanimously agreed.</p> <p>62.5 Delegatory Powers. The Standing Orders will be updated noting the Clerk has delegatory powers up to a limit of £300 after agreement has been reached in connection with Item 62.2. Deferred to the next meeting.</p> <p>62.7 Damage sign post at Ashfield Lane. Devon Highways had advised that this is a street name plate and falls within the remit of North Devon Council. The Clerk asked for permission to request North Devon Council to deal with the matter and this was given.</p> <p>62.8 Section 106 funding for proposed play area. The Chairman had asked the Clerk to enquire the position from North Devon Council and North Devon Council had advised that in respect of Application 63290, it is still an 'open legal file'. The S106 Agreement and consent had not yet been issued and as soon as more information about the progress of this Application was known, this would be advised.</p> <p>The Clerk was asked to enquire the position regarding the S106 Agreement in respect of the development off Meadowside.</p>	Nov Meeting Clr Bleach Nov Meeting Clerk Clerk
63.	<p>Planning & Planning Correspondence.</p> <p>63.1 The following Planning Application was received the day before the meeting: Application 65004 – Erection of 3 buildings comprising 13 units for use Classes B1 (business use), B2 (general industrial use) and B8 (storage use) (amended description & plans) at land at Chivenor Cross, Chivenor.</p> <p>It was resolved to recommend approval.</p> <p>63.2 Planning Correspondence. The following North Devon Council Decision Notice was noted: REFUSAL for Application 63345 – Demolition of existing buildings/structures & use of land for the stationing of up to 116 static holiday caravans with recreation area; construction of new clubhouse</p>	Clerk

	<p>(D2) incorporating reception, swimming pool, entertainments room, amusement arcade, shop (A1), store (B8) & associated facilities including children's play area & equipment; realignment of site access & associated highways works; landscaping (amended plans), additional drainage information) at Tarka Holiday Park, Braunton Road, Barnstaple.</p> <p>63.2 Email regarding the publication of Inspector's Report on the North Devon & Torridge Local Plan. Noted.</p> <p>63.3 Enforcement No. 10055 – Byways, Ashford. The Clerk had a diary note to follow this up as the Enforcement Officer had advised a site visit would be made at the end of Summer 2018 and asked for permission to enquire the position. This was given.</p>							
64.	<p>Finance.</p> <p>64.1 Balances. NatWest Current Account as at 20 September 2018: £3,912.44. This Account received funds (£4,256.29) from the now closed Business Reserve Account on 3/9/18 and includes the amount that was in that account.</p> <p>Budgetary figures for August and September 2018 were circulated to Councillors.</p> <p>64.2 The following payments were approved and authorised:</p> <table> <tbody> <tr> <td>Mrs S Squire October Salary and overtime net of PAYE & Expenses (Councillors were given the details)</td> <td style="text-align: right;">Redacted under DPA</td> </tr> <tr> <td>HMRC October PAYE</td> <td style="text-align: right;">£ 20.80</td> </tr> <tr> <td>PKF Littlejohn LLP Fee for external audit</td> <td style="text-align: right;">£240.00</td> </tr> </tbody> </table> <p>64.3 NatWest Bank.</p> <ul style="list-style-type: none"> It was noted that the Business Reserve Account had been closed and the funds transferred to the Current Account. Addition of Cllrs Bleach and Szymankiewicz as cheque signatories. The Bank had requested an additional party form from Councillor Bleach and this was available for completion which he took do so. A reminder had been sent by the Clerk regarding the position of internet banking where no transfers will be undertaken, purely for ease of reference to monitor the account <p>64.4 2018/19 External Audit. It was noted that the limited assurance review for the year ended 31 March 2018 had been completed. The Report advised: 'On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met'.</p> <p>Other matters not affecting our opinion which we draw to the attention of the authority: None.</p> <p>64.5 North Devon Council. It was noted that the second tranche of the 2018/19 Precept (£2,832.50), Parish Grant (£75.00) and Grant Assistance (£18.63), totaling £2,926.13 had been credited to the current account.</p>	Mrs S Squire October Salary and overtime net of PAYE & Expenses (Councillors were given the details)	Redacted under DPA	HMRC October PAYE	£ 20.80	PKF Littlejohn LLP Fee for external audit	£240.00	<p>Clerk</p> <p>Ch.No. 054</p> <p>Ch.No. 055</p> <p>Ch.No. 056</p> <p>Cllr Bleach</p>
Mrs S Squire October Salary and overtime net of PAYE & Expenses (Councillors were given the details)	Redacted under DPA							
HMRC October PAYE	£ 20.80							
PKF Littlejohn LLP Fee for external audit	£240.00							
65.	<p>Correspondence. Notices and publications received were put on the table to see, read and go in the circulation bag.</p> <p>There was no specific correspondence to consider.</p>							
66.	<p>Matters raised by Councillors / Clerk.</p> <p>66.1 Mrs S Squire, Parish Clerk had attended a 'Budgets and Precepts' training course in Exeter and a written report had been circulated to Councillors.</p> <p>66.2 Ashford Parish Churchyard. It had been established that the Churchyard has almost reached its capacity. When the Churchyard is closed due to it being full, it is the responsibility of the local authority (Ashford</p>							

	<p>Parish Council) to provide a Cemetery. To commence discussions to identify a piece of land to progress this facility.</p> <p>Councillor Holder pointed out there was Section 106 funding for a car park which could also incorporate a burial ground. The item to be on the November Agenda.</p>	Nov Meeting
67.	Items for the next Agenda. Those identified from these Minutes.	
68.	Date of next Meeting: Thursday, 15 November 2018 in the Church Hall at 7.30pm. This will include 2019/20 budget setting. The meeting ended at 9.44pm.	

Summary of Decisions:

- **Minutes of 3 September 2018**
- **Neighbourhood Plan Report compiled by Mr Hall to be made available to the public**
- **A request to be made by the Parish Council to Groundwork UK for an extension to submit an application for funding**
- **Councillor Bleach to progress with the necessary repairs to the light in the telephone box**
- **Planning**
- **Payments**

These Minutes are agreed by those present as being a true record.

Signed: Chair of Ashford Parish Council:	Date:
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