

**Minutes of Ashford Parish Council Meeting held on Thursday, 19 September 2019 in the Church Hall at 7.30pm.**

<b>Chaired by: Councillor G Holder</b>		<b>Clerked by: Sue Squire</b>
<b>Present: Councillors</b>  <b>Mrs J Bosley</b> <b>G Holder</b> <b>Mrs S Sampson</b>  <b>County Councillor Mrs C Chugg</b>  <b>3 Members of the public</b>		<b>Agenda: -</b> To elect a Chairman for the meeting Items raised by members of the public Apologies Declarations of Interest Approval of the Minutes of the meeting held on 24 July 2019 Reports Matters arising Planning & Planning Correspondence Finance Correspondence Matters raised by Councillors/Clerk Matters raised by the Chairman Items for the next Agenda Date of next meeting
		<b>Action:</b>
51.	<b>To elect a Chairman for the meeting.</b> <b>Councillor Mrs Bosley proposed Councillor Holder, seconded by Councillor Mrs Sampson and agreed.</b>	
52.	<b>Items raised by members of the public.</b> <b>52.1 Enquiry regarding the a play area at Meadowside.</b> The resident did not look on this favourably. The item was further discussed under Minute No. 57.3.  <b>52.2 Request for lights to be on in the churchyard for safety reasons.</b> The meeting was advised that a person had fallen while using the churchyard path as a route home from a function in the Church Hall.  <b>52.3 Ashford Welcome Leaflet.</b> Email regarding a village information leaflet for new residents. Councillor Mrs Bosley confirmed that she delivers the leaflet. Councillor Mrs Bosley will update the leaflet as required and include, as requested in the email, that details of Ashford Communication network is shown.  <b>52.4 Ashford Library / Telephone Box Birthday.</b> Email enquiring if the Parish Council intend to organize an event to celebrate this. The meeting was advised that the Ashford Society will be making the relevant arrangements.	Clerk – letter to be sent to Ashford PCC  Clerk to respond  Clerk to respond
53.	<b>Apologies.</b> Councillors Hughes, Hall and Moss (representing the Parish Council at the North Devon Council Parish Forum), Councillor V Lawson.	
54.	<b>Declarations of Interest.</b> None announced.	
55.	<b>Approval of the Minutes of the Meeting held on 24 July 2019.</b> <b>Approved and signed as a correct record.</b>	
56.	<b>Reports:</b> <b>56.1 Police.</b> The September 2019 Newsletter had been received and circulated to Councillors and sent for inclusion on the website.  <b>56.2 County Councillor Mrs C Chugg spoke about the following:</b> ▪ The Neighbourhood Highways Technician would be visiting the Parish on 25 September as a	

	<p>follow up to the report that a drain in Meadowside is blocked.</p> <ul style="list-style-type: none"> <li>▪ Enquiries will be made regarding the Parish Council making its own arrangements for drain clearance and if DCC have an approved contractor list. Minute No. 57.3 refers.</li> <li>▪ The area opposite St John's Garden Centre on the A361 is to be smartened up</li> <li>▪ Request for footpath from Fair Oak Farm to the Barnstaple bound bus shelter. DCC do not have the budget to create this.</li> </ul> <p>Councillor Holder recalled that it was a condition of a successful Planning Application that a pavement was created.</p> <p>County Councillor Mrs Chugg had offered, if the Parish Council wish, to act on its behalf regarding the land near Meadowside, to enquire if Devon County Council would relinquish claim to it being part of the highway so that it could be used as a play area.</p> <p>Councillors felt that the area was not an ideal location for a play area and would prefer such a facility to be incorporated into a project to provide a Cemetery and car park.</p> <p>When sending his apologies, Councillor Moss had advised that in the event it is decided that this verge is not to be used as a play area, he asked the Parish Council to consider an alternative use, namely to adopt the space as a wild flower area and suggested that a final decision to do this would also be subject to:</p> <ol style="list-style-type: none"> <li>a) transfer of ownership to Ashford Parish Council at an acceptable cost</li> <li>b) The successful formation of a volunteer group to establish and manage the wildflower area, an activity which Councillor Moss would be happy to explore and co-ordinate</li> </ol> <p>This suggestion was welcomed by Councillors and members of the public present.</p> <p><b>56.3 District Councillor Mrs A Davis.</b> Not present.</p> <p><b>56.4 Councillor V Lawson.</b> Defibrillator Check. The Clerk had submitted the monthly report to South Western Ambulance Service.</p> <p><b>56.5 Councillor M Moss, Wildlife Warden.</b> It was noted that two Reports had been produced and circulated – Next step for project to protect birdlife of Taw Torridge Estuary and Wildlife Newsletter 1.</p> <p><b>56.6 Communications Committee – setting up a Parish Council email network.</b> An email from Councillor Lawson was read which advised that due to his absence from meetings until potentially the November meeting, he felt it was appropriate to resign as Chairman of the Committee. It was known that Councillor Hall was willing to fulfill this role.</p> <p><b>Proposed by Councillor Mrs Bosley that Councillor Hall was appointed Chairman of the Committee. Seconded by Councillor Mrs Sampson and agreed.</b></p>	<p>Cty Cllr Mrs Chugg</p> <p>Clerk to make more enquiries</p> <p>Cty Cllr Mrs Chugg to enquire from DCC who own the land</p>
<p>57.</p>	<p><b>Matters Arising:</b></p> <p><b>57.1 CPRE.</b> Confirmation received that this Council is now a Member. Various publications have been received. A Planning Workshop is being held in Hatherleigh on 15 October at which Cllrs Hall and Hughes are booked to attend.</p> <p><b>57.2 Taw &amp; Torridge Estuary Forum.</b> Confirmation received that this Council is now a Member.</p> <p><b>57.3 Flooding and Blocked Drains, Meadowside, Ashford.</b> Email from Devon Highways advising gullies in urban areas off the main road network are planned for cleaning on a 3 year cycle and this one is programmed to be cleaned next year. In the interim period, the situation will be monitored. Minute No. 56.2, bullet point 1 refers.</p> <p>As a result, County Councillor Mrs Chugg had been asked if DCC had an approved contractors list for a lengthsmen type person to deal with issues such as a build up of mud, grit, weeds etc that would compound the issue of blocked drains, particularly over the Winter, with a view to the Parish Council considering appointing such a person to carry out the work to minimize future problems.</p>	

	<p>The Clerk advised that while the Chairman, assisted by a parishioner, were cutting limbs on trees at the verge by the A361 / Strand Lane, Councillor Hughes had spoken to the Parish Council's grass cutting contractor who was in the area at the time and enquired if he would be able to act as a Lengthsman's type person, being Chapter 8 trained, to ensure that drains and kerbsides were kept clear of weeds/grit etc.</p> <p>The contractor had telephoned the Clerk confirming this.</p> <p>The Clerk to invite the contractor to provide a quotation, initially for one visit at the following areas: Strand Lane, Meadowside, Long Lane, Adder Lane, Ashfield Lane, Higher Newclose Lane, top road from the Ashford to Ashford sign.</p> <p><b>57.4 Cemetery / car park in Ashford.</b> There was no further information to report.</p> <p><b>57.5 Communications document to form part of the Standing Orders covering the way correspondence from members of the public is dealt with.</b> Councillors had been forwarded with an updated document incorporating additional comments received from Councillor Moss.</p> <p><b>Proposed by Councillor Holder to approve. Seconded by Councillor Mrs Bosley. Agreed.</b></p> <p><b>57.6 Parish Plan.</b> It was noted that Devon Communities Together had been advised that this Council would not be proceeding.</p>	<p>Clerk</p> <p>Standing Orders to be updated by Clerk</p>
<p>58.</p>	<p><b>Planning &amp; Planning Correspondence.</b> There were no Planning Applications to consider.</p> <p><u>Planning Correspondence.</u></p> <p><b>58.1 Section 106 Applications.</b> It was not possible for an officer from North Devon Council to attend a meeting.</p> <p>An email had been received advising that the criteria for affordable housing payments had not yet been met and it had been suggested that because the Supplementary Planning Document for Affordable Housing will not be published until the end of March 2020, that this item is in the April 2020 Agenda.</p> <p>At the suggestion of the Chairman, District Councillor Mrs Davis had been asked if she could give a short talk at the October meeting to explain s106 funding and how it is decided.</p> <p>Councillor Mrs Davis had replied that she felt the Head of North Devon Council Planning Department, Mr M Tichford, would be better placed to do this and he would be attending the October Parish Council meeting.</p>	
<p>59.</p>	<p><b>Finance.</b></p> <p><b>59.1 Balances. NatWest Business Account as at 20 August 2019: £6,268.23</b></p> <p>Budgetary figures up to the end of August 2019 were circulated to Councillors.</p> <p><b>59.2 Councillors considered a request from Ashford PCC for a financial contribution towards the maintenance of the Churchyard.</b></p> <p>The relevant paperwork had been circulated to Councillors ahead of the meeting to study, which met the criteria laid down for Parish Councils to follow when a request of this nature is received.</p> <p>It had been advised that the reason for a high balance in the accounts was due to a legacy which was specifically for a particular project and this was being progressed for the provision of a toilet and refreshment serving area.</p> <p>The talk mentioned in the paperwork, planned for Friday, 1 November at 7pm on the subject of 'Bumblebees as Pollinators' particularly in churchyards and more widely in North Devon had been postponed until the Spring.</p> <p><b>Councillor Holder proposed a donation of £300.00, the amount of the contractor's invoice and</b></p>	

	<p><b>due to the fact that the Parish Council had not given a donation for a number of years. Seconded by Councillor Mrs Bosley. Agreed.</b></p>	Clerk
	<p><b>59.3 The following payments were approved and authorised:</b></p> <p><b>Mrs S Squire</b> September Salary (Councillors were given the details) <b>Redacted under DPA</b></p> <p><b>HMRC</b> September PAYE <b>£40.20</b></p> <p><b>South West Heritage Trust.</b> Donation towards the North Devon Record Office <b>£50.00</b></p> <p><b>Ashford PCC</b> Contribution towards the maintenance of the Churchyard <b>£300.00</b></p> <p><b>Mr P Hughes</b> Reimbursement for expenses in connection with the refurbishment of the lettering on the notice board <b>£28.50</b></p> <p><b>59.4 INCOME.</b> £157.50 in respect of the successful bid for the CCTV equipment.</p>	<p>Ch.No. 090</p> <p>Ch.No. 091</p> <p>Ch.No. 092</p> <p>Ch.No. 095</p> <p>Ch.No. 094</p> <p>Ch.No. 093 voided</p>
60.	<p><b>Correspondence.</b> Notices and publications received were put on the table to see, read and go in the circulation bag.</p> <p><b>60.1 Community Emergency Planning.</b> Email from Devon Communities Together which had been forwarded to Councillors for information. Councillors did not wish to follow up this year.</p> <p><b>60.2 Climate Emergency Network.</b> Two documents received for consideration which had been forwarded to Councillors for studying. This item was deferred to the October meeting.</p>	October Agenda
61.	<b>Matters raised by Councillors / Clerk.</b> No items had been raised.	
62.	<p><b>Matters raised by the Chairman.</b></p> <p><b>62.1 Western Power Distribution.</b> Proposed road closure at Strand Lane from 23 – 26 September from 8am to 4.30pm daily. Pedestrian access will be maintained. <i>Noted.</i></p>	
63.6	<b>Items for the next Agenda.</b> Those identified from these Minutes.	
64.7	<p><b>Date of next Meeting:</b> Thursday, 17 October 2019 in the Church Hall at 7.30pm.</p> <p>The meeting ended at 8.14pm.</p>	
<p><b>Summary of Decisions:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Election of Chairman for this meeting</b></li> <li>➤ <b>Minutes of 24 July 2019</b></li> <li>➤ <b>Councillor Hall appointed as Chairman of the Communications Committee to develop a Parish Council email network</b></li> <li>➤ <b>Communications document for incorporating into the Standing Orders on the way correspondence from members of the public is dealt with</b></li> <li>➤ <b>Donation of £300 to Ashford PCC for the maintenance of the churchyard</b></li> <li>➤ <b>Payments</b></li> </ul>		
<p><b>These Minutes are agreed by those present as being a true record.</b></p>		
Signed: Chair of Ashford Parish Council:		Date: