

**Minutes of Ashford Parish Council Meeting held on Thursday, 19 February  
2015 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>V Lawson</b> <b>N Rowe</b> <b>Mrs S Sampson</b>  <b>County Councillor Mrs C Chugg</b> <b>District Councillor Mrs A Davis</b> <b>0 Members of the public</b>	<b>Agenda: -</b> Apologies Declarations of Interest Approval of the Minutes of the Meeting held on 15/01/15 Items raised by members of the public Reports Matters Arising Planning Planning Correspondence Finance Correspondence / Notices & Publications Received Matters raised by Councillors / Clerk
	<b>Action:</b>
112.	<b>Apologies.</b> Councillors Mrs H Bremner, Mrs B Sandwell, PCSO D Kingdon.
113.	<b>Declarations of Interest.</b> None.
114.	<b>Approval of the Minutes of the Meeting held on 15/01/15.</b> <b>Approved and signed as a correct record.</b>
115.	<b>Items raised by members of the public.</b> None present.
116.	<p><b>Reports:</b></p> <p><b>116.1 Police.</b> When sending his apologies, PCSO Kingdon advised his shift had commenced at 5am on the morning of the Meeting due to possible flooding in Braunton with the exceptionally high Spring tides. There were no crimes to report.</p> <p><b>116.2 County Councillor Mrs C Chugg.</b> DCC had set the budget on the day of the Meeting. It had been agreed to continue with gritting and grit bins would be filled. The Public Transport consultation was ongoing. Some money had been found for some routes to continue. County Councillor Mrs Chugg had asked if the temporary works to the central verge of the dual carriageway, at present undergoing work, could be kept for a U turn for access to the car foot field This was in District Councillor Mrs A Davis's County Division who felt it would be too dangerous and not viable. DCC Cabinet Member Stuart Hughes will however have a site meeting and Councillor Mrs Davis suggested Councillors email her with any concerns. Councillor Mrs Bosley knew of a resident who had ascertained that there had been problems with the surface of the new road causing the tarmac machine to become stuck. There was concern about the time and money apparently wasted because of this and was advised by Councillor Mrs Davis that DCC pay a fixed agree price to the contractor so this incident would not have a financial effect.</p> <p>Councillor Rowe asked about bus service subsidies as he had noted that the double decker frequently runs empty to Ilfracombe from Appledore. He was advised that this route is not subsidized and is one of the most popular and commercially viable routes.</p>

2 Minutes of Ashford Parish Council Meeting held on 19.02.15

	<p>Bus passes were discussed.</p> <p><b>116.3 District Councillor Mrs A Davis</b> advised that the Commissioning Environmental Health Department moved from the Civic Centre the previous day to the Museum. All seems to be going well with the planned vacation of the Civic Centre.</p> <p><b>116.4 Councillor V Lawson.</b> Defibrillator Check. This had been done and was in order.</p>																													
117.	<p><b>Matters Arising:</b></p> <p><b>117.1 Highways Issues/TAP Fund/Locality Grant for finger signs.</b> The Clerk advised that the application was ready to submit for the finger signs.</p> <p>Councillor Holder had seen Mr J Arthur regarding the trees on his property. This item to be carried forward to the March Meeting.</p> <p><b>117.2 First Aid Training.</b> This was fixed for Thursday, 26 March at 7pm in the Church Hall. It will be carried out by Councillor Rowe, assisted by Councillor Lawson who hoped that his colleague would also be able to attend.</p>	<p>Clerk</p> <p>To be publicised</p>																												
118.	<p><b>Planning.</b></p> <p><b>118.1 58662 – Extension to dwelling at Silver Stones, Ash Lane, Ashford.</b> <b>It was resolved to recommend approval.</b></p>	Clerk																												
119.	<p><b>Planning Correspondence:</b></p> <p><b>119.1 58676 – Notification of works to trees in a Conservation Area in respect of removal of 7 Lawson Cypress (T1 – T6 &amp; T8), 1 Norway Spruce (T7) and 1 Norway Maple (T9).</b> ND Council had advised that it was not expedient to make a Tree Preservation Order and the work could be carried out as long as it is done within 2 years and no more work is done on the trees than is set out in the notice.</p>																													
110.	<p><b>Finance.</b></p> <p><b>110.1 Balances. NatWest Current Account as at 20/1/15: £10.00</b> <b>NatWest Business Reserve Account as at 10/2/15: £2,480.38</b></p> <p>Budgetary figures for January were tabled.</p> <p><b>110.2 The following payments were approved and authorised:</b></p> <table> <tr> <td><b>Mrs S Squire</b></td> <td>February Salary net of PAYE</td> <td>£82.71</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>£ 6.80</td> <td></td> </tr> <tr> <td></td> <td>Shared contribution for course fee, petrol &amp; parking</td> <td>£ 4.55</td> <td></td> </tr> <tr> <td></td> <td>Stationery</td> <td>£ 1.65</td> <td><b>£98.71</b></td> </tr> <tr> <td><b>HMRC</b></td> <td>February PAYE</td> <td></td> <td><b>£20.60</b></td> </tr> <tr> <td><b>Taw &amp; Torridge Estuary Forum</b></td> <td>2015 Subscription</td> <td></td> <td><b>£20.00</b></td> </tr> </table> <p><b>110.3 Quotation for grass cutting – 2015/16 season.</b> The Clerk had obtained a figure from the current contractor, Mr S Wightman for Councillors to consider. Prices for 16 cuts a year and 8 cuts a year were considered. <b>Councillor Holder proposed to accept the quotation for £303 + VAT for 8 cuts a year payable in 8 instalments. Seconded by Councillor Mrs Bosley and unanimously agreed.</b></p>	<b>Mrs S Squire</b>	February Salary net of PAYE	£82.71			Contribution towards broadband	£ 3.00			Photocopying	£ 6.80			Shared contribution for course fee, petrol & parking	£ 4.55			Stationery	£ 1.65	<b>£98.71</b>	<b>HMRC</b>	February PAYE		<b>£20.60</b>	<b>Taw &amp; Torridge Estuary Forum</b>	2015 Subscription		<b>£20.00</b>	<p>Clerk</p> <p>Ch.No.883</p> <p>Ch.No.884</p> <p>Ch.No.885</p> <p>Clerk to advise Mr Wightman</p>
<b>Mrs S Squire</b>	February Salary net of PAYE	£82.71																												
	Contribution towards broadband	£ 3.00																												
	Photocopying	£ 6.80																												
	Shared contribution for course fee, petrol & parking	£ 4.55																												
	Stationery	£ 1.65	<b>£98.71</b>																											
<b>HMRC</b>	February PAYE		<b>£20.60</b>																											
<b>Taw &amp; Torridge Estuary Forum</b>	2015 Subscription		<b>£20.00</b>																											
111.	<p><b>Compliance.</b> Councillors had been circulated with the following documents to study ahead of the Meeting with a view to adopting:</p> <ul style="list-style-type: none"> <li>Financial Regulations</li> </ul>	Clerk to update																												

### 3 Minutes of Ashford Parish Council Meeting held on 19.02.15

	<ul style="list-style-type: none"> <li>▪ Freedom of Information Act Publication Scheme</li> <li>▪ Policies: Equal Opportunity, Grant Giving, Complaints</li> </ul> <p>New item for the 2015 Audit: Statement of Internal Control.</p> <p><b>Proposed by Councillor Lawson to adopt all the above documents. Seconded by Councillor Lawson and unanimously agreed.</b></p> <p>The Emergency Self Help Plan, last reviewed on 17/1/13 was looked at. The only change was to the wording of 'Trelawney' (in connection with the sale of gas cylinders) to 'Wyevale'.</p> <p><b>Proposed by Councillor Rowe to adopt, seconded by Councillor Lawson and unanimously agreed.</b></p>	
112.	<b>Correspondence / Notices &amp; Publications Received.</b> None.	
113.	<p><b>Matters raised by Councillors /Clerk.</b></p> <p><b>113.1 Councillor Mrs Bosley</b> had noticed the hedge between Chivenor and Wrafton had been removed and was advised this was in preparation for 150+ houses.</p> <p><b>113.2 Councillor Mrs Sampson</b> thanked everyone for the lovely flowers and card on the occasion of her birthday.</p> <p><b>113.2 Mrs S Squire, Parish Clerk, had attended a 'Preparing for Elections' Course and a written Report is being prepared to circulate to Councillors.</b> She advised that it would be necessary for people who wished to stand for nomination to hand deliver their form to the Elections Department at the Civic Centre (they would not be moving until after the Election), so that the form can be checked.</p> <p>Councillors queried this, not having done this before and it was advised that it was because of the new Electoral Registration system.</p> <p>The Clerk also advised it was important for all candidates to complete and return their Election Expenses Form irrespective of whether there were any and in this respect, a Nil return should be made.</p>	
	<p><b>Date of next Meeting: Thursday, 19 March 2015 in the Church Hall at 7.30pm.</b> The Meeting ended at 8.16pm.</p>	
<p><b>Summary of Decisions:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Minutes of 15/01/15</b></li> <li>➤ <b>Planning</b></li> <li>➤ <b>Payments</b></li> <li>➤ <b>Quotation for grass cutting, 8 cuts a year</b></li> <li>➤ <b>Financial Regulations, Freedom of Information Act Publication Scheme, Equal Opportunity Policy, Grant Giving Policy, Complaints Policy, following review and Statement of Internal Control</b></li> <li>➤ <b>Emergency Self Help Plan following review</b></li> </ul>		
<p><b>These Minutes are agreed by those present as being a true record.</b></p>		
<p>Signed: Chair of Ashford Parish Council:</p>	<p>Date:</p>	