

**Minutes of Ashford Parish Council Meeting held on Thursday, 19 July 2018 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>J Bleach</b> <b>Mrs J Bosley</b> <b>G Holder</b> <b>Mrs S Sampson</b> <b>Mrs B Sandwell</b> <b>J Syzmankiewicz</b>  <b>County Councillor Mrs C Chugg</b> <b>District Councillor Mrs A Davis</b> <b>12 Members of the public</b>	<b>Agenda: -</b> Telent Talk Items raised by members of the public Apologies Declarations of Interest Approval of the Minutes of the meeting held on 21/6/18 Reports Matters Arising Planning & Planning Correspondence Finance Correspondence Matters raised by Councillors / Clerk Items for the next Agenda Date of next meeting
	<b>Action:</b>
	<p><b>Talk by Telent Group.</b> This did not take place. The Company contacted the Clerk shortly before the meeting advising they had wrongly identified Ashford near Barnstaple, whereas the Ashford to which the work referred was near Ivybridge, Plymouth.</p>
33.	<p><b>Items raised by members of the public.</b></p> <p><b>33.1 Tarka Caravan Park.</b> There were two points of interest to note in that the Highways Officer was not happy with the proposed roundabout layout outside the entrance, and the traffic flow.</p> <p>Highways had offered to look at a roundabout at the bottom of Strand Lane as a possible solution, on a left into the site, left out of the site. There was no indication of funding mentioned.</p> <p><b>33.2 Neighbourhood Plan Report.</b> The draft Minutes stated that the Catalogue of Evidence had been circulated and the landowners letter had been posted. It was not recalled that this was said at the meeting.</p> <p>Councillor Holder advised this issue had been discussed at the closed meeting. This issue would be discussed in Minute No. 36.</p> <p><b>33.3 Enquiry about the two cranes at the bottom of the village on land owned by Mr N Sampson.</b> It was noted this was still classified as a commercial site and it was understood that the cranes are being refurbished.</p> <p><b>33.4 Proposed funding on plot of land for children's play area.</b> A wildflower area was suggested.</p> <p><b>33.5 Damaged sign post at Ashfield Lane.</b> This had been reported to Devon Highways who had given the item the reference number of W181139836.</p>

	<p>The details had been sent to the team so that an assessment can be carried out which it was anticipated would be completed by 19/7/18.</p> <p>The Clerk had checked the position on the Devon Highways website on the afternoon of the meeting for an update but no information was available.</p> <p>This was a North Devon Council matter who were dealing with the issue.</p> <p><b>33.6 Tour of Britain Bike Race.</b> A parishioner wanted to encourage people to decorate the two verges at the bottom of Strand Lane and various events held. No dogs were permitted. District Councillor Mrs Davis to advise the organisers.</p> <p>The race would be passing by at approximately 3.04pm.</p>	
34.	<p><b>Apologies.</b> Councillor V Lawson.</p>	
35.	<p><b>Declarations of Interest.</b> None.</p>	
36.	<p><b>Approval of the Minutes of the Meeting held on 21 June 2018.</b>  <b>Approved and signed as a correct record.</b></p> <p>The Chairman cancelled Standing Orders for the parishioner to say what he heard at the last meeting. Standing orders were then reinstated.</p> <p><b>The Minutes were approved and signed as a correct record after Minute No. 24.5 was amended to read that the Householders Questionnaire was ‘not quite ready to go out’.</b></p>	
37.	<p><b>Reports:</b></p> <p><b>37.1 Police.</b> The July 2018 Newsletter had been circulated to Councillors and sent for inclusion on the website. It was understood that the PCSO has made contact with the Neighbourhood Watch Co-ordinator</p> <p><b>37.2 County Councillor Mrs C Chugg spoke about the following:</b></p> <ul style="list-style-type: none"> <li>- Standards. Councillor B Greenslade put under sanctions for breaking the Code of Conduct.</li> <li>- Trading Standards priorities for 2018/19 are animal health &amp; welfare, doorstep crime, scams, fair trading</li> <li>- Broadband. Phase 2 of the ultrafast broadband is being rolled out. Road closures will be inevitable and inconvenience will be kept to a minimum</li> <li>- BMX Club has applied to NDC to take over the BMX track</li> <li>- Highways. PATROL award won for best overall annual parking report</li> <li>- Children in Care. Eclipse is the Care First system that is used to record all information about a child in care</li> <li>- Schools continue to be under considerable pressure financially.</li> <li>- Foster Carer’s. There has been a review of Foster Carer’s Allowances</li> <li>- Funding is available for projects</li> <li>- Arrangements being made for drains to be cleared</li> </ul> <p>Copy of the Devon, Somerset and Torbay Trading Standards Performance Report 2017/18 was put in the circulation bag.</p>	

	<p><b>37.3 District Councillor Mrs A Davis spoke about the following:</b></p> <ul style="list-style-type: none"> <li>- The Tarka Trail is having a new website covering accommodation, refreshment venues and bike hire. It is one of the most popular cycle tracks in the country</li> <li>- The North Devon and Torridge Emerging Local Plan had been delayed due to a consultation on a modification at Buckland Brewer</li> <li>- Overview and Scrutiny had reviewed the three weekly refuse collection details and are broadly pleased with the result</li> <li>- Recycling results would be available at the September meeting</li> <li>- Tour of Britain Bike Race, Monday 3 September 2018.</li> </ul> <p><b>37.4 Councillor V Lawson.</b> Defibrillator Check. When sending his apologies, Councillor Lawson advised that he had checked the defibrillator which was in order.</p> <p><b>37.5 Neighbourhood Plan.</b> Councillor Szymankiewicz gave the following update:</p> <p>Progress in past month</p> <p><b>Landowners Letter</b> 21 letters sent. 2 responses received to date Ashford Parish Council Chairman to propose wording for a possible second letter</p> <p><b>Household Questionnaire</b></p> <ul style="list-style-type: none"> <li>• Advanced draft of Household Questionnaire circulated to Councillors for feedback</li> <li>• Responses by 20 July please. Document to be finalized at next WP meeting on 23 July</li> </ul> <p><b>Grant Application</b> Professional fees: £7,600</p> <ul style="list-style-type: none"> <li>• Neighbourhood Plan consultant to draft the plan - £6,850</li> <li>• Preparation of household questionnaire and collation of data - £750</li> </ul> <p>Project costs: £260</p> <ul style="list-style-type: none"> <li>• Community consultation events - £60</li> <li>• Printing, stationery, display materials and postage - £200</li> </ul> <p>Total £7,860</p> <p>Councillor Holder spoke about the closed meeting held the previous evening where a lot of ground had been covered. He hoped the results would mean the Parish Council and Neighbourhood Plan Working Group could go forward with a much stronger outlook.</p> <p>Two replies had been received as a result of the Landowner's letter being sent. If necessary, the deadline could be extended to allow for more responses.</p> <p>A meeting was arranged for Sunday, 22 July 2018 to discuss the Householder Questionnaire.</p>	
<p>38.</p>	<p><b>Matters Arising:</b></p> <p><b>38.1 Broken kerb stones at Meadowside / Gas Leak.</b> Councillor Mrs Bosley reported that the gas leak had not been repaired. The Clerk to contact the Gas company pointing out that the smell of gas had first been reported in April and the Parish Council felt the matter should have received attention by now.</p> <p>Kerb stones were being knocked by various vans and lorries.</p>	<p>Clerk</p>

	<p><b>38.2 Working Party - Section 106 Funding for open space.</b> No date had yet been fixed for a meeting which was deferred until firm details were known about the Section 106 funding.</p> <p><b>38.3 Compliance.</b> To further discuss the Standing Orders with a view to tailoring the document to cover items specific to Ashford Parish Council. This item was deferred to the next meeting.</p> <p><b>38.4 Tour of Britain – 3 September 2018.</b> To further discuss plans to celebrate this as the cyclists travel on the A361 past the junction for Ashford at Strand Lane. This had been covered earlier in the meeting.</p> <p><b>38.5 August Parish Council Meeting.</b> To decide whether to have a meeting in August 2018.  <b>Proposed by Councillor Bleach not to have a meeting in August, unless there is a Planning Application to consider. Seconded by Councillor Mrs Sampson. Unanimously agreed.</b></p> <p><b>38.6 Damaged signpost near The Old Rectory.</b> Councillor Holder had spoken to the local builder who was storing the post at present.</p> <p>The Clerk to advise Devon County Council Public Rights of Way that the sign requires re-fixing. Enquiries to be made as to the time scale for replacement.</p>	<p>September Agenda</p> <p>Booking to be cancelled</p> <p>Clerk</p>
<p>39.</p>	<p><b>Planning &amp; Planning Correspondence. The following Applications were considered:</b>  <b>39.1 65158 – Extension and new access to dwelling – Heathers, 12 Meadowside, Ashford.</b></p> <p>The Chairman cancelled Standing Orders for a member of the public to speak of their concerns.</p> <p>Standing Orders were reinstated.</p> <p><b>It was resolved to recommend approval.</b></p> <p><b>39.2 Planning Correspondence.</b>  <b>North Devon and Torridge Local Plan Consultation.</b> Email, which had been circulated to Councillors ahead of the meeting, advised that a further round of public consultation for the emerging North Devon and Torridge Local Plan was taking place between 5 July and 17 August 2018. The consultation related to a single main modification for a site allocation in Buckland Brewer.</p> <p>Councillors decided not to respond</p> <p><b>39.3 Item raised by the Chairman.</b> To discuss the development boundary with designated growth of 5%.  The item was on the Agenda as another Council Member had quoted that the development boundary for Ashford had changed.  The Chairman was seeking clarification of that point from North Devon Council which he had done. Mr Andrew Austen from the Planning Department had informed the Chairman that:  Ashford Parish has no development boundary in the new emerging plan.  That is the reason the Chairman wanted to have it on the Agenda.  District Councillor Mrs Davis advised that they are all exception sites which used to be called development in the countryside.</p>	<p>Clerk</p>

40.	<p><b>Finance.</b></p> <p><b>40.1 Balances. NatWest Current Account as at 20 June 2018: £10.00</b>  <b>NatWest Business Reserve Account as at 10 July 2018: £4,875.70</b></p> <p>Budgetary figures for June 2018 were circulated to Councillors.</p> <p><b>40.2 The following payments were approved and authorised:</b></p> <table border="0"> <tr> <td><b>Mrs S Squire</b></td> <td>July Salary net of PAYE &amp; Expenses (Councillors were given the details)</td> <td style="text-align: right;"><b>Redacted under DPA</b></td> </tr> <tr> <td><b>HMRC</b></td> <td>July PAYE</td> <td style="text-align: right;"><b>£ 27.00</b></td> </tr> <tr> <td><b>Julie Snooks</b></td> <td>2018/19 Internal Audit Fee</td> <td style="text-align: right;"><b>£100.00</b></td> </tr> <tr> <td><b>Mr M Moss</b></td> <td>Replacement cheque. The original cheque issued in April 2018 was amended from the payee of 'Design Shop' to Mr M Moss but the bank had not accepted the cheque and advised that a new cheque in Mr Moss's name should be issued</td> <td style="text-align: right;"><b>£ 48.00</b></td> </tr> </table> <p>As Councillors had decided not to have a meeting in August, <b>the following payments were approved and authorised with the cheques post dated 16 August 2018, on what would be the day of the meeting.</b></p> <table border="0"> <tr> <td><b>Mrs S Squire</b></td> <td>August Salary net of PAYE &amp; Expenses <b>Redacted under DPA</b></td> <td></td> </tr> <tr> <td><b>HMRC</b></td> <td>August PAYE</td> <td style="text-align: right;"><b>£ 27.00</b></td> </tr> </table> <p><b>40.3 NatWest Bank.</b></p> <p><b>40.3.1</b> The relevant forms were completed to close the Business Savings Account and amalgamate the funds into the Current Account.</p> <p><b>Proposed by Councillor Szymankiewicz, seconded by Councillor Bleach, unanimously agreed.</b></p> <p><b>40.3.2</b> The relevant forms were available for completion to enable the Clerk to have access to digital banking on a view only basis for the sole purpose of bank staff being able to deal with her when there is a query or enquiry on the account.</p> <p><b>Proposed by Councillor Mrs Bosley, seconded by Councillor Mrs Sampson. Unanimously agreed.</b></p> <p><b>40.3.3</b> The relevant forms were available for completion for additional signatories to be added to the bank's system.</p> <p><b>The authorised signatories in the current mandate, for the accounts detailed in section 2, be changed in accordance with sections 5 and 6 and the current mandate will continue as amended.</b></p> <p><b>Proposed by Councillor Holder, seconded by Councillor Mrs Bosley. Unanimously agreed.</b></p> <p><b>40.4 2018 Annual Return.</b> Councillors noted that following the internal audit being carried out,</p>	<b>Mrs S Squire</b>	July Salary net of PAYE & Expenses (Councillors were given the details)	<b>Redacted under DPA</b>	<b>HMRC</b>	July PAYE	<b>£ 27.00</b>	<b>Julie Snooks</b>	2018/19 Internal Audit Fee	<b>£100.00</b>	<b>Mr M Moss</b>	Replacement cheque. The original cheque issued in April 2018 was amended from the payee of 'Design Shop' to Mr M Moss but the bank had not accepted the cheque and advised that a new cheque in Mr Moss's name should be issued	<b>£ 48.00</b>	<b>Mrs S Squire</b>	August Salary net of PAYE & Expenses <b>Redacted under DPA</b>		<b>HMRC</b>	August PAYE	<b>£ 27.00</b>	<p>Clerk</p> <p>Ch.No.046 Ch.No.047 Ch.No.048</p> <p>Ch.No.049</p> <p>Ch.No.050 Ch.No.051</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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	<p>paperwork has been sent to the external auditors, P F K Littlejohn LLP in London.</p> <p>Details had been included on the website to comply with the Smaller Authorities Transparency Code.</p> <p>Details of the internal auditors notes were advised. Two items had been highlighted for follow up: Asset Register and reclaim of VAT. It had not been necessary to produce a Report.</p>	Clerk
41.	<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>41.1 Telent.</b> Email regarding Telent Gigaclear Work. Under the Connecting Devon &amp; Somerset broadband programme, Telent have orders to connect circa 12,000 homes and business that will benefit from access to a new ultrafast full fibre network built by Gigaclear direct to each property. Works are being planned in Ashford on 15 August 2018 and finish on 15/12/18. This was no longer applicable.</p>	
42.	<p><b>Matters raised by Councillors / Clerk.</b></p> <p><b>42.1 Councillor Mrs Sampson</b> had requested that an email from her was read to the meeting. This was done.</p> <p>It conveyed the fact that Councillor Mrs Sampson was upset that shortly after the death of her husband, a landowner's letter was received in connection with the Neighbourhood Plan. Councillor Mrs Sampson felt it was very insensitive to send the letter in order to gain knowledge for the Neighbourhood Plan with no thought of the situation that she and her family were facing. A delay in sending the letter would have been met with a different attitude.</p> <p>Councillor Mrs Sampson wanted it to be known that the letter had not been approved by Ashford Parish Council, yet it was sent under the guise of Ashford Parish Council.</p> <p>Councillor Szymankiewicz apologized on behalf of the Working Group for the distress caused.</p> <p><b>42.2 Councillor Mrs Bosley.</b> Vehicles parking on the wide pavement by the Parish Council notice board. This had been covered under Minute No. 38.1.</p>	
43.	<p><b>Items for the next Agenda.</b></p> <p><b>43.1 Terms of Reference</b> for the Neighbourhood Plan Working Party as a result of the Clerk's attendance at the Making Good Decisions course.</p> <p><b>43.2 Delegatory Powers</b> to the Clerk as a result of her attendance at the Making Good Decisions course, to be used in an emergency.</p> <p><b>43.3 Councillor Mrs Bosley</b> A parishioner was concerned about the growth of hedges at Strand Lane. It was noted this was the landowner's duty to ensure they were cut in a satisfactory way.</p> <p><b>43.4 Second Anniversary of the phone box library.</b> Councillor Bleach advised there were plans to overhaul the structure and the current books would be removed. The second anniversary celebration would be held on Saturday, 20 October 2018 at 3pm with a tea in the Church Hall.</p>	September Agenda
44.	<p><b>Date of next Meeting:</b> Thursday 20 September 2018 at 7.30pm in the Church Hall.</p> <p>The meeting ended at 9.53pm.</p>	

**Summary of Decisions:**

- **Minutes of 21 June 2018**
- **No August Parish Council Meeting**
- **Planning**
- **July and August 2018 payments**
- **NatWest forms for closure of Savings Accounts to amalgamate the funds into the Current Account, to progress online banking on a view only basis and to progress revision of cheque signatories to include all Councillors**

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

Signed:

Chair of Ashford Parish Council:

Date: