

Minutes of Ashford Parish Council Meeting held on Thursday, 20 July 2017 in the Church Hall at 7.30pm.

<p>Chaired by: Councillor G Holder</p>	<p>Clerked by: Sue Squire</p>	
<p>Present: Councillors</p> <p>J Bleach Mrs J Bosley G Holder V Lawson Mrs S Sampson Mrs B Sandwell J Szymankiewicz</p> <p>County Councillor Mrs C Chugg District Councillor Mrs A Davis</p> <p>10 Members of the public</p>	<p>Agenda: -</p> <p>Items raised by members of the public Apologies Declarations of Interest Approval of the Minutes of the Meeting held on 15 June 2017 Reports Matters Arising Planning & Planning Correspondence Finance Correspondence Matters raised by Councillors / Clerk Date of next meeting</p>	
		<p align="right"><u>Action:</u></p>
<p>29.</p>	<p>Items raised by members of the public.</p> <p>29.1 Representations regarding noise at Tarka Holiday Park. A parishioner had written to the head of North Devon Council Planning Department and District Councillor Mrs A Davis and was read to the meeting. It was requested that full details were included in these Minutes:</p> <p>In Ashford on Saturday 8th July there was an open air event at the Tarka Holiday Park with loud music being heard in many parts of the village. It started around 12.15 pm with a band warming up and checking out equipment. I went to investigate and spoke to the manager, who told me that they were having an event with live music for their residents from 1.00 to 5.00pm, in the area designated for dog walking. I asked her if she could ask the group to turn the volume down. She did not like my suggestion but walked off in the direction of the music. She did not indicate whether she would do anything about the matter.</p> <p>During the afternoon it was quieter, but still audible from time to time inside the house with the windows closed. Neighbours who live on the same lane as myself were also disturbed by the music. I have since heard that the music was heard by many other residents in the village, including those who live at the top of the hill and some others by the church. Some of them telephoned to complain.</p> <p>This is the second time that Tarka Holiday Park has had loud music playing at an outside event. During the month of May, I believe on Saturday 13th whilst we were away on holiday, our neighbour experienced a similar problem. She was later assured that this was a 'one off' event.</p> <p>I have two questions appertaining to this.</p> <ol style="list-style-type: none"> 1. Does Tarka Holiday Park need a licence to hold outside music events and if so, do they have one? 2. Should the village have been consulted before such an event takes place? It seems completely wrong that normal residents are expected to behave sympathetically towards their neighbours and not make excessive noise, yet a business can hold an open air concert, disturb the whole neighbourhood and just say, 'it's for their residents'. <p>It is also somewhat ironic that Tarka Holiday Park's publicity states that: – 'It is in the heart of stunning North Devon countryside a tranquil and peaceful setting'. Please excuse me if you are not the correct person to write to regarding this, but with the expansion proposals currently being discussed by Tarka Holiday Park, I wanted you to be aware of the situation. If another department deals with noise complaints, perhaps you would be good enough to forward this on.</p> <p>Councillor Holder had also received complaints and had telephoned Tarka Holiday Park. He was told it was a three monthly site owners event and as a result of his phone call, the band turned down the volume.</p> <p>Councillor Mrs Bosley recalled that during the presentation meeting, the Holiday Park owners seemed surprised when an owners event was mentioned.</p> <p>A spokesman for an Action Group against the Tarka Park Planning Application gave an update as</p>	

	<p>follows:</p> <ul style="list-style-type: none"> • A meeting had been held at the end of June with the head of North Devon Council Planning Department and District Councillor Mrs A Davis to discuss the Application generally • The site is definitely not considered a brownfield site and is classed as agricultural land • The Planning Department have major concerns over traffic, extra vehicles ongoing onto the highway, air pollution in Braunton which is already a recognised problem • An Environmental Impact Survey is being carried out. Because of this, the Planning Department will have 16 weeks from the receipt of the Planning Application to accept or refuse it. • The Application will go before a full Planning Committee at an open meeting, it will not be a delegated decision and members of the public will be able to speak at the meeting • The Action Group have prepared a communication to advise residents <p>29.2 A member of the public informed that a car drove out in front of them from Tarka Holiday Park. It had been noted there are no directional arrows by the Park to turn into the Park. The registration number of the car had been obtained. Councillor Holder advised this would be a Police matter.</p> <p>29.3 Representations regarding permission for a first birthday celebration of the Library. This item was further discussed under Minute No. 39.4.</p> <p>29.4 Representations regarding objection to the Parish Council paying to cut the verge on the A361 between Fair Oak Farm and the Bus Shelter. The resident is concerned that if the Parish Council decides to pay for this to be done, or part pay, it would set a precedent and would be a signal for other residents whose properties have a boundary to a verge or other area of grass to make a similar application. If this resident was able to be present, they would vote an emphatic No to support this idea.</p> <p>29.5 Email with representations regarding Fair Oak Farm Planning Application.</p> <p>29.6 Email with representations regarding Fair Oak Farm Planning Application.</p> <p>29.7 Councillor Holder had received representations regarding overgrowth of a hedge restricting visibility for motorists. He had spoken to the resident who was arranging for the hedge to be cut.</p>	
30.	Apologies. PCSO D Kingdon.	
31.	<p>Declarations of Interest.</p> <p>Councillor Mrs Sampson declared a Disclosable Pecuniary Interest in Minute No. 7, Planning Application 63290 – Outline Application for demolition of existing maintenance & repair workshop & erection of 4 open market & 2 affordable dwellings (all matters reserved) at Fair Oak Farm, Braunton Road, Barnstaple, the applicant being her son.</p>	
32.	<p>Approval of the Minutes of the Meeting held on 15 June 2017. Approved and signed as a correct record after the following minor amendments were made:</p> <p>Minute No. 23.2 Councillor Szymankiewicz advised that a grant for a Neighbourhood Plan was available up to £9,000.</p> <p>Minute No. 24.3 Planning Applications after 3/7/17. The Clerk would forward details of any Planning Applications she receives as and when they arrive.</p>	
33.	<p>Reports:</p> <p>33.1 Police. When sending his apologies, PCSO Kingdon advised there were no crimes to report.</p> <p>33.2 County Councillor Mrs C Chugg spoke on the following:</p> <ul style="list-style-type: none"> ❖ 30 hours of child care was available but few parents had taken this up ❖ North Devon Link Road Consultation was in progress, ending on 28/7/17 	

- ❖ 93% of Devon schools are graded outstanding or good by Ofsted
- ❖ 95% of parents get their first preference of a school for their child, 99% get their second preference
- ❖ £240 million has been allocated over the last 8 years for new school places
- ❖ £2.6 billion to be put back into schools over the next 2 years
- ❖ Highways. The lip at the driveway to the property 'Riverside' is to be done to prevent flooding

33.3 District Councillor Mrs A Davis spoke on the following:

- ❖ The final round of consultation for North Devon and Torridge Local Plan is about to start. There has been a modification that the Inspector has called forward
- ❖ Recycling – some people have been affected by missed collections. The food caddy system commenced on 5/6/17 and due to the amount of food waste collected, there was no room for anything else.
- ❖ The Planning Application for Tarka Holiday Park had been received by North Devon Council but not been registered.
- ❖ Apologies for the August meeting.

33.4 Councillor V Lawson. Defibrillator Check. In order.

33.5 Neighbourhood Plan. Councillor Holder stood down the Standing Orders so that a member of the Working Party could report to the meeting.

The Group had met and good progress had been made in identifying information sources. Other Neighbourhood Plans in Devon were being looked at.

The main progress made was that a designation letter had been drafted informing it was the Parish Council's current intention in forming a Neighbourhood Plan. It does not commit the Parish Council to go ahead with a Neighbourhood Plan.

The letter advises why it is thought Ashford is suitable for a Neighbourhood Plan and the main points of the letter was advised.

The letter had been shown informally to Mr G Townsend, Strategic Development and Planning Officer at North Devon Council who had confirmed it fulfils all the requirements.

Councillor Holder reinstated Standing Orders.

Councillor Szymankiewicz informed that the Working Party felt it was important to demonstrate a process to be resident driven.

The critical thing is to confirm that Ashford Parish Council is the authorised body to instigate a Neighbourhood Plan for the whole of the Parish of Ashford.

It would go on the website to show that Ashford is considering a Neighbourhood Plan.

Councillor Szymankiewicz proposed that the Parish Council authorize the Neighbourhood Plan to go ahead. Seconded by Councillor Bleach.

Vote: In favour: 5. Carried.

Against: 2

Councillor Mrs Sampson advised she had voted against because she was concerned about the finance.

Councillor Mrs Bosley advised she had voted against because at the talk on 6 June when Mr G Townsend of North Devon Council and Mr M Parkes of Devon Communities Together had been present, she came to the conclusion that it was not worth while because Ashford is such a small area.

Councillor Bleach advised he had been to a meeting with Mr Townsend who was supportive.

To facilitate the meeting, the Clerk had contacted Devon Communities Together regarding funding available which had been provided. This same information had also been provided to Councillor Bleach following a telephone call on the same day as the Clerk contacted Devon Communities Together.

	<p>Mr Parkes had emailed the Clerk in reply advising “unless there is any significant aspiration for a new housing development or something of a similar scale I image all the costs could be covered from the £9,000 grant available to you”.</p> <p>On the day of the meeting, the Clerk had received an email from My Community outlining the grants and support that is available to groups who are writing a Neighbourhood Plan. All groups can apply for grants of up to £9,000 to activities such as developing a website, putting together a project plan, undertaking local surveys or hire a planning expert for help with policy writing.</p> <p>Groups with complex issues can apply for a further grant package of £6,000 and free, hands-on technical support packages from their partner, AECOM.</p> <p>It was important to note that applications for grants and technical support close on 31 January 2018, with grants expenditure completed by 31 March 2018.</p> <p>Councillor Szymankiewicz advised that the Parish Council is not committed to spend any money at the moment and can apply for grant funding when the Working Group is clear what it should be doing. The Working Group could not authorise the commitment.</p> <p>A further meeting is being arranged with Mr Townsend for guidance and advice. In addition, Councillors Bleach and Szymankiewicz are to attend Heanton Parish Council meeting in September to build on the offer from Councillor S Crowther (a member of Heanton Parish Council) to help and support.</p> <p>The Working Group need to identify that it may require external support and any aspects that need grant funding would be addressed as soon as possible.</p> <p>The Working Group will consider how best to engage with all residents so that everyone knows what the Plan is. A formal Referendum of the Plan will be presented. There will be meetings, leaflets to provide basic information, details on the website, in the Church magazine, Ashford email update and literate in the phone box and notice board as the Group wants to communicate proactively with residents.</p>	
<p>34.</p>	<p>Matters Arising:</p> <p>34.1 Obstruction in Strand Lane when large lorries make deliveries to the Garden Centre. Councillor Holder advised of his meeting with the Manager of the Garden Centre and had been told that the entrance is to be widened. The new gates had arrived and work would commence shortly.</p> <p>34.2 A reply from the Devon Association of Local Councils regarding Data Protection Registration. This informed that all Parish Councils had a legal liability to have data protection registration. The payment of £35 in respect of the annual fee to be included on the August Agenda.</p> <p>34.3 Kerbside Caddies. The Clerk had ascertained, in reply to a question raised at the last meeting, that a large family can have two caddies. This can be requested via the link on the North Devon Council website.</p>	<p>August Agenda</p>
<p>35.</p>	<p>Planning & Planning Correspondence.</p> <p>35.1 The following Planning Applications:</p> <ul style="list-style-type: none"> ▪ 63047 – Outline application for up to 59 residential units & associated infrastructure (including access) (all other matters reserved) at land at Chivenor Cross, Chivenor, Barnstaple. This application is in Heanton Parish and has been called in by District Councillor Mrs Davis. It was resolved to reply: Ashford Parish Council is opposed to this development on the grounds of permanent dwellings. ▪ 63290 – Outline Application for demolition of existing maintenance & repair workshop & erection of 4 open market & 2 affordable dwellings (all matters reserved) at Fair Oak Farm, Braunton Road, Barnstaple. 	<p>Clerk</p>

Councillor Mrs Sampson declared a Disclosable Pecuniary Interest, left the room and did not take part in the discussion, decision or voting thereon.

Councillors had seen the email representations received.

Councillor Lawson proposed to recommend approval. Seconded by Councillor Mrs Sandwell.

**Vote: 5 in favour. Carried.
1 abstention.**

36.2 Planning Correspondence.

36.2.1 Application 63376 – Notification of works to trees in a Conservation Area in respect of removal of two conifer trees at Old Croft Farm, Ashfield Lane, Ashford.

The Parish Council had not been consulted on this Application and North Devon Council had given approval.

36.2.2 The following North Devon Council Decision Notices were noted:

- **Approval for 62895** – raising of roof and conversion of loft space, alterations and raised patio (amended roof design) at Casa Mia, Strand Lane, Ashford.
- **Refusal for Application 63008** – Outline Application for erection of one dwelling (all matters reserved) at land adjacent to Ashmead, Strand Lane, Ashford.

36.2.3 Enforcement. A reply from North Devon Council Enforcement Department regarding the alleged further developments at Ashfield House were advised.

In respect of **Enforcement No. 10727** – unauthorised change of use – storage and residential occupation of a caravan at Ashfield House, Ashford.

A site visit had been made and following a review of the planning history of the property, further instructions from the planning officer had been received. It is considered that the storage and residential occupation of the caravan constitutes a 'material change of use' that requires planning permission.

The Enforcement Officer had written to the owner of the property on 20/7/17 to request that the caravan is removed from the land within 3 months from 20/7/17. If the owner of the land does not comply with the request, the Enforcement Officer will consider taking formal enforcement action.

In respect of **Enforcement 10305** – unauthorised development – erection of a fence and other ground works and unauthorised change of use – storage of caravans at the land adjoining Ashfield Cottage, Ashford.

A site visit had been made and following a review of the planning history of the property, further instructions from the planning officer had been received. It is considered that the erection of the fence and other ground works constitute development that requires planning permission. It is also considered that the storage of additional caravans other than the one permitted under Certificate of Lawful Use (CLU) Application 40956 constitute a 'material change of use' that requires planning permission.

The planning officer had advised that the fence and ground works are considered acceptable and it is therefore not expedient to pursue a Planning Application. Government advice is that 'While it is clearly unsatisfactory for anyone to carry out development without first obtaining the required planning permission, an enforcement notice should not normally be issued solely to 'regularise' development which is acceptable on its planning merits, but for which permission had not been sought'.

The advice continues by stating that 'enforcement action should always be commensurate with the breach of planning control to which it relates.

The planning officer has also advised that the storage of additional unauthorised caravan at the site is considered a breach of planning control.

The Enforcement Officer had written to the owner of the property on 20/7/17 to request that all the caravans not permitted by CLU 40956 are removed from the land within 3 months from 20/7/17. If the owner of the land does not comply with the request, the Enforcement officer will consider taking formal

	<p>enforcement action.</p> <p>36.2.4 Application 62848 – erection of two open market dwellings & one affordable dwelling at land off Meadowside, Ashford was considered by the Planning Committee on 12/7/17 when planning approval was granted.</p>																	
37.	<p>Finance.</p> <p>37.1 Balances. NatWest Current Account as at 20 June 2017: £10.00 Nat West Business Reserve Account as at 10 July: £2,522.67</p> <p>Budgetary figures for May 2017 were circulated to Councillors.</p> <p>37.2 The following payments were approved and authorised:</p> <table> <tr> <td>Mrs S Squire</td> <td>July Salary net of PAYE</td> <td>£82.51 *</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>£ 14.80</td> <td>£100.31*</td> </tr> <tr> <td>HMRC</td> <td>July PAYE</td> <td></td> <td>£ 20.80*</td> </tr> </table> <p>* 20p difference than on the Agenda to due to HMRC software calculations between salary / PAYE.</p> <p>37.3 Quotation for grass cutting – from Fair Oak Farm to the Bus Shelter. A quotation had been received as follows: First cut £100 excluding VAT. Grass not collected. Thereafter: £45 per cut excluding VAT. Grass not collected. These figures were estimated and could, particularly in respect of the first cut, be less.</p> <p>Councillor Holder proposed that the Parish Council does not proceed. Seconded by Councillor Mrs Sandwell. Unanimously agreed.</p> <p>This item is to be included on the August Agenda with a view to requesting County Councillor Mrs Chugg to ask Highways to arrange for the area to be cut.</p> <p>37.4 Asset Register. Councillors went through the items as follows:</p> <ul style="list-style-type: none"> ▪ Bus Shelter on the A361 west bound. £2,000 ▪ Bus Shelter on the A361 east bound. £1,998 ▪ Village Sign. No information known. ▪ Bench seats: <ul style="list-style-type: none"> 1 seat in Meadowside – value unknown 2 seats in Meadowside – value unknown 1 seat below the Church – donated. Value unknown 1 seat near Wyevale Garden Centre. Donated by Banburys, value unknown 1 seat outside the Church Hall. Purchased in February 2014 with the aid of a Locality Grant from County Councillor Mrs C Chugg of £500. Value of seat £798.00 ▪ Notice board. Purchased March 2010. Value £1,216.00 ▪ One defibrillator. Purchased by Barnstaple Town Council in conjunction with a TAP (Town & Parish) funding application. Value £491.70 ▪ One defibrillator cabinet (not locked). Purchased April 2014. £475.00. ▪ Telephone Box. Adopted for £1 from BT in 2016. 	Mrs S Squire	July Salary net of PAYE	£82.51 *			Contribution towards broadband	£ 3.00			Photocopying	£ 14.80	£100.31*	HMRC	July PAYE		£ 20.80*	<p>Clerk</p> <p>Ch.No.998</p> <p>Ch.No.999</p> <p>August Agenda</p> <p>Clerk to update</p>
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38.	<p>Correspondence. Notices and publications received were put on the table to see, read and go in the circulation bag.</p> <p>38.1 DCC. North Devon Link Road. Public consultation on proposals for improvements between South Molton to Bideford running until 28/7/17. Brochures were available for Councillors to read.</p>																	
39.	<p>Matters raised by Councillors /Clerk.</p> <p>39.1 Clerk's Training. Smaller Authorities Transparency Code (separate Report circulated to Councillors) and website and ICT protection from cyber attack in Crediton (delivered by Mid Devon District Council) on 19/7/17.</p>																	

	<p>The website and ICT protection course had been cancelled due to illness of the trainer.</p> <p>The Clerk advised that under the Transparency Code, all items to be discussed must be on the Agenda and in this connection, future items raised under this item will need to be advised 10 days before the meeting to ensure it is included on the Agenda.</p> <p>Recognising that issues are presented immediately before a Parish Council meeting, the Clerk suggested that an additional item headed 'urgent items raised at the discretion of the Chairman' is included on all future Agendas. This was welcomed by Councillors.</p> <p>39.2 Councillor Szymankiewicz spoke about the supported living unit at Strawberry Fields. It was noted that planning permission had been granted on this site.</p> <p>39.3 Councillor Mrs Bosley had received representations of poor parking in the village by vehicles connected with a current building project.</p> <p>39.4 Councillor Mrs Sampson advised the bus shelters required tidying. This to be an item on the August Agenda.</p> <p>39.5 Noise from Tarka Holiday Park. Letters of representation to be written to North Devon Council Planning Department and Environmental Health Department.</p> <p>39.6 First birthday celebration of the library. Councillors were all in agreement for this to proceed.</p> <p>39.7 Items for the next Agenda to be included on future Agendas.</p>	<p>August Agenda</p> <p>Clerk</p> <p>Clerk</p>
40.	<p>Date of next Meeting: Thursday, 17 August 2017 in the Church Hall at 7.30pm.</p> <p>The meeting ended at 9.15pm.</p>	
<p>Summary of Decisions:</p> <ul style="list-style-type: none"> ➤ Minutes of 15 June 2017 ➤ A Neighbourhood Plan for Ashford authorised ➤ Planning ➤ Payments ➤ Grass cutting on the A361 between Tarka Holiday Park and the bus shelter not to be progressed 		
<p>These Minutes are agreed by those present as being a true record.</p>		
<p>Signed: Chair of Ashford Parish Council:</p>	<p>Date:</p>	