

- Brynsworthy Waste Transfer Station Public Exhibition on 13 October. This had been attended by the Parish Clerk who had followed it up with a report circulated to Councillors.
- The 10,000th child had attended the Farm Wise event at Westpoint, Exeter. This year, 1,400 from different schools had visited.
- Grit bins were being filled. Ashford did not have a Snow Warden and it was suggested this was given some thought.
- DCC will not cut the grass between Park Holidays towards Ashford as it is the responsibility of the landowner. A caravan owner repeatedly makes representations about this. The Park Manager was present and advised that the management is currently in consultation with North Devon Council Planning Department and DCC Highways.
- Signage for Braunton Library. A letter from this Council to DCC requesting a sign would give backing to this. The Clerk to write the appropriate letter.
- Benches on the Tarka Trail is not being progressed through a TAP (Town and Parish) Fund application with Heanton.
- Conversion of telephone box to mini library. Councillor Mrs Chugg was not aware of the official opening and would have liked to have attended, particularly as funding of £1,000 had been given from her Locality Grant allocation. District Councillor Mrs Davis pointed out that the email giving details of the event made no mention of how the conversion was funded. District Councillor Mrs Davis had given £250 from her Community Councillor grant allocation funding. Councillor Holder conveyed deep appreciation and thanks for the funding which enabled the conversion to take place.
- The Long Lane sign mentioned under Minute No. 68.2 was the responsibility of North Devon Council, this being a street sign.
- Kiln Lane is being filled and built up, improving the surface and Councillor Mrs Chugg is trying to arrange for the remainder to be done.

Clerk

72.3 District Councillor Mrs A Davis spoke about Planning application 59288, Long Lane. There had been a meeting that day regarding the legal agreement regarding the Section 106 contribution being drawn up. This is a legal tie in respect of houses and any contribution to be made. It was unlikely that the Application would be considered by the Planning Committee on 14 December.

Councillor Bleach asked District Councillor Mrs Davis regarding a meeting on 3 November with North Devon Council Conservation Officer, Collette Hall.

It had not been possible to clarify the purpose of the visit and the officer was currently on leave. District Councillor Mrs Davis would not be able to instruct the Conservation Officer, this would be for the Planning Manager, Dr M Kelly.

In connection with the Planning Application, surface water drainage was being assessed by the Flood and Coastal Management Team.

Building Control had responded on 31 July to the Application with no comments. Details will be referred to in Committee Reports.

The question had been asked 'Why wasn't the Application a full Application being an Application in a Conservation Area?'

District Councillor Mrs Davis had received a reply from North Devon Council Monitoring Officer following his enquiry to the Planning Manager, Dr M Kelly, as follows:

We do not insist on applications within conservation areas being fully detailed submissions; the relevant guidance is set out in paragraph 5.59 of our adopted Local Plan which states:

To ensure that development proposals affecting a Conservation Area can be properly assessed, sufficient details must be submitted with all planning applications. Consequently, outline planning applications will not normally be acceptable.

	<p><i>In this context, each submission is assessed on a case by case basis; if for example, a proposal has been the subject of a pre-application enquiry, as in this case, then information relating to the material planning issues would have been already discussed prior to submission of any formal application; the Long Lane application had sufficient details arising from the pre-application discussions and its registration was not a departure from the above approach.</i></p> <p>If it had been a full Application as in paragraph 5.59 of the adopted Local Plan, then those issues regarding drainage, design, foul water and surface water in a Conservation Area would have been in the Application and addressed. Dr M Kelly, Planning Manager had said there was enough information.</p> <p>There was a discussion on further consultation and that the all officers should be involved, including the Conservation Officer.</p> <p>Councillor Bleach advised that part of the reason the Conservation Officer is visiting on 3 November is that she has acknowledged that she had not given enough attention to the Parish. Councillor Bleach felt there was not enough clarify about what a Conservation Area means and he was investigating the issues surrounding it.</p> <p>District Councillor Mrs Davis informed that the Ombudsman nor the Parish Council can overturn the planning decision. A member of the public can submit a complaint.</p> <p>Councillor Bleach was of the opinion that North Devon Council do not seem to be following their own process and was informed that the decision had been made by the Planning Manager.</p> <p>It was left that District Councillor Mrs Davis will reply to the Monitoring Officer informing that the Parish Council is not satisfied with the response from the Monitoring Officer to her regarding Dr Kelly's reasons why there was not a detailed full Application for 59288 when it is in a Conservation Area and it gives no clarity whatsoever.</p> <p>A member of the public suggested there was renewed opposition to the Application.</p> <p>Councillors were in agreement to do this and the following representations to be submitted:</p> <p><i>Ashford Parish Council is not satisfied with your response to District Councillor Mrs Davis regarding Dr M Kelly's reasons for why there was not a detailed full Application for 59288 when it is in a Conservation Area. This gives us no clarity whatsoever.</i></p> <p><i>The Parish Council remind you of its decision made on numerous occasions and my Parish is deeply concerned about this outstanding planning application.</i></p> <p>District Councillor Mrs Davis continued her Report advising that in connection with the development at Chivenor, the Section 106 money amounting to £260,000 was available as open space money where a new skateboard park is to be provided and the refurbishment of a community building. She is in dialogue with the Air Cadets regarding picnic benches for the play area which would be open access through Plymouth and Exeter Sport in the Community. A letter of support will be required from Ashford Parish Council. Substantial discounts were being offered to Forces families who were interested in purchasing a property on the new development.</p> <p>72.4 Councillor V Lawson. Defibrillator Check. Not present to confirm but it was assumed this was in order.</p>	
73.	<p>Matters Arising. 73.1 In-house Training.</p>	

<p>The Clerk continues to be in correspondence with the Devon Association of Local Councils regarding a date for New Councillor training. The Clerk continues to be in correspondence with North Devon Council Monitoring Officer regarding a date for Code of Conduct training.</p> <p>73.2. Hedge between Meadowside and field. Deferred to the November meeting.</p> <p>73.3 Public Rights of Way. 73.3.1 The Public Rights of Way Officer could give a talk on the P3 (Parish Paths Partnership) on 15 December and this was agreed. P3 Walk and Talk events were being held throughout Devon and the details to be forwarded to all Councillors.</p> <p>73.3.2 Stile at Footpath 5. Councillors felt the stile did not require any further work and the contractor to be advised.</p> <p>73.3.3 The Public Rights of Way Warden had been asked to inspect the state of Footpath 5.</p> <p>73.3.4 Lime Kiln Lane, West Ashford. The Coast & Countryside Service had advised this is not its remit. The Clerk had contacted the Public Rights of Way Officer with a request to inspect.</p> <p>73.4 South West Water. South West Water would not give the local telephone number for Ashford Sewage Treatment Works as the site is not permanently manned. The correct procedure is to telephone South West Water Helpline on 0344 346 2020 which is manned all the time and in the event of a problem, they would dispatch a team to deal with the issue.</p> <p>73.5 Parish Council Website. A demonstration was given on 4 October 2016. Councillor Holder proposed that Mr Williams be asked to proceed. Seconded by Councillor Szymankiewicz and unanimously agreed with the caveat that only the Parish Clerk and Mr Williams (who constructed the website) has the password for the Parish Council section to update it. The Clerk had enquired at the demonstration about any cost to the Parish Council and had been advised there would be no. She had also advised that the renewal for the current website was due and Mr Williams felt fairly confident this could be amalgamated into the current website. Thanks to be expressed to Mr Williams for his work and generosity.</p> <p>73.6 Telephone Box, Adder Lane. Councillor Holder advised that the contractor had accepted the Parish Council's offer of £800 inclusive of VAT for the work done. An Invoice would follow.</p> <p>It was noted that the sum of £1,000.00 has been awarded from County Councillor Mrs C Chugg's Locality Budget funding. It was further noted that the Clerk had checked with the administrator of the Locality Budget fund at Devon County Council informing that the refurbishment was not costing as much as had been advised and therefore applied for, due to the poor workmanship. The Clerk further advised that the surplus could be used for improving the access and asked if a further application form should be completed. It had been confirmed that another application form was not required and that the Parish Council would not be required to repay the surplus funding. The position was in order for audit trail purposes.</p> <p>The official opening ceremony was Saturday 15 October 2016 which was well supported and a great success.</p> <p>Since the library had opened, it had been visited by a person from London who had left a post-in note with the words: 'This is the coolest library ever, awesome idea'.</p> <p>Councillor Bleach handed the Clerk an Invoice for £201.70 in respect of the materials for the shelves</p>	<p>Clerk</p> <p>Clerk</p> <p>Nov Agenda</p> <p>Clerk</p>
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which had been fixed by Councillor Bleach and Mr D Whiting, free of charge. Councillor Bleach explained that the original cost of £165 had increased due to electrical components purchased to ensure the structure was safe.

A non-slip surface for the Winter was spoken about.

73.7 Tarka Holiday Park. Councillors Bleach & Szymankiewicz reported on their meeting on 19 October with the Site Manger, Mr R Gibson, who was present at this meeting.

Mr Gibson was pleased that the Parish Council had taken the initiative to meet with him and confirmed there was to be a site meeting the following week between members of Park Holidays and North Devon Council.

Ownership changed from Mr Thomas Barker Tarka Holiday Park to the new owners Park Holidays in March/April 2016.

Mr Gibson confirmed that the maximum capacity of the site would be in the region of 160 static caravans and lodges, once the site is fully developed within the current boundary. He confirmed that they do have an interest in acquiring adjacent fields for further expansion.

The field closest to the Nursing Home facility has been completely redeveloped to support the new range of lodges and caravans that have a pitched tiled type roof. The concrete bases for these new lodges and static caravans are ready with foul water pipes, fresh water, gas and electrical feeds with a parking space per unit.

The first static caravans from the new range is operational and being lived in.

The plan is to redevelop the existing areas to match that of the new, with new bases and services.

This means the internal road network will be modified and the layout of pitches updated to comply with latest density regulations etc.

With regard to the issues that were identified as concerns of the Parish Council, Mr Gibson stated that these were 'above his pay grade' and that Mr Matt Purdom at Park Holidays' head office located in Bexhill, East Sussex was the person handling planning, screening and Council issues.

The understanding of the issues were:

1. Usage of the site by caravan or lodge owners is restricted to 1 March through to 14 February each year, with a two week park closure from 14 to 28/29 February for maintenance purposes and to enforce usage obligations under planning approvals 58422, 58084 and 59154.
2. The loss of screening in recent months – Mr Andrew Jones (Landscape and Countryside Officer, North Devon Council,) has had a meeting on site with Mr Gibson and Mr Purdom and further discussions are planned. Some of the trees were removed for 'safety' reasons (eg trees dying and branches tied together with rope for stability).
3. Apart from static caravans replacing touring and camping pitches in the northern most field, the main landscaping activity is associated with layout in terms of road width and pitch size and caravan distance from internal roads. This is primarily to do with regulations associated with fire safety and access.
4. Andrew Jones (NDC) mentioned that he still has a problem with the frontage of Park Holidays being open and that trees were removed without permission. He is looking to have this issue fully addressed and awaits comment from Park Holidays.
5. With regard to light pollution from the site interfering with Ashford's residents' vision over the Taw estuary, a photograph was left with Mr Gibson showing how this could be achieved at low cost using solutions adopted at French camp sites.
6. Having spoken with Mr M Brown (the case officer) and Mr A Jones (Landscape and Countryside Officer) the day before the meeting and brought them both up to speed with our meeting with Mr Gibson, both thought it a good idea to formally write and request Mr Purdom to adopt low level lighting throughout the site. A draft letter has been written for the Parish Council to consider.
7. It was proposed that NDC and Ashford Parish Council liaise and keep each other up to date.

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	<p>Photocopying £10.70 Contribution towards petrol (6 months) £35.00 Reimbursement for domain renewal for website £ 8.39 £139.80 HMRC October PAYE £ 20.60 Mr S Wightman Grass Cutting September 2016 £156.89 Ashford PCC Hire of Hall for meetings (6 months) £ 75.00 Mr K Payne Work on the former telephone box £800.00 North Devon Council Recharge for election held on 8/9/16 £949.98 <i>The Clerk has negotiated with North Devon Council that this amount can be paid in instalments over the next 6 months at a monthly amount of</i> £158.33</p> <p>75.3 Income. North Devon Council. It was noted that the second tranche of the Parish Precept (£1,200.00), Parish Grant (£75.00) and Grant Assistance (£33.57) totaling £3,108.57 has been credited to the Business Reserve Account.</p> <p>It was noted that the sum of £1,000.00 had been credited to the Business Reserve Account in respect of a Locality Grant from County Councillor Mrs C Chugg in respect of the refurbishment of the telephone box.</p> <p>It was noted that the sum of £111.50 had been credited to the Business Reserve Account in respect of a VAT reclaim for the period 1/4/16 to 31/8/16.</p> <p>75.4 2015/16 Audit. This has now been completed by external auditors Grant Thornton and the Clerk will give more details.</p> <p>75.5 Consultation: The 2017/18 Local Government Finance Settlement. Councillors have been circulated with the details from the Devon Association of Local Councils. The deadline for responses is 28/10/16. Proposed by Councillor Holder, seconded by Councillor Szymankiewicz and unanimously agreed to send the following response: Ashford Parish Council supports a cap of principle authorities and 'higher-spending' town and parish councils at 2% or up to £5.</p> <p>It does not support and totally opposes a cap on Parish Councils with a turnover of less than £25,000 on the grounds that more issues are falling to Parish Councils now that County and District Councils budgets are being cut so drastically. Grass cutting, verge cutting, drain and gulley clearance and provision of signage are but a few of the additional costs that Parish Councils now have to pay for and to restrict a Precept increase to 2%, especially on the Parishes with a very small Precept, would not allow that Parish to do any meaningful work in the Parish to benefit parishioners.</p> <p>75.6 Training and Travelling Expenses. Councillors considered the financial implications of this and if approval should be obtained at a Parish Council Meeting before booking. Councillors also considered if mileage should be paid subject to the course being held in South Molton. Proposed by Councillor Mrs Sampson that all training to be approved by Councillors at a Parish Council meeting, and that claims for mileage is limited to a 15 mile radius each way. Seconded by Councillor Mrs Bosley and unanimously agreed.</p>	<p>Ch.No.957 Ch.No.958 Ch.No.959</p> <p>Ch.No.960 Nov Agenda</p> <p>Ch.No.962</p> <p>Clerk</p>
76.	Correspondence. There was no correspondence or notices to go in the circulation bag.	
77.	<p>Matters raised by Councillors / Clerk including Highways issues. 77.1 Councillor Syzmankiewicz. Suggestion that planning training is delivered in-house. This was being investigated by the Clerk.</p>	Clerk

	<p>77.2 Councillor Mrs Bosley advised that a parishioner had submitted a complaint about the state of the road at the beginning of Ashfield Lane and within 24 hours, the potholes had been repaired.</p> <p>77.3 Councillor Mrs Sampson advised that the footpath / pavements in Meadowside had been cleared of overgrowing vegetation.</p> <p>77.4 Councillor Holder had received correspondence from The Pensions Regulator. The Clerk is dealing with this.</p> <p>77.5 Councillor Holder spoke about the brown tourist sign on the A361 advertising the Ring o' Bells at Prixford, now closed. This is to be removed.</p>	<p>Clerk</p> <p>JB</p>
78.	<p>Date of next Meeting: Thursday, 17 November 2016 in the Church Hall at 7.30pm. This will be the budget setting meeting for the 2017/18 financial year. The Clerk's annual leave is from 4 – 13 November 2016 inclusive.</p> <p>The Meeting ended at 9.47pm.</p>	
<p>Summary of Decisions:</p> <ul style="list-style-type: none"> ➤ Minutes of 15 September 2016 ➤ Letter to North Devon Council Monitoring Officer regarding the Planning Manager's response to an enquiry in connection with Planning Application 59288 ➤ Mr G Williams to be asked to proceed with the new website ➤ Letter to Park Holidays ➤ Planning ➤ Response to the North Devon & Torridge Local Plan Consultation ➤ Payments ➤ Response to the 2017/18 Local Government Finance Settlement ➤ Training to be approved at Parish Council meetings and mileage claims to be limited to a 15 mile radius each way 		
<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>	