

Minutes of Ashford Parish Council Meeting held on Thursday, 21 November 2019 in the Church Hall at 7.30pm.

Chaired by: Councillor P Hughes	Clerked by: Sue Squire	
Present: Councillors Mrs J Bosley D Hall G Holder P Hughes M Moss V Lawson Mrs S Sampson County Councillor Mrs C Chugg until Minute No. 83.3 3 Members of the public	Agenda: - Items raised by members of the public Apologies Declarations of Interest Approval of the Minutes of the meeting held on 17 October 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	
		<u>Action:</u>
79.	Items raised by members of the public. 79.1 Q: Was there a reply regarding the Section 106 enquiry from the Head of Place at North Devon Council. A: No. The Clerk had sent a reminder. 79.2 Email and letter of representation regarding school transport for children living in Ashford. This item will be further discussed under Minute No. 79.3 Email regarding the blocked drain at Meadowside. This had been forwarded by the Clerk to DCC Highways. Locally, it was considered that a CCTV camera was required to carry out a drainage survey to confirm that capital works were involved that would require assessing. 79.4 Two emails of thanks in connection with the clearance of the drain at Meadowside. 79.5 Email regarding lights in Ashford Churchyard. The resident was of the opinion that residents were willing to use torches. 79.6 Drain Clearance at Meadowside. 79.7 School Transport. In the past, residents in a Parish where the resident previously lived had paid for a taxi for their children to be transported to school.	PH to follow up Clerk to respond to these 3 emails from the same person
80.	Apologies. District Councillor Mrs A Davis.	
81.	Declarations of Interest. Councillor Moss declared a Prejudicial Interest in Minute No. 86.2 – Finance. Reimbursement to him for Climate Change Workshop Fee. Councillor Mrs Sampson declared a Personal Interest in Minute No. 84.8 – Provision of School Transport, the representations having been made by her family.	
82.	Approval of the Minutes of the Meeting held on 17 October 2019. Approved and signed as a correct record after it was noted under Minute No. 69.5 that the Climate Change Workshop was on 26 not 24 October.	
83.	Reports: 83.1 Police. The November 2019 Newsletter had been received and circulated. 83.2 County Councillor Mrs C Chugg.	

	<ul style="list-style-type: none"> - Drains. She would like to give funding from her Locality Budget but this may not be permissible due to the stance taken by Highways on the service frequency of drainage clearance - School Bus. Many representations had been received. DCC will not allow parents to pay for seats on the bus. She suggested a local campaign was launched on the basis and the dangers for children to be seen at night especially from behind. - Grit bin in Strand Lane. If DCC would not supply one, she suggested the Parish Council purchase one which she would pay for from her Locality Budget. She was had funding to pay for the refurbishment of the Barnstaple bound bus shelter on the A361. <p>Councillor Moss enquired about the acquisition of land at Meadowside which had been identified for a wild flower area. Although the land was not owned by DCC, due to technicalities in the Conveyance, it was shown as being part of the public highway in DCC's records. County Councillor Mrs Chugg suggested that the co-ordinates of the area were sent so that she could follow up.</p> <p>83.3 District Councillor Mrs A Davis. Apologies given.</p> <p>83.4 Councillor V Lawson. Defibrillator Check. In order. The Clerk had submitted the monthly report to South Western Ambulance Service.</p> <p>83.5 Councillor M Moss, Wildlife Warden. The following Reports had been circulated:</p> <ul style="list-style-type: none"> - Wildlife Newsletter 2 - Devon Climate Emergency – overview <p>83.6 Communications Committee. Email received enquiring when the Parish Council will be taking over its own communications. The webmaster was thanked for his work. Informal approaches had been made for someone to be responsible for the website and enquiries will be made in the village for volunteers.</p> <p>In connection with the email network, the domain name had been purchased for two years. A letter to parishioners advising the new arrangements would be sent in early 2020. Updated Standing Orders would be finalized in the new year. In reply to an enquiry from Ashford Comms as to when the Parish Council's network would be set up, a reply to be sent advising that Terms of Reference would be dealt with at the December Parish Council meeting.</p> <p>83.7 Law and Torridge Estuary Forum. Councillor Moss had attended the quarterly meeting on 24 October and the following items were covered:</p> <ul style="list-style-type: none"> - Richmond Dock, Bideford - Bideford Harbour was losing money - The embankment protecting Braunton Marsh had been overtopped which was not a problem or any risk to housing - Development at Yelland Power Station. With so many amendments to the plans, the developer had been asked to consolidate them all and submit a new Planning Application 	<p>MM</p> <p>DH</p> <p>Dec Agenda</p>
<p>84.</p>	<p>Matters Arising:</p> <p>84.1 Blocked drain in Meadowside. Further to representations to DCC Highways and despite the Chief Engineer of Highways acknowledging Ashford is considered a rural area, and therefore the drains should be cleared on an annual basis, a reply had been received from the Neighbourhood Highways Technician advising that this is a central decision and drain clearance will remain on a 3 year cycle. This had been covered under Minute Nos. 79 and 83.2.</p> <p>84.2 Lights in Ashford Churchyard. A reply was noted from the PCC following representations from the Parish Council which advised.... As the email was left open ended, a diary note to be made for 6 months for further report.</p> <p>84.3 Ashford Welcome Leaflet. Councillor Mrs Bosley advised the whole document had to be retyped and the domain name of the new website will be included.</p>	<p>Diary note for 6 months to revisit</p> <p>JB</p>

	<p>84.4 Climate Emergency Network. Councillor Moss proposed: 1. That Ashford Parish Council signs a Climate Declaration. If this is done, a reporter for the North Devon Biosphere Climate Emergency Network is required. Councillor Moss was willing to take on this role.</p> <p>In addition, the Parish Council would need to consider its position regarding a Community Emergency Plan. Signing up means Ashford’s details would be included on a list of organisations supporting the Climate Declaration. Within six months it would be necessary to map out what carbon footprint activities are associated with the Parish Council. An Action Plan to be carbon neutral is required by 2030.</p> <p>The Climate Declaration affects everyone as regards pollution and global warming. For example, grass cutting machinery used in a more environmentally friendly manner.</p> <p>Councillor Holder seconded the proposal to sign a Climate Declaration.</p> <p>Ashford Parish Council has an Emergency Plan in place and is considered to be in order. The Clerk to send to Mr M Rich of Communities Together.</p> <p>84.4 North Devon Council Community Governance Review. To further consider this item which was deferred from the October meeting. Councillors were of the opinion that the present arrangements were unaltered and should stay the same.</p> <p>84.5 Tree Planting / Free Trees. To further consider this item which was deferred from the October meeting. Mr N Sampson and Councillor Mrs S Sampson were willing to have additional trees planted on land they own. Councillor Mrs Sampson will inform the Clerk of the preferred pack to order. Guards and bamboo stakes will be required.</p> <p>84.6 Snow Warden Training. It was noted that this had taken place. High visibility vests and a snow shovel are on order and expected to be received shortly.</p> <p>84.7 Grit Bin at Strand Lane. A request had been made to DCC Highways for a grit bin at Strand Lane and that grit bins in the Parish are filled. It was noted that other grit bins in the Parish were full.</p> <p>84.8 School Transport. This item had previously been raised under Minute No. 79.7 and 83.2 and Councillors discussed the situation in the light of representations from the public. The Parish Council has been copied in to an email from DCC in reply to County Councillor Mrs C Chugg’s representations and has been circulated to Councillors.</p> <p>It was acknowledged that some children may stay on after the official end of the School day, meaning walking home alone in the dark. The school bus with 20 – 25 seats would continue to come through the village picking up children from a low income family. By allowing other children to board, it would save eight separate journeys.</p> <p>As DCC has declared a climate emergency this decision seems contrary to the authority’s ethos, which was considered invidious and divisive causing isolation and discrimination.</p>	<p>Clerk MM</p> <p>MM</p> <p>Clerk</p> <p>Clerk to advise NDC</p> <p>SS / Clerk</p> <p>PH to draft letter for the Clerk to send</p>
<p>85.</p>	<p>Planning & Planning Correspondence. 85.1 Planning Applications. There were no Planning Applications to consider.</p> <p>85.2 Planning Correspondence. The following North Devon Council Decision Notice was noted: APPROVAL for Application 70589 – alterations and extension to dwelling – Solway, Ashfield Lane, Ashford.</p>	

86.	<p>85.3 Visit of Mr M Tichford, Head of Place, North Devon Council. Following his attendance at the October meeting, information is awaited from him following further enquiries being made.</p> <p>Finance.</p> <p>86.1 Balances. NatWest Current Account as at 18 October 2019: £9,145.24</p> <p>Budgetary figures up to the end of October 2019 were circulated to Councillors.</p> <p>86.2 The following payments were approved and authorised:</p> <p>Mrs S Squire November Salary including October overtime (Councillors will be given the details) Redacted under DPA</p> <p>HMRC November PAYE £70.20</p> <p>Mr M Baker Grass cutting in the growing season 2019 £375.00</p> <p>Mr M Moss Reimbursement for Climate Workshop organized by District Cllr N Pearson £10.00 Councillor Moss declared a Prejudicial Interest, left the room and did not take part in the discussion decision or voting thereon.</p> <p>86.3 2020 Grass Cutting. Four tenders had been sought from:</p> <ul style="list-style-type: none"> ⇒ Mr M Baker (current contractor) 2020/21 - £390; 2021/22 - £401.70; 2022/23 - £413.75; 2023/24 - £426.16 ⇒ Mr D Lock. 2020/21 - £480 with a 4% rise year on year for the contract ⇒ Mr D Harris – no response ⇒ Greg's Gardens – no response <p>Proposed by Councillor Mrs Bosley that the contract was awarded to Mr M Baker for 4 years. Seconded by Councillor Lawson. Unanimously agreed.</p> <p>To agree that the contract should be for 4 years, at the suggestion of the Clerk. Proposed by Councillor Holder, seconded by Councillor Mrs Sampson, unanimously agreed.</p> <p>When advising Mr Baker that he had been awarded the contract, the Clerk to advise that the Parish Council reserve the right to change the cutting specification and also advise that Ashford Parish Council had declared a Climate Emergency and contractors who were eco friendly would be welcome to submit their Tender when the contract expires in 4 years time.</p> <p>86.4 2020 Lengthsman type duties. Three tenders had been sought from:</p> <ul style="list-style-type: none"> ⇒ Mr M Baker - £500.00 ⇒ Mr C Willis - £15 an hour for man and vehicle ⇒ A & B Contractors – no response. <p>Councillor Holder proposed that the contract was awarded to Mr M Baker. Seconded by Councillor Mrs Bosley. Unanimously agreed.</p> <p>86.5 To set the 2020/21 Budget and Precept. In connection with a review of the Clerk's salary, the meeting went into Part II Confidential and the Clerk / members of the public left the room for this item.</p> <p>Proposed by Councillor Mrs Bosley that the Precept for 2020/21 remains at £7,000. Seconded by Councillor Hall. Unanimously agreed.</p> <p>Proposed by Councillor Mrs Bosley to agree the Budget. Seconded by Councillor Hall. Unanimously agreed.</p> <p>86.6 Information Commissioners Office. Confirmation of renewal of Data Protection Regulation and confirmation of payment of the fee amounting to £40.00.</p> <p>86.7 Amendment of Bank Mandate to include additional cheque signatories. After making further enquires, the Clerk had ascertained that it was not feasible for an online form to be partially</p>	<p>Clerk</p> <p>Ch.No. 102</p> <p>Ch. No. 103</p> <p>Ch.No. 104</p> <p>Ch.No. 105</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk to advise NDC</p> <p>Clerk</p>
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	printed and completed at the meeting and she was arranging for a paper Mandate to be provided with a view to Councillors completing this at the next meeting.	
87.	<p>Correspondence. Notices and publications received were put on the table to see, read and go in the circulation bag.</p> <p>87.1 Torridge, North, Mid & West Devon Citizens Advice. Letter of thanks for donation of £50.00.</p> <p>87.2 Came and Company Parish Council Insurance. It was noted that the supply of services will be governed by the Gallagher Terms of Business Agreement. This is for information only.</p> <p>87.3 DCC. Two emails, circulated to Councillors regarding (1) Climate Emergency Network and (2) Devon Climate Emergency: Devon Carbon Plan process is launched – residents called on to give their ideas. Dealt with under Minute No. 84.4.</p> <p>87.4 Environment Agency. Email, circulated to Councillors, regarding Water Challenges and Choices Consultation, running until 24/4/20.</p>	
88.	<p>Matters raised by Councillors / Clerk.</p> <p>88.1 Councillor Mrs Bosley. Notices on the notice board advertising events in other Parishes. Due to limited space and some large notices, it was suggested that posters and other advertising material was limited to an A5 size, with the exception of Parish Council items, it being the Parish Council notice board.</p> <p>88.2 Councillor Moss. Circulation of correspondence to Councillors. Councillor Moss proposed that in connection with a procedure for dissemination of information to the community as Councillors, that common sense is used where there is something to circulate in a Councillor’s portfolio. If items are contentious or there are doubts, that the details are circulated first. Seconded by Councillor Holder. Unanimously agreed.</p>	
89.	<p>Matters raised by the Chairman.</p> <p>89.1 An additional meeting will be suggested to cover environmental issues and compliance. This was not necessary as all items had been covered during the meeting.</p>	
90.	Items for the next Agenda. Those identified from these Minutes.	
91.	<p>Date of next Meeting: Thursday, 19 December 2019 in the Church Hall at 7.30pm.</p> <p>The meeting ended at 9.20pm.</p>	
<p>Summary of Decisions:</p> <ul style="list-style-type: none"> ➤ Minutes of 17 October 2019 ➤ Agreement for a Climate Emergency Declaration to be signed ➤ Payments ➤ Award of grass cutting contract ➤ Award of lengthsman style duties contract ➤ 2020/21 Budget and Precept ➤ Procedure of dissemination of information by Councillors 		
<p>These Minutes are agreed by those present as being a true record.</p>		
Signed: Chair of Ashford Parish Council:		Date: