

**Minutes of Ashford Parish Council Meeting held on Thursday, 21 January 2016  
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>Mrs S Sampson</b> <b>Mrs B Sandwell</b>  <b>County Councillor Mrs C Chugg</b> <b>District Councillor Mrs A Davis</b> <b>Members of the Public</b>		<b>Agenda: -</b> Items raised by members of the public Apologies Declarations of Interest Approval of the Minutes of the Meeting held on 17/12/15 Reports Matters Arising Planning & Planning Correspondence Finance Compliance Correspondence Matters raised by Councillors / Clerk Date of next Meeting
		<b>Action:</b>
102.	<b>Items raised by members of the public</b> <b>102.1 40mph sign at end of dual carriageway.</b> The Clerk received a report that this was constantly on. DCC Highways had been advised and a reply received from the Neighbourhood Highway Manager who had also reported it after noticing the defect.	
103.	<b>Apologies.</b> Councillors Mrs H Bremner, V Lawson & J Symankiewicz, PCSO D Kingdon.	
104.	<b>Declarations of Interest.</b> None.	
105.	<b>Approval of the Minutes of the Meeting held on 17 December 2015.</b> <b>Approved and signed as a correct record.</b>	
106.	<b>Reports:</b> <b>107.1 Police.</b> When sending his apologies, PCSO Kingdon advised there were no crimes to report. He asked that residents were made aware of burglaries in Braunton, adding that any suspicious activity should be reported to the Police immediately if offenders are still in the area at the time of the call.  PCSO Kingdon had been informed of sheep escaping and causing damage in residents gardens. Councillors had no knowledge of this.  <b>107.2 County Councillor Mrs C Chugg.</b> The Report covered a £28 million reduction in the Budget and £22 million in the following year; ENT (ear, nose and throat) appointments are being dealt with at the Royal Devon and Exeter Hospital as there is currently no Consultant at North Devon District Hospital, where only emergencies are being dealt with; flooding at Chivenor was due to a collapsed pipe which had been repaired; Braunton Library is proving successful with the added facility of a film show on the fourth Thursday; Braunton Youth Group is also going well.  <b>107.3 District Councillor Mrs A Davis.</b> Savings of £750,000 within North Devon Council need to be found which will have an impact on everyone. The next Devolution Meeting was the following day.	

	<b>107.4 Councillor V Lawson.</b> Defibrillator Check. Not present to report.	
108.	<p><b>Matters Arising:</b></p> <p><b>108.1 Defibrillator Batteries.</b> Barnstaple Town Council had been requested to post the replacement batteries to Councillor Lawson who was not present to advise if they had been received.</p> <p><b>108.2 Adoption of Telephone Kiosk.</b> BT had confirmed the telephone box had been decommissioned. A poster had been provided for the kiosk to advise the public. The public had been invited to make suggestions on its future use.</p> <p><b>Proposed by Councillor Mrs Sandwell, seconded by Councillor Mrs Bosley and unanimously agreed for it to be converted into a library.</b></p> <p><b>108.3 Impact damage by articulated lorry making delivery to Luscott Barton Solar Park.</b> Contact details of the company erecting the solar park had been obtained in order that a claim could be made.</p> <p>The street sign that had been damaged was the responsibility of North Devon Council, not Devon County Council. A request had been made to North Devon Council for a replacement which had been passed to the Property and Technical Team. In addition, contact details had also been sent to Mrs A Burnham for her to progress a claim for impact damage to her property for which an email of thanks had been sent.</p> <p><b>108.4 Footpath 8 obstruction.</b> DCC Public Rights of Way Footpath Warden had confirmed that this Council's request to fix a stile at the point of the obstruction would be dealt with. Councillor Mrs Sampson informed that the Footpath Warden had a site meeting planned with Mr W Sampson who would prefer a gate rather than a stile for ease of stock movement.</p> <p><b>108.5 Blocked drains in the lower part of Strand Lane and flooding of 'Riverside' driveway.</b> This had been reported to DCC Highways. The Neighbourhood Highway Officer had replied confirming that the drains had been checked during heavy rain and appeared to be in order, helped by the fact that he had cleared a drain higher up Strand Lane recently. The situation had been monitored by him and the house owner (Councillor Mrs B Sandwell) had been copied into the correspondence to be aware of the situation. Subsequent to this, further flooding had occurred and the Clerk had requested a site meeting between the Neighbourhood Highways Officer and Councillor Mrs B Sandwell on a number of occasions. This took place on 15 January 2016 and preventative work will be undertaken in the Summer including raising the lip of the driveway.</p> <p>It was noted that water shoots out of the drain by the property Ashmead. This could be because the drain in the meadow of Ashmead had broken. A letter to be written to the houseowner requesting that it is cleared.</p> <p><b>108.6. Burnt out van in bus stop.</b> This had been reported to PCSO Kingdon who had replied that the Council had been requested to remove it.</p>	Clerk
109.	<p><b>Planning &amp; Planning Correspondence.</b></p> <p><b>109.1 Planning Application. The following Application was considered: 60489 – Variation of Condition 2 (approved plans) attached to Planning Permission 56106 (formation of luxury campsite together with erection of</b></p>	Clerk

	<p><b>reception building incorporating café, shop &amp; camp site facilities) to allow inclusion of managers accommodation – land at Chivenor Cross, Chivenor.</b>  <i>This Parish was being consulted as an adjoining Parish.</i>  <b>To reply it has no impact on this Parish and therefore we have no comment to make.</b></p> <p><b>109.2 Copy correspondence was noted from North Devon Council in respect of Application 59979 –</b> Notification of works to trees in a Conservation Area in respect of pruning &amp; removal of various trees at Under Woolstone House, Strand Lane, Ashford. The Council does not consider that it is expedient to make a Tree Preservation Order as long as the work is carried out in 2 years and that no more work on the trees is done than is set out in the notice.</p>																													
110.	<p><b>Finance.</b></p> <p><b>110.1 Balances. NatWest Current Account as at 18/12/15: £10.00</b>  <b>NatWest Business Reserve Account as at 8/1/16: £2,306.69</b></p> <p><b>110.2 A request for a donation from Torridge, North, Mid &amp; West Devon Citizens Advice Bureau was considered.</b> A copy of the latest set of accounts have been provided to comply with criteria.  <b>Councillor Holder proposed a donation of £100.00, seconded by Councillor Mrs Sandwell and unanimously agreed.</b></p> <p><b>110.3 The following payments were approved and authorised:</b></p> <table border="0"> <tr> <td><b>Mrs S Squire</b></td> <td>January 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>£ 9.35</td> <td></td> </tr> <tr> <td></td> <td>Postage</td> <td>£ 7.56</td> <td><b>£102.42</b></td> </tr> <tr> <td><b>HMRC</b></td> <td>January PAYE</td> <td></td> <td><b>£ 20.80</b></td> </tr> <tr> <td><b>SWH Signs</b></td> <td>Various signs and posts, as agreed</td> <td></td> <td><b>£312.00</b></td> </tr> <tr> <td><b>Torridge, North, Mid &amp; West Devon Citizens Advice.</b></td> <td>Donation.</td> <td></td> <td><b>£100.00</b></td> </tr> </table> <p><b>110.3 Quotation for the refurbishment of the telephone kiosk in Adder Lane.</b>  On the day of the Meeting, confirmation was received from North Devon Council that a Community Council Grant application submitted requesting the sum of £250.00 from District Councillor Mrs A Davis' funding allocation had been successful.  County Councillor Mrs Chugg agreed to give £1,000.00 from her Locality Grant funding.  One wall of shelving, 8 shelves high would cost approximately £400.00.  Refurbishment of the telephone kiosk would be £650.00 to replace the glazing and repainting £750.00.  The work could not be confirmed until the Locality Grant funding had been received as it cannot be paid retrospectively.</p>	<b>Mrs S Squire</b>	January Salary net of PAYE	£82.51			Contribution towards broadband	£ 3.00			Photocopying	£ 9.35			Postage	£ 7.56	<b>£102.42</b>	<b>HMRC</b>	January PAYE		<b>£ 20.80</b>	<b>SWH Signs</b>	Various signs and posts, as agreed		<b>£312.00</b>	<b>Torridge, North, Mid &amp; West Devon Citizens Advice.</b>	Donation.		<b>£100.00</b>	<p>Clerk</p> <p>Ch.No.924  Ch.No.925  Ch.No.926  Ch.No.927</p>
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111.	<p><b>Compliance.</b> The following were reviewed: Councillors had been circulated with the details to study ahead of the Meeting.</p> <ul style="list-style-type: none"> <li>• Standing Orders</li> <li>• Financial Regulations</li> <li>• General Risk Assessment – new for this year, replacing the Financial Risk Assessment</li> <li>• Emergency Advice. Mr N Rowe's name to be deleted.</li> <li>• Policies – Filming and Recording, Equal Opportunities, Complaints Procedure, Safeguarding, Grant Giving Policy</li> <li>• Freedom of Information Act Publication Scheme</li> </ul> <p><b>Proposed by Councillor Mrs Bosley, seconded by Councillor Mrs Sampson</b></p>																													

	<b>and unanimously agreed to adopt,</b>	
112.	<p><b>Correspondence.</b> Notices and publications received were put on the table to see and read. Items were also put in the circulation bag.</p> <p><b>112.1 Devon Air Ambulance</b> is looking for community landing sites so that the helicopter can land at night. <i>Noted.</i></p> <p><b>112.2 Next Generation Self Build.</b> Email advising that the company is actively looking for suitable sites for either individual or groups of PassivHaus Self Build. <i>Noted.</i></p> <p><b>112.3 HM Lord Lieutenant of Devon.</b> Email regarding the celebration plans of HM The Queen's 90<sup>th</sup> birthday. <i>Noted.</i></p> <p><b>112.4 Barnstaple Town Council.</b> Details of an Effective Supervision &amp; Performance Management Course on 9 February at a cost of £45. <i>Noted.</i></p> <p><b>112.5 Barnstaple Town Council.</b> Email giving an update of the arrangements for the future of the North Devon Records Office and Local Studies Centre. <i>Noted.</i></p>	
113.	<p><b>Matters raised by Councillors / Clerk.</b></p> <p><b>113.1 Footpath signs</b> to be included on the February Agenda.</p> <p><b>113.2 There had been no notice about the road being shut at Chivenor with traffic lights in operation.</b> Heanton Parish Council had complained as a result of the disruption.</p> <p><b>113.3 Meadowside Hedge Trimming.</b> A&amp;B Contractors had sent the Invoice to Mr W Sampson. As the Parish Council had instructed the work to be done, a revised Invoice in the name of the Parish Council to be obtained.</p>	<p>Feb Agenda</p> <p>Clerk</p>
114.	<p><b>Date of next Meeting:</b> Thursday, 18 February 2016 in the Church Hall at 7.30pm. The Meeting ended at 8.11pm.</p>	
<p><b>Summary of Decisions:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Minutes of 17 December 2015</b></li> <li>➤ <b>Adder Lane telephone kiosk to be converted into a library</b></li> <li>➤ <b>Planning</b></li> <li>➤ <b>Donation to Torridge, North, Mid &amp; West Devon Citizens Advice</b></li> <li>➤ <b>Payments</b></li> <li>➤ <b>Compliance as listed under Minute No. 111</b></li> </ul>		
<p><b>These Minutes are agreed by those present as being a true record.</b></p>		
Signed: Chair of Ashford Parish Council:		Date: