

Minutes of Ashford Parish Council Meeting held on Thursday, 21 September 2017 in the Church Hall at 7.30pm.

Chaired by: Councillor G Holder	Clerked by: Sue Squire	
<p>Present: Councillors</p> <p>Mrs J Bosley G Holder Mrs S Sampson J Szymankiewicz</p> <p>County Councillor Mrs C Chugg District Councillor Mrs A Davis 8 Members of the public</p>	<p>Agenda: - Items raised by members of the public Apologies Declarations of Interest Approval of the Minutes of the meeting held on 17 August 2017 Reports Matters Arising Planning & Planning Correspondence Finance Correspondence Urgent items raised at the discretion of the Chairman Matters raised by Councillors / Clerk Items for the next Agenda identified from the Minutes Date of next meeting</p>	
		Action:
54.	<p>Items raised by members of the public. 54.1 Enquiry regarding grass cutting verge in the Meadowside area. When the contractor reaches the end of the field, no further cutting is done leaving the verge opposite a resident's property untouched. It is thought that historically the verge had never been cut and the resident had taken this on including cutting back of brambles, vegetation and grass to prevent it intruding into the road. The resident requested that the Council ask the contractor to include this stretch of verge in the future programme. The resident is willing to keep the pavements and gutters free of weeds outside their property but feels that the verge opposite is not their responsibility. Councillor Holder will inspect and report back at the October meeting.</p>	GH
55.	<p>Apologies. Councillors J Bleach, Lawson, Mrs B Sandwell, PCSO D Kingdon.</p>	
56.	<p>Declarations of Interest. Councillor G Holder. Disclosable Pecuniary Interest in Planning Application 63709 – Conversation of garage to form dependent relatives annex at Little Court, Ashford, being his Application. Councillor Mrs S Sampson. Disclosable Pecuniary Interest in Planning Application 63709 – Conversation of garage to form dependent relatives annex at Little Court, Ashford, being a neighbour to the applicant.</p>	
57.	<p>Approval of the Minutes of the Meeting held on 17 August 2017. Approved and signed as a correct record after a minor amendment on a date in the Agenda box was noted.</p>	
58.	<p>Reports: 58.1 Police. When sending his apologies, PCSO Kingdon advised there was nothing further to report than the details given in the Police Newsletter, a newly introduced initiative which has been circulated to Councillors. The Clerk to send for inclusion on the website. 58.2 County Councillor Mrs C Chugg. To give further information on the representations for the verge between Tarka Holiday Park and the Bus Shelter on the A361 to be cut for visibility</p>	Clerk

<p>improvement. Councillor Mrs Chugg had been trying to arrange this for some time and would follow up.</p> <p>The work to prevent flooding to the property Riverside on the A361 is planned to be completed by Highways in two weeks.</p> <p>58.3 District Councillor Mrs A Davis spoke about the Boundary Commission review in respect of Warding arrangement in North Devon Council where two fewer Councillors are planned from May 2019, following the Parish Council Election. Proposals are required by October. North Devon Council had met and would put two proposals to the Boundary Commission.</p> <p>The proposal to add Pilton West to Heanton Punchardon has been made.</p> <p>58.4 Councillor V Lawson. Defibrillator Check. Apologies sent.</p> <p>58.5 Neighbourhood Plan. Councillor Szymankiewicz to give an update.</p> <p>The Chairman stood Standing Orders down to allow members of the public to speak.</p> <p>Parish Councillors were thanked for their work. The Neighbourhood Plan had started to involve more people and there was a positive feeling about the project. Q: What do we do with the Section 106 money, who decides? A: North Devon Council will ask for proposals and they make the final decision.</p> <p>The Neighbourhood Plan will not cost the Parish anything at this moment in time as there are grants available from the government.</p> <p>The Chairman reinstated Standing Orders.</p> <p>Councillor Szymankiewicz gave a progress update.</p> <p>The Working Group in identifying four pieces of work required as part as evidence based for the Plan will require grant funding. At a meeting with Mr Graham Townsend, Strategic and Planning Manager at North Devon Council, the Group had asked for confirmation that their actions were correct. With his help, there was clarification as to what needed to be done and a number of suppliers who could do the work were identified. In this connection an invitation to tender with a reply by the end of September to be progressed.</p> <p>In parallel with this, there would be work on a grant application to cover the cost of the Neighbourhood Plan. All work can be funded by the grant scheme for Neighbourhood Plans. As previously mentioned, this would involve four pieces of work for upfront costs in connection with a consultation with residents, meetings, hire of the Church Hall and display boards. The aim was to prepare the details to put before the October Parish Council meeting as it is the Parish Council who apply for the grant.</p> <p>The last stage of the process is a vote by residents which will be after the Plan is produced, submitted to the Planning Inspector and approved as an appropriate Plan and capable of going into formal process.</p> <p>It is the intention to apply for an initial tranche of £4,500 - £5,000. The application has to be submitted by the Parish Council and the funds will come to the Parish Council and the Parish Council will pay invoices.</p> <p>The Clerk asked about the VAT element charged on invoices and whether the Parish Council should reclaim this as technically the Parish Council would be reclaiming VAT on a service provided for which a grant had been obtained. There was a risk that the Parish Council would benefit and make money</p>	<p>CC</p>
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	<p>out of this process and the Clerk did not feel this was correct. This would be checked.</p> <p>It was the intention to submit a grant application after the October Parish Council meeting and the funding, if the grant was successful, would be available by the end of November.</p> <p>Mr Townsend had advised not to rush the consultation exercise with residents. A series of events would be held and a consultation meeting had taken place on 9 September in the Church Hall aimed at children and parents, to get some idea of what the young children of the village like and do not like.</p> <p>The Chairman stood down Standing Orders to enable Mr D Hall to report on this.</p> <p>Mr Hall advised that a report would be available for the next meeting. He explained that the Working Party wanted to demonstrate its commitment to the project and had produced three main questions: What do you like about the Parish, what would you like to see and what would you like to see more?</p> <p>Children were active using craft materials, pens, glue, post-its and this was considered to be a very constructive exercise. The artwork that the children created is to be displayed. 16 people from 4 families attended, comprising 4 pre-school children, 6 secondary pupils, 4 parents and 1 grandparent, which was more than a quarter of all the families from the village. They were very appreciative that the event had been organised and it was pleasing that the children engaged with each other. Those who had organised the event were commended. Families had an enthusiasm and felt the Plan had done a lot to pull the community together. The costs for the event were borne by residents.</p> <p>The Chairman reinstated Standing Orders.</p> <p>Councillor Szymankiewicz advised another consultation exercise would be held on 6 October taking the form of a quiz about Ashford and North Devon. Beyond that when funding is in place, there will be formal consultations. Councillor Szymankiewicz had attended Heanton Punchardon Parish Council where he advised Councillors there would be mileage if the two Parishes worked together. They have different issues, their priorities are different but it was felt that the two Parishes could share and learn how a Neighbourhood Plan develops.</p> <p>District Councillor Mrs Davis advised that Heanton was concerned about the closure of RMB Chivenor and the implications involved.</p>	<p>JS</p>
<p>59.</p>	<p>Matters Arising:</p> <p>59.1 Asset Register. A reply from the Internal Auditor regarding the need for expanded details was noted and understood.</p> <p>59.2 Bus Shelters on the A361. It was noted that due to wet weather conditions, the planned work had not been able to be carried out and that this continued to be in hand.</p> <p>59.3 Community Priorities. It was noted that the Expression of Interest form had been submitted to North Devon Council.</p> <p>59.4 Dog Fouling. It was noted that the North Devon Council Dog Warden had been requested to supply stickers which were awaited.</p> <p>59.5 First Aid Course. Councillor Lawson to be requested to provide some dates. It was noted that notices had been prepared for display in the notice board, Wyevale Garden Centre and on the website, giving the location of the defibrillator.</p> <p>59.6 Environment Health Department, North Devon Council. A reply from North Devon Council Environmental Health Officer regarding noise at Tarka Holiday Park was advised. The matter had been discussed with the site manager who had informed that two events had been</p>	<p>Clerk</p> <p>Clerk</p>

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	<p>hosted in the last six months – a ‘picnic day’ and a ‘pie and pint day’, both of which were daytime events. The manager advised that the site had no immediate plans to host any further events.</p> <p>When establishing whether an alleged statutory noise nuisance is enforceable under the Environmental Protection Act 1990, the officer must take into account the frequency, duration, day of the week and time of the day, and most importantly the degree and effect of the intrusion on the ordinary reasonable person.</p> <p>The infrequent nature of these events would mean that it would be unlikely for the noise to constitute a statutory nuisance. The officer has passed the Parish council’s concerns to a colleague who is a consultee in the Planning Application process.</p> <p>The officer will now close the statutory nuisance complaint. However, if the situation changes and the site organizes regular events which cause a nuisance, it is suggested that the Council is contacted who may investigate further.</p> <p>These comments were also conveyed to the resident who made the initial complaint. They had requested that the reply was read to the meeting, adding it is not an altogether satisfactory response but clearly there is no point in pursuing the matter further, unless there are further unacceptable incidents.</p>	
<p>60.</p>	<p>Planning & Planning Correspondence.</p> <p>60.1 To consider the following Planning Application: 63709 – Conversion of garage to form dependent relatives annex at Little Court, Ashford.</p> <p>Councillors Holder and Mrs Sampson declared a Disclosable Pecuniary Interest, left the room and did not take part in the discussion, decision or voting thereon.</p> <p>The meeting was chaired by Councillor Mrs Bosley for this item. With two Councillors leaving the room the meeting became inquorate.</p> <p>Members of the public were given the opportunity to ask questions.</p> <p>To reply: Ashford Parish Council wish to submit an informal decision of approval.</p> <p>60.2 Planning Correspondence.</p> <p>60.2.1 Enforcement No. 10055 – Byways, Ashfield Lane, Ashford. Alleged unauthorized development – creation of an access at Byways. The deadline date for reinstatement was 31/8/17 and following an enquiry of the present position from this Council, the Enforcement Officer had advised as follows: Having performed a site visit to see if the access has been closed, it requires further attention. While the access has been closed off by the placing of fence panels, this is not a permanent closure. The owner has been written to advise him that reinstatement requires planting of new hedging. The owner has been asked to put forward a planting proposal by next week. When this has been received I will update you further.</p> <p>60.2.2 Section 106 monies from the Fair Oak Farm Application. It was noted that the relevant letter had been sent to the Planning Department.</p> <p>60.2.3 Section 106 monies from the Meadowside development. Details were given of a sum of money that is applicable for the Parish for open space facilities. Councillor Holder to make enquiries of owners of land as to whether they would be willing to sell approximately 1 acre. North Devon Council to be asked if the funding can be spent on capital assets.</p>	<p>Clerk</p> <p>GH</p> <p>Clerk</p>
<p>61.</p>	<p>Finance.</p> <p>61.1 Balances. NatWest Current Account as at 18 August 2017: £10.00 NatWest Business Reserve Account as at 8 September 2017: £1,582.55</p>	

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	<p>On the afternoon of the meeting, a North Devon Council remittance advice was received in respect of the second tranche of the 2017/18 Parish Precept (£2,750.00), 2017/18 Parish Grant (£75.00) and 2017/18 Grant Assistance (£26.10) totaling £2,851.10 which would be credited to the bank account within three working days.</p> <p>Budgetary figures for August 2017 was circulated to Councillors.</p> <p>61.2 The following payments were approved and authorised:</p> <table border="0"> <tr> <td>Mrs S Squire</td> <td>September Salary net of PAYE</td> <td>£82.71</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>£100.51</td> </tr> <tr> <td>HMRC</td> <td>September PAYE</td> <td></td> <td>£ 20.60</td> </tr> <tr> <td>Mr S Wightman</td> <td>August Invoice for grass cutting</td> <td></td> <td>£156.88</td> </tr> </table> <p>61.3 Grant Thornton, External Auditor. It was noted that the 2017 Annual Return has been sent back with a note from the external auditor signing off the document as satisfactory, with no comments to make.</p>	Mrs S Squire	September Salary net of PAYE	£82.71			Contribution towards broadband	£ 3.00			Photocopying	£ 14.80	£100.51	HMRC	September PAYE		£ 20.60	Mr S Wightman	August Invoice for grass cutting		£156.88	<p>Clerk</p> <p>Ch.No.003 Ch.No.004 Ch.No.005</p>
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62.	<p>Correspondence. Notices and publications received were put on the table to see, read and go in the circulation bag.</p> <p>62.1 Kier. Proposed road closure to complete South West Water utility works in Strand Lane, Ashford from 13 – 15 December 2017. This to be put on the website and residents alerted nearer the time.</p>	Clerk																				
63.	<p>Urgent items raised at the discretion of the Chairman. This item to be at the top of the Agenda in future.</p>	Clerk																				
64.	<p>Matters raised by Councillors / Clerk.</p> <p>64.1 Clerk's Leave. The Clerk will be on annual leave from 7 – 18 October 2017 inclusive. Because of this, the October Agenda will be sent earlier than usual and will accommodate for additional items received between the Agenda being published and the meeting.</p> <p>64.2 Advertising a national fund raising event locally in a prohibited area and the concern of setting a precedent. The details were advised and it would appear that the planning conditions had been followed.</p> <p>To comply with the Smaller Authorities Transparency Code, no further items have been received to be included on the Agenda.</p>																					
65.	<p>Items for the next Agenda identified from the Minutes.</p> <ul style="list-style-type: none"> - To make a decision regarding the grant application for the Neighbourhood Plan. - Play area. 																					
66.	<p>Date of next Meeting: Thursday, 19 October 2017.</p> <p>The meeting ended at 8.39pm.</p>																					
<p>Summary of Decisions:</p> <ul style="list-style-type: none"> ➤ Minutes of 17 August 2017 ➤ Payments 																						
<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>																					