

Northlew Parish Assembly

Northlew Parish Council

Monday 16th March 2020

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Agenda

1	Apologies for absence
2	Minutes of the last Parish Assembly held on 18 th March 2019
3	Matters arising
4	Chairman's report
5	Finance <ul style="list-style-type: none">• Budget• Precept
6	Future activities planned <ul style="list-style-type: none">• Public lavatories – ideas from the parish – addressed in the Chairman's report
7	Any other matters <ul style="list-style-type: none">• Coronavirus community plan?• Parking in the square – clarification of responsibilities and ideas from the parish – addressed in the Chairman's report

Chairman's report

- Changes to the parish council
- Managing the transition period
- Launch of the parish council website
- Updating operating procedures
- Community projects
 - The playground
 - The public lavatories
- Issue raised by parishioners
 - Speeding
 - The state of the roads
 - parking

Chairman's report: Parish Council

Parish Council has undergone enormous change this year

- ▶ Retirement of the previous clerk after 42 years service
- ▶ Appointment of Mrs Sue Main as new clerk

Election year

- ▶ 4 new councillors appointed
 - ▶ 1 stepped down in January as moving away
 - ▶ new parish councillor to be co-opted at the March meeting
- ▶ Parish councillors are volunteers

Parish Council 20/21

- ▶ Good demographic mix of councillors with local knowledge and broad experience

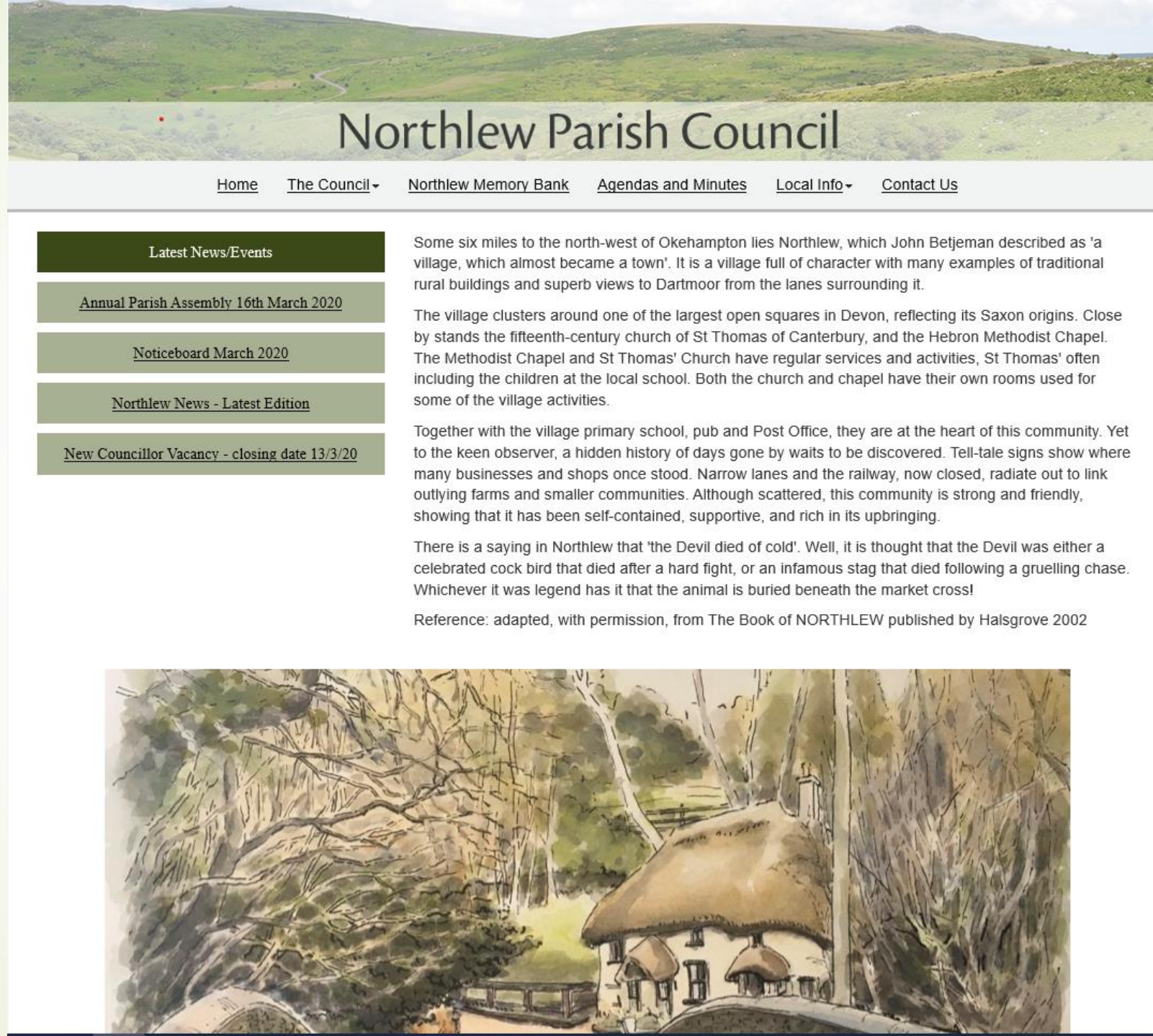
Chairman's report: Managing the transition period

Mrs Sue Main: Extensive administrative and office management experience and expertise

- ▶ Key tasks
 - ▶ Familiarise herself with the role
 - ▶ Manage the handover
 - ▶ Review, develop and implement new operating procedures in collaboration with the chair and parish council
- ▶ All parish council materials have been collected from the previous clerk
 - ▶ Materials have been reviewed by nominated councillors and the new clerk
 - ▶ Only key documents and materials required by law have been retained
 - ▶ All other non-essential material has been disposed of
 - ▶ All parish council records will be stored with Devon Archive for safe keeping and access by future generations
 - ▶ Minute books dating back to 1895 are being currently looked after and reviewed by councillor Judy Jones but will also be stored with Devon Archive

Chairman's report: Parish Council Website

- ▶ Launch of the Parish Council Website:
<http://www.northlewparishcouncil.org.uk/>
 - ▶ Administered by the clerk
 - ▶ Examples of some key information
 - ▶ A monthly 'notice board' of key information about the parish
 - ▶ The agenda and minutes of parish council meetings
 - ▶ Financial information
 - ▶ Information about governance and parish council policy
 - ▶ Back copies of the Northlew News



Northlew Parish Council

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Latest News/Events

- [Annual Parish Assembly 16th March 2020](#)
- [Noticeboard March 2020](#)
- [Northlew News - Latest Edition](#)
- [New Councillor Vacancy - closing date 13/3/20](#)


Some six miles to the north-west of Okehampton lies Northlew, which John Betjeman described as 'a village, which almost became a town'. It is a village full of character with many examples of traditional rural buildings and superb views to Dartmoor from the lanes surrounding it.

The village clusters around one of the largest open squares in Devon, reflecting its Saxon origins. Close by stands the fifteenth-century church of St Thomas of Canterbury, and the Hebron Methodist Chapel. The Methodist Chapel and St Thomas' Church have regular services and activities, St Thomas' often including the children at the local school. Both the church and chapel have their own rooms used for some of the village activities.

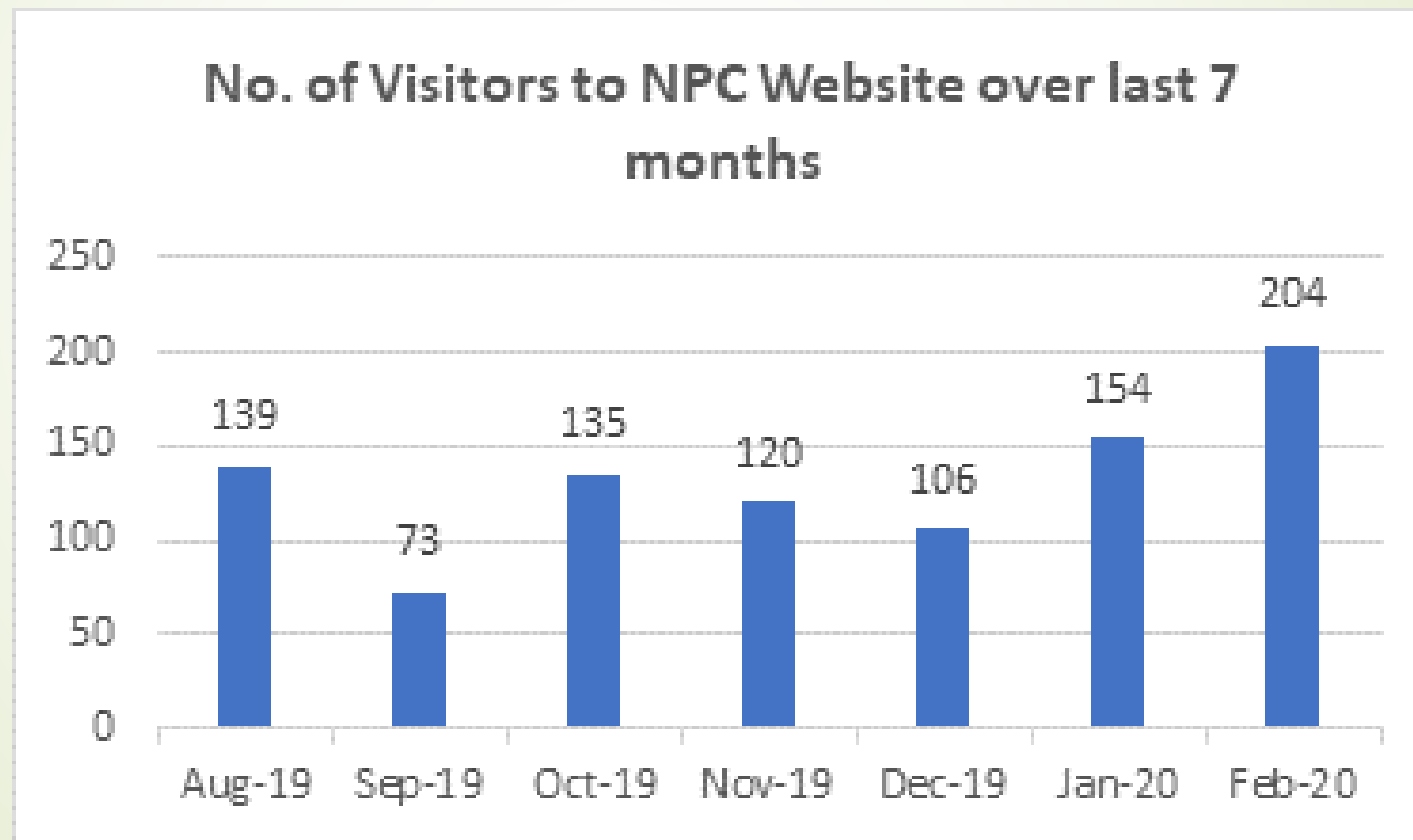
Together with the village primary school, pub and Post Office, they are at the heart of this community. Yet to the keen observer, a hidden history of days gone by waits to be discovered. Tell-tale signs show where many businesses and shops once stood. Narrow lanes and the railway, now closed, radiate out to link outlying farms and smaller communities. Although scattered, this community is strong and friendly, showing that it has been self-contained, supportive, and rich in its upbringing.

There is a saying in Northlew that 'the Devil died of cold'. Well, it is thought that the Devil was either a celebrated cock bird that died after a hard fight, or an infamous stag that died following a gruelling chase. Whichever it was legend has it that the animal is buried beneath the market cross!

Reference: adapted, with permission, from The Book of NORTHLEW published by Halsgrove 2002



Chairman's report: Parish Council Website



Chairman's report: Updating the operating procedures

Review and ongoing update of all operating procedures

- ▶ **Finance:** complete overhaul of the accounting process
 - ▶ New computerised accounting system
 - ▶ Review of the internal operating procedures
 - ▶ ensuring that all are up to date
 - ▶ Quarterly presentations to the parish council
 - ▶ Internal audit
 - ▶ Precept review
 - ▶ Budget
- ▶ **Governance**
 - ▶ Reviewing and updating the standing orders, financial regulations and other policies
 - ▶ Introduction of additional policies e.g. code of conduct
 - ▶ Continuous professional development (CPD) training for clerk and councillors

Chairman's report: Community projects

Playground

- Inspected on an annual basis; RoSPA* 2020 report
- Recognised that additional checks needed throughout the year
 - New bark around all the climbing frames and other equipment
- Now checked on a monthly basis and policy on the website
- Future proposals
 - Creation of a parishioner led working party to help maintain and develop the playground and sports field e.g. new nets for the playing field
 - Upgrade and/or repair the fencing in the playground e.g. at the entrance and between the playground and the field at the back
 - Grass cutting being put out to tender

*Royal Society for the Prevention of Accidents

Chairman's report: Community projects

Public lavatories:

- ▶ New cleaner employed in 2019/20
- ▶ Urgent repairs required to the roof which is leaking
- ▶ General state of repair is very poor
- ▶ Currently costing around £2,625 (includes a contingency for minimal roof repairs) to run the lavatories in the current state which are not fit for purpose
- ▶ Unanimous agreement by the parish council that a complete refurbishment of the building and surrounding area would be beneficial

Future Community Projects: Public lavatories

Key considerations:

- Is refurbishment what the community wants?
- Refurbishment will require substantial fund raising to make a real difference
- We need engagement from the community to make it happen
- Next steps: to set up a working party, to include parishioners, to drive this project forward in 20/21

Chairman's Report: Issues raised by parishioners

- Speeding in the village
- State of the roads
- Parking in the square – see later slides
- The playground – addressed earlier in presentation

Chairman's report: Speeding in the village

First raised in 2018/19

- Parish council met with Highways in the village
 - Key points of the discussion
 - Speed Compliance Action Review Forum (SCARF)
 - Lengthy stepwise approach with milestones to continue to next phase
 - Flashing road signs no longer installed as a permanent feature by the council
 - <https://www.messagemaker.co.uk/products/vehicle-activated-speed-signs-vas/>
 - 20 mph zones no longer installed due to difficulty in policing

Outcome

- New signs and road markings outside the entrance to the playing field

Chairman's report: Speeding in the village

QUICK PRODUCT GUIDE

To maintain their energy efficient quality, all our VAS are fitted with light readers to auto-dim the LED's during night-time use. The intelligent SMD LED technology ensures there is minimum light pollution and targets the light in a way which only oncoming motorists can view. All 3 sign types are energy efficient, fully waterproof, hard-wearing and just as effective in speed reduction as each-other. If you need some help deciding which solution is best for your application, please call your account manager or call us on 01737 774747.

SID Speed Indicator Device

This sign will only activate for passing motorists travelling over the speed limit.



TECHNICAL INFORMATION

SLR Speed Limit Reminder

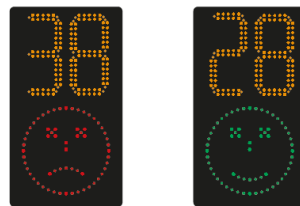
This sign will only activate for passing motorists travelling over the speed limit.



SID

SAM Smiley Activated Sign

For motorists over the speed limit: For motorists under the speed limit:



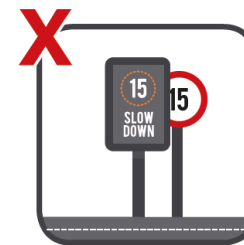
SAM

<https://www.messagemaker.co.uk/products/vehicle-activated-speed-signs-vas/>

POSITIONING GUIDE



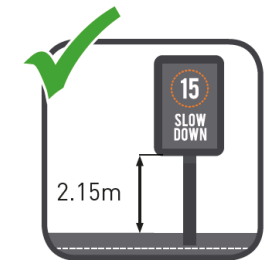
Avoid placing underneath overhanging trees/hedges, especially if using solar panels



Do not obstruct any pre-existing road traffic signs



Must be clearly visible to approaching traffic, preferably on a clear straight road



2.15m minimum between the base of the sign and the ground

Chairman's report: State of the roads

- ▶ The state of the roads around Northlew continue to be a problem
- ▶ Potholes and other hazards should be reported by parishioners using the following link: <https://www.devon.gov.uk/roadsandtransport/report-a-problem>
- ▶ Councillors Bryan Dufty and Steve Smith have met with Darryl Jagger who is leading the 'Doing What Matters Highways Team' (DWMHT)
 - ▶ Highlighted the issues
 - ▶ Identified with the DWMHT three roads for long term solutions not patching
 - ▶ Continuing to liaise and keep up the pressure

Chairman's report: Parking in the square

- ▶ The square in Northlew is Highways Maintainable at Public Expense (HMPE)
- ▶ 'Removed as part of the public highway' is not an option
- ▶ HMPE is treated as part of the highway
 - ▶ Any motor vehicle can park there (subject to tax, MOT and insurance)
 - ▶ Parking can be for an unlimited time
 - ▶ Commercial vehicles, vans allowed as well as cars
- ▶ To restrict parking
 - ▶ Explore the option of parking restrictions such as time limited parking
 - ▶ Likely that enforcement would be limited due to the rural setting

Chairman's report

Questions

Chairman's report

Finance

Forecast Expenditure Breakdown 20/21*

*These figures are draft and are illustrative

Description	£
Employment & Training	4,335
Public Lavatories	2,625
Playing Field	3,725
Dog Control Programme	300
Community Engagement	2,050
Rents Paid	120
Grants and Loans	570
Defibrillator	50
Asset maintenance	500
Projected total	14,275

Parish Council Precept

- ▶ The precept is the council tax that the billing authority (in this case, West Devon Borough Council) collects on behalf of a parish council
- ▶ It provides the vast majority of the parish council's income
- ▶ Each household in the parish contributes to the parish council precept through their council tax
- ▶ The contribution made by each household to the precept depends on the household's council tax band

Parish Council Precept – who pays what?

Each household in the parish contributes to the parish council precept through their council tax

The contribution made by each household to the precept depends on the household's council tax band

Precept	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
£10,631.75	£24.82	£28.96	£33.10	£37.23	£45.51	£53.78	£62.06	£74.47

Financial Forecast 2020/21*

*Figures are draft and are illustrative

Precept	£10,630
Income from adverts in the Northlew News	£375
Income from the Seamoor lotto	<u>£200</u>
Total income for 20/21	£11,205
Projected bank balance 1 st April 2020	<u>£8,740</u>
Total money available 20/21	£19,945
Forecast expenditure 20/21	<u>£14,275</u>
Forecast bank balance 31st March 2021	£5,670**

** DALC recommend maintaining a 'reserve' of 3-6 months' expenditure = £3,570 - £7,135 on 20/21 figures

Budget and precept

Questions

Coronavirus Community Plan – for consideration

Key considerations

- Rural location
- Over 70s to self-isolate in near future
- Other vulnerable groups will be impacted too
- Joint effort across the community

Objective for the community plan

- To mitigate the impact of emergency measures put in place to prevent the spread of coronavirus on the mental, as well as the physical, well being of the vulnerable groups in our community

Coronavirus Community Plan

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Lewdown Notice Board

3 hrs · 🌐

If you can help your neighbours who may be on their own, vulnerable, elderly, unwell or stuck at home for a couple of weeks, please print this off and pop it through the letterbox. Many don't use any social media and can't ask for help. This is a brilliant idea being rolled out across many villages & towns. We're all in this together, let's help one another wherever we can.

Thankyou to all who do this 😊

HELLO! If you are self-isolating, I can help.

My name is

.....

I live locally at

.....

My phone number is

.....

If you are self-isolating due to COVID-19 I can help with:

- | | |
|--|--|
| <input type="checkbox"/> Picking up shopping | <input type="checkbox"/> Posting mail |
| <input type="checkbox"/> A friendly phone call | <input type="checkbox"/> Urgent supplies |

Just call or text me and I'll do my best to help you (for free!)

Coronavirus is contagious. Please take every precaution to ensure you are spreading only kindness. Avoid physical contact (2m distance). Wash your hands regularly. Items should be left on your doorstep. [#ViralKindness](#)

Parish Assembly

Discussion