

# Northlew Parish Council

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Mobile: 07956 312047  
Clerk: Mrs S Main

To: **All Members of Northlew Parish Council**

4 March 2020

You are summoned to an ordinary meeting of Northlew Parish Council on Monday 16<sup>th</sup> March 2020 following the Assembly in the Victory Hall for the purpose of transacting the following business.

Please let me know if you are unable to attend.

Yours sincerely

Sue Main  
Clerk

## 19.30 Public Question Time

Prior to the start of the meeting, there will be a public session which, at the Chairman's discretion may last up to 15 minutes, to enable members of the public to ask questions of and make comment to the Council. We request that notice of intent to ask questions/make comment be made to the Clerk by the Friday prior to the date of the meeting. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next appropriate Parish Council or Committee meeting. Members of the public are asked to restrict their comments and/or questions to three minutes. This section is not part of the formal meeting of the Council.

## AGENDA

1.	<b>Apologies for absence</b>	JW
2.	<b>Declarations of Interest</b>	All
3.	<b>Minutes - to consider and resolve to approve the Minutes of the Ordinary Meeting held on Monday 17<sup>th</sup> February 2020</b>	All

4.	<b>Action Points Arising</b> <ul style="list-style-type: none"> <li>• See attached Appendix A</li> </ul>	All
5.	<b>Changes to the Parish Council</b> <ul style="list-style-type: none"> <li>• <b>New Parish Councillor co-option</b></li> <li>• <b>Chair</b></li> </ul>	All
6.	<b>Planning Applications</b> <ul style="list-style-type: none"> <li>• [No listing as at 14/03/20]</li> </ul>	All
7.	<b>Parish Council Website</b> <ul style="list-style-type: none"> <li>• General update – See attached Appendix B</li> </ul>	SM
8.	<b>Finance</b> <ul style="list-style-type: none"> <li>• Payments made, payments for authorisation and income received – see attached Appendix C</li> <li>• Membership of Devon Communities Together</li> </ul>	SM SM
9.	<b>Correspondence</b> <ul style="list-style-type: none"> <li>• Parishioners email relating to Parking in Square – see item 13 below</li> </ul>	All
10.	<b>Playground update</b> <ul style="list-style-type: none"> <li>• Rosco Safety Inspection Report dated 11 – circulated</li> <li>• Update post monthly Working Party check</li> <li>• Update on replacement fencing</li> <li>• Parking at the entrance</li> </ul>	TH TH All
11.	<b>Northlew Stores</b> <ul style="list-style-type: none"> <li>• Update on The Square Shop</li> </ul>	JW
12.	<b>Public Lavatory</b> <ul style="list-style-type: none"> <li>• Update on costs for the repairs to the roof</li> </ul>	TH
13.	<b>Matters brought forward by the Chair and Councillors</b> <ul style="list-style-type: none"> <li>• Parking in Square</li> <li>• DALC New Councillors Course, Clerk's Course and Preparing for Audit - update</li> <li>• Northern Link Meeting on 26<sup>th</sup> March at 7.30pm at Sourton Village Hall</li> </ul>	All JW/JJ/SM JW

**Actions Points arising from the Minutes of the Parish Council Meeting on 17 February 2020**

<b>Item</b>	<b>Description</b>	<b>Responsibility</b>
4.	<b>Action Points Arising</b> <b>Internal Auditor Action:</b> JW to approach alternative contacts to fill this role in time for the forthcoming audit.	JW
5.	<b>Planning Applications</b> <b>Planning Application Ref: 0061/20/FUL</b> Change of use from agricultural to equestrian at Woodmans Field, East Kimber Lane. <b>Action:</b> Councillors were requested to review the online application and feedback to the Clerk before the end of the month. <b>Enforcement Case Listing Report</b> sent to Clerks on a monthly basis - <b>Action:</b> CK to liaise with Planning Dept to clarify what (if any) action is expected of Council and the reason for confidentiality.	All  CK
6.	<b>Parish Council Website</b> <b>Privacy Statement – Action:</b> SM had prepared draft wording and would circulate for everyone’s comments in time for the next meeting.	All
7.	<b>Finance</b> <b>Budget - Action:</b> All Councillors to feedback any adjustments that could be made to the budget and review current spending on the public lavatories and present their ideas at the next Parish Council Meeting. <b>Review of Standing Orders and Financial Regulations – Action:</b> JW asked that all Councillors review these two documents (downloadable on the website) and provide their comments back to SM before the next meeting.	All  All
9.	<b>Playground</b> General update. <b>Action:</b> JW would get in touch with TH for latest update.	JW/TH
12.	<b>Matters brought forward by Chair and Councillors</b> <b>Parking in the Square – Action:</b> JMcl agreed to seek definitive guidance from West Devon Highways and revert in time for the next meeting. <b>New Councillor Vacancy - Action:</b> All councillors to actively seek candidates for the post. <b>PTFA Car Boot Sale Fundraiser 6<sup>th</sup> June 2020 –Action:</b> JW to feedback agreement to hold event check there were no issues which might affect the DAAT night landing guidelines. <b>Stagecoach Route Consultation 2020.</b> Action: Everyone was encouraged to give their feedback to this (link appears on the home page of NPC’s website). <b>Devon Climate Emergency –Action:</b> CK to provide further information when available for insertion in the Northlew News. <b>Highways Issue on Bridge. Action:</b> All to review and notify Highways of any potential risk to overhead power cables. <a href="https://www.devon.gov.uk/roadsandtransport/report-a-problem/">https://www.devon.gov.uk/roadsandtransport/report-a-problem/</a> .	JMcl  All  JW  All  CK  All

**Appendix B**

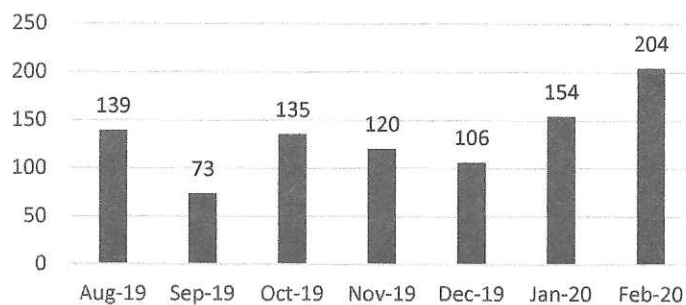
**Item 7**

**Agenda 16 March 2020**

**Northlew Parish Council – February 2020 update**

<b>Date</b>	<b>No of Visits</b>	<b>Top 5 Pages</b>
August 2019	139	Agenda/Minutes Local Info Memory Page Councillors Home Page
September 2019	73	Agenda/Minutes Local Info Councillors Memory Page Contact Us
October 2019	135	Local Info Agenda/Minutes Home Page Memory Page Councillors
November 2019	120	Full Council Home Page Memory Page Newsletter Finance
December 2019	106	Full Council Home Page Local Info Newsletter Memory Page
January 2020	154	Full Council Councillors Local Info Home Page Memory Page
February 2020	204	Meeting Dates and Papers Full Council Local Info Home Page Newsletter

**No. of Visitors to NPC Website over last 7 months**



<b>Invoice approved and paid since last Council Meeting</b>	<b>£</b>
18/02/2020 Riven Associates - monthly cloud file server	4.56
18/02/2020 DALC - Good Councillor Course - JJ	36.00
18/02/2020 Clerk Salary 1 June 2019 - 31 December 2019	1,543.50
18/02/2020 Clerk's Essentials Course	66.00
18/02/2020 Victory Hall deposit for key	20.00
02/03/2020 Riven Associates - monthly cloud file server	4.56
02/03/2020 Inkprint - Printing newsletter	117.00
10/03/2020 K O'Connell - Public Lavatory Cleaning	84.00
10/03/2020 DALC - Preparing for Audit	126.00
<b>Total</b>	<b>2,001.62</b>
<b>Expenditure to be paid/approved</b>	<b>0.00</b>
 <b>Income received since last Council Meeting</b>	
25/02/2020 Seamoor Lotto	22.00
03/03/2020 Newsletter Advertising	40.00
03/03/2020 Newsletter Advertising	45.00
03/03/2020 Newsletter Advertising	40.00
10/03/2020 Seamoor Lotto	22.00
<b>Total</b>	<b>169.00</b>