

Northlew Parish Council

Clerk: Mrs Sue Main
Email: clerk@northlewparishcouncil.org.uk
Mobile: 07956 312047

Minutes of the Ordinary Parish Council held at Victory Hall at 7.30pm on Monday 21 June 2021

Present:

Councillors: Holly Dancer (HD) – Chair
Celia Miners (CM) – Vice Chair
Andrew Alger (AA)
Shirley Brookman (SB)
Mai Cudmore (MC)
Gillian Dixon (GD)
Bryan Dufty (BD)
Mark Rundle (MR)
Sue Main (SM) – Clerk

Borough Councillors: Patrick Kimber (PK) – West Devon Borough Council (WDBC)

Apologies: James McInnes (JMcl) - Devon County Council (DCC)
Clare Kemp (CK) – West Devon Borough Council
Shaun Millership (SLM)

Public Question Time

None.

HD welcomed everyone to the first face to face meeting in over a year and thanked everyone for their ongoing support, including the Borough Councillors, particularly during this difficult period when business had been conducted virtually.

- 1. Apologies for Absence** – as above.
- 2. Declarations of Interest** – AA declared his interest in Planning Application 1272/21/FUL and MC in Planning Application 2123/21 discussed in Item 5 below.
- 3. Meeting of the Meeting held on 4 May** were approved and signed by HD.
- 4. Action Points Arising** – these were discussed in the relevant items below.

5. Planning Applications

Ref: 1272/21/FUL – no objection.

Ref: 2123/21/FUL – no objection.

AA also confirmed that he has investigated the status of the wood lodges and saw no activity that would be cause for concern.

6. Finance

Payments – SM referred the Council to Appendix B seeking approval on the monthly payments to be made, which was given and thanked the FWP for approving the interim payments (shaded on the schedule) since the April meeting. She also confirmed receipt of the VAT repayment of £674.32 and final monies in from the March Northlew News advertisers.

Internal Audit and AGAR return – the draft AGAR return already circulated was approved, signed and would be submitted to PKF by the due deadline of 2 July. SM and the Internal Auditor were thanked for their work in getting this done. SM confirmed she would be preparing quarterly finance reports against budget for the Council, the FWP would be preparing the budget for 2022/2023 in November and the Internal Auditor would be conducting 6 monthly checks as has been done in previous years.

7. Correspondence

HD confirmed she was in receipt of the letter of resignation from the Vice Chair of the Parish Church Committee concerning matters relating to the Square Shop at their recent meeting. She also confirmed she had received an email relating to a minor injury in the playground (see item 9 below) and correspondence from the village first responder relating to the defibrillator (see item 11 below).

8. Public Lavatory and Shop Survey

CM outlined the discussions held at the recent PCC relating to the proposal submitted by the Square Shop directors enquiring whether the Church Rooms could be a possible site for relocating the Shop at some point. This suggestion was strongly opposed and discounted by the PCC and had resulted in the resignation of the PCC's Vice Chair. Although this feedback had been disappointing, this meant discussions on other opportunities could be pursued. It was agreed that further alternative multi-purpose options for remodelling the current public lavatory site would be progressed and presented at the next meeting. HD summarised the findings of the public lavatory survey (whose report had already been circulated and publicised on the website). The consensus of responders was that all were in favour of maintaining a public lavatory and having a community shop. **Action:** GD to pursue initial costing for possible log cabin, for comparison purposes. HD to provide measurements for current building. Other Councillors to gather any useful information to inform next discussion.

9. Playing Field and Playground Update

Playground – MC confirmed that she would be pursuing the new Playground Working Party once Covid restrictions were lifted altogether and she could meet with interested parties. She would also be looking into the possibility of additional playground equipment following a request from parishioners who were prepared to fundraise for this.

HD thanked MC for responding so quickly to the request from a parishioner to remove a sharp object from one of the benches in the playground.

Grass Tendering – it was requested that the contractor attend to the entranceway to the playing fields and be alerted to the fact that the School had sports day on 13 July.

British Heart Foundation Banks – HD confirmed that these had now been emptied and reopened.

- 10. Newsletter** - CM confirmed that she had made good progress with the Summer edition of the Northlew News, had secured two new advertisers and hoped to go to print by the end of the week. The Council thanked her for her ongoing hard work in this regard.

11. Matters brought forward by Chair and Councillors

The Well Pump and Shelter in the Square – SM would seek an update from SLM in time for the next meeting.

Defibrillator – the new casing and updated AED pads had been purchased and had now been installed with thanks to SLM and electrician Peter Smitherman for doing this. First Responder Kate Hawkins had circulated a You Tube tutorial on operating the defib, but was keen to repeat a series of training sessions for parishioners to give them confidence to use it in the event of an emergency. In order to do this, she wanted to purchase a defib training unit to simulate real life use which would cost £400. Enquiries were being made whether a contribution could be made from other sources and the Council agreed they would be willing to contribute £200 towards this. **Action:** SM to liaise with Kate Hawkins to move this forward.

Fundraising Carol Concert 11 December – CM confirmed she was planning this fundraising event in her barn and more details would follow.

Highways - BD confirmed that the Ashbury Road was still in a poor state. **Action:** SM agreed to make contact with Highways to clarify the scheduling of their planned works. AA also noted that the hedgerow on Harpers Hill was overgrown in some places and causing a potential hazard to drivers. **Action:** HD agreed to provide photographic evidence and SM would log a report with Highways.

Footpath No. 3 – BD confirmed that parishioners were still reporting that access to the footpath was still blocked at the Victory Hall end. **Action:** SM would make contact with the Council warden again.

Churchyard Bench – CM noted that this required resealing. **Action:** SM would investigate.

Speeding and Parking Issue outside the School – MR noted that this was still an ongoing issue.

Marking the Queen's Platinum Jubilee 2 – 5 June 2022 – it was agreed this be put on the agenda for next month.

There being no further business, the meeting closed at 21.20.

Actions Points arising from the Minutes of the Ordinary Parish Council Meeting on 21st June 2021

Item	Description	Responsibility
5.	Planning Application 1272/21/FUL – no objection to be lodged with WDPD Planning Application 2123/21 – no objection to be lodged with WDPD	SM SM
6.	Finance – AGAR return to send to PKF by 2 July deadline	SM
8.	Public Lavatory and Shop Survey – draft ideas to be presented at next meeting. Action: GD to pursue initial costing for possible log cabin, for comparison purposes. HD to provide measurements for current building. Other Councillors to gather any useful information to inform next discussion.	All
9.	Playground Working Party MC to meet with parishioners when Covid restrictions lift to recruit more volunteers to the Playground Working Party	MC
11.	Matters Arising Well Pump and Shelter in Square – status report from SLM Defibrillator Training Unit – liaise with Kate Hawkins Highways – SM to liaise with them on road repair schedule and overgrown hedgerow. Footpath No. 3 – SM to liaise with Council warden Churchyard Bench – SM to investigate	SLM SM SM SM SM