

Northlew Parish Council

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Minutes of the Parish Council Meeting held in the Victory Hall, Northlew on Monday 22 July 2019 at 19.30 (date changed from previously scheduled 15th July)

Present:

Councillors: Joanna Wilson (JW) – Chair
Celia Rundle (CR) – Vice Chair
Bryan Dufty (BD)
Mark Rundle (MR)
Steve Smith (SSm)
Holly Dancer (HD)
Sue Main (SM) - Clerk

Borough Councillors: Patrick Kimber (PK) WDBC

2 members of public

Public Question Time

A Parishioner attended before the start of the meeting wanting to discuss the parking arrangements in the Square during the public session. The Chair declined this request as the Clerk had not received notice of this prior to the meeting as per Parish Council protocol. The Parishioner was asked to formally notify the Clerk of their intention to raise any issue prior to future meetings (by the Friday prior to the meeting at the very latest) at which juncture it would be tabled for discussion during the public session.

Two Parishioners had advised the Clerk of their wish to raise an item during the public session. Subsequently, the wording for the replacement plaque for the playing field was presented and unanimously agreed by the Parish Council. The Parishioners had also advised the Clerk of their intention to observe the parish council meeting to hear the discussions on the Orchard Proposal on Item 10 of the agenda.

- 1. Apologies for absence** were received from Kate Hawkins (KH), Steve Shelton (SSh) and Terry Hatt (TH).
- 2. Minutes of the meeting held on 17th June** were approved and signed by JW.

3. Declaration of Interest

SM reported that the Register of Interest (ROI) and Declaration of Acceptance of Office paperwork for SSh had been filed with West Devon Borough Council. They had a backlog of filings for the region so it would be sometime before an up-to-date ROI would appear on their website.

4. Actions Points Arising:

In order of the action list attached to the previous minutes, update as follows:-

Fruit Orchard proposal – to be discussed in Item 10 below.

Annual Audit – completed.

Cleaner – see AOB below.

Grass Tendering – one quote received in already and a request to all for any more suggestions to be submitted and discussed at next meeting

No Parking signs – SSm had sourced a cheaper quote online (£53.87), circulated this to the Council for approval and had then procured and installed the signs outside the playing fields. SSm reported that a van was still parked outside the entrance and that the fencing in front of the recycling bins needed to be repaired. JW thanked SSm for his assistance in this and it was agreed the costs should be reimbursed to him.

Website Training – see Agenda Item 6 below.

Northlew Stores – the loan had now been paid, JW has spoken to one of the directors of the Community Interest Company (CIC) and it has been agreed to arrange a meeting with the director, the Chair and SSm in due course.

Strawberry Tea Party for retiring Clerk Janet Millership – JW reported that the party had been well attended and £240 had been raised for presents which had been used to purchase a variety of items including a keepsake gift book, bird bath, John Lewis vouchers. Receipts for the food and gift book have been submitted to SM and approved by the council for payment.

Public Lavatories – bring forward to next meeting.

Standing Water Points and Potholes – bring forward to next meeting.

Filing requirements, bank mandate changes etc – bring forward to next meeting.

Centralised archive options – bring forward to next meeting.

Clerk Mobile Phone procurement – bring forward to next meeting.

Health and Safety issues relating to Orchard proposal – see Item 10 below.

Playground and football club equipment requirements – bring forward to next meeting.

5. Planning

SX501992 – The council reviewed the notification of the right of access across the entrance to the playing to this site and confirmed that this right of access had been in place since the playing field had been gifted to the Parish Council.

2017/19/FUL – The council reviewed this application to change of use of existing garage and secure storage building into two storey one bedroom house and had no objections.

6. Parish Council Website

JW confirmed that the website training had gone ahead on 4 July at her house with SM who was now able to update the site going forward and train any Councillors who were interested in doing the same. The website would be going live before the end of the month (post meeting note the website went live effective 23/7/19) and an email sent round to that effect. Details to feature in the next Northlew Newsletter. **Action:** SM to provide a breakdown of ongoing costs with Vision ICT including the number of active email addresses being hosted for the next meeting.

7. Finance

SM reported on expense items paid and to be approved per Appendix A. The cleaner's costs of £160 until the end of July and reimbursement of No Parking Signs of £53.87 to SSm would also be added to items approved and for payment. **Action:** JW reported that plans to produce a budget for 2020/21 for future discussion would be added to the action list.

8. Correspondence

It was reported that a thank you note from Janet Millership for her retirement party had been received.

9. Northern Links

JW reported back on the meeting she attended with MR held on 27 June. Headlines from that being:-

Police crime figures for region have improved on the whole and are nationally still very low.

Domestic violence figures had increased but good work was being done with the domestic abuse charity Splitz to support victims which has meant greater confidence in reporting domestic abuse/violence.

Waste Collection – a new pilot scheme is being rolled out from September in WDBC to improve plastic recycling. Their new kerbside collection service will include the ability to recycle plastic pots, tubs and trays, foil and tetrapaks which if successful would be implemented in 2020. More information to follow. There is an Open Day at Energy from Waste, Plymouth on 14th August.

WDBC have declared a climate emergency and would be running workshops in each area to educate the local authorities in becoming carbon zero.

Fly Tipping – improvements have been made to control this and everyone is encouraged to report incidences as soon as possible so this can continue. It is important to leave any fly tipping undisturbed before reporting it to allow the council to search for evidence of who is responsible

Grants – there was an overview of the new funding streams available including “Doing What Matters” which is for larger projects ranging between £5000 and £20,000 with a match funding requirement of 25%, the other scheme is “Making the Connection”, these grants are for smaller one-off projects of up to £300.

Date of next meeting is 19 September which MR would attend and any other Councillor who would like to attend in JW's absence.

10. **Community Orchard Proposal**

The Council reviewed the proposal submitted via email to the Clerk on 8 July and circulated to all Councillors. After much discussion, it was unanimously agreed that although the Council supported the concept of a community orchard in principle, the playing fields was not a suitable site for this project. The overriding reason for the Council's decision is because the playing field was gifted to the Parish Council for use as a playground for children, for sporting activities and ad hoc village events and not for cultivation. Additional concerns were also raised. **Action:** JW agreed to contact the parishioners concerned to explain the reasons for this decision. (Post meeting note: this was actioned on 24/07/19).

11. **SeaMoor Lotto.** CR requested that this item be moved to next month's meeting.

12. **Actions Points** – see Item 4. Above.

13. **Matters brought forward by the Chair and Councillors**

Council Printer – Scanner. JW reported that SM did not require the RPC printer/scanner and welcomed ideas to whom this could usefully be donated including the community shop and kids play group. **Action:** Ideas for donation from all.

ROI and Declaration of Interest Filing – SM would update this and upload onto the new website in the absence of one normally available on the WDBC website.

Approval of Original Deed of Conveyance for Playing Fields to be lodged with Trowers & Hamlins. It was unanimously agreed.

Contact list for Councillors. SM to circulate at the next meeting for approval.

Drone Activity – general discussion on the low flying drone activity reported by a parishioner via email on 3 July. SSm reported he had been in contact with the drone owner, as a concerned parishioner and not in his role as a parish councillor, to advise them of the Civil Aviation Authority (CAA) guidelines and restrictions on this activity. Councillors were asked to keep a watchful eye on any unlawful sightings in the future.

Appointment of new cleaner - JW reported that the current cleaner would be finishing at the end of July and an advertisement (circulated at the meeting for comments) for a replacement would be included in the next Newsletter. **Action:** It was agreed that a bouquet of flowers would be sent to cleaner as a thank you - CR.

Northlew News – JW asked for any contributions to the next newsletter be submitted asap.

Telephone Kiosk – HD reported that the kiosk was in a poor state of disrepair and offers of volunteers to clean and paint the kiosk as an interim measure were sought. **Action:** HD to talk to Daisy Chain Group to see if she could rally some support and ideas. (HD has since commandeered some volunteers to help clean and paint the kiosk in the next few weeks at an estimated cost for the paint and materials of £65.00 the cost of which was circulated and agreed by the Councillors).

Archiving of old Northlew Parish Council (NPC) Filing – JW reported she had collected the first tranche of the historical NPC paperwork from the retiring clerk and would like

some Councillor volunteers to help dispose/consolidate and decide what needs to be archived. A lot more historic material still needs to be collected from the previous clerk

Action: JW to circulate possible dates to meet to do this.

Public Lavatory upgrade. Action: add to agenda for next meeting.

14. Date of Next Meeting is on Monday 19th August 2019 at 19.30 pm in the Victory Hall.

There being no further business, the meeting ended at 20.40.

Actions Points arising from the Minutes of the Parish Council Meeting on 22 July 2019

<u>Item</u>	<u>Description</u>	<u>Responsibility</u>
6.	Parish Council Website – circulate note to confirm it is live and breakdown of ongoing costs and active hosted emails	SM
7.	Finance – budget preparation	JW
13.	Any Other Business Printer/Scanner – ideas for donation ROI – update Contact List for Councillors – update and circulate New Cleaner – circulate new ad and send thank you bouquet to outgoing cleaner Archiving of old NPC filing – circulate dates for volunteer Councillor to assist	All SM SM JW/CR JW
Matters Outstanding from 17 June meeting brought forward		
	Grass Cutting Contract - suggestions of companies to tender for next year's grass cutting contract	All
	Northlew Stores – meet with directors of Northlew Stores	JW & SSm
	Public Lavatories - form working party Mend fence panel Possible grant from DCC New cleaner to be appointed	All TH JMlc
	WDC Matters - Collate standing water points in Parish Provide url link re. potholes	All JMlc
	General Admin Investigate statutory filing requirements, clouded file storage options, changes to bank mandates. Find out what storage options are available at the Archives Office Look at options to provide mobile phone for Parish Clerk use. TH to follow up with relevant Parishioners on equipment for playground and football club and report back at next meeting.	SM JMlc TH TH