

## Northlew Parish Council

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### **Minutes of the Parish Council Meeting held in the Victory Hall, Northlew on Monday 19 August 2019 at 19.30**

#### **Present:**

Councillors: Joanna Wilson (JW) – Chair  
Celia Rundle (CR) – Vice Chair  
Bryan Dufty (BD)  
Sue Main (SM) – Clerk

Borough Councillors: Clare Kemp (CK) West Devon Borough Council

#### **Public Question Time**

No parishioners attended.

- 1. Apologies for absence** were received from Holly Dancer (HD), Terry Hatt (TH), Kate Hawkins (KH), Mark Rundle (MR), Steve Shelton (SSh) and Steve Smith (SSm). It was agreed that the meeting was quorate.
- 2. Minutes of the meeting held on 22<sup>nd</sup> July** were approved and signed by JW.
- 3. Declaration of Interest**  
  
None reported.
- 4. Actions Points Arising:**

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

**Website update** – see 6 below.

**Finance** – see 7 below.

#### **AOB**

**Printer Scanner** – bring forward to next meeting

**Register Of Interest (of Parish Councillors)** – SM to circulate this via email for approval before uploading onto website.

**Contact List for Councillors** – SM to circulate this list via email for approval before circulating.

**New Cleaner** – see 10 below.

**Archiving** – Following JW's collection of the first tranche of Northlew records from the retired Parish Clerk, SM reported that she had been in touch with the archivist at Devon Archives based

in Exeter which is now part of the charitable South West Heritage Trust to enquire whether it could be stored at this secure facility. The archivist confirmed that as long as the files have been consolidated and put into some sort of order (she outlined the main categories of acceptable paperwork) then they were happy to safeguard files relating to Northlew Parish Council (NPC) from 1894 to date. Further information on this can be found at <https://swheritage.org.uk/devon-archives/services/depositing/>. Depositing records on long-term loan means NPC still own the records and South West Heritage Trust is merely the custodian. If NPC require any records (for example for an exhibition or anniversary celebration) these can be borrowed back. **Action:** JW to arrange a date when Councillors would be invited to assist with this rationalisation process of the parish records and SM would then liaise with Devon Archives to deposit the records.

**Grass Tendering** – bring forward to next meeting

**Northlew Stores** – JW reported she had spoken to one of the Directors and it had been agreed that they would meet in September when everyone is back.

**Public Lavatories** – see 10 below.

**WDC Matters** – Potholes and general condition of roads. CR reported that a parishioner had been in touch to voice their concerns regarding the state of the roads coming into and out of the village. SM will circulate the appropriate url link on pothole reporting <https://www.devon.gov.uk/roadsandtransport/report-a-problem/report-a-pothole/> and JW would also feature this in the next Northlew News newsletter and remind parishioners of the process for reporting concerns directly.

**Filing requirements** - SM requested authorisation to implement a shared electronic filing system for all electronic files from the retiring clerk, her own files since starting the role and the Chair's files. The files would be stored in the cloud and will be accessed by herself and Chair initially but could be accessed by other Councillors if it was felt necessary. This would cost £3.80 per user per month via Sharepoint. The implementation of this process and the cost for access for the clerk and chair was approved by the Council.

**Bank Mandates** – SW reminded Councillors per her email of 9 August, to provide their electronic signatures and ID details as soon as possible so she could implement the updates to the Nat West bank mandates.

**Clerk Mobile Phone procurement** – SM reported she would continue to use her own mobile phone as the main clerk contact and that TH did not need to pursue quotes to procure a dedicated Clerk's mobile phone at this stage. SM would monitor this and let the Council know should this need to be revisited.

**Playground and football club equipment requirements** – In the absence of TH, this item will be brought forward to next meeting.

## 5. Planning

The Council discussed the following planning applications and notifications circulated to all concerned prior to the meeting with no objections.

**The Cookhouse**, Higher Widdon Beaworthy EX21 5AU - Certificate of Lawfulness Existing Use <http://apps.westdevon.gov.uk/PlanningSearchMVC/Home/Details/192459> - no objection

**Morth Grange**, Northlew Okehampton EX20 3BR - Notification for prior approval for proposed extension to rear (<http://apps.westdevon.gov.uk/PlanningSearchMVC/Home/Details/192096>) - no objection

**Clome Cottage**, Queen Street, Northlew, Okehampton, EX20 3PA – listed building consent for remedial works to cottage (<http://apps.westdevon.gov.uk/PlanningSearchMVC/Home/Details/192386>) - no objection

**Land at Overlake Farm** - Application for prior notification of agricultural or forestry development - proposed agricultural storage barn – Planning 2593/19/AGR – notification only

## 6. Parish Council Website

Following the website going live on 23/7/19 which was also featured in the July Northlew News, SM provided a breakdown of the costs to launch the website (£1,552.96 for design, domain purchase, support and hosted emails x 11) and an overview on the ongoing annual costs (£365.80). SM emphasised this was a basic 10 page entry level website and encouraged Councillors visit the site <http://www.northlewparishcouncil.org.uk/>, generally spread the word it was live and provide constructive feedback so the website could be finessed if necessary. Council documentation and the newsletter was now available to download directly from the website which could be a possible way of reducing printing costs – the newsletter circulation would be monitored over the coming months to see if this was a practical saving. SM pointed out that an increase in the number of pages on the website, would incur an additional £150.00 plus any design fees but might be worth considering over time including the option to offer local businesses the opportunity to advertise on our website either/or in addition to the newsletter. SM was liaising with the website designers to improve its hit rate by registering with the main search engines and would provide regular reports on website traffic. **Action:** JW to approach local newsletter advertisers to gauge their interest in having a local business page on the website.

## 7. Finance

SM referred to Appendix A tabled showing expense items paid in July and the three items for payment which were approved.

Budget – JW reported that she and SM were planning on producing a draft budget which would be presented and discussed with the Council sometime in the Autumn.

## 8. Correspondence

A thank you email note from the outgoing cleaner had been received by the Council for her flowers.

The Council had received a letter from the Environment Agency dated 19<sup>th</sup> July relating to the requirement to obtain a licence to continue abstracting water in a previously exempt area. The Council agreed that this did not apply to Northlew and therefore no further action was required.

## 9. Sea Moor Lotto

CR introduced this weekly lottery scheme which directly supports local good causes and community initiatives. More information can be found at <https://www.seamoorlotto.co.uk>. The Council agreed that we should register our interest and feature an article in the next Northlew News to encourage parishioners to participate. **Action:** SM to register NPC and provide information for insertion in the next newsletter.

## 10. Public Lavatory

**New Cleaner** – JW reported that following advertising, she had found a suitable replacement for the outgoing cleaner who was starting this month. The draft contract was circulated and approved for by the Council and the new recruit would be paid monthly on receipt of an invoice. **Refurbishment of public lavatories**– JW requested that this be brought forward to the next meeting for general discussion. **Action:** Reminder to ask JMCI to investigate if any DCC grant might be available towards the refurbishment.

## **11. Telephone Kiosk Restoration**

In her absence, HD emailed through an update as follows:- “The telephone box has been cleaned and this has led to the realisation that there is a need for more preparation pre painting than originally expected. Three parishioners and several Councillors have offered assistance. One parishioner has suggested that an electric sander would be usable on large areas, but the smaller areas need to be completed by hand and is investigating similar renovations. One nearby parishioner has offered use of electricity for extension lead. Weather and time availability have led to some postponements in activity and so completion is now unlikely before mid September”.

## **12. Matters brought forward by the Chair and Councillors**

Training/CPD - JW reported that SM had located two DALC courses which she would like to attend, namely Clerks Essentials course (£55 + VAT) and the Budgets and Precepts Course (£40 + VAT). JW would also attend the latter to assist with the preparation of the budget mentioned in Item 7 above. These courses were approved. **Action:** SM to register on the courses.

**Waste Collection New Pilot Scheme** – CK asked the Council for their assistance in identifying ‘rubbish champions’ within the Parish and surrounding villages to promote and provide feedback on the new pilot scheme being trialled from September/October. JW suggested that the relevant individuals from West Devon Borough Council be invited to share their plans at the public session prior to the start of 21 October’s Council meeting. If they could email the Chairman and Clerk with further details as soon as possible, this could also be advertised in the newsletter and posters would be put up on the Community noticeboards. Action: CK to follow up

## **13. Date of Next Meeting** is on Monday 16<sup>th</sup> September at 19.30 at The Victory Hall.

There being no further business, the meeting ended at 20.30.

**Actions Points arising from the Minutes of the Parish Council Meeting on 19 August 2019**

<u>Item</u>	<u>Description</u>	<u>Responsibility</u>
4.	<p><b>Archiving</b> – arrange a date for Councillors to meet to rationalise existing records</p> <p><b>Northlew Stores</b> – arrange to meet up in September</p> <p><b>WDC Matters</b> – insert article in next Newsletter on reporting potholes</p> <p><b>Filing Requirements</b> – amalgamate and migrate existing electronic files to new clouded system</p> <p><b>Bank Mandates</b> – provide relevant information to clerk</p> <p>Update existing mandates</p>	<p>JW</p> <p>JW</p> <p>JW</p> <p>SM</p> <p>Councillors</p> <p>SM</p>
6.	<b>Website</b> – approach existing local newsletter advertisers to gauge interest in having a business page on new website	JW
9.	<b>Sea Moor Lotto</b> – register interest and feature article in next newsletter	SM/JW
10.	<b>Public Lavatories</b> – reminder to JMc to investigate if any DCC grants were available towards the upgrade	JMcI
12.	<p><b>Matters brought forward by the Chair and Councillors</b></p> <p><b>Courses</b> – register Clerk and Chair on approved DALC courses</p> <p><b>Waste collection new pilot Scheme</b> – WDBC to provide more information via email to be included in the next newsletter and be invited to speak at October Council Meeting</p>	<p>SM</p> <p>CK/JW</p>