

## Northlew Parish Council

Clerk: Mrs Sue Main  
Email: [clerk@northlewparishcouncil.org.uk](mailto:clerk@northlewparishcouncil.org.uk)  
Mobile: 07956 312047

### **Minutes of the Parish Council Meeting held in the Victory Hall, Northlew on Monday 25th November 2019**

#### **Present:**

Councillors: Joanna Wilson (JW) – Chair  
Celia Rundle (CR) – Vice Chair  
Bryan Dufty (BD)  
Terry Hatt (TH)  
Judy Jones (JJ)  
Mark Rundle (MR)  
Holly Dancer (HD)  
Steve Smith (SSm)  
Steve Shelton (SSh)  
Sue Main (SM) – Clerk

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

County Councillor: James McInnes (JMcl) - Devon County Council

- 1. Apologies for Absence** - Sue Main and Patrick Kimber.
- 2. Declarations of Interest** – it was noted that SSh was moving out of Northlew and would be standing down as Councillor once his house had been sold. He would continue his duties until then.
- 3. Minutes of the meeting held on 21<sup>st</sup> October** were approved and signed by JW.
- 4. Action Points Arising** – in order of action points in Appendix A:-

**Appointment of New Parish Councillor** – all paperwork processed.

**Defibrillator/Kate Hawkins (KH)** – email sent on 25/11 by JW to KH thanking her for her help in getting the defibrillator installed and training done and ongoing support. BD had bought a training mannequin and JW agreed to store the red kit bag.

**Website Business Page** – JW has contacted some but not all current newsletter advertisers to gauge their interest in advertising via website. See more info in item 6. below.

**SeaMoor Lotto** – all are encouraged to participate and CR to update all on how many tickets are sold monthly. **Action:** CR to update on number of tickets sold.

**Website** – see 6. Below.

**Finance** - latest annual return, accounts and fixed asset register now uploaded onto website.

**Correspondence** – conveyance boundary lines still to be done. CK suggested a mapping service as used in Highampton and see if it is any use. **Action:** CK to investigate mapping service to confirm boundary lines

**Playground** – policy now uploaded on website. SSm confirmed insurance policy did not cover fencing but covered equipment to the value of £60k. He agreed to contact insurance broker regarding DAAT implications. **Action:** SSm to contact insurance broker re. DAAT implications.

**Northlew Stores** – see 10. below.

**Public Lavatory** – see 11. Below.

## 5. Planning Applications

- **Planning Ref: 3249/19TPO – works to tree subject to a Tree Preservation Order** – unanimously agreed to support this application. JW would also be including an article on Ash Die Back in the next Northlew News.
- **Plymouth and South West Devon Supplementary Planning Document** – to be deferred until the next meeting. **Action:** JJ offered to review the document and present recommendations at the next meeting.

## 6. Website

**Monthly figures** - the number of visitors and top 5 pages compared to the previous two months were presented. It was noted that after a dip in September, October's figures were up. It was agreed that the more we can put on the website and keep it up to date the more useful it will be to parishioners and visitors.

**Noticeboard** - the Council also gave positive feedback on the newly produced monthly Noticeboard and were encouraged to feedback to SM directly.

**Data Protection** - SSh confirmed that as part of our Data Protection Policy, the website needed to include a Cookies Statement to give the user the opportunity to 'opt out'. **Action:** SM to liaise with website designer to arrange cookies statement.

**Business Page Advertising Rates** - JW outlined suggested costs for advertising on website, namely newsletter only: £2.50 per month or £25 annually; website only: £25 annually; both newsletter and website: £40 annually. The Council unanimously agreed to these suggested costs.

**Memory Page additions** - SSh confirmed he had passed Parishioner's details to JJ with regard to additions to the Memory Bank page of website.

## 7. Finance

**Payments** – JW referred Council to Appendix B tabled showing expense items paid since last meeting and items for payment (grass cuttings £1152.00) which was approved subject to comparing to previous bill. Post meeting note: SM confirmed that this invoice was in line with expectations and therefore was authorised and paid.

**Budget and Precept Planning** - following JW and JJ's attendance at the DALC Audit and Precept course, they presented an in depth powerpoint presentation on the forthcoming plans for budget and precept setting. They confirmed they had set up a Financial Working Party (FWP), comprising themselves and SM (SSm has since agreed to join this) to complete the task. It was also confirmed that an internal auditor needed to not only check the figures but also ensure the correct procedures were being adhered to. It was noted that a parishioner had conducted the internal audit for many years previously when the previous clerk had been in post. **Action:** It was agreed that the Chair would meet with him to thank him for all his help and to discuss the

scope of the role and next steps going forward. JW to follow up on the role of the internal auditor and a date for the FWP to meet would be fixed to plan the budget.

**Councillor Expenses** – JW outlined the various options for reimbursement of Councillor expenses, including travel costs, and after discussion by all, it was agreed that Councillors should be offered reimbursement of expenses and if they chose not to take them it would be noted as a footnote within the the accounts.

**Okehampton and District Community Transport Fundraising** – it was agreed that a donation of £100 be given towards this cause. **Action:** SM to liaise with them to make the payment.

**8. Correspondence** – none this month.

**9. Playground update**

TH confirmed that all the newly delivered bark was now in situ in the playground with thanks to all those who helped make it happen. The broken fence had been inspected and it was agreed should be replaced like for like as set out in the deeds as shown below:

2. To within one month from the date hereof erect a sufficient stockproof fence of treated wooden posts and chainlink fencing of 1½ inch mesh or of such other materials as may be required by the Local Planning Authority between the points marked "C" "D" "E" and "F" on the said plan annexed hereto and to erect such fence in accordance with Ministry of Agriculture standards and to forever hereafter maintain the same in good repair \_\_\_\_\_

**Action:** TH to obtain quotes. Following the monthly playground inspection, TH also confirmed he would like the goal nets to be replaced. **Action:** It was agreed that MR, BD, TH and SSM would make the new nets and devise a way of them remaining in situ during the mowing season but lifted off the ground so that they didn't get damaged when the grass was being mown. (NB this is also good for wildlife too).

**10. Northlew Stores** – JW confirmed that she and SSm had met with one of the current Directors on 15<sup>th</sup> November who had confirmed that trade had been picking up but conditions were still difficult. She confirmed that there was a parishioner who had expressed an interest in taking over, although their exact intentions were unclear. **Action:** JW/SSm to follow up to ascertain the scope and intent of the potential new owner and Councillors were encouraged to think about solutions to ensuring the ongoing existence of the shop.

**11. Public Lavatory**

Roof Leak – it was reported that the roof fix was now urgent, whether as a long or short term fix. Various suggestions were mooted and it was finally agreed that TH would talk to the builders to explore a sheet metal temporary roof whilst the Council explored longer term solutions to the updating of the building and land use surrounding the lavatories. **Action:** TH to talk to builders about short term roof fix.

12. **Climate Emergency Declaration** – this has been deferred until December’s meeting.
13. **Data Protection** – SSh provided an overview on the presentation made which referred to the ICO’s Data Protection Toolkit’s 6 steps that local councils should be taking with regard to data sharing. SSh confirmed that due to the fact that parish council emails have been put in place and are used by all councillors is a key requirement completed. **Action:** Councillors to work with SSh whilst he is still on the Council to use his expertise in this area.
14. **Highways Update** – SSM confirmed he had met with Devon County Council’s highway’s team to review Northlew’s problem areas. The three roads identified as requiring remedial action under the proposed new scheme ‘Doing What Matters’ were:- the road to Okehampton via Harpers Hill, the road to Ashbury and the road to Norley. DCC had confirmed these would be attended to in 2020.  
  
**Snow Warden/Salt Delivery** – it was confirmed that the snow warden had delivered salt to various locations in the village and January’s Northlew News would confirm more details on the exact locations. **Action:** JW to include info on salt location in Northlew News’ January edition.
15. **Matters brought forward by Chair and Councillors**  
  
**Christmas Tree** – **Action:** MR to make necessary arrangements before 15<sup>th</sup> December.  
**Superlinks Meeting** – a reminder this was being held in Tavistock on at 7pm.  
**Councillor Code of Conduct** – It was agreed that this would be brought forward to next meeting. **Action:** JJ had agreed to review this.  
**Dates for 2020 Council Meeting** – the dates suggested were agreed by all and appear on the website.
16. **Date of Next Meeting** is on Monday 16<sup>th</sup> December at 19.30 at The Victory Hall.

There being no further business, the meeting ended.

**Actions Points arising from the Minutes of the Parish Council Meeting on 25 November 2019**

| <b>Item</b> | <b>Description</b>   | <b>Responsibility</b>         |
|-------------|--|-------------------------------|
| <b>4.</b>   | <b>Action Points Arising</b><br><b>SeaMoor Lotto. Action:</b> CR to update on number of tickets sold.<br><b>Correspondence</b> – CK to investigate mapping service to confirm boundary lines<br><b>Playground Insurance Cover</b> - SSm to contact insurance broker re. DAAT implications. | <br>CR<br>CK<br><br>SSm       |
| <b>5.</b>   | <b>Planning Applications</b><br><b>Plymouth and South West Devon Supplementary Planning Document</b> – JJ offered to review the document.  | <br>JJ                        |
| <b>6.</b>   | <b>Website</b> - SM to liaise with website designer to arrange cookies statement.  | <br>SM                        |
| <b>7.</b>   | <b>Finance</b><br><b>Internal Auditor</b> – JW to meet with past internal auditor to discuss scope of role going forward.<br><b>ODCT</b> – SM to arrange £100 donation   | <br>JW<br><br>SM              |
| <b>9.</b>   | <b>Playground</b><br><b>Replacing broken fence</b> - JW to check deeds to establish whose responsibility and TH to obtain quotes.<br><b>Replacing goal nets</b> - MR, BD, TH and SSM to make the new net.  | <br>JW/TH<br><br>MR/BD/TH/SSM |
| <b>10.</b>  | <b>Northlew Stores</b> - JW/SSm to follow up to ascertain the scope and intent of the potential new owner and Councillors were encouraged to think about solutions to ensuring the ongoing existence of the shop.  | <br>JW/SSm<br>All             |
| <b>11.</b>  | <b>Public Lavatory</b> - TH to talk to builders about short term roof fix.   | <br>TH                        |
| <b>14.</b>  | <b>Highways</b><br><b>Snow Warden – Salt Delivery</b> - JW to include info on salt location in Northlew News' January edition.   | <br>JW                        |
| <b>15.</b>  | <b>Matters brought forward by Chair and Councillor</b><br><b>Christmas Tree</b> - MR to make necessary arrangements before 15 <sup>th</sup> December.<br><b>Councillor Code of Conduct</b> – JJ had agreed to review this prior to the next meeting  | <br>MR<br><br>JJ              |