

## 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 20th January 2020**

#### **Present:**

Councillors: Celia Rundle (CR) – Vice Chair  
Bryan Dufty (BD)  
Judy Jones (JJ)  
Mark Rundle (MR)  
Steve Smith (SSm)  
Sue Main (SM) - Clerk

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

Apologies: Joanna Wilson (JW) – Chairman  
Terry Hatt (TH)  
Holly Dancer (HD)  
James McInnes (JMcl) – Devon County Council  
Clare Kemp (CK) – West Devon Borough Council

#### **Public Question Time**

No parishioners attended.

- 1. Apologies for Absence** were received from Joanna Wilson, Terry Hatt, Holly Dancer, James McInnes and Clare Kemp.
- 2. Declarations of Interest** – it was noted that Stephen Shelton had resigned as Councillor via email on 08/01/20. It was also noted that Councillor Stephen Smith had submitted a planning application (see Item 5 below) and would be asked to step out of the meeting when this was discussed.
- 3. Minutes of the meeting held on 16<sup>th</sup> December** were approved and signed by CR.
- 4. Action Points Arising** – in order of action points in Appendix A:-

**SeaMoor Lotto** – presentation deferred until next month. **Action:** JJ to present at next meeting.  
**Correspondence** – mapping service - in CK's absence, SM would email her to advise her that this action was still outstanding so that it could be discussed at the next meeting.

**Playground Insurance** – SSm reported that he had spoken to the insurance brokers who had confirmed that the landing site area was covered under our public liability insurance and that

DAAT would probably have their own insurance cover in place too. **Action:** SM would enquire when speaking to them regarding the April Fun Day.

**Finance** – Meeting with internal auditor. **Action:** SM to remind JW to arrange to meet with Internal Auditor before the next meeting.

**Planning** – there had been no objection to the resubmitted plans for 2 Costloes Cottages Ref: 1085/19/HHO. JJ was not part of the discussions given her declared conflict of interest.

**Website** – SM to finalise the privacy statement for the next meeting.

**Finance** – presentation on Budget and Precept – see Item 7 below.

**Playground** – SSm confirmed he had received a quote to replace the broken fencing (including new posts) at the bottom of the playing fields. **Action:** SM to ask TH to seek second quote if possible in time for the next meeting.

**Northlew Stores** – see item 10 below.

## 5. Planning Applications

**Planning Application Ref: 3758/19/FUL** – Mr Stephen Smith, conversion of barn to dwelling. SSm was asked to leave the meeting whilst this application was discussed. Following review of the planning statement and plans, there was no objection to this application. **Action:** SM to confirm to WDBC there is no objection.

## 6. Parish Council Website

**Monthly figures** – SM provided an overview on this month's number of visitors and favourite pages which were now settling down to a monthly average of just over 100 visitors.

**Member Code of Conduct** documentation – comments were received back from all on the draft documentation which subject to some minor amendments, was ratified. **Action:** SM to make minor changes and upload onto website.

**Privacy Statement** – **Action:** SM to prepare appropriate wording for approval at the next meeting.

**New Councillor Vacancy** – see Item 8 below.

## 7. Finance

**Payments** – SM referred Council to Appendix C tabled showing expense items paid since last meeting and the three items were approved for payment. It was agreed that the standard **Rospa playground annual inspection** would be carried out in March as in previous years and there was no need for it to be accompanied by a Councillor (extra cost involved) but an early March inspection by the Playground Working Party would be carried out prior to the inspection and once Rospa's report was issued, it should be reviewed and actioned by the Playground Working Party and Council at the following Council meeting.

**Dog Warden Service** (see Item 12 below) – SM confirmed she had spoken to WDBC and the cost of continuing this service would be £217.21 per annum. It was agreed that this was not currently required but would be reviewed on an ongoing basis and would be reinstated at a future date if required. **Action:** Post meeting SM has spoken to the Environmental Team at WDBC and she agreed that she and JW would meet with them in February/March to re-establish contact (since there had been a change to personnel within the Council) and review any environmental issues that we should be aware of or might be impacting on Northlew community.

**Budget and Precept Planning** Presentation – JJ provided an overview presentation to Council (circulated ahead of the meeting to all members) of the forthcoming precept application and future budget plans. She outlined the key dates, the background calculations and three scenario options for deciding the precept amount based on the key considerations of:- loss of

the Council Tax Support Grant and potential future capping of precepts, the need to maintain a contingency fund in NPC's bank balance for emergency situations in line with the finance good working practices recommended by DALC, intended expenditure and income of NPC in the forthcoming year and households' contribution to the precept (based on Council Tax bands). After discussion, the Council agreed on the Precept amount of £10,631.75 to be applied for to West Devon Borough Council by 31<sup>st</sup> January. A detailed budget for the NPC's projected expenditure and income for 2020-21 to be prepared for review at the next meeting in February and there would be an opportunity to consult with Parishioners on the approved precept at a public session in March. JJ and the rest of the Finance Working Parking were thanked for their on-going work in collating the information and presenting it to the Council. **Action:** FWP to prepare the detailed budget for 2020-21.

## 8. Correspondence

**New Councillor Vacancy** - An email had been received by JW from SSh with his resignation as Councillor of NPC with immediate effect. As result of this, the wording of a vacancy advertisement and job description was approved by all and would be posted on the website, noticeboards and in the next Northlew News.

**Parking in the Square** – it was noted that several parishioners had been in touch with the Council to voice their concerns over the number and type of vehicle(s) which appeared to have been parked without consideration for others within the Square on a semi permanent/permanent basis. Members of the Council agreed to investigate the parking rights within the Square and potential solutions to report back at February's meeting. **Action:** SSm agreed to investigate the ownership/convenants in the Square

## 9. Playground update

TH was not at the meeting but had emailed to confirm following his monthly check of the area, all was in good order and there were no areas of concern. SSm confirmed he had received a quote for replacing the bottom field fencing and it was noted that we could need to seek approval to access to privately owned grazing field beyond this ahead of carrying out works. **Action:** SM would ask TH to seek second quote in time for the next meeting so we could progress with works ahead of the spring.

10. **Northlew Stores** – SSm confirmed he and JW had met with potential new directors who were keen to finalise exit arrangements with the current directors so they could form the new community company and progress plans for taking over in the next few weeks. SSh and JW were reassured and felt very encouraged by the plans the new directors outlined to continue the current services offered in the shop together with further enhancements which would be communicated in the near future.

11. **Public Lavatory - Update on Short Term Roof Repairs.** **Action:** in TH's absence, SM would ask him to try and seek quote for short term fix to roof in time for the next meeting.  
**General Reurbishment Project:** these would be discussed at a latter meeting, post Budget discussion in March.

## 12. Matters brought forward by Chair and Councillors

**Promotion of self employed and local businesses** – following a suggestion from a parishioner, it was agreed that we should pursue a potential business directory/website page to promote local business. **Action:** SM to discuss with JW and put on the agenda for forthcoming meeting.  
**Dog Warden Service** – see Item 7 above.

**Royal Garden Party Nomination** - SM outlined the notification received from DALC seeking and the criteria for submission by 29/1/20. The Council did not have any suitable nominations to suggest.

**West Devon Borough Council Mayoral Awards** – SM outlined the notification received from WDBC providing all the opportunity to nominate outstanding people who deserve public recognition for their unpaid work or contribution to the community (individual, group or organisation. Closing date is 28<sup>th</sup> February 2020. **Action:** SM to post on noticeboard.

**Village Fun Day** – Dan Anscomb has made contact with the Council with his intention to organise the Village Fun day on 25 April on the playing fields. **Action:** DA to provide information for advertising on the noticeboard and in the Northlew News and had been asked to attend the next meeting to discuss specific plans.

**Thanks** were belatedly extended to Toben Plan Hire for providing the Christmas Tree in The Square and to Pat Durston for providing the electrical supply for the lights.

**13. Date of Next Meeting** is on Monday 17 February 2020 at 19.30 at Victory Hall.

There being no further business, the meeting ended at 21.00.

**Actions Points arising from the Minutes of the Parish Council Meeting on 20 January 2020**

<b>Item</b>	<b>Description</b>	<b>Responsibility</b>
<b>4.</b>	<p><b>SeaMoor Lotto</b> – presentation deferred until next month. <b>Action:</b> JJ to present at next meeting.</p> <p>Mapping service for Northlew boundary lines – Action: CK to report on potential mapping service</p> <p>Insurance DAAT landing site – Action: SM to ensure on DAAT’s cover</p> <p><b>Finance</b> – Meeting with internal auditor. <b>Action:</b> SM to remind JW to arrange to meet with Internal Auditor before the next meeting.</p> <p><b>Website</b> – <b>Action:</b> SM to finalise the privacy statement for the next meeting.</p> <p><b>Playground</b> –a quote to replace the broken fencing at the bottom of the playing fields. <b>Action:</b> SM to ask TH to seek quote if possible in time for the next meeting.</p>	<p align="center">JJ</p> <p align="center">CK</p> <p align="center">SM/ JW</p> <p align="center">SM</p> <p align="center">TH</p>
<b>5.</b>	<p><b>Planning Applications Ref: 3758/19/FUL</b> – Mr Stephen Smith, conversion of barn to dwelling. <b>Action:</b> SM to confirm to WDBC Planning Dept there was no objection to this application.</p>	SM
<b>6.</b>	<p><b>Website</b></p> <p><b>Website Privacy Statement drafting</b></p> <p><b>Ratified Member Code of Conduct documentation</b> <b>Action:</b> SM to upload onto website.</p>	<p>SM</p> <p>SM</p>
<b>7.</b>	<p><b>Finance</b></p> <p><b>Dog Warden Service</b> – <b>Action:</b> SM to arrange meeting for her and JW to see WDBC Environmental Dept to review any potential environmental issues in village</p> <p><b>Budget 2020/21</b> – FWP to prepare budget presentation for next meeting</p>	<p>SM</p> <p>FWP</p>
<b>8.</b>	<p><b>Correspondence</b></p> <p><b>New Councillor vacancy</b> to be advertised on website and in Northlew News</p> <p><b>Parking in Square</b> – SSm to investigate the ownership/convenants in the Square.</p>	<p>SM and JW</p> <p>SSm</p>
<b>9.</b>	<p><b>Playground</b></p> <p><b>Broken Fence</b> – quotes sought to replace like for like</p>	TH
<b>11.</b>	<p><b>Public Lavatory</b> – remind TH to seek quote for short term roof leak fix</p>	TH
<b>12.</b>	<p><b>Matters brought forward by Chair and Councillors</b></p> <p><b>West Devon Borough Council Mayoral Awards</b> – Action: post on noticeboard</p>	SM