

## Northlew Parish Council

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### **Minutes of the Parish Council Meeting held in the Victory Hall, Northlew on Monday 16<sup>th</sup> September 2019**

#### **Present:**

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

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

County Councillor: James McInnes (JMcl) Devon County Council

#### **Public Question Time**

As pre notified to the Council, four parishioners attended to express their views on the planning application at 2 Costloes Cottages, see Item 5 below. They expressed their general concerns over the impact this would have on traffic and parking (and be a potential hazard given it was situated on a blind bend and a busy thoroughfare for traffic, farm machinery, horses and walkers etc), as well as access to the rear, how it would change the character of this long established footprint of 4 cottages with no precedent, would affect wildlife and could change the appearance of the landscape. The parishioners were thanked for their views and were advised that their comments would be considered during the deliberation by the council when reviewing the planning application.

- 1. Apologies for absence** were received from Steve Shelton (SSh) and Kate Hawkins (KH). JW also confirmed she had spoken to KH that day who had tendered her resignation as Councillor of Northlew Parish Council with immediate effect due to health reasons. JW would write to KH, would start the recruitment process to replace her and would discuss continuity of the debrillator. **Action:** JW to write to KH and prepare an advertisement for the Councillor vacancy to be posted on website, in next newsletter and on the parish notice board
- 2. Declarations of Interest** – SM circulated the final draft of the Register of Interests (ROI) for comment which was approved and would be uploaded onto the website. **Action:** SM to upload ROI on website.

3. **Minutes of the meeting held on 19<sup>th</sup> August** were approved and signed by JW and it was agreed that the url link provided in 'Action Points Rising' for reporting potholes should be put on the website under a useful links page and in the next newsletter. **Action:** SM to organise 'useful links' page on website and JW to insert in next newsletter.
4. **Action Points Arising** – in order of action points in Appendix A:-

**Archiving** – JW to arrange a date for Councillors to assist in rationalising historical records acquired from the retiring Clerk before it is stored offsite at Devon Archives. HD suggested that a certified copy of the playing fields deeds be stored locally as back up and this was approved. **Action:** JW to contact Trowers to arrange to get a certified copy of the playing field deeds

**Northlew Stores** – date to be arranged and reported at October's meeting

**WDC Matters** – potholes covered in 3. Above.

**Electronic Filing Requirements** – SM reported that subject to approval of the IT configuration costs in Item 7 Finance below, she would arrange for this to take place.

**Bank Mandates** – final paperwork was given to SM so that she could now organise for the Council's bank mandates to be updated.

**Website** – JW agreed to contact the existing newsletter advertisers to poll their interest in advertising on our new launched website.

**Sea Moor Lotto** – SM confirmed that the application to the Sea Moor Lotto had now been approved and would be featured in the next newsletter, local noticeboard and possible Northlew Stores to attract Parishioners to sign up to raise money for Northlew community causes. Post meeting note: The article about the Sea Moor Lotto will appear in November's edition of the Northlew News

**Public Lavatories** – see Item 10 below.

**Courses** – SM confirmed that she and JW will attend the DALC's Budget and Precept course at the end of October, the cost of which had been approved at the previous meeting.

**Waste Collection New Pilot Scheme** – JW confirmed that in conjunction with CK, WDBC's waste department were attending the next Council Meeting on 21 October at 6.30 to promote the new plastic recycling waste pilot scheme to Parishioners. CK asked that more champions be nominated to spread the word and encouraged this to be advertised in the newsletter, website, school, Ashbury and Northlew Life, noticeboards etc so that as many persons as possible would attend. JW - asked CK to get the approved information about the scheme sent to the Parish Council as soon as possible so this could be done in good time.

## 5. Planning

- **Application No: 1085/19/HHO** 2 Costloes Cottage – following on from the public session where this planning application had been discussed, the Council reviewed the application and felt it would be prudent to contact the owners and arrange a visit to the site so that clarification on the plans, the extent and positioning of the extension and general access could be sought before any further comments could be made by the representation date of 10 October. **Action:** CR to contact the owners, JW to arrange a site visit if possible.
- **Planning Application No: 2848/19/PHH** Morth Grange, Northew – Resubmission – this had been discussed with no objections at the last meeting and there were no further comments to add to this resubmission.
- **Application No: 2846/19/FUL** – Proposed Earth Bank Slurry Store Lined with a Butyl liner, Scobchester – the Council had been notified of this on 16/09/19. The WDBC Planning Link was not working to enable to Council to make an informed comment at the meeting. It was agreed this would be recirculated when the link was active and comments would be collated

and fed back by the representation date of 17 October. **Action:** All to revisit online application before due date and feedback to clerk.

## 6. Parish Council Website

SM circulated the monthly Google Analytix report which showed a good start of 139 visits during August since the launch at the end of July including a list of the top pages visited and top referrers. JW also confirmed she had received some positive feedback from parishioners. Everyone was encouraged to continue providing feedback, so that the website could be kept as up to date as possible and improvements be made over the coming months. SM also sought approval from the Council for the accessibility statement to be added to the website by the website designers to ensure we are compliant, the expense of which is outlined in Item 7 below. **Action:** SM to liaise with website designers to activate the accessibility statement.

## 7. Finance

SM referred to Appendix A tabled showing expense items paid in August and items for payment which were approved including the bark for the playground at £1038.10 + VAT discussed in Item 9 below. She also confirmed the Council had received the second tranche of the precept of £4622.50.

## 8. Correspondence

JW reported she had received an email from the Devon Communities Together to enquire whether there was a possibility of having a textile bank in Northlew to raise funds for the Children's Air Ambulance - see <https://theairambulanceservice.org.uk/ways-to-give/reuse-recycle/>. **Action:** It was agreed this be brought forward to the next meeting.

JW reported the exchange of correspondence she had had with Trowers & Hamlins LLP with the safekeeping of the playground deed – see Item 4 Archiving above.

## 9. Playground

JW reported that following concerns on the state of the Northlew playground reported by parishioners (the issues of which have now been dealt with), she had drafted a Northlew Playground Policy Proposal which was circulated for comment. This was approved in principle subject to the agreed amendments that HD would update. The approved document is to be put on the website. It was agreed that a working party of local councillors and parishioners would be created to regularly check and report back to the Council on the condition of the playground. JW also sought approval to purchase more softwood playgrade wood chip which would be laid as soon as possible. This was approved. – see Item 7 Finance above. **Action:** HD agreed to provide some feedback on this document, SSm was reviewing our insurance policy and TH agreed to lead the working party (rota to be set up), carry out monthly checks and report back at each Council Meeting. JW to order the bark.

10. **Northlew Stores** – item to be brought forward at next meeting.

## 11. Public Lavatory

JW reported that the new cleaner had started and had reported there was a roof leak. The refurbishment and possible grant from DCC or WDBC to convert to a unisex disabled lavatory was also discussed and JMCI requested that a proposal be put forward for him for consideration. **Action:** TH would approach local builders for a quote to repair roof and refurbish the lavatory.

## **12. Telephone Kiosk Restoration**

HD reported back that the kiosk had been cleaned and was much improved but was in need of a repaint to preserve it before the winter set in. The volunteers she had originally organised to help with the electrical and hand sanding and painting were no longer available so she is looking to recruit more helpers. Ideas for its internal use will be explored in the spring. The priority at present is to restore it externally. A parishioner had kindly offered to provide electrical supply for the sander. **Action:** JW would put a note out in the next newsletter to try attract some more volunteers. Post meeting note: This action was not necessary as a parishioner attending the public session volunteered and the work is complete.

## **13. Grass Tendering**

JW reported that she had met with the current contractor who would be continuing until the end of the season. She would then be putting the contract out for tender to various parties who had expressed an interest, including the current contractor, and these would be considered for next year. A local parishioner had also offered to help prune the apple trees and provide general land maintenance where required. This offer of help was gratefully accepted by the Parish Council.

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

SSm reported his ongoing concerns on the general deterioration of the road in and out of Northlew Action: SSm agreed to collate a list of 'hot spots' including location map which he would circulate and send to Jmcl for DCC circulation.

JW reported on the consultation paper and questionnaire that had been emailed to Parish Councils relating to the recent proposals to change the Devon and Somerset Fire and Rescue Service. Although Okehampton Fire station appeared not directly to be affected by closure, there were proposals to change its status and opening hours and JW encouraged all to read this proposal and provide their feedback by the due date of 22 September. See link: <http://www.dsfire.gov.uk/SaferTogether/ServiceDeliveryConsultation/TakePartInTheConsultation.cfm?siteCategoryId=18&T1ID=211&T2ID=460>.

**15. Date of Next Meeting** is on Monday 21<sup>st</sup> October at 18.30 on the Waste Collection Pilot Scheme (all Parishioners are encouraged to attend) followed by the Council meeting at 19.30 at The Victory Hall.

There being no further business, the meeting ended at 21.15

**Actions Points arising from the Minutes of the Parish Council Meeting on 16 September 2019**

<b><u>Item</u></b>	<b><u>Description</u></b>	<b><u>Responsibility</u></b>
<b>1.</b>	<b>Apologies for absence</b> JW to write to KH and advertise the councillor vacancy	JW
<b>2.</b>	<b>Declaration of Interest</b> Register of Interests – SM to upload on website	SM
<b>3.</b>	<b>Minutes of the Meeting</b> Pothole url link – SM to organise useful links page on website, JW to publicise in the Northlew News	SM JW
<b>4.</b>	<b>Action Points Arising</b> <b>Archiving</b> – JW arrange certified copy of playing fields deed <b>Electronic Filing</b> – SM to organise Sharepoint configuration and usage <b>Bank Mandates</b> – SM to organise update of bank mandates <b>Website</b> – JW to poll existing newsletter advertisers re. website business page <b>Sea Moor Lotto</b> – write article in November newsletter <b>Waste Collection New Pilot Scheme</b> – spread word on next month’s meeting	JW SM SM JW SM/JW All
<b>5.</b>	<b>Planning</b> 2 Costloes Cottage – arrange a site visit if possible Slurry Store Scobchester – review application	CR/JW All
<b>6.</b>	<b>Website</b> – SM to liaise with website designer re. uploading accessibility statement	SM
<b>9.</b>	<b>Playground</b> Feedback on Northlew Playground Policy Proposal Review insurance policy TH to set up working party rota and report back Order bark	HD SSm TH JW
<b>11.</b>	<b>Public Lavatory</b> – TH to approach local builders re. roof and refurbishment	TH
<b>12.</b>	<b>Telephone Kiosk Restoration</b> JW to put a note in next newsletter to recruit volunteers: post meeting note not actioned as not necessary	JW
<b>14.</b>	<b>Matters brought forward</b> Potholes/Road conditions – SSm to collate list and marked map of problem areas and circulate to Parish Council and DCC	SSm