

## Northlew Parish Council

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### **Minutes of the Parish Council Meeting held in the Victory Hall, Northlew on Monday 21<sup>st</sup> October 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)  
Steve Shelton (SSh)  
Sue Main (SM) – Clerk

Borough Councillors: Patrick Kimber - West Devon Borough Council

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

2 members of public  
Judy Jones (JJ) Councillor Elect

A representative from the Waste Strategy and Commissioning Department of West Devon Borough Council attended an open forum for all parishioners at 6.30 pm to explain the new recycling collection scheme being implemented from December 2019. It was well attended and information on this can be found at <https://www.westdevon.gov.uk/RecyclingChanges> and will be posted in the newsletter and on the noticeboard of the website. Any specific queries should be directed via email to [waste@westdevon.org.uk](mailto:waste@westdevon.org.uk)

#### **Public Question**

As pre notified to the Council, two parishioners attended to confirm they had installed the plaque in the playing fields and had donated it on behalf of their family. They also reported that the fence at the far end of the football pitch behind the goalpost (dividing their land from the playing fields) had fallen into disrepair and needed to be fixed to prevent children from entering the private field and sheep wandering into the public area. There was also a tree that had fallen over onto their land. The Council thanked them for the kind donation of the plaque and agreed to inspect the fencing and tree and report back with a solution.

- 1. Apologies for Absence** - None
- 2. Declarations of Interest** – None

3. **Minutes of the meeting held on 16<sup>th</sup> September** were approved and signed by JW.
4. **Appointment of New Parish Councillor.** Judy Jones introduced herself to the Council and was formally proposed on by the Chair and seconded by SSh and HD. She was co-opted by a unanimous vote **Action:** JJ was asked to complete the statutory paperwork and then pass to SM for submission to WDBC and update the Register of Interest (ROI) accordingly.
5. **Action Points Arising** – in order of action points in Appendix A:-

**Kate Hawkins** – JW had spoken to her and KH had agreed to continue looking after the defibrillator. **Action:** JW to formally write to her.

**ROI** – SM had uploaded this on website.

**Minutes of Meeting** – JW had publicised the procedure of reporting potholes/road issues in the October newsletter and SM would also include on the new Noticeboard planned for the website.

**Reviewing of Parish Council paperwork for archiving** – JW reported the first tranche had been reviewed and sorted by her and SSm with another session to follow once she had collected more paperwork from the retired Clerk.

**Electronic filing** – this was being done by IT company.

**Bank Mandates** – these had now been submitted to Nat West

**Website Business Page** – JW to poll existing newsletter advertisers to gauge interest.

**Sea Moor Lotto** – this had been drafted and will feature in the November issue of Northlew News.

## 6. **Planning Applications**

- **Application No: 1085/19/HHO 2 Costloes Cottages.** JW reported that three councillors had met with the owners and conducted site visit. The owners clarified that the proposed extension will not be as big as the plans submitted and that they were due to meet with the planning officer from WDBC. It is understood that the plans will be updated to reflect the smaller footprint, resubmitted and be subject to further review. It was agreed that the Council had no objection to the extension on the understanding that the plans were being updated as discussed at the site visit. JW also reported that she had met with the parishioners who had attended the public session of the meeting in September to raise their concerns about the planning application to explain the council's decision making process.
- **Application No: 2971/19/CLE** – Orchard Lake House. No objection.
- **Application No: 3066/19/FUL** – Shepherd hut for holiday use at High South Widdon Farm. No objection.
- **Application No: 2846/19/FUL**– Scobchester Slurry - the Council were seeking further clarification from WDBC on this before commenting.

The Council agreed there should be a consistent approach to common planning application requests ie. removal of agricultural ties etc. unless there are exceptional circumstances in which case a request for further information should be sought before comments -are fed back.

7. **Website** – SM reported that the number of visitors had reduced this month and encouraged all to feed back on a regular basis so that the website remained current and became a regular source of up-to-date information for all. SSh reported he had received an email from a parishioner who wanted to contribute to the Memory Bank page which he would follow up and JMcl suggested that both himself and CK and PK be added to the Councillors page. JJ also

expressed an interest in writing an article and SM was drafting a noticeboard page featuring useful local council news and links. **Action:** SSH to follow up with the parishioner. SM was chase the website company re. the accessibility statement and make the necessary up-date changes.

## 8. Finance

SM referred to Appendix A tabled showing expense items paid in September and items for payment (financial audit charge £240.00 and £1,245.67 playground bark) which were approved.

SM confirmed that she had heard back from PKF Littlejohn who had completed the review of the Annual Governance and Accountability Return (AGAR) for NPC for the year ended 31 March 2019. Their report, certificate, return, accounts and fixed asset register would be uploaded onto the website. **Action:** SM to upload the AGAR, accounts and fixed asset register onto website.

JW and JJ are attending the DALC Audit and Precept course on 31 October which will assist in the budget preparation to be presented to the Council in the Autumn. Given JJ's experience as a qualified accountant in both the private and -public sector, she agreed to help advise on any accounts related issues. **Action:** SM to send JJ a copy of the recent AGAR return for information.

Ahead of preparing the budget, JW reported two charges that need to be factored in:-

Firstly, **Council Tax Support Grant** - she had recent email correspondence with WDBC regarding the allocation of the Council Tax Support Grant in 2019/20. -They are consulting on the withdrawal of the CTSG from town and parish councils' precepts which would mean Northlew's would be reduced by 3.28% i.e. a loss of £303 and this should borne in mind when calculating the precept for 2020/21. **Action:** Post the meeting, JW had spoken and emailed WDBC on 23/10/20 for them to consider staggering this payment at reduced % rates depending on the period agreed.

Secondly, **Local Elections May 2019 - Recharges to Town and Parish Councils for Uncontested Elections** – JW confirmed receipt of an email from WDBC on 27<sup>th</sup> September confirming Northlew would be invoiced £72.00 for this admin charge in 2020.

## 9. Correspondence

JW confirmed she had received a letter dated 17 October from Trowers & Hamblins enclosing a certified copy of the conveyance dated 27<sup>th</sup> 1989 in respect of the playing fields for our safekeeping. **Action:** JW to review and clarify exact boundary lines of the conveyance map.

SM reported a letter dated 2019 had been received via email from Okehampton District Community Transport Group (ODCTG) seeking crowdfunding to purchase a new 15 seater minibus to allow them to continue offering the Ring and Ride Service. It was agreed that SM would seek confirmation of how many Northlew parishioners were using this service before a decision was made on whether a contribution would be offered. **Action:** SM to enquire from ODCTG how many Northlew parishioners were using the Ring and Ride Service.

## 10. Playground

**Policy Document** - JW presented the final draft Northlew Playground Policy Proposal which following final feedback (including a 2 year review in October 2021) was approved for issuance and placing on website.

**Insurance** –SSm to check that insurance policy adequately covers the DAAT landing arrangements and to send a copy of it to JJ.

**Playground** - TH confirmed that half of the newly delivered bark was now in situ in the playground and the rest would be completed on 27 October with the help of other volunteers. The Council thanked him for all his hard work. TH has now put in motion a monthly playground check with SSm assisting in November and JJ assisting in December. The November check to include a review of the fence situation mentioned in the public session above. **Action:** JW to issue approved Playground Policy Proposal for insertion on the website. SSM to check insurance policy cover re DAAT and send copy to JJ and TH to provide feedback on fence situation.

- 11. Northlew Stores** – current Directors had recently been in touch with JW to confirm they were stepping down from running the shop and were seeking new Directors to take over the Community Interest Company (CIC). They reassured JW that the store would continue to remain open until new Directors were appointed. **Action:** JW to arrange a visit with SSm as soon as possible.

**12. Public Lavatory**

**Roof Leak** - TH reported he had inspected the roof and the felting was in disrepair and would need replacing asap to rectify the leak and prevent further deterioration and water damage. **Action:** It was agreed he would seek 3 quotes to have the felting repaired or replaced with a more robust fibreglass alternative.

**General Refurbishment** – PK had very helpfully reported via email on some of the grant options that might be available from the Council. However a proposal ( ie. convert to a unisex disabled lavatory or otherwise ) needed to be submitted to the relevant bodies for consideration. **Action:** TH agreed to discuss with local experts on suitable design options before seeking quotes from builders.

**13. Telephone Kiosk Restoration**

HD reported back that she and JJ had now painted the kiosk which was much improved and was now adequately sealed for the winter. Plans for its internal use would be brought forward to February 2020's meeting. The Council thanked them for their hardwork.

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

**Northern Links meeting 19/09/19** - JW reported that she and MR had attended the meeting where the Council Tax Support Grant (see Item 8 above), Brexit, the Climate and Biodiversity Emergency Plan (ways of improving our environment), the new recycling collection scheme and what grants were available (a link to this would be circulated in the next Newsletter) were discussed. The next SuperLinks meeting is being held at 7pm on 27<sup>th</sup> November at the Council offices in Tavistock.

**Printing of Northlew News** – JW reported she had received a competitive quote from an alternative printing company which was much cheaper and she would revisit the existing printer to see if their costs could be negotiated down. Post the meeting, JW reported she had contacted them and negotiated a reduced rate with a monthly saving of over £40 in colour rather than black and white and consequently would continue using them for future printing requirements.

**Highways Update** – JW thanked SSm for producing a report and marked up plan on the current problem spots in the Northlew area which had been passed to JMc for onward submission to WDBC. As a consequence, the team at Devon County Council who review the highway planned maintenance processes under their 'Doing What Matters Project' had been in touch

to arrange a meeting to better understand our highway priorities. BD to attend with SSm and would circulate the date to all once confirmed. Everyone was encouraged to continue reporting any problem areas through the appropriate link at <https://www.devon.gov.uk/roadsandtransport/report-a-problem/>.

**Christmas Tree Lights** – the Council agreed to source a Christmas Tree and lights for erection in The Square. The date to be confirmed with the silver band's carol evening. Action: MR to follow up.

**15. Date of Next Meeting** is on Monday 18<sup>th</sup> November at 19.30 at The Victory Hall.

There being no further business, the meeting ended at 21.05.

**Actions Points arising from the Minutes of the Parish Council Meeting on 21 October 2019**

<b><u>Item</u></b>	<b><u>Description</u></b>	<b><u>Responsibility</u></b>
<b>4.</b>	<b>Appointment of New Parish Councillor</b> - JJ to complete necessary paperwork and pass to SM to submission to WDBC	JJ/SM
<b>5.</b>	<b>Action Points Arising</b> Kate Hawkins stepping down as Councillor – JW to formally write to her Website Business Page – JW to poll existing newsletter advertisers to gauge interest Sea Moor Lotto – feature article in next newsletter	JW  JW  JW
<b>7.</b>	<b>Website.</b> SSh to follow up on parishioner contribution to Memory Bank. SM to finalise noticeboard, updates for website and chase website company for accessibility statement.	SSh/SM
<b>8.</b>	<b>Finance.</b> SM to upload annual return, accounts and fixed asset register onto website and copy in JJ.	SM
<b>9.</b>	<b>Correspondence.</b> JW to review and clarify exact boundary lines of the conveyance map.	JW
<b>10.</b>	<b>Playground.</b> JW to issue Playground Policy Proposal to uploading on website. SSm to check insurance policy cover re DAAT, send copy to JJ and TH to provide feedback on broken fence situation.	JW/SM/TH
<b>11.</b>	<b>Northlew Stores.</b> JW and SSm to meet with current Directors	JW/SSm
<b>12.</b>	<b>Public Lavatory.</b> TH to seek quotes to repair roof and obtain suggestions on suitable design options for the general refurbishment	TH