

## Northlew Parish Council

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### **Minutes of the Ordinary Parish Council held virtually via Zoom at 7.30pm on Monday 18<sup>th</sup> May 2020**

#### **Present:**

Councillors: Steve Smith (SSm) - Chair  
Celia Rundle (CR) – Vice Chair  
Mark Rundle (MR)  
Gillian Dixon (GD)  
Terry Hatt (TH)  
Bryan Dufty (BD)  
Judy Jones (JJ)  
Holly Dancer (HD)  
Sue Main (SM) – Clerk

Borough Councillors: Patrick Kimber (PK) – West Devon Borough Council (WDBC)  
  
Shirley Brookman (SB) – Councillor Elect

Apologies: James McInnes (JMcl) - Devon County Council (DCC)  
Clare Kemp (CK) – West Devon Borough Council

#### **Public Question Time**

None attended.

- 1. Apologies for Absence** were received from James McInnes and Clare Kemp.
- 2. Declarations of Interest** – SSm clarified that Planning 0808/20/FUL Norley Farm referred to in Item 7 below was not in fact his property, but referred to a field owned by a neighbour. This was therefore not considered a conflict of interest and would be discussed under the planning section below.
- 3. Minutes of the meeting held on 29<sup>th</sup> April 2020** were approved and signed by SSm and would be sent to SM for filing.
- 4. Action Points Arising** – in order of action points in Appendix A:-

**Internal Auditor** – see Item 9 below.

**Subscription to Devon Communities Together** - SM confirmed this had now been done.

**Planning** – see Item 7 below.

**Financial Regulations** – these were now uploaded on the website.

**Playground** – see Item 11 below.

**Public Lavatories** – see Item 12 below.  
**Playing Field Signage** – see Item 13 below.  
**Grass Cutting Tendering** – see Item 13 below.

## 5. Changes to the Parish Council

**New Councillor Co-Option** – Shirley Brookman (SD) introduced herself to the Council outlining her relevant qualifications and experience (10 years of teaching in prisons before she had moved to the village in 2018 and now runs the Square Shop with her husband Steve). She was proposed by the Chair and seconded by CR and HD then co-opted to the Council by a unanimous vote. **Action:** SM to send her details on setting up a new Council email address and the necessary statutory paperwork for completion including details on forthcoming 'Being a Good Councillor' course run by DALC once they are reinstated.

## 6. Governance

The updated Standing Orders, including an addendum to include the coronavirus, which had been previously circulated, was agreed and adopted by all. **Action:** SM to upload on the website.

## 7. Planning Applications

**0808/20/FUL – Palmer's Field, Norley Farm, Northlew EX20 3PN.** This was discussed with no concerns expressed. **Action:** It was agreed that SM should submit a 'support' comment to the West Devon Planning Department.

**1013/20/FUL – Lower Cruft Farm –** This was discussed and concerns were raised with regard to the positioning of the proposed barn and access as there is no safe separation from the highway. **Action:** Council agreed that until a proper risk assessment could be carried out, an 'object' comment be submitted by SM to West Devon Planning Department.

**117/20/FUL – Northlew Manor, Northlew EX20 3PP.** This was discussed with no concerns expressed. **Action:** It was agreed that SM should submit a 'support' comment to the West Devon Planning Department.

## 8. Parish Council Website

**Monthly figures** – SM referred to Appendix B which showed a drop in the number of visitors to the website this month. Regular updates were being posted on the Home Page in light of the coronavirus lockdown and she asked all to provide any relevant local news so this could be uploaded on the site and in the monthly noticeboard, particularly in lieu of the Northlew News publication being temporarily suspended.

## 9. Finance

**Payments** – SM referred Council to Appendix C seeking approval on the monthly payments to be made and highlighted that the former CIC Store Directors had repaid their £500 loan. The Council approved expenditure payments (agreeing that payment for the former Chair's farewell present be made by personal contributions and not by the Council).

**Audit and FWP Update** - Chair confirmed that the Finance Working Party had met virtually since the last minute and had agreed that now the draft accounts had been prepared, the AGAR return would be drafted and JJ would provide suggested wording for an email to be sent by SM to the Internal Auditor setting out his scope of works and necessary guidelines. SSm suggested that the new Internal Auditor be given £150 for his services and the Council agreed. SSm confirmed that the FWP (himself, JJ and SM) would continue to meet as and when required and enquired

whether anyone else from the Council would like to be included in these meetings. It was agreed that it would remain as this group of three until such time as further assistance was required.

#### 10. Correspondence

A thank you email dated 15<sup>th</sup> May had been received by all from the former Chair for her farewell present.

#### 11. Playground update

**Insurance Renewal** – SM confirmed that she had received the 1 June renewal documents (which indicated a 10% increase in premium (or 5% if locked into a 3 year commitment with existing insurance company) and asked for assistance in reviewing this documentation before confirming back to the insurance broker. Action: JJ agreed to review the documentation with her.

**Climbing Frame Donation** – SM had received no response from the parishioner to her emails seeking further information on the equipment. Action: BD agreed to make contact with them.

#### 12. Public Lavatory

**Securing Locks** - Action: SSm to source materials needed to secure the locks and SM to make contact with cleaner. SM also agreed to check whether there was any Government/Council guidance on when public lavatories might re-open.

#### 13. Matters brought forward by Chair and Councillors

**Playing field entrance** - Action: SSm to collect signage from former Chair and would draft a note and plan outlining his thoughts on a solution.

**Grass Cutting Tendering** - SM confirmed that the former Chair had drafted a suitable contract to be used for the tendering process. Given the coronavirus situation and the fact that the grass cutting season had already started, it had been agreed that the current contractor would continue the grass cutting for this year at the same rate and a formal tendering process would be done in the Autumn. SM also reported that the contractor had been in touch to advise the playing field was being used by children to set up camps and obstacle courses using large boulders and logs (given the playground was currently closed) which was making it difficult for him to cut the grass. Action: SM to make contact with him to ascertain when he cut the grass so Councillors could check (and clear where necessary) any obstacles the day before.

**Scarecrow Competition** – HD reported on the success of the Scarecrow Competition which saw over 80 exhibits, raised £122.00 for the local cancer charity Force, featured on a BBC Spotlight slot and received great press coverage in the May edition of The Moorlander. She thanked the Clerk for the part she had played in getting press coverage and SB for co-ordinating the charitable donations and prize through the Square Shop.

**Newsletter and new Editor** – SSm requested that Councillor continue to give thought and provide suggestions to a suitable replacement Editor to the Northlew News.

**Coronavirus epidemic** – PK enquired how the community was managing and responding to the coronavirus. SB reported that the WhatsApp group and list of volunteers and those requiring help was set up and through this, the Northlew and Ashbury Facebook page and the delivery

service of food and prescriptions the Northlew Store, felt the support was being offered where needed.

**Northern Links Meeting – MR asked if any other Councillors would join him at future meetings once they had been reinstated.** SSm and JJ agreed they were happy to attend.

**Seamoor Lottery** – CR confirmed that £416.00 had been raised for the Council annually.

There being no further business, the meeting ended at 20.35.

**Actions Points arising from the Minutes of the Ordinary Parish Council Meeting on 18<sup>th</sup> May 2020**

<b>Item</b>	<b>Description</b>	<b>Responsibility</b>
<b>5.</b>	<b>New Councillor Co-option - Action:</b> SM to send SB details on setting up a new Council email address and the necessary statutory paperwork for completion including details on forthcoming 'Being a Good Councillor' course run by DALC once they are reinstated.	<b>SM</b>
<b>6.</b>	<b>Governance – Standing Orders – Action:</b> SM to upload approved documentation onto website	<b>SM</b>
<b>7.</b>	<b>Planning</b> <b>0808/20/FUL</b> – submit a support comment <b>1013/20/FUL</b> – submit an object comment <b>117/20/FUL</b> – submit a support comment	<b>SM</b> <b>SM</b> <b>SM</b>
<b>9.</b>	<b>Finance</b> <b>Audit: - Action:</b> contact Internal Auditor to process audit	<b>SM</b>
<b>11.</b>	<b>Playground</b> <b>Insurance – Action:</b> SM to contact broker to clarify and finalise renewal <b>Climbing Frame Donation – Action:</b> BD to contact parishioner for response to emails	<b>SM</b> <b>BD</b>
<b>12.</b>	<b>Public Lavatory – Action:</b> SSm to secure locks and SM to keep in touch with Cleaner	<b>SSm/SM</b>
<b>13.</b>	<b>Playing Field Entrance – Action:</b> SSm to collect signage and draft a note and plan <b>Grass Cutting – Action:</b> SM to make contact with contractor re. keeping playing fields clear for cutting <b>Northlew News New Editor – Action:</b> all councillors to provide suggestions on a suitable replacement	<b>SSm</b> <b>SM</b> <b>All</b>