

## Northlew Parish Council

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### **Minutes of the Ordinary Parish Council held virtually via Zoom at 7.30pm on Monday 17 August 2020**

#### **Present:**

Councillors: Steve Smith (SSm) - Chair  
Celia Rundle (CR) – Vice Chair  
Holly Dancer (HD)  
Shirley Brookman (SB)  
Mark Rundle (MR)  
Sue Main (SM) – Clerk

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

Apologies: Gillian Dixon (GD)  
Bryan Dufty (BD)  
Terry Hatt (TH)  
Clare Kemp (CK) – West Devon Borough Council  
James McInnes (JMcl) - Devon County Council (DCC)

#### **Public Question Time**

None attended.

- 1. Apologies for Absence** were received from Gillian Dixon, Bryan Dufty, Terry Hatt, Clare Kemp and James McInnes.
- 2. Declarations of Interest** – none.
- 3. Minutes of the meeting held on 20 July 2020** were approved and signed by SSm post the meeting.
- 4. Action Points Arising** – in order of action points in Appendix A:-

**Website** - updates to be completed by the next meeting.

**Finance** – AGAR return – see Item 7 below.

**Playground and Playing Fields Entrance** – see Item 10 below.

**Public Toilets** – see Item 11 below.

**Newletter** – see Item 12 below.

**Councillors** – see Item 8 below.

**Kimberlands Footpath** – see Item 12.

## 5. Planning Applications

SM reported there were no applications for consideration this month.

## 6. Parish Council Website

It was agreed that SM would not continue to produce a monthly stats report and would only report when there were any material changes in visitor activity.

## 7. Finance

**Payments** – SM referred Council to Appendix C seeking approval on the monthly payments to be made which was given. She also noted that the Council had received a business rate rebate of £4,647.88 on the public lavatory with no further business rate payments required for the rest of the financial year.

**AGAR Return** – following her circulation of the draft AGAR return and supporting documentation to all prior to the meeting, SM enquired whether any further clarifications were required before signing off. The Council confirmed they were happy for these to be signed and uploaded onto the website. She also confirmed she had submitted the Certificate of Exemption to PKF Littlejohn and had received an acknowledgement of receipt.

**Finance Working Party (FWP)** – following JJ's resignation as Councillor, SM enquired whether anyone would like to replace her. The FWP met on an ad hoc basis as and when required to review the accounts, prepare the budget and precept preparation. MR offered to join the FWP which was agreed by all. The FWP would comprise SSm, SM and himself going forward.

**Annual Planner** – SM referred to Appendix D which she had drafted to be used as an aide memoire tool for duties to be carried out over the year. There were no further comments or additions to this (which has since been posted on the Councillors Portal of the website).

**Risk Planner** – SM referred to Appendix E which had been drafted by JJ post her resignation and updated by SM. There were no further comments or additions to this and the Council passed on their thanks to JJ for preparing this useful document (which has since been posted on the Councillors' Portal of the website).

## 8. Changes in Councillors

**New Councillor** - Following the resignation of JJ, it was agreed that a new councillor notice of vacancy be lodged with WDBC (for the normal 14 working days period) and posted on the website, noticeboard and Facebook. Councillors would also make enquiries to see whether there were any suitable candidates for the role before the next meeting.

**New Vice Chair** – following the existing Vice Chair's offer to take over as Editor of the newsletter, it was agreed she would step down and HD would become the new Vice Chair for the forthcoming year. This motion was proposed by SSm and seconded by SB and MR.

**Training courses and CPD** - SM reported that the usual DALC in-person New Councillor courses would not be running for the rest of the year due to Covid-19. Instead, DALC were offering 4 one-hour webinars to cover the courses during September and October. HD was already signed up and SM agreed to recirculate the dates to SB, SSm and GD to see if they were able to attend. SM also suggested that she create a Councillors Login area on the Councillors area of the website where useful documents such as the Good Councillor Guide, Guide to Finance and Transparency, NALC's Accountability and Governance Practitioner's Guide etc. could be easily accessed. (This has since been done).

## 9. Correspondence

SM referred to the email she had received from a parishioner dated 25/7 regarding social housing. She confirmed she had been in touch with the individual, had made enquiries via PK to gain more information via WDBC and had provided several suggestions on seeking other advice and support. Further contact would be made to see whether any more action was required.

## 10. Playground update

**Working Party Report** – TH was not present to report on work to be done.

**Replacement Fencing to Entrance and far perimeter.** MR offered to replace and repair the identified areas in the Autumn and also cut down the hedgerows and trees identified by the grass cutting contractor as overgrown at the same time. It was agreed that a working party would be formed to assist when a date had been agreed.

**Use of Playing Fields** – Appendix F contained a copy of the Playing Field Conveyance dated 20 September 1989 which clarified the intended usage of the playing fields. The Council confirmed that they were satisfied that this was being adhered to.

## 11. Public Lavatory

SSM reported that himself, HD and SM had met with a local planner and architect to explore development ideas for the public lavatory given its current running costs and what urgent repairs needed to be done to keep it open. Various suggestions were made including making contact with the other three halls/rooms available in the village to see if more use could be made of their facilities and a possible pre-application enquiry be submitted to West Devon (at no extra cost) to gauge their reaction to possible adaptations to the current lavatories. This would be brought forward to the next meeting for further discussion.

## 12. Matters brought forward by Chair and Councillors

**Green Dragon's Village Party Saturday 29<sup>th</sup> August** – a copy of the publican's email outlining his plans had been circulated to all with no further comments or objections.

**Newsletter Update** – CR agreed to formulate her ideas for restarting the Northlew News and report at next month's meeting.

**DALC virtual AGM 7 October** - SM confirmed that DALC's usual AGM, Conference and Exhibition in October had been cancelled, but they would be holding their AGM remotely on 7 October and she would attend and report back to all.

**Overgrown Footpath from Kimberlands, back of Victory Hall to Queen Street.** TH to advise on whether this had been done at the next meeting.

**Speeding** – CR reported that a parishioner had complained about speeding vehicles in Station Road. It was agreed that SM would keep a log of future complaints.

**Path Closure** - SM reported on the email she had received from DCC that day (and had forwarded to all) on the Northlew Footpath No. 3 - proposed deletion of part between Glebe Yard and Queen Street and addition of part between Glebe Yard and Station Road which required comments back by 16<sup>th</sup> October. It was agreed that this be discussed further at September's meeting once everyone had a chance to look at it.

There being no further business, the meeting closed at 21.30.

**Actions Points arising from the Minutes of the Ordinary Parish Council Meeting on 17 August 2020**

| <b>Item</b> | <b>Description</b>   | <b>Responsibility</b>                        |
|-------------|--|--|
| <b>7.</b>   | <b>Finance</b><br>AGAR Return - to be signed and uploaded onto the website.  | <b>SSm and SM</b>                            |
| <b>8.</b>   | <b><u>Changes in Councillors</u></b><br>Councillors would also make enquiries on whether there were any suitable candidates for the role before the next meeting.<br><b><u>Training Courses</u></b><br>SM to circulate New Councillor webinar dates<br>Create Councillors Login Area on Website – store useful documents | <b>All</b><br><br><b>SM</b><br><b>SM</b>     |
| <b>10.</b>  | <b>Correspondence</b><br>Recontact parishioner re. social housing query to see whether further assistance required   | <b>PK/SM</b>                                 |
| <b>11.</b>  | <b>Public lavatory</b> – submit pre application enquiry  | <b>SSm and SM</b>                            |
| <b>12.</b>  | <b>Matters Brought Forward</b><br><b>Newsletter</b> – CR to report back at next meeting on future plans<br><b>Overgrown Footpath from Kimberlands, back of Victory Hall to Queen Street</b> – update<br><b>Northlew Footpath No. 3 Path Closure</b> – put on next month’s agenda for feedback                            | <b>CR</b><br><br><b>TH</b><br><br><b>All</b> |