

Northlew Parish Council

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Minutes of the Ordinary Parish Council held virtually via Zoom at 7.30pm on Monday 19th October 2020

Present:

Councillors: Steve Smith (SSm) - Chair
Holly Dancer (HD) – Vice Chair
Celia Miners (CM)
Bryan Dufty (BD)
Shirley Brookman (SB)
Mark Rundle (MR)
Gillian Dixon (GD)
Sue Main (SM) – Clerk

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

Apologies: James McInnes (JMcl) - Devon County Council (DCC)
Terry Hatt (TH)

Public Question Time

None attended.

- 1. Apologies for Absence** were received from Terry Hatt and James McInnes.
- 2. Declarations of Interest** – none.
- 3. Minutes of the meeting held on 21st September** were approved and signed by SSm post the meeting.
- 4. Action Points Arising** – in order of action points in Appendix A:-

Planning – no objection to planning applications logged with WDBC by SM

Finance – The five grants agreed at the previous meeting had been included in this month's bank reconciliation for approval and would be paid this month.

Hedgerows – this had now been done by MR with thanks from all for doing such a good job.

Use of playing fields – SM confirmed that both fitness instructors were no longer using the playing fields for their classes and both had made a discretionary donation towards the upkeep of playing field.

Park Benches – SM confirmed that CR had made contact with a local manufacturer who had quoted for standard benches and are awaiting further details on friendship benches which SM would pursue.

Community Orchard Grant Scheme – SSm reported that this would be put on hold for the foreseeable future due to the lack of interest.

Public Toilets – see Item 10 below.

Footpaths – see Item 11 below.

Honour Your Covid Hero – SM confirmed she had submitted the Council's nomination which had been acknowledged by WDBC and would let the Council know the outcome once the results were announced.

5. Changes in Councillor

SSm confirmed that due to a change in personal circumstances, TH had been in touch to confirm he was no longer able to continue as Councillor and would therefore be stepping down. **Action:** SM to chase him to obtain this decision in writing.

Co-Option of New Councillor. Following the resignation of Judy Jones and the formal process of advertising the vacancy, there had been no call for a by-election. Three parishioners had put their names forward for co-option. Following much discussion, the Council voted and Shaun Millership was co-opted. **Action:** SSm would make contact him and SM would contact the other two candidates to see whether they would like to be considered for the new seat at next month's meeting.

6. Planning Applications

The Council considered planning application 2862/20/FUL. There was no objection to this. **Action:** SM to notify WDBC to this effect.

7. Finance

Payments – SM referred the Council to Appendix B seeking approval on the monthly payments to be made, which was given. She also presented the half yearly cashflow report against budget which showed the Council were on target. She also confirmed that the accounts were due to be reviewed by the Internal Auditor and the Finance Working Party would be meeting over the next couple of months to prepare the budget for next year in advance of the precept submission in January.

8. Correspondence

SM confirmed that a phone call and email correspondence had been received this month by two parishioners relating to the plot recently sold at the entrance to the playing field which are discussed in Item 9 below.

9. Playing Field and Playground Update

Working Party – it was agreed that until a regular working party rota was re-established, HD would visit the playing field and report back on whether she would be prepared to do a monthly spot check during the Winter months. **Action:** SM agreed to source alternative options to replace the existing stepping logs where they had been removed or were in disrepair. MR would advise when he was planning to repair the gate posts and fencing and GD would circulate date options to tackle the overgrown willow den so that a team of helpers could be organised.

Access to the playing field and Land Sold for Development – SSm confirmed that clarity was being sought on the boundaries to the revised location plan submitted with the Outline Planning Application 0102/19/OPA against the title deeds. A parishioner had expressed concern that the large oak tree on this plot be preserved during any potential development and the Trees department of WDBC were investigating this which PK agreed to follow up on. The purchaser of the plot had also been in touch for guidance on the local housing need for the village and it was agreed that SM would respond with the consensus view that there was a need for affordable family housing. **Action:** SM to liaise with Planning on Outline Planning, PK to follow up with Tree Dept and SM to respond to parishioner re. local housing need.

Grass Tendering – SM confirmed that the current grass cutting contractor was now finished for the season and she would be putting out the contract to tender for next year as part of the normal tendering process. Councillors remarked on what a good job he had done this year and that many parishioners had remarked on how well the playing fields had been looked after. **Action:** SM to proceed with grass cutting tendering process.

10. **Public Lavatory**

SM reported that there had been some suggestions of potential contractors who could tender for the repair works to the lavatories on Facebook, but no one had come forward. MR had been in contact with the painter who had previously done the work voluntarily and would be in touch again at the appropriate time. **Action:** It was agreed that SM should investigate placing an ad in the local paper to see if she could get a better response.

11. **Matters brought forward by Chair and Councillors**

Trees – HD reported that comments had been made with regard to the trees in the Square which were in need of cutting back. **Action:** Enquiries would be made to quote for this work.

Newsletter – CM reported that she would advance her plans to circulate a survey leaflet to parishioners to gain their feedback on what content should appear in the newly formatted newsletter and report back at the next meeting.

Footpaths – HD reported the Kimberlands and Harpers Hill footpaths had now been attended to. **Action:** It was agreed SM would find out who to contact with regard to Northlew Footpath No. 3 given sections of the area appeared to be permanently closed with no alternative access routes through.

Highways – SSm reported that as a result of meeting up with DCC's Highways department 'Doing What Matters' last year to discuss the problem areas in Northlew, they had now collated all their information for the area and had issued a report and priority map on their future plan of action for Northlew. **Action:** It was agreed this would be posted on the website and noticeboard.

DALC CPD Courses – HD reported that she had completed the 4 part on-line New Councillor course which was very informative and well worth attending, particularly sessions 1 and 4. New councillors were encouraged to enrol on the course as and when new dates were issued. SM also noted her wish to attend the 'Developing an effective communications strategy and policy for your Council' course on 21/10 which cost £30 + VAT, the expense of which was agreed.

In Person/Virtual Parish Meetings - SM reported that following consultation with DALC, Parish councils do not constitute business meetings, but neither are they social gatherings so are not bound by the 'rule of six' Covid-19 guidelines. However, the Government continued to recommend that meetings should continue to meet remotely where possible. It was therefore agreed that the monthly meetings would continue remotely for the foreseeable future and small meetings could be arranged where required, particularly where new Councillors felt it would be beneficial.

Increased parked traffic opposite school entrance – MR reported that there had been complaints about the increase of parked cars opposite the School at going home time. **Action:** It was agreed that MR would put a comment on Northlew and Ashbury Facebook page to remind parishioners this was causing a block and was a hazard.

Virtual Village Christmas Fayre – HD reported that Northlew and Ashbury Facebook were hosting this fayre on the weekend beginning Friday 4th December with the aim of supporting local crafts people who usually sell at local fayres and bazaars which may be cancelled this year. More details to follow.

Christmas Tree – MR confirmed that the Square Tree had been ordered for this year.

Remembrance Sunday – it was confirmed that no formal plans were in place this year due to Covid restrictions.

There being no further business, the meeting closed at 21.20.

Actions Points arising from the Minutes of the Ordinary Parish Council Meeting on 19 October 2020

Item	Description	Responsibility
5.	Changes in Councillor – chase TH for his resignation in writing. Co-Option of New Council – SSm to contact new Councillor and SM to contact the other two candidates	SSm and SM
6.	Planning Application – SM to log a no objection to planning application discussed	SM
9.	<u>Playing Fields and Entrance</u> Working Party: SM agreed to source alternative options to replace the existing stepping logs, MR and GD to advise date when repairing the gate posts and fencing and cutting back willow den respectively. Access to Playing Field and Land Sold for Development - SM to liaise with Planning on boundary clarification, PK to follow up with Tree Dept and SM to respond to parishioner re. local housing need. Grass Tendering – SM to proceed with grass tendering process	SM/MR/GD SM/PK SM
10.	Public lavatory – Quotes for repairing the roofs and other essential works to be sought	SM
11.	Matters Brought Forward Trees in Square - Enquiries would be made to quote for this work. Footpaths – It was agreed SM would find out who to contact with regard to Northlew Footpath No. 3. Highways ‘Doing What Matters’ Report on Northlew Action Plan to be on the website and noticeboard. Increased parked traffic opposite school entrance. MR to comment on Northlew and Ashbury Facebook page to remind parishioners this was causing a block and was a hazard.	SM SM SM MR