

DREWSTEIGNTON PARISH COUNCIL.

Minutes of the Parish Council Meeting held on Monday 21th October 2019 in the Church Rooms, Drewsteignton at 7:30pm.

Parish Councillors Present: Ysanne James (Chair), Peter Brennan(vice-chair), John Redman, Ian Rowe & Anna Imrie.

Parish Clerk: Alice Turner and outgoing Clerk Lucy Bruckner

Also in attendance: 3 members of the public and the Dartmoor National Park Ranger.

BUSINESS TRANSACTED

1.10.19 Welcome: – Cllr James thanked everyone for attending and called the meeting to order.

2.10.19 Apologies for absence:

The Clerk reported that she had received apologies from Cllr Ridgers who was unable to attend due to a work commitment.

Cllr James proposed that apologies from Cllr Paul Ridgers due to work commitments be accepted, seconded Cllr Brennan. All in Favour – Motion Carried. (RR2019/001)

3.10.19 Minutes of the Last Meeting.

Cllr Imrie proposed that the minutes of the meeting held on the 16th of September be approved as a correct record, seconded Cllr James. All in Favour – Motion Carried. (RR2019/002)

4.10.19 Declarations of Interest: Councillors are invited to declare any interests they may have in any items to be considered at this meeting, including the nature of the interest.

Cllr Imrie declared a prejudicial interest in agenda item 10.10.19 a) as she is a volunteer at Stone Lane Gardens, Stone Farm.

5.10.19 Clerks Contract.

Resolution required to approve the appointment of Alice Turner as Clerk & R.F.O at Salary Point LC1 SCP5. Contract to be signed.

Cllr Brennan proposed that Alice Turner be appointed as Clerk and R.F.O to the Council at Salary Point LC1 SCP5 from start date 21.9.19, Seconded Cllr Imrie. All in Favour – Motion Carried. (RR2019/003)

6.10.19 Public Speaking Time – Alison Chapman attended as Chair of the Drewsteignton Playing Field Committee and asked if the Council would be willing to donate £400 for the fireworks display as they have done in previous years.

The Chair closed public speaking time.

7.10.19 Council Policies: to consider the approval and ratification of the following Policies:

- a) DPC 001 Standing Orders V. 3.0
- b) DPC 002 Code of Conduct V. 1.0
- c) DPC 003 Financial regulations V 1.0
- d) DPC 004 Scheme of Delegation V 1.0
- e) DPC 005 Data Retention Policy V 1.0

Cllr Brennan had a question regarding DPC 003 which was answered by the Clerk. Cllr Imrie proposed that the following policies be adopted and ratified with immediate effect; DPC 001 Standing Orders V.3.0, DPC 002 Code of Conduct V.1.0, DPC 003 Financial regulations V1.0, DPC 004 Scheme of Delegation V1.0, DPC 005 Data Retention Policy V1.0, seconded Cllr James. All in Favour – Motion Carried. (RR2019/004)

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8.10.19 Highways: Reports to and from. No matters raised.

9.10.19. Matters arising from the minutes of the last meeting:

a) Climate Change – Update of formation of Working group

Cllr James reported that the group is due to meet early November and that she would be able to give a better update at the next meeting.

b) Community Day – Maintenance in Drewsteignton

Following discussion the 30th of November was set as the date for the Community day with the Chair to include in her article for the Parish Post to see if there is any interest in the scheme. The Clerk is to liaise with Cllr Redman regarding drainage and condition of access road to Drewsteignton Car Park and to get prices for repair to be included in the budget discussions.

c) Purchase of Mobile Vehicle Activated Speed sign for Crockernwell.

Following a Parishioner query about the locations of existing sign Cllr Brennan suggested that a better deployment plan be developed with 2-3 weeks at each location would be a good start. Cllr Brennan agreed to look into both the existing agreement with Sticklepath PC and availability of DCC funding for a new sign and to liaise re siting of existing sign on a 2-3-week rota. It was suggested that an article in parish post to ask for volunteers for community speed watch might be helpful – to be discussed at future meeting.

d) Lease of Drewsteignton WC's for clarification.

The Chair opened the item to the public for input.

Representatives of the Drewsteignton Church rooms were in attendance and informed the council that they would prefer to no longer be responsible for the maintenance of the public toilets, they currently pay for the water and the business rates. One of the Tenants of the lease was in attendance and reported that of the other 2 tenants one has passed away with the other very ill, and he would be writing to the National trust to give notice that he is surrendering the lease for the toilets also that the toilets would be closed as there are concerns of public liability insurance cover.

It was suggested that the Council contact DCC, WDBC and the National Trust to see if any of them might be in a position to offer any financial assistance to the council which might make it possible for the Council to take over the lease.

Chair closed public discussion on the item.

The Clerk was instructed to write to the Cleaner Mr. Rowe and let him know that the toilets would be closed and as a result would not require cleaning.

Cllr James agreed to include the matter in her next article in Parish Post.

10.10.19 Planning:

a) New Applications: Cllrs to consider the following new applications:

- i) 0448/19: Proposed installation of 4.3Kw ground mounted solar array – Stone Farm, Stone Lane, Chagford. – Extension granted until 22nd October.

Cllr Imrie left the room.

Cllrs discussed the application in detail and **Cllr James proposed that the Council support the application as it poses no visual detriment to the surrounding landscape, seconded Cllr Rowe. All in Favour – Motion Carried. (RR2019/005)**

Cllr Imrie returned to the meeting.

- ii) 0464/019: Proposed static caravan for warden at Barley Meadow Camping and Caravan Park, Crockernwell. – consultation deadline 1st November.

Cllr Brennan gave background on application and following discussion it was agreed that a site visit should be arranged for this application and the late application number 0469/19 on Saturday 26th October at 5pm and 5.30pm respectively. The Chair agreed to call an extra-

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ordinary meeting on Saturday 26th October at 6pm in the Whiddon Down village hall car park to discuss these applications.

b) Other Planning matters – for information only.

A) Application received since last meeting: 0443/19 Castle Drogo – Installation of a timber framed interpretation panel for the turbine house of the hydroelectric scheme. No meeting held and no response submitted.

B) Application received after agenda published: 0469/19 Alteration and construction of loft conversion to dwelling, removal of garage and erection of car port with ancillary accommodation above. – Hill Rising, Chagford. Site visit to be arranged and extra-ordinary meeting called to discuss. Consultation ends 14 November. DPC target date 6 November. DNP determination date is the 9 December 2019. Applicant has worked with DNP in developing the submitted plans (available via DNP planning portal) and has included an ecological report with the application.

C) Cllr Brennan reported on the following:

2530/19 Farm Shop, Whiddon Down

Consultation period now closed. Over 60 objections and 7 supporting comments. Summary of objections - need to maintain greenfield space, traffic & accident concerns, lack of consultation in developing the RIA, impact to existing businesses and proposed farm shop not being tied to a local farm. Supportive comments listed provision of local employment, support for healthy competition and future development potential akin to the M5 Gloucester Farm Shop services. WDBC determination date is the 22 October 2019.

2701/18 Farm Shop, Whiddon Down

Appeal decision on original application still awaited.

0400/19 Sandsgate, Chagford

Demolition of cottage, sheds and store and erection of replacement dwelling.

Site visit held on 26/9/2019. Planning Meeting 26/9/2019 supported the application. No objections noted via the DNP planning portal. DNP determination date is the 30 October 2019.

0405/19 Torr, Drewsteignton - Stables & feed store.

Site visit held on 26/9/2019, No comments from DPC. No objections noted via the DNP planning portal. DNP determination date is the 4 November 2019.

0411/19 Ford House, Drewsteignton - retrospective application, heat pump

Consultation ended 18th October. No comments from DPC. No objections noted via the DNP planning portal. DNP determination date is the 4 November 2019.

11.10.19 New Items:

a) DNPA Proposal to introduce Annual parking pass.

Council has no view on the matter

b) Interim Internal Audit – See agenda support Doc – Clerk

Following discussion [Cllr Brennan proposed that Mrs Melanie Bickell be appointed as Internal auditor for the 2019-20 financial year and be asked to carry out an interim internal audit as per the terms of her contract at her earliest convenience, seconded Cllr Redman. All in Favour – Motion Carried. \(RR2019/006\)](#)

c) Report on footpaths in the parish – all Cllrs. - see previous mins to see list of paths.

DNP ranger was in attendance and made a note of the Councillors findings following their inspection on the footpaths. He also reported that rights of ways issues can be reported via the DNP website.

Clerk: to ask ranger for list of footpaths for next year for Cllrs to walk.

d) Beating the bounds – consideration to holding event in 2020.

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Cllr Brennan to investigate and get back to council.

12.10.19 Clerks reports:

a) Retrospective-approval for the purchase of new office equipment.

The Clerk reported the situation regarding the old office equipment and the reason for purchase of new equipment. Cllr Brennan proposed that the Council retrospectively approve the purchase of the new office equipment as detailed in the agenda support document, seconded Cllr Imrie. All in Favour – Motion Carried. (RR2019/007)

b) Banking update to include request for internet banking and proposed change of Bank.

The clerk reported that there are current issues with NatWest Bank and following discussion Cllr Imrie proposed that the Clerk take steps to step up a new bank account with Lloyds Bank plc with facilities for online banking and arrange for the fund from the 2 existing DPC NatWest account to be transferred and the NatWest accounts closed, seconded Cllr James. All in Favour – Motion Carried. (RR2019/008)

c) Cllr & Clerk's Email addresses – The Chair voiced concerns over setting up outlook email accounts for Cllrs and suggested that Roundash be asked to take over hosting the existing email accounts in the hope that this will resolve the existing issues. Until this can be achieved the Clerk has set up a outlook account for general Council correspondence.

Cllr James proposed that Roundash be asked to take over the hosting of the existing email server (@drewsteigntonparish) from Trilan, seconded Cllr Imrie. All in Favour – Motion Carried. (RR2019/009)

d) SLCC Training Seminar –Request for Council to pay £40 towards this and associated mileage claim.

The Clerk reported that the new website accessibility regulations would form the main part of the training seminar which would enable her to understand the Council's responsibilities in this matter. Cllr Brennan proposed that the Council pay £40 towards the cost of the SLCC training seminar and the associated mileage claim, seconded Cllr James. All in Favour – Motion Carried. (RR2019/010)

e) Confirmation of meeting dates for 2020 – See agenda support Doc

Cllr Brennan proposed that the meeting dates and locations be approved as per the agenda support document, seconded Cllr James. All in Favour – Motion Carried. (RR2019/011)
Monday 20th January 2020 at Whiddon Down Village Hall, Monday 17th February 2020 at Drewsteignton Church Rooms, Monday 16th March 2020 at Whiddon Down Village Hall, Monday 20th April 2020 at Drewsteignton Church Rooms & Monday 18th May 2020 at Whiddon Down Village Hall.

f) Approval of Clerk to meet with Roundash for training on current website.

Cllr Brennan proposed that the Council approve the attendance of the Clerk at a training session on the existing website with Roundash, seconded Cllr Imrie. All in Favour – Motion Carried. (RR2019/012)

g) Laying of Remembrance wreath.

Cllr Brennan proposed that Cllr James attend as Chair to lay the Remembrance wreath at the memorial, seconded Cllr James All in Favour – Motion Carried. (RR2019/013)

h) Registers of interests – from all Cllrs.

The Clerk informed Cllrs that she requires a copy of their registers of interest for publication on the website. Cllrs to get completed forms back to the Clerk as soon as possible.

i) The Clerk reported that the Council had received an offer from County Cllr James McInnes to attend a future meeting if required.

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13.10.19: Finance: Clerk

a) To approve financial schedule of payments as presented by the Clerk at the meeting. (Appendix A)

Cllr James proposed that the financial schedule of payments be approved as presented by the Clerk at the meeting, seconded Cllr Brennan. All in Favour – Motion Carried. (RR2019/014)

b) Budget 2020-21 –items for consideration in the draft budget to be submitted to the clerk by 11th November 2019. Noted.

14.10.19: Playing Field committee, to include

a) Request for donation towards fireworks display.

Cllr James proposed that the Council give £400 as a donation to the Drewsteignton Playing Field Committee for the Fireworks display, seconded Cllr Brennan. All in Favour – Motion Carried. (RR2019/015)

b) Committee arrangements.

Cllr James proposed that the Parish Council Playing Field Committee be dissolve with immediate effect, seconded Cllr Brennan. All in Favour – Motion Carried. (RR2019/016)

15.10.19 Cllr reports:

Cllr Rowe reported that Whiddon Down Village Hall is to close the car park at certain times during the year so that people realise it is a private car park not a public one. The hope is by doing this & putting up signs to say ,private car park, then maybe people will put more in the donations box. They are not closing it on a permanent basis. He also reported that the Whiddon Down Village Hall Annual Christmas Fair will be held on the 7th of December and the Bingo on the 16th of December.

Cllr Brennan reported that there would be no cap. On the 2020-21 precept requests but that there would be a consultation for the next financial year.

Cllr James reported that she had a attended playing field committee meeting and reminded Cllrs that the fireworks display is on Saturday 9th November which she will attend to meet the Councils insurance obligations.

16.10.19: Items for future agenda's:

Cllr Imrie requested that Electric Car charge point in Drews car park be added to the next agenda.

Cllr James requested that discussion on an Apple Day be added to the next agenda.

17.10.19 Confirmation of next meeting date:

The next meeting will be on Monday 18th November 2019, 7.30pm at Whiddon Down Village Hall.

An Extra-ordinary meeting has been called to discuss planning on Saturday 26th October 2019 at 6pm in the Whiddon Down village hall car park.

18.10.19 Part II Public Bodies (Admission to Meetings) Act 1960 s1(2)

A) Hedge cutting at Drewsteignton WC's - This item was deferred as no quotes received.

The Chair closed the meeting at 21.36pm

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APPENDIX A:

Meeting date: 21st October 2019

Payments made (pre-authorised) since last meeting 16th September 2019

Pymt Ref	Amount	Payee	Details	Power	Expenditure approval Minutes Ref & RR
	£0.00				

Payments for authorisation

Pymt Ref	Amount	Payee	Details	Power
PM2020/043	£423.37	Lucy Bruckner	Clerks Salary October	LGA 1972 S.112
PM2020/044	£23.05	Lucy Bruckner	Clerks Expenses October	LGA 1972 S.112 & S.111
PM2020/045	£22.50	Whiddon Down Village Hall	Hall Hire	LGA 1972 s.111
PM2020/046	£80.00	M.J. Rowe	Cleaning of Drewsteignton Toilets	Public Health Act 1936 S.87
PM2020/047	£84.00	Andrew Parrott	Website Hosting fee and Update charges	LGA 1972 s.142
PM2020/048	£388.86	Alice Turner	Clerks Salary 21.9.19 - 21.10.19	LGA 1972 S.112
PM2020/049	£20.70	Paul Ridgers	Mileage re-imburement	Local Authorities (Members' Allowances) Regs 2003
PM2020/050	£98.00	Community First Trading Limited	Insurance premium for Fireworks display	LGA 1972 s.111
PM2020/051	£592.75	Alice Turner	Clerks Expenses October	LGA 1972 S.112 & S.111
PM2020/052	£97.20	HMRC	Period 7 Income tax owed	LGA 1972 S.112
TOTAL	£1,830.43			

RECEIPTS SINCE 21st October 2019

Payment ref	Pymt method	Details	Amount
TBC	dep	Drewsteignton Car Park Honesty Box	£51.88
TBC	dep	Drewsteignton Toilets Honesty Box	£11.57
TOTAL			£63.45

Monies held as Reserves

Amount	Details
£1,000	Election
£3,000	General
£3,600	Unpresented Invoice
£14	Transparency grant
£7,614	TOTAL

Signed as a true record: _____ Chair/Vice-Chair

Name: _____ Date: _____