

Drewsteignton Parish Council.

Clerk: Alice Turner, Rowans, Kings Farm Lane, Winkleigh, EX19 8HF
Clerk@drewsteigntonparish.co.uk / 01837 83484

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

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

Also in Attendance: Alice Turner (Clerk). County Cllr James McInnes, and Mr John Polley (Guest Speaker) No members of the public in attendance.

BUSINESS TRANSACTED.

1.10.20: Welcome.

Chair of the Council opened the meeting and a give brief explanation as to meeting protocols. The meeting was informed that the Clerk was recording the meeting to aid in the preparation of the minutes and that the recording would be deleted once the draft minutes were circulated.

2.10.20: Apologies for absence.

Resolution required to approve apologies (with reasons) made to the Clerk prior to the meeting. No apologies received.

3.10.20: Minutes of the Last Meeting.

Cllrs to consider the approval of the Minutes of the meeting held on Monday 21st September 2020. Cllr James proposed that the minutes of the virtual meeting held on Monday 21st September 2020 be signed as a true and accurate record once physical meetings resume, seconded Cllr Imrie. All in Favour – Motion Carried. (RR2020/064)

4.10.20: Declarations of Interest. None

5.10.20 Biodiversity matters – Guest Speaker (see meeting support document)

The Chair welcomed John Polley as the Guest speaker on Biodiversity matters.

Mr Polley reported that he is an ecologist and is interested in introducing more wildflowers areas to help improve the net biodiversity gain in the area.

Suggest sites for consideration are the edges of the playing field in Drewsteignton, verges throughout the parish and around the orchard area in the Car Park.

There could be some liaison with Cheriton Bishop for the purchase of seeds etc.

Cllrs asked the Clerk to write to Cheriton Bishop Parish Council and Drewsteignton Playing field Committee to and ask for their feedback on the principle of the idea also to ask Drewsteignton Methodist Church about growing wildflowers in the graveyard.

Clerk to look into 'Life on the Verge' and circulate information to Cllrs and John Polley.

Cllr James McInnes offered some money from locality budget to help support this project.

Clerk to facilitate and informal zoom meeting to discuss ideas for report to next meeting.

6.10.20: Public Speaking Time (max. 10 minutes). None

7.10.20: Report from County Cllr. McInnes

To receive a report from County Cllr James McInnes.

Cllr McInnes reported that there has been a slight increase in Covid-19 cases in the Hatherleigh and Chagford division, mostly these have been individual cases and do not seem to be connected, Cllr McInnes recommended that people visit <https://www.devon.gov.uk/coronavirus-advice-in-devon/> for up to date information on Covid-19 and guidance on local alert levels.

Cllr McInnes reported that 93% of children in Devon have now returned to school, there have been some children who have had to go home and self-isolate due to coronavirus but schools have really risen to the challenge of operating in the current environment.

In children's services there has been a slight increase in children coming into care following the lockdown, but the number is not as high as was previously expected which is encouraging.

8.10.20: Council Policies & Documents.

Cllrs to consider the draft policy presented for approval and ratification. (circulated to Cllrs & available from the Clerk).

a) DPC 001 Standing Orders V.3 Draft

Proposed amendments due to new modal standing orders issued by NALC are highlighted.

Following discussions [Cllr James proposed that DPC 001 Standing Orders V3.0 be approved and ratified with immediate effect, seconded Cllr Imrie. All in Favour – Motion Carried. \(RR2020/065\)](#)

9.10.20: Planning.

a) Planning Decisions Pending: See Meeting support document

The Clerk reported that the following decision has since been received from DNPA:

0239/20	Woodland Springs, Drewsteignton	Erection of replacement reception building (incorporating shop)	Granted
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All other applications on the meeting support document are still pending.

b) Other Planning matters, for information only unless listed:

i. Farm Shop Appeal – Update (Cllrs Brennan & Ridgers)

Cllr Ridgers updated the Council on the virtual Planning Appeal meeting held with the Inspectorate. The process had been very rigorous with WDBC, local Parish Councils, Parishioners & local business viewpoints all being considered. The appeal process is not complete and it remains for the Inspectorate to give their determination - no date has been advised. There are no further updates at this time.

10.10.20: Current & New Business.

a) Parking concerns in the Parish (Chair)

The Chair reported that correspondence had been received from Crockernwell residents and circulated to Cllrs. She highlighted the main concerns of residents and Cllrs discussed the matter. Cllr McInnes reported that that a meeting might be arranged in the future with the police and suggested that the Council inform DCC Highways that complaints have been received and a meeting may be arranged with the police should they wish to attend.

b) DALC GDPR Training for Clerk & refresher for Cllrs (Clerk) – See meeting support Document.

[Cllr James proposed that the Council approved the Clerk to attend the DALC GDPR training on the 3rd of December 2020 and ask if Merton Parish Council will pay half of the cost, seconded Cllr Brennan. All in Favour – Motion Carried. \(RR2020/066\)](#)

No Cllrs felt they needed a refresher.

c) DAAT – Night landing light – Update. (Clerk)

The Clerk reported that the 3-phase electric meter is on order and EDF energy will contact Clerk once it is in stock to arrange an installation date.

d) Replacement of the Perspex panels in the bus shelter in Crockernwell (Cllr Brennan)

Consideration for purchase of 6 570 x 435 x 2mm Clear Polycarbonate sheets @ £7.22 each + VAT [Cllr Brennan proposed that the Council authorise the purchase of 6 of the 570 x 435 x 2mm Clear Polycarbonate sheets @ £7.22 each + VAT to be delivered to Cllr Brennan's address for him to install FOC, seconded Cllr James. All in Favour – Motion Carried. \(RR2020/067\)](#)

e) Consideration of creating SharePoint Site (Cllr Brennan)

[Cllr James proposed that the Clerk ask Roundash associates to set up a UK base SharePoint site which Cllr Brennan in conjunction with the Clerk will build, seconded Cllr Imrie. All in Favour – Motion Carried. \(RR2020/068\)](#)

f) Consideration of moving December meeting date (Chair/Clerk)

Cllrs to consider moving December Council meeting from Monday 21st back to Monday 14th.

Cllr James proposed that the date of the December meeting be moved from the 21st December 2020 to the 14th of December 2020, seconded Cllr Brennan All in Favour – Motion Carried.

(RR2020/069)

g) Poppy Wreath for Remembrance Sunday (Chair/Clerk)

Guidance has been circulated by the Clerk to Cllrs and Cllr James reported that she was willing to lay a wreath even if no service was possible.

Cllr Ridgers agreed to liaise with the Royal British legion rep and the Clerk regarding the purchase of a wreath.

h) Doing What Matters – consideration of virtual meeting. (Chair/Clerk) – See meeting support Document.

Cllrs discussed the priority's and asked the Clerk to liaise with the Doing What Matters team to arranged meeting with Cllrs Imrie & Brennan, Clerk to circulate previous maps to Cllrs Imrie & Brennan prior to their meeting.

i) DNPA Settlement Profiles update - Parish consultation. Deadline 4th December (Chair) – See meeting support Document. – Deferred to November meeting.

11.10.20: Finance.

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

Cllr Brennan proposed that the financial schedule of payments as presented by the Clerk at the meeting be approved, seconded Cllr James. All in Favour. Motion Carried (RR2020/070)

12.10.20: Cllr & Clerks Reports: to include.

Councillors are reminded that this is not an opportunity for debate or decision making.

a) Lease for the Drewsteignton Toilet Block (Clerk) – Non sensitive information only.

No update has been received from the National Trust at this time. The Clerk will inform Cllrs as soon as she hears anything.

b) Internal audit recommendations update on progress. (Clerk)

The Clerk reported that the General reserves policy is still pending but should be presented on or by the December meeting for Council Consideration.

c) Cllr Brennan asked Clerk to contact Cllr Ridgers and Cllr McInnes of locality funds to help cover the costs of legal fees for the toilets lease.

d) Cllr Imrie – Update on statues of public houses in the Parish including Community assets registration update – November agenda.

13.10.20: Confirmation of next meeting:

The next Council meeting will be held on Monday 16th November 2020 Via Zoom.

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

As there was no new information for Cllrs to discuss this item was deferred.

- a) Resolution to move the council to part II**
- b) Lease for the Drewsteignton Toilet Block (Clerk)**
- c) Chair to return the meeting to public session.**
- d) Resolution(s)**

There being no further business the Chair declared the meeting closed at 8.50pm.

Appendix A: Financial Schedule:**Payments for Authorisation/(Retrospective) approval:**

Payment Ref	Amount	Payee	Details	Power	Funding Source
PM2021/039	£12.68	SWW Business	Water to playing field	LG(MP)A 1976 S.19	Running Costs/Playing field
PM2021/040	£80.00	M. J. Rowe	Cleaning of Toilet block Sept. 2020	Public Health Act 1936 S.87	Running Cost/public WC's
PM2021/041	£18.00	D.A.L.C	Training Webinar on changes to Planning.	LGA 1972 S.111	Admin/Training
PM2021/042	£48.54	EDF Energy	Electric to public toilets	Public Health Act 1936 S.87	Running Cost/public WC's
PM2021/043	£460.55	Alice Turner	Clerks Salary	LGA 1972 S.112	Staff costs/Clerks Salary & Costs
PM2021/044	£41.70	Alice Turner	Clerks Expenses (OCT)	LGA 1972 S.111 & S.112	Staff costs/Clerks Costs & Staff Costs/Office Exp.
TOTAL	£661.47				

Receipts since last meeting:

Payment ref	Payment method	Details	Amount
PR2021/013	Bacs	Interest (Reserve Account)	£0.19
PR2021/014	Deposit	Honesty Boxes (Car park £70)	£70.00
TOTAL			£70.19

Monies held as Reserves:

Amount	Details
£1,500.00	Election
£2,484.51	General (original £3000)
£0.00	Major Works (original £3600)
£0.00	DAAT night landing light (original £12337.86)
£1,423.93	Asset Maintenance Fund (original £3423.93)
£730.00	Lengthsman
£6,138.44	TOTAL

Bank Total as of 30th September 2020	£23,251.02
Payments Pending	£1,439.72
Plus Receipts not in bank total	£70.19
Less Money in reserves	£6,138.44
Available Balance	£15,743.05

Signed as a true record: Y. James Chair/Vice Chair

Printed: Cllr. Y. James. Date: 16th November 2020