

Drewsteignton Parish Council – Meeting Support Document

Agenda Item 8.9.20 b): Planning decisions received.

The following decisions have been received from DNPA:

Number	Location	Proposal	DNPA Decision
0333/20	Higher Parford Farm, Chagford	Erection of lean to building (13.8 x 4.9m)	Prior Approval not required
0255/20	Hillside House, Drewsteignton	Replacement of glazed panels to front door with 2 No solid timber panels and 2 No glazed panels to top lights	Granted Conditionally
0323/20	Lambert Barn, Lambert Lane, Crockernwell.	Removal of two stud wall on first floor to create two double bedrooms	Listed Building Consent Granted

Agenda Item 8.9.20 c): Planning decisions pending.

Number	Location	Proposal
0104/20	Castle Drogo, Drewsteignton	Improvements to disabled access, stone ramp and automated glazed door at main entrance to castle. Resurfacing of landscape to forecourt, servants' garden and east terrace
0105/20	Castle Drogo, Drewsteignton	Improvements to disabled access, stone ramp and automated glazed door at main entrance to castle. Resurfacing of landscape to forecourt, servants' garden and east terrace
0239/20	Woodland Springs, Drewsteignton	Erection of replacement reception building (incorporating shop)
0319/20	Woodland Springs, Drewsteignton	Use of land as 14 touring pitches (in lieu of previously approved camping pods ref. 0690/14) and the relocation of two pods onto two existing touring pitches

Agenda Item 9.9.20 b): Consideration of returning to physical meetings.

CHECKLIST FOR HOLDING AN IN-PERSON COUNCIL MEETING

Following the government announcement of further easing of lockdown restrictions from 4 July, both NALC and SLCC strongly advise local councils to continue to meet remotely, without the need for face-to-face contact.

If the council wishes to consider returning to face-to-face meetings then there are a range of issues that will need to be addressed before this can take place. This checklist will help the council ensure this decision is made in accordance with relevant regulations and requirements.

Further guidance related to COVID-19 can be found on the NALC and SLCC websites.

	Item	Confirmed
1	There is no way for the council to conduct business except through a face-to-face meeting.	
	The council staff and councillors are unable to conduct business without a face-to-face meeting. <i>Note: The <u>government rules</u> still state that we should all work from home if we can.</i>	

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	<p>The council is unable to make use of telephone or online technology to conduct quorate council meetings.</p> <p><i>Note: Local councils <u>have the powers</u> to hold public meetings remotely by using video or telephone conferencing technology until May 2021. Parish meetings do not have such powers to meet remotely.</i></p>	
	<p>The council has a reasonable business need, or legal need to meet in person at this time.</p> <p><i>Note: The Health Protection (Coronavirus Restrictions) (No.2) (England) Regulations 2020 state that a public authority can only hold a gathering of over 30 people if certain conditions are met</i></p>	
2	Action has been taken to seek a number of options for an appropriate venue for the council meeting.	
	<p>These venues comply with normal council meeting requirements.</p> <p><i>Note: NALC members can access <u>Legal Topic Note 5 – Parish and community council meetings.</u></i></p>	
	The venues allow the public to observe council meetings with social distancing without placing restrictions on the number attending.	
	The venues conform with the government guidance for <u>multi-purpose community facilities</u> and for <u>council buildings</u> .	
	If the venue is not owned/managed by the council the owners have been asked for their risk assessment and what actions they are taking to reduce risk.	
3	There is a potential venue the council can use in compliance with the above requirements.	
4	The council understands and is acting in compliance with ‘safer workplaces’ guidance.	
5	The council has checked if there are councillors or staff that will be unable to attend face-to-face meetings due to health, disability or other reasons.	
	The council has considered how it will make reasonable adjustments to allow individuals with disabilities or other needs to take part in the meeting.	
	The council has considered a <u>hybrid approach</u> to meetings.	
6	A <u>risk assessment</u> has been conducted.	
	<p>Consideration has been taken towards what the council can do to reduce risk to councillors, staff and public including:</p> <ul style="list-style-type: none"> • Providing hand sanitiser to those entering the meeting room and making sure hand sanitiser is readily available in the room itself. • Staggering arrival times for staff, councillors and members of the public. • Ensuring seating is placed at least 2-metre apart. • Asking people to wear face masks. • Holding paperless meetings. • If papers are provided, people should be discouraged from sharing with others and asked to take the papers with them at the end of the meeting to minimise how many people handle the papers. 	

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	<ul style="list-style-type: none"> • Arranging seating so people are not facing each other directly. • Choosing a venue with good air flow, including opening windows and doors where possible <p><i>Note: The Health Protection (Coronavirus Restrictions) (No.2) (England) Regulations 2020 require that the person responsible for organising the gathering has carried out a risk assessment and the organiser has taken all reasonable measures to limit the risk of transmission taking into account the risk assessment.</i></p>	
7	The council has decided, based on the risk assessment and with risk management actions that it is safe and appropriate to meet.	
8	All risk mitigating actions identified by the risk assessment have taken place.	

This checklist has been conducted to the council’s satisfaction and it has been agreed that the council will hold a face-to-face (or hybrid) meeting.

The council will re-evaluate this decision following the first council meeting held, and where necessary the risk assessment and risk management activities will be updated. Following this, the council will review this checklist [quarterly/after each council meeting/at times to be agreed by the council/delete as appropriate].

Date	
Signature	

This document was produced by NALC and SLCC and all due care has been taken that it is accurate and reflects current government guidance and legislation at the time of writing (July 2020). This document is designed as an aid to council decision-making, it does not constitute legal advice and neither organisation is responsible for the actions of councils who use this document.

The council is responsible for the health and safety of staff, councillors and others attending council meetings. The council must take care to check it is working to the most up-to-date government guidance and legislation.

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Information from Whiddon Down Village Hall:

The main points which I would like to bring your attention to are:

- 1) Maximum capacity to allow 2m social distancing is 15 attendees (for seated meeting). This number may be lower depending on what you are hiring the hall for.
- 2) You are responsible for ensuring you comply to the most current government guidelines in relation to Covid-19.
- 3) You are responsible for ensuring that the areas of the hall/toilets/kitchen/tables/chairs that your attendees will be touching are cleaned before & after your session i.e. wiped down . Also you need to remove all rubbish at the end of your session.
- 4) We would prefer you to bring your own individual refreshments, however if you use our kitchen you will need to bring your own tea towels to dry dishes.
- 5) You need to keep a list of your attendees for 21 days after your event (we do not need this information but you must keep your own record for track & trace)

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- 6) If anyone develops Covid-19 symptoms during your hire or within 7 days of attending your event you must inform one of our committee.
- 7) For daylight meetings please get your attendees to enter through main entrance and exit via fire door in main hall (one way system)

I have attached our assessment for the hall which you should read and familiarise yourselves with. We will put all these actions into place before we open.

Unfortunately, due to the extra implications of Covid-19 we have had to increase our hall hire slightly to £6 per hour (locals hire charge).

The Whiddon Down Village hall Risk assessment has been circulated to Cllrs and is available from the Clerk on request.

Agenda Item 9.9.20 c): Devon’s Updated Local Flood Risk Management Strategy
<https://www.devon.gov.uk/haveyoursay/consultations/devon-local-flood-risk-management-strategy/>

Re: Public Consultation of the Updated Local Flood Risk Management Strategy for Devon

The draft document, produced by Devon County Council and partner authorities, outlines how the risk of flooding to property and infrastructure will be managed and reduced over the next six years, from 2021-2027.

The strategy looks at how plans for flood alleviation schemes can be developed and how communities can increase their resilience against flooding and the impact of climate change. Through partnership working and community engagement, investment is prioritised to target high risk communities. Natural and sustainable flood management measures will be promoted, where appropriate, in all flood investigations and improvement projects, to reduce the scale, or need, of hard engineering solutions.

Part 2 of the strategy prioritises areas and communities to be considered for investment in flood alleviation works. Although priorities are subject to change, it currently includes Exeter, Kingsbridge, Tiverton, Dawlish, Teignmouth, Exmouth, Newton Abbot, Seaton, Kingsteignton, Totnes, Bideford, Ilfracombe, Budleigh Salterton, Sidmouth, Crediton and Okehampton.

Industry professionals, town and parish councils and members of the public are all invited to have their say and can view and respond to the consultation draft online from 21st August 2020 until the consultation closes on 15th October 2020.

Agenda Item 9.9.20 e): Government consultation on Planning for the Future.

The Government launched the consultation ‘Planning for the Future’ in August. It proposes reforms of the planning system to streamline and modernise the planning process, bring a new focus to design and sustainability, improve the system of developer contributions to infrastructure, and ensure more land is available for development where it is needed. In doing so it covers a package of proposals for reform of the planning system in England, covering plan-making, development management, development contributions, and other related policy proposals. The government cites the proposals as being ‘radical reform unlike anything we have seen since the Second World War’. The proposals are wide ranging and if taken forward will impact on almost all aspects of how the planning system operates locally.

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The **Planning for the Future** consultation runs until 29th October 2020 and you can find further information, including the consultation document and guidance on ways to respond, online at: <https://www.gov.uk/government/consultations/planning-for-the-future>.

Agenda Item 9.9.20 f): Government Consultation on Changes to the Current Planning System.

‘**Changes to the Current Planning System**’ sets out proposals for measures to improve the effectiveness of the current planning system; focusing on four main proposals:

- changes to the standard method for assessing local housing need;
- securing of First Homes through developer contributions in the short term until the transition to a new system;
- supporting small and medium-sized builders by temporarily lifting the small sites threshold below which developers do not need to contribute to affordable housing; and
- extending the current Permission in Principle route to major development.

This is much more of a targeted consultation but it could still potentially have implications if the measures are taken forward as proposed. The **Changes to the Current Planning System** consultation runs until 1st October 2020 and you can find further information, including the consultation document and guidance on ways to respond, online at: <http://www.gov.uk/government/consultations/changes-to-the-current-planning-system> .

Agenda Item 9.9.20 g): DALC AGM 7th October to review proxy voting form and appoint a representative

ANNUAL GENERAL MEETING on 7 OCTOBER 2020

As a member of the Devon Association of Local Councils Ltd you are invited to attend the Annual General Meeting taking place on Wednesday 7 October 2020, at 10.00am. The meeting will be held remotely by Zoom due to ongoing risks associated with COVID-19. Unfortunately, the conference which usually adjoins the AGM has been cancelled.

Who can attend the AGM?

Each member council may appoint one person to act as its representative to attend, to speak and vote at a general meeting. Its representative must be a councillor holding office in the council, or an appointed person designated at a council meeting to represent the council. A parish meeting representative must be either the chairman or a local government elector of the parish designated at a parish meeting to represent it at meetings of the company.

Each member council may appoint one additional person as its representative to attend and speak. That person may be a councillor, clerk or other employee of the council.

Polite request: We ask that member councils consider sending just their voting representative this year. This will assist us to manage voting in a large meeting in remote meeting setting.

Proxy Voting

All member councils are able to use the Form of Proxy to indicate their position for motions on the agenda. ***Polite request:*** We ask that all members, regardless of whether they send a representative to the meeting or not, use the Form of Proxy to indicate their preferred candidates for appointment to the Board of Directors only, appointing the Chairman of the meeting as the proxy, to assist us to collating the votes for each candidate.

Please note that the Appendixes referred to in the Form of Proxy have been sent to Cllrs and are available from the Clerk on request.

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ANNUAL GENERAL MEETING | FORM OF PROXY

Drewsteignton Parish Council

C/o: Rowans, Kings Farm Lane, Winkleigh, EX19 8HF

Before completing this form, please read the explanatory notes provided.

We	Drewsteignton Parish Council	PARISH/TOWN COUNCIL/MEETING
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being a member of the Devon Association of Local Councils Ltd, appoint the Chairman of the meeting or (see note 3)

<i>[Person's name]</i>

as our proxy to attend, speak and vote on our behalf at the Annual General Meeting of the Company to be held on Wednesday 7 October 2020 at 10.00am and at any adjournment of the meeting.

We direct our proxy to vote on the following resolutions as indicated by marking the appropriate box with an 'X'.

MOTIONS		For	Against
3.1	To agree the minutes of the meeting held on 23 October 2019 as an accurate record. <i>(Appendix A)</i>		
5.1	To accept the Financial Statements and Internal Examiners Report for 2019/2020		
5.2	Choose your preferred candidates to be appointed to the Board. You may select up to 9 individuals. <i>(Appendix C)</i>		
	Charlie Fisher, Hennock Parish Council		
	David Chalmers, Northam Town Council		
	Elizabeth Brookes-Hocking, Crediton Town Council		
	Elizabeth Hitchens, Brixton Parish Council		
	Glyn Richards, South Brent Parish Council		
	Ian Cowling, Bishops Nympton Parish Council		
	Kenneth Browse, Halberton Parish Council		
	Michael Hocking, Newton Abbot Town Council		
	Phillip Dredge, Ivybridge Town Council		
	Roger Cashmore, Newton St Cyres Parish Council		
	Steven Finnemore, Dartington Parish Council		
	Teresa Bowers, Stowford Parish Council		
5.3	To agree the appointment of <i>[to be tabled]</i> to audit the company accounts 2021/2022		
5.4	To approve a 2.9% increase to member subscriptions for 2021/2022		
SPECIAL MOTIONS			
6.1	To agree that the draft articles of association attached to this agenda be adopted as the articles of association of the Company in substitution for, and to the exclusion of, the Company's existing articles of association. <i>(Appendix D)</i>		

Explanatory Notes

Form of proxy

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1. As a member of the Company you are entitled to appoint a proxy to exercise all or any of your rights to attend, speak and vote at a general meeting of the Company. You can only appoint a proxy using the procedures set out in these notes.
2. Appointment of a proxy does not preclude you from attending the meeting and voting in person. If you have appointed a proxy and attend the meeting in person, your proxy appointment will automatically be terminated.

Appointment

3. A proxy must attend the meeting to represent you. If you wish to appoint a proxy other than the chairman of the meeting, insert their full name in the box. If you leave this space blank, the chairman of the meeting will be appointed your proxy. If you wish your proxy to make any comments on your behalf, you will need to appoint someone other than the chairman and give them the relevant instructions directly.

Voting directions

4. To direct your proxy how to vote on the resolutions mark the appropriate box with an "X". If no voting indication is given, your proxy will vote or abstain from voting at his or her discretion. Your proxy will vote (or abstain from voting) as he or she thinks fit in relation to any other matter which is put before the meeting, including a motion to adjourn.

Agenda Item 9.9.20 h): Biodiversity matters.

As a resident in Crockernwell and a professional ecologist I was thinking it would be great if we could follow suit with Exeter City Council, whom have partnered with Devon Wildlife Trust, to help combat the loss of wildflower meadow and assist in achieving a net gain in biodiversity (in-line with NPPF and the Dartmoor local plan)

The creation of wildflower meadows on the roundabouts and verges in Exeter has seen to be a great success. Not only looking great but with providing valuable habitat to invertebrates and therefore foraging birds like swifts and swallows and also bats such as common pipistrelle.

Is this something we could also try and implement in both parishes? Be great if we could also try and team up with the wildlife trust too as I understand the creation of more wildflower meadow is something they are really championing and is making a great difference to local wildlife.

It certainly looks more natural than daffodils and short mown amenity grass which has very poor diversity and biodiversity benefits. If we could also potentially team this up with Cheriton Bishop school too that could also be a great way to help get the kids to understand the importance of wildflowers and the need to create more of this important lost native habitat.

I would be happy to assist in writing any management plans for implementing such habitat creation if this is something that could be implemented and also to engage with the school to see if this is something that could be of interest to them.

I also have a number of contacts at the wildlife trust which I could try to potentially see if they are interested in helping us implement such a strategy.

I welcome your thoughts.

Parishioner from Crockernwell

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