

Drewsteignton Parish Council.

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

Minutes of the Parish Council Meeting held on Monday 19th July 2021 7.30pm at Whiddon Down Village Hall.

Cllrs Present: Peter Brennan (Chair), Anna Imrie & Ian Rowe.

Also in Attendance: Alice Turner (Parish Clerk), Mick Harrison from the Office of the Police & Crime Commissioner (OPPC).

No Members of the public were in attendance.

BUSINESS TRANSACTED.

9.7.21 e) Parking issues in Crockernwell – Moved at Chairs discretion to accommodate Guest Speaker due to meeting not being quorate.

Mick Harrison Community Engagement Worker from the Office of the Police and Crime Commissioner (OPPC) for Devon, Cornwall and the Isles of Scilly was in attendance at the meeting and was invited to speak by the Chair.

Mick informed that his role is to support the Office of the Police and Crime Commissioner rather than working directly for Alison Hernandez, it is a non-political role. Mick mainly focuses on recruitment of representatives from the Parish & Town Councils in the area covered by Devon & Cornwall police as part of the Cllr Advocate Scheme, which is there to create a link between the police and Councils to allow information to be disseminated and for Councils to relay issues of the police to consider which Mick will ensure that it gets sent on to the right people. Please note: this is not for reporting of crimes or incidents which should be done by 101 or 999 depending on the severity.

Mick reported that he had visited Crockernwell this evening and then highlighted that the issues of threats/verbal abuse or wingmirrors being knocked off should always be reported to the Police by using the 101 system either by phone or online at [Contact us | Devon and Cornwall Police \(devon-cornwall.police.uk\)](http://Contact us | Devon and Cornwall Police (devon-cornwall.police.uk)) reporting the issues, no matter how minor enables the police to form a clear picture of what is going on.

Mick also suggested that a community speed watch group may be of use, the Clerk said she would find some information on this and load on to the website in the Parish Council section for anyone who was interested to read before contacting her to register their interest in joining the group. It was stressed that their needs to be a minimum of 6 people in a team although the same team could cover Crockernwell and Whiddon Down. [Drewsteignton Parish Website - Parish Council Section.](#) The Chair thanked Mick Harrison for attending before he left the meeting.

Cllr Rowe arrive and the meeting became quorate at 7.50pm.

1.7.21: Welcome.

The Chair opened the meeting and informed everyone that the meeting was now being recorded (audio only) to aid the Clerk in the preparation of the minutes and that, the recording would be deleted once the draft minutes were published to the council website.

2.7.21: Apologies for absence.

Resolution required to approve apologies (with reasons) made to the Clerk prior to the meeting. The Clerk reported that she had received apologies from Paul Ridgers (personal reasons) & John Redman (work commitment).

[Cllr Imrie proposed that apologies from Paul Ridgers \(personal reasons\) & John Redman \(work commitment\) be approved, seconded Cllr Rowe. All in Favour – Motion Carried. \(RR2021/023\)](#)

3.7.21: Minutes of the Last Meeting. Draft Minutes available on the website.

Cllrs to consider the approval of Minutes of the meeting held on Monday 21st June 2021.

Cllr Brenan proposed that the Minutes of the meeting held on Monday 21st June 2021 be approved and signed as a true and accurate record, seconded Cllr Rowe. All in Favour – Motion Carried. (RR2021/024)

4.7.21: Declarations of Interest – none declared at this time.

5.7.21: Public Speaking Time (max. 10 minutes) – no members of the public in attendance.

6.7.21: To receive a report from County Cllr. McInnes – no report received.

7.7.21 Council Policies – Annual review. (Chair)

Cllrs to consider the [policies listed below for annual review \(a-d\) and approval/ratification \(e & f\)](#), [documents are available on the website.](#)

- a) DPC 010 Health & Safety Policy V1.0 R1
- b) DPC 011 Confidential Reporting Policy V1.0 R1
- c) DPC 012 Complaints & Grievances Procedure V1.0 R1
- d) DPC 013 Data Protection Policy V1.0 R1
- e) DPC 015 Internal Financial Control Policy V2.0 – updated to show Audit responses.
- f) DPC 024 Grants Policy V1.0 – New Draft Policy for consideration.

As there were no proposed amendments Cllrs agreed to review policies DPC 010, DPC 011, DPC 012 & DPC 013 together, Cllr Brennan proposed that the following policies be approved with no amendments; DPC 010 Health & Safety Policy V1.0 R1, DPC 011 Confidential Reporting Policy V1.0 R1, DPC 012 Complaints & Grievances Procedure V1.0 R1 and DPC 013 Data Protection Policy V1.0 R1, seconded Cllr Imrie. All in Favour Motion Carried. (RR2021/025)

Cllrs then reviewed DPC 015 Internal Financial Control Policy V2.0.

Cllr Rowe proposed that DPC 015 Internal Financial Control Policy V2.0 which has been updated to show Audit responses and updates to best practice, be approved and ratified with immediate effect, seconded Cllr Imrie. All in Favour Motion Carried. (RR2021/026)

Cllrs reviewed DPC 024 Grants Policy V1.0 and Cllr Brennan proposed that DPC 024 Grants Policy V1.0 be approved and ratified with immediate effect, seconded Cllr Imrie. All in Favour Motion Carried. (RR2021/027)

8.7.21: Planning (Chair)

- a) **New Application 0321/21 Construction of granny annex at Holly Down, Venton - Mrs W Borton – Extension granted to 20th July 2021.**
Cllrs discussed this application and Cllr Brennan proposed that the Council has a neutral view on application 0321/21 construction of granny annex at Holly Down, Venton, seconded Cllr Imrie. All in Favour Motion Carried. (RR2021/028)
- b) **Planning decision received: 0093/21 Creation of 10 houses & associated works at land to the west of Fingle House, Crockernwell - Refused**
- c) **Planning decision pending: 0319/20 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 at Woodland Springs, Drewsteignton**
- d) **Other Planning matters:**
 - i. **New application received since publication of Agenda: 0379/21 Proposed: Use as B1 light industrial - light carpentry and joinery works, ancillary wood storage, office, etc. at Weir Mill, Drewsteignton – Deadline 9th August 2021.**
Cllrs discussed if they required an Extra-ordinary meeting calling in-order to comment on this application and agreed to ask for an extension to 11th August to allow for a site visit and Extra-ordinary meeting – **Action Clerk** to contact Planning officer, arrange site visit for 6.30pm on Tuesday 10th August followed by an Extra-ordinary meeting at 7.15pm at Whiddon Down Village Hall Car Park (agenda to be issues prior to Annual leave).

9.7.21: Current & New Business.

a) Update Road & Drainage issues at Fingle Bridge (Cllr Redman)

Cllr Rowe reported that he had heard from DCC Highways that they cannot do any repairs to the road until the water is stopped from flowing across the road, they have swept the road recently.

b) Consideration of Clerks undertaking the following E-Learning Courses: Health and safety essentials, Information Security essentials & Freedom of Information, total cost of £42 plus VAT – cost shared with Clerks other Councils (£10.50 plus VAT) (Chair)

Cllr Brennan proposed that the Council approve the Clerk undertaking the following E-Learning Courses; Health and safety essentials, Information Security essentials & Freedom of Information, and approve a ¼ contribution of the overall cost resulting in a cost to the Council of £10.50 plus VAT, seconded Cllr Imrie. All in Favour Motion Carried. (RR2021/029)

(Power to spend: LGA 1972 S.111 Budget: Admin/Training)

c) Update on Highways issues (Cllr Rowe/Clerk)

Including: damaged Posts at the junction of Turnpike Road & Chapel Hill, Whiddon Down & damaged bollards and light by services in Whiddon Down.

Cllr Rowe reported that he has heard from DCC Highways that they will reinstate the damaged Posts at the junction of Turnpike Road & Chapel Hill if the Council wish, Cllrs agreed to request this. Cllr Rowe also reported that Highways had heard that the damaged bollards and light by services in Whiddon Down is to be replaced early September as it will require a temporary road closure and one is already planned for early September to allow for other works just off the A30.

d) MVAS Contract – update (Clerk)

This has been received by Sticklepath Parish Council and they will be considering it at their meeting on 28th July.

Cllr Brennan reported that he had been approached by Spreyton Parish Council who would like to borrow our unit to try prior to purchasing their own unit – Cllr Brennan agreed to respond that they would need a DCC Highways approved site before the Council could consider their request.

e) Parking issues in Crockernwell – update. (Clerk/Chair).

Cllr Brennan reported that he and the Clerk had met with a PC from the Okehampton station in Crockernwell. Matters discussed were parking at junction to Lambert Farm, Roadside parking, Speeding and additional traffic calming measures as summarised below:

Cars parking at Junction to Lambert Farm

- Parking close to the junction is not a matter for the Police
- DCC could paint double yellow lines at the junction however, it would then be the responsibility of WDBC to enforce. DNPA may object to double yellow lines in the Park and WDBC may not see this as best use of their resources to ticket one or two vehicles.
- This is not the only unsighted junction in the Parish.

Roadside car parking

- Vehicles are legally parked and it is understandable people want to park in front of their own homes.
- The parked vehicles are helping to reduce the speed of vehicles through the village

Speeding

- Recognised as an issue for all villages in the County although Traffic Surveys have shown there is not a major issue in Crockernwell
- Accident statistics do not support any further enforcement action particularly given scarcity of police resources
- Establishing a Community Speed Watch Group remains an option however, the layout and short section of highway through the village, would require a Risk Assessment to be conducted, to ensure volunteers could operate safely.

- The OPCC could request [Peninsula Road Safety Partnership](#) to set-up a mobile speed-camera unit. The recent experience at Whiddon Down suggests, local drivers will be the majority of offenders.

Additional traffic calming measures

- DCC funding is severely restricted, and schemes are initiated to address accident statistics.
- The road remains a diversionary road for when issues arise on the A30 and would benefit motorists if the limit were raised to 60mph.
- Potential for DCC to address the speeding complaints by raising the speed limit to 60mph.

Summary.

In comparison with other Devon villages, Crockernwell is not regarded as a priority for further enforcement or parking restrictions. Villagers are helping to address the speeding issue by parking cars on the road and the Police are supportive of this action. The Parish Council's purchase of an MVAS only helps to temporarily address driver behaviour. Any further speed calming measures are unlikely given funding shortfalls. Maintaining the existing 30mph speed restriction is a priority however, enforcement actions are limited given scarcity of resources and other priorities.

Cllrs expressed their thanks for PC Wilson attending the site visit and to the Clerk for arranging it.

f) Speeding concerns in Whiddon Down raised by parishioner (Cllr Imrie)

Establishing a Community Speed Watch Group remains an option however, a minimum of 6 Volunteers are required, the Clerk will load information about Community Speed Watch groups on the [Parish Council section of the website](#) and anyone interested in joining should contact the Clerk. The Police would require a Risk Assessment to be conducted by them, to ensure volunteers could operate safely.

g) Drewsteignton Car Park update (Cllr Redman)

Removal of Bin - The PC has decided to remove the car park bin to encourage recycling rather than placing waste in council bins destined for incineration/landfill. The volume of hazardous waste and non-recyclable material in the bin or dumped around the bin has grown significantly. This is a year-round issue and not limited to seasonal visitors. Emptying the bin was previously carried out by volunteers who have had to clean-up car batteries, dog mess, food waste, clothing, and DIY waste - plaster boards, tiles, cement, paint tins, etc. By removing the bin, the PC hopes visitors will take their waste home and locals will use their existing recycling and black bag options.

The Clerk reported that the sign is on order and she will liaise with Cllr Brennan on its installation.

h) Footpath inspection allocation to be arranged at the meeting (Chair)

Deferred to next meeting – Cllr Imrie believed that she may have copies of the footpath maps and agreed to email them to the Clerk if she could find them.

i) Allocation of Assets for Inspection to be discussed at the meeting. (Chair)

Cllrs discussed this matter and asked the Clerk to circulate the list to allow for further investigation before any discussion at the September meeting.

j) Purchase of Poppy wreath (Clerk)

[Cllr Imrie proposed that the Council authorised the Clerk to purchase of 1 Type B \(17"\) Poppy wreath and give a donation of £30 to the Royal British Legion to cover the cost and delivery, seconded Cllr Rowe. All in Favour Motion Carried. \(RR2021/030\)](#)

(Power to spend: LGA 1972 S.137 (Expenditure in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure.) Budget: S.137)

k) Updates on Methodist Churches in Whiddon Down & Crockernwell (Cllr Rowe/Clerk)

i. Whiddon Down Methodist Church.

Cllr Rowe reported that Whiddon Down Methodist Church is now shut but they are waiting on formal signing off of the closure.

Cllrs asked the Clerk to contact the Exeter Circuit for a formal comment on the closures and to ask about the maintenance arrangements for the burial ground at Whiddon Down. **Action Clerk.**

ii. Crockernwell Methodist Church.

The Clerk reported that she has been informed by a Church Warden the Methodist Church Crockernwell held its last service on 3rd July 2021 and the church is now formally closed. To formalise the closure there will still be a lot of procedures, many of which are to comply with the requirements of the Charity Commission, before the future use of the building can be decided. However, the church building is now formally closed for worship.

l) Discussion on meeting start times (Cllr Ridgers)

Cllrs agreed that were happy with the current 7.30pm start time at present.

m) DAAT Night landing light – Update on Electric readings (Clerk)

The Clerk reported that there has been no usage of electric at the site since the last bill, and as the Council has no evidence of the usage at the time of installation it is very hard to contest the bill with EDF Energy.

The Clerk reported that she had been in contact with Toby Russell from DAAT who gave her the following information:

“The LED lights cost around £0.15p per 4 hours of use and the remote switching unit costs £5.24 per year to be kept operational (both calculated at £0.13p / kwhr). Given that the lights have only been activated on a few occasions (post installation) it’s hard to see how there is much electricity being used for them? I should note that you will of course have a standing charge (i.e. fixed daily fee for the supply) irrespective of use.”

The Clerk will continue to monitor the usage and will report any large increases to the Council.

10.7.21: Finance (Clerk). Documents circulated to Cllrs and available at the meeting.

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

Cllr Imrie proposed that the financial schedule of payments as presented by the Clerk at the meeting be approve, seconded Cllr Rowe. All in Favour – Motion Carried. (RR2021/031)

b) To receive 1st Quarter budget report.

Cllr Brennan proposed that the 1st Quarter budget report as presented by the Clerk at the meeting be approve, seconded Cllr Imrie. All in Favour – Motion Carried. (RR2021/032)

11.7.21: Cllr & Clerks Reports & items for future agendas:

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

a) Clerk: To remind Cllrs that she is on Annual leave from 26th July to 8th August inclusive.

b) Clerk: Information received on Climate Change from DALC – as circulated to Cllrs.

Cllr Brennan suggested that Cllrs also look at WDBC’s development plan. The Clerk will add discussions on the Councils Climate change possible actions to the October Agenda.

c) Cllr Rowe reported that he will attend a Whiddon Down Village Hall meeting next week to report back on any news or updates from the Committee.

d) Cllr Brennan - reported that he attended the open meeting at Drewsteignton Church regarding the possible of use at the back of the church as a communal area and the future of the Church rooms (village hall) was also covered – there will be a formal consultation in due course.

12.7.21: Confirmation of next meetings:

- Extraordinary meeting on Tuesday 10th August 7.15pm at Whiddon Down Village Hall Car Park.
- Monday 20th September 2021 7.30pm at Whiddon Down Village Hall.

There being no further business the Chair closed the meeting at 9.28pm

Appendix A: Financial Schedule.**Pre-authorised Payments:**

Payment Ref	Amount	Payee	Details	Power	Funding Source	Approval RR & Mins
PM2022/010	£346.38	Alice Turner	Clerks Salary (April 2021)	LGA 1972 S.112	Staff Costs/ Clerks Salary & Costs	RR2021/011 11.5.21 b)
PM2022/020	£346.38	Alice Turner	Clerks Salary (June 2021)	LGA 1972 S.113	Staff Costs/ Clerks Salary & Costs	RR2021/011 11.5.21 b)
PM2022/023	£346.38	Alice Turner	Clerks Salary (July 2021)	LGA 1972 S.112	Staff Costs/ Clerks Salary & Costs	RR2021/011 11.5.21 b)
TOTAL	£1,039.14					

Payments for Authorisation/(Retrospective) approval:

Payment Ref	Amount	Payee	Details	Power	Funding Source
PM2022/018	£80.00	M. J. Rowe	Cleaning the Toilet block (June)	Public Health Act 1936 S.87	Running Costs / WC's (Gen)
PM2022/019	£74.00	Parish Mag Printers Ltd	July Edition Parish Post	LGA 1972 S.142	Admin / Parish Post
PM2022/021	£62.90	Alice Turner	Clerks Expenses (July)	LGA 1972 S.111 & S.137	Staff costs/Clerks Costs & Staff Costs/Office Exp & Admin / Training & Running Costs. Car Park Maint.
PM2022/022	£15.79	SWW Business	Water to Playing field	LG(MP)A 1976 S.19	Running Costs / Playing Field
TOTAL	£232.69				

Receipts (for information)

Payment ref	Payment method	Details	Amount
PR2022/003	100261	Honesty Boxes	£56.00
PR2022/004	Bacs	Interest (Reserve Account)	£0.17
PR2022/005	Bacs	Interest (Reserve Account)	£0.17
PR2022/006	Bacs	Interest (Reserve Account)	£0.18
PR2022/007	Bacs	Interest (Reserve Account)	£0.20
PR2022/008	100262	Honesty Boxes	£65.00
PR2022/009	100264	Honesty Boxes	£51.00

TOTAL:**£172.72**

Monies held as Reserves: Note EMR = Earmarked Reserve

Amount	Details
£1,500.00	Election (EMR)
£568.13	Lengthsman (EMR)
£2,752.30	Major Assets Fund (EMR)
£890.38	DAAT (night landing light) (EMR)
£2,313.67	Asset Maintenance Fund (EMR)
£3,543.53	Council Contingency (General Reserve)
£1,750.00	Grants & Donations (EMR)
£1,200.00	Toilet Block Fund (Lease & costs) (EMR)
£14,518.01	TOTAL

Bank Situation:

Bank Total as of 30th June 2021	£22,218.50
Payments Pending	£2,649.49
Plus Receipts not in bank total	£116.00
Less Money in reserves	£14,518.01
Available Balance	£5,167.00

Appendix B: 1st Quarter Budget Report 2021-2022.

Income:

	2021/22 Budget	Income to 30/06/2021	Difference	Comments
Precept	£13,410.00	£6,705.00	-£6,705.00	Half precept.
Other (interest & Honesty Boxes)	£350.00	£82.72	-£267.28	
Grants	£0.00	£0.00	£0.00	
TOTAL	£13,760.00	£6,787.72	-£6,972.28	

R.F.O Comments: No Areas of Concern at this time
(£116 income from honesty boxes received so far in 2nd quarter)

Expenditure:

	2021/22 Budget	Spending to 30/06/2021	Budget Remaining	Over / Under / On Budget
STAFF COSTS	£5,950.00	£1,090.26	£4,859.74	Under
Clerk Salary & Costs	£5,500.00	£1,036.26	£4,463.74	Under
Office Expenses	£450.00	£54.00	£396.00	Under
ADMIN.	£2,120.00	£761.80	£1,358.20	Under
Insurance	£600.00	£513.55	£86.45	Under
IT costs	£250.00	£0.00	£250.00	Under
Hall Hire	£200.00	£0.00	£200.00	Under
Parish Post	£920.00	£222.00	£698.00	Under
Training	£150.00	£26.25	£123.75	Under
RUNNING COSTS	£4,325.00	£597.30	£3,727.70	Under
WC's (General)	£1,900.00	£296.24	£1,603.76	Under
WC's (Rates & other)	£1,100.00	£0.00	£1,100.00	Under
Car Park Maintenance	£575.00	£200.00	£375.00	Under
Village Garden	£200.00	£0.00	£200.00	Under

