

# Drewsteignton Parish Council.

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[www.drewsteigntonparish.co.uk](http://www.drewsteigntonparish.co.uk)

## Minutes of the Council Meeting held on Monday 22<sup>nd</sup> November 2021 7.30pm at Whiddon Down Village Hall.

**Cllrs Present:** Peter Brennan (Chair), Anna Imrie, John Redman, Ian Rowe & Andrew Di Battista.

**Also in Attendance:** Alice Turner (Parish Clerk). 5 Members of the public were in attendance along with County Cllr James McInnes & DNP Ranger Pete Rich (part of the meeting).

### BUSINESS TRANSACTED.

#### **1.11.21: Welcome.**

The Chair opened the meeting & reminded everyone that the Clerk was taking an audio recording to aid with taking the minutes, the recording will be deleted once the draft minutes are published.

#### **2.11.21: Apologies for absence.**

Resolution required to approve apologies (with reasons) made to the Clerk prior to the meeting. Apologies were received from Cllr Ridgers (personal reasons) prior to the meeting.

Cllr Redman proposed that apologies from Cllr Ridgers (personal reasons) be approved, seconded Cllr Rowe. All in Favour – Motion Carried. (RR2021/065)

#### **3.11.21 Co-option (Chair)**

Reminder that there are three vacancies on the Council, contact the Clerk for more information.

#### **4.11.21: Minutes of the Last Meetings. [Minutes available on the website.](#)**

Cllrs to consider the approval of Minutes of the meeting held Monday 18<sup>th</sup> October 2021 and the extra-ordinary meeting held on Tuesday 2<sup>nd</sup> November 2021.

Cllr Rowe proposed that the minutes of the meeting held Monday 18<sup>th</sup> October 2021 and the extra-ordinary meeting held on Tuesday 2<sup>nd</sup> November 2021 be approved and signed as true and accurate records, seconded Cllr Imrie. All in Favour – Motion Carried. (RR2021/066)

#### **5.11.21: Declarations of Interest.**

Cllr Rowe declared a Personal interest in agenda item 9.11.21 a) iii) – neighbouring property.

Cllr Imrie declared a Personal interest in agenda item 9.11.21 a) ii) – neighbouring property to where she volunteers.

#### **6.11.21: Public Speaking Time (max. 3minutes/person. Session time: 10 minutes).**

A Couple of parishioners raised concerns of speeding in Whiddon Down, an assault has been reported to the police, the parishioners have suggested that there should be permanent speed cameras at either end of the Village.

The Chair responded that they Council would forward this issue to the Office of the Police & Crime Commissioner and asked the public to continue reporting issues of speeding. [Details of how to report speeding issues can be found on the Devon & Cornwall Police website \(www.devon-cornwall.police.uk/contact/\).](#)

#### **7.11.21 Footpath Inspection reports with DNP Ranger. (Chair)**

[Report on footpath inspections as presented to the Park Ranger at the meeting.](#)

The report was presented to Pete Rich who thanked the Councillors who have walked the footpaths and reported their findings on the condition. Pete reported that he would look into items raised and reported that some works are due in the new year.

Councillors thanked Pete Rich and his team for all the work they do on a very tight budget.

### **8.11.21: To receive a report from County Cllr. McInnes.**

County Cllr McInnes reported that he understands that the grant from DCC to the DNP will be the same next financial year, which in real terms (inflation) gives a reduction.

DCC are having trouble filling staff vacancies for example the area has no Neighbourhood Highways officer (NHO).

DCC reported that Children's services and Adult Social Care are struggling with an increase in demand in services over the pandemic. He stressed that there is a shortage of Care workers and urged anyone who may be interested to visit [Proud to Care \(www.proudtocaredevon.org.uk\)](http://www.proudtocaredevon.org.uk)

County Cllr McInnes has said that he may have money available for funding signs to reduce speeding in Whiddon Down.

He also reported that Devon is currently a high Covid infection area.

### **9.11.21: Planning - Click on the application to view the planning documents. (Chair)**

#### **a) New Applications: (DNPA unless otherwise listed)**

##### **i. 0601/21 Install solar panels to roof and insert two Velux windows at The Granary, 1 Budbrooke, Crockernwell – Extension granted 23rd November.**

Cllr Brennan reported that he has received concerns about the 2 Velux windows on the west face of the building and the effect on appearance when entering the village. Cllrs discussed the application and Cllr Brennan proposed that the Council give a negative view on application 0601/21 due to concerns of light pollution from the Velux Window and the detrimental impact to the appearance of the building when entering the village, however the Council is in favour of the installation of the Solar Panels on the building, seconded Cllr Redman. 3 in favour, 2 abstention – Motion Carried. (RR2021/067)

##### **ii. 0605/21 Replacement hay/machinery store at Stone Cross, Stone Lane, Chagford – Deadline 26<sup>th</sup> November.**

Cllr Imrie declared a Personal Interest in this item and indicated she would abstain from any vote on the matter. Cllrs Imrie, Redman, di Battista and Rowe attended a site visit and reported their findings to the Council. Following discussion Cllr Redman proposed that the Council Support application 0605/21 as it would be an improvement to the site and the trees which are to be planted on site will support bio-diversity, the security concerns would be minimised by the proposed application, seconded Cllr Rowe. 4 in favour 1 abstention – Motion Carried. (RR2021/068)

##### **iii. 0623/21 Provision of oil tank at Hobhouse, Drewsteignton – Deadline 26<sup>th</sup> November.**

Cllr Rowe reported the history of the site and the reason behind the application he also declared a Personal interest in the matter and indicated he would abstain from any vote on the matter. Cllrs discussed the application and Cllr Redman proposed that the Council support application 0623/21 as it is a necessary relocation to comply with current legislation, seconded Cllr di Battista. 4 in favour 1 abstention – Motion Carried. (RR2021/069)

#### **b) Planning: decisions pending & decisions received – See Meeting Support Document.**

#### **c) Other Planning matters, for information only unless listed on agenda:**

The Clerk reported that she has received 2 applications from DNPA 0631/21 & 0632/21 Extend chimney height at Pixies Cottage, Chagford, this is a full planning application and a Listed Building Consent application. Cllrs did not feel that a site visit was needed and were happy to let the Park decide this application rather than ask for an extension.

### **10.11.21: Current & New Business.**

#### **a) Verbal update on Highways matters in the Parish (Cllr Rowe)**

No update at this time.

#### **b) EV charging Point for Car Park (Cllr Imrie)**

[Cllrs discussed the information circulated by Cllr Imrie a copy of which is available from the Clerk or via this link \(with the consent of the Author\).](#)

Council thanked Mr T Imrie and Cllr Imrie for producing the report that was circulated to the Councillors.

Cllr Brennan reported that WDBC are undertaking an Electric Car Challenge, more information is available on their website [The Electric Car Challenge - West Devon Borough Council \(https://www.westdevon.gov.uk/article/8224/The-Electric-Car-Challenge\)](https://www.westdevon.gov.uk/article/8224/The-Electric-Car-Challenge)

Cllr Imrie suggested that the Council start thinking about accruing an Earmarked Reserve for future installation of EV charging point in the Car Park, Cllr di Battista suggested that the Council look into external funding rather than adding to the precept and do not try to rush the matter, he felt that it was better to hold back slightly and see how things progress in the neighbouring Parishes who are part of the WDBC electric car challenge. Cllrs agreed that Cllr di Battista's plan seemed advisable for now.

**c) The Trafalgar Way (Clerk)**

Cllrs to receive information at the meeting on refreshing the information for the Trafalgar Way in Crockernwell and decide on any action to be taken.

The Clerk reported that she has been contacted by the Trafalgar Way who are willing to provide new A3 information posters but they feel that the existing frames need replacing.

Cllr Rowe agreed to ask someone to contact the Clerk with a quote for the 3 new A3 frames.

The Clerk agreed to look at cost of laminating the A3 documents to help protect them from the weather. **Action: Cllr Rowe & Clerk.**

**d) MVAS – to discuss request from Spreyton Council to borrow MVAS in New year. (Chair)**

Cllr Brennan reported that he has been approached by Spreyton Council who would like to borrow our MVAS for a week or two they have approval for a site and would like a trial to see if it is effective in their Parish prior to purchase of a unit. Cllrs discussed the request and [Cllr Redman proposed that the Council approve the loan of the MVAS for 1 week to Spreyton Parish Council in the new year, seconded Cllr Brennan. All in Favour – Motion Carried. \(RR2021/070\)](#)

**11.11.21: Finance (Clerk).**

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

[Cllr Brennan proposed that the Council approve the financial schedule of payments as presented by the Clerk at the meeting, seconded Cllr Redman. All in Favour – Motion Carried. \(RR2021/071\)](#)

**12.11.21: Cllr & Clerks Reports & items for future agendas:**

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

**a) Clerk: MVAS Contract update– Signed contract received from Sticklepath Council.**

**b) Clerk: There are problems with the road drainage on the A382 at the Sandy Park junction. DCC urgently need to carry out jetting and CCTV surveys to ensure they can maintain the road in a safe condition. Works are planned for Monday 29th November 2021, and the A382 will be closed at Sandy Park from 8am until 4pm on Monday 29th November. During the closure a signed diversion route will set up.**

**c) Clerk: the first draft of the 2022/2023 budget will be discussed at the December meeting any last-minute items for inclusion should be emailed to me no later than 1st December.**

**d) Cllr Ridgers had emailed about Fly Tipping at Venton Straight – Cllr Imrie reported that this has been cleared away.**

**e) Cllr Rowe reported that the travellers have moved out of the Parish.**

**f) The Clerk reported that the Cleaner has given notice that they are giving up the contract as of the start of January, Mrs Rowe will carry out the cleaning through November and December. Adverts for a new cleaner to be placed in the Parish Post, on the Website and the Parish Facebook page.**

**g) Cllr Brennan reported that the Clerk is on annual leave from the 20th December to the 5th of January inclusive.**

**13.11.21: Confirmation of next meetings:**

**Monday 13th December 2021 7.30pm at Drewsteignton Village Hall.**

**Please note that any changes to meeting dates or venue will be posted on the [Website](#).**

Cllr Brennan offered the Councils apologies for the change of date and stressed that any changes will be published on the website as soon as possible.

**14.11.21: Confidential matters (PART II) Public Bodies (Admission to Meetings) Act 1960 s1 (2)**

**a) Resolution required to move the Council into Part II.**

Cllr Brennan proposed that the Council to PART II due to the commercially sensitive nature of the item under discussion, seconded Cllr Imrie. All in Favour – Motion Carried. (RR2021/072)

The Clerk stopped the audio recording.

**b) To consider quote for a new internal Auditor as our current Internal Auditor is unable to continue with the Councils Internal Audits for personal reasons (Clerk) Contains commercially sensitive information**

**c) Chair to returned the meeting to public session to hear resolutions**

Cllr Brennan proposed that the Council appoint Mrs P. Clapham as Internal Auditor for the 2022-23 financial Year, including the Year-End 2021-2022 Internal Audit, seconded Cllr Imrie. All in Favour – Motion Carried. (RR2021/073)

There being no other items the Chair closed the meeting at 9.01pm.

**Appendix A: Financial Schedule.**

**Preapproved Payments for Information:**

Payment Ref	Amount	Payee	Details	Power	Funding Source	Approval RR & Minutes.
PM2022/049 01/12/2021	£15.00	EDF Energy	EDF Contract DD for Toilet Block	Public Health Act 1936 S.87	Running Costs/ WC (gen)	RR2021/042 E7.8.21 a)
<b>TOTAL</b>	<b>£15.00</b>					

**Payments for Authorisation/(Retrospective) approval:**

Payment Ref	Amount	Payee	Details	Power	Funding Source
PM2022/045	£12.00	Whiddon Down Village Hall	October Hall Hire	LGA 1972 S.111	Admin/Hall Hire
PM2022/046	£80.00	M. J. Rowe	October Invoice WC's Cleaning	Public Health Act 1936 S.87	Running Costs/ WC (gen)
PM2022/047	£74.00	Parish Mag Printers Ltd.	November Parish Post	LGA 1972 S.142	Admin/Parish Post
PM2022/048	£78.35	Alice Turner	Clerks Expenses Nov. 2021	LGA 1972 S.111 & S.112	Staff costs /office exp + Clerks Costs
<b>TOTAL</b>	<b>£244.35</b>				

**Receipts since last meeting – for information:**

Payment ref	Payment method	Details	Amount
PR2022/017	Bacs	Interest (Reserve Account)	£0.21
PR2022/018	Deposit	Honesty Boxes	£120.00
<b>TOTAL:</b>			<b>£120.21</b>

**Monies held as Reserves after payments: Note EMR = Earmarked Reserve**

<b>Amount</b>	<b>Details</b>
£1,500.00	Election (EMR)
£568.13	Lengthsman (EMR)
£2,752.30	Major Assets Fund (EMR)
£890.38	DAAT light (EMR)
£2,313.67	Asset Maintenance Fund (EMR)
£3,543.53	Council Contingency (General Reserve)
£1,500.00	Grants & Donations (EMR)
£1,200.00	Toilet Block (EMR)
<b>£14,268.01</b>	<b>TOTAL</b>

**Bank Situation:**

<b>Bank Total as of 1st November 2021</b>	<b>£26,502.48</b>
<b>Payments Pending</b>	<b>£910.74</b>
<b>Plus, Receipts not in bank total</b>	<b>£120.00</b>
<b>Less Money in reserves</b>	<b>£14,268.01</b>
<b>Available Balance</b>	<b>£11,443.73</b>

Signed as a true record:           *Peter Brennan*          

Printed:           **Cllr. P. Brennan**          . Date:           **13<sup>th</sup> December 2021**