

# IDEFORD PARISH COUNCIL

## Minutes of the Meeting held on Wednesday, 2 April 2014

Present:	Cllr Angie Carter-Woodwark Cllr Anthony French Cllr Tom Hill Cllr Julian Hull Cllr Dominic Morby Cllr Barry Smith Cllr Derrick White	Chairman Vice Chairman
In Attendance	Cllr Beryl Austen Cllr Mike Walters PCSO Colin Rider Ashley Lamb 4 Members of the Public	District Councillor District Councillor Police Community Support Officer Parish Clerk

Item (a)	Discussion and Decisions (b)
<b>025/14</b>	<p><b>WELCOME AND APOLOGIES FOR ABSENCE</b></p> <p>The Chairman opened the meeting at 1830 and apologies for absence were received from David Aylmore, P3 Coordinator and Chairman of the Ideford Community Led Plan Committee.</p>
<b>026/14</b>	<p><b>MINUTES OF THE LAST MEETING</b></p> <p>The minutes of the 5 March 2014 meeting were signed as a true and accurate record.</p> <p>Proposed by: Cllr Barry Smith</p> <p>Seconded by: Cllr Dominic Morby</p>
<b>027/14</b>	<p><b>DECLARATION OF INTERESTS</b></p> <p>There were no declarations of interest.</p>
<b>028/14</b>	<p><b>REPORTS</b></p> <p><b>County Councillor – No report or acknowledgement of email received</b></p> <p><b>District Councillor – Cllr Beryl Austen</b></p> <p>Thank you for forwarding the information from Teignbridge regarding the possible ways forward for the Broadlands Play Area. We would be grateful to know how the Parish proposes to secure this piece of land for the community and if they need any assistance from us.</p> <p>Teignbridge continue to rationalise and reorganise the office space within Forde House. Premises are already taken by the Police and the Registry Office and it may be that other accommodation may become available for similar organisations in the coming months.</p> <p>I continue to feel that meetings at Teignbridge have been cut and Councillors who are not members of the Executive have less contact with what is going on than in the past. This requires members to continually check and ask questions to keep up to date. At one time there were four major committees and attendance at Teignbridge was necessary more than once a week. It is considered now to be more economical to keep meetings to a minimum but in terms of democracy one feels less involved.</p> <p>You may be aware that an appeal has been lodged for the model aircraft flying at Whiteway Barton which I feel could affect close residents of Ideford. The Application was refused for Sunday flying and that is now being appealed.</p> <p><b>District Councillor – Cllr Mike Walters</b></p> <p>Consideration for the options for development of the TDC’s waste recycling collection service took place at the O&amp;S meeting on the 10 Mar 14 and recommendation for the preferred option to go to the Executive on 15 Apr 14 was that of the “Best Affordable” option. The decision on which option to pursue is required by the end of April 2014 to meet the procurement programme for the vehicle fleet renewal.</p>

The 'Best Affordable' option provides a weekly collection of food waste and weekly recycling that includes cardboard and mixed plastics alongside items currently collected. Garden waste is collected fortnightly through a paid subscription service. Residual waste continues to be collected fortnightly.

The Overview and Scrutiny Committee meeting was attended by representatives from Rushcliffe Borough Council who have had a great deal of experience and success in introducing an 'opt in' chargeable green waste collection into their service provision having previously had a free service. The Rushcliffe delegates highlighted the importance of ongoing good communications with residents and described how they had achieved a 70% take up of the service.

There were concerns about the proposals leading to increased fly tipping. The Waste and Cleansing Manger explained that research from other authorities indicated that this outcome was not a reality. The Rushcliffe representatives were also able to confirm that this was not a problem in their area. Also concern was raised in that some elderly residents may find the enhanced 'Best Affordable' proposal complicated and confusing. The Waste and Cleansing Manger explained that the costing of this option allowed additional resources to enable a comprehensive education and communications plan to take place ahead and throughout changes.

The Executive is recommended to stop providing a grant to Parish and Town Councils and Neighbourhood Forums to support the preparation of neighbourhood plans. The purpose of the proposal is to propose that the Executive agree to stop using funding from Department for Communities and Local Government (DCLG) to support communities preparing neighbourhood plans.

The Executive (16 Oct 12 (min 188) and Dec 12 (min 274)) approved a temporary proposal to provide funding to Parish and Town Councils and Neighbourhood Forums to support the preparation of neighbourhood plans until the completion of the Local Plan examination. The grant of £1 per elector (minimum £1000, maximum of £4,000) per neighbourhood plan area was put in place during a period when Spatial Planning and Delivery Team resources were focussed on the preparation of the Local Plan. The grant scheme was agreed as a short-term measure to ensure that communities who wish to prepare neighbourhood plans were not disadvantaged due to a lack of available resource and support from the Spatial Planning and Delivery Team. The Council can meet its duty to support communities preparing Neighbourhood plans following the Local Plan Examination with additional Spatial Planning and Delivery staff resources allocated to support neighbourhood planning.

Bickley Ball is considered to become the Waste Bulking Station by DCC. I feel that the suggested routing of vehicles from the site through Newton Abbot using Greenhill Way and Newton Road to get to the A38 and onwards to Plymouth for the incineration of general waste will clearly cause problems with such heavy trucks going through the town. I would like to recommend to DCC that either the Bulking Station is centred on the Heathfield (Viridor) site such that the vehicles could then access the A38 via the new B3193 to be. If Bickley Ball is definitely to be used then access to the new B3193 is along the A380 in the direction of Exeter and through the Sandygate. Strategically, with the development of the semi-industrial site to the north of Abbrook a new access off the A380 could be created to prevent heavy (40 tonne) refuse vehicles going through built up areas of Kingsteignton and Newton Abbot.

I attended the SW Provincial Council in Exeter on 21st March and one of the presentations was on the subject of Rewiring Public Services. The presentation was based on a promotion from the Local Government Association. The three key "Rewiring" principles are based on:

- Rejuvenating democracy and giving back to people real reasons to participate in civic life and their communities.
- Transforming public services so they prevent problems instead of just picking up the pieces.
- Boosting economic growth in a way that offers prosperity to every place.

It is about the whole public sector and showing confidence in the democratic mandate.

- Helping local people work through implications in local life.
- Highlight performance issues whether they are good or bad. To argue strongly about the right things.
- To follow through complaints for the possible implementation of system change.
- To engage with the press and social media to comment on local needs and pressures.

**Cllr Beryl Austen and Cllr Mike Walters left the meeting at 1840**

**Police Community Support Officer – PCSO Colin Rider**

**IDEFORD POLICE LOGS for the PERIOD 05/03/14 to 31/03/14**

**A380 incidents.**

2 incidents of broken down vehicles causing concern.

	<p>2 road traffic collisions. No injuries.  Report of a vehicle facing the wrong way on a slip road.  Report of dangerous driving.  Concern for welfare of a resident requiring a police visit.  Report of neighbour harassment.</p> <p><b>IDEFORD CRIMES for the PERIOD 05/03/14 to 31/03/14</b></p> <p>Theft from a vehicle. Vehicle was parked outside a livery stable when the window was broken and a handbag stolen.</p> <p><b>Standing orders were suspended to enable PCSO Rider to take any questions from members of the public</b></p> <p>A question was asked about when the trailer and possibly untaxed vehicle would be removed from the Lower Colleybrook area of the Village. PCSO Rider stated that he would check that the vehicle was displaying a valid Tax Disc and that as the trailer was not causing an obstruction the matter would need to be referred to DCC Highways as a possible By-Law issue.</p> <p><b>Standing orders were reinstated</b></p> <p><b>PCSO Colin Rider left the meeting at 1845</b></p> <p><b>Community Led Plan Update – Read by Cllr Derrick White</b></p> <p>The Steering Group met on the 19th March. It was agreed to carry out the consultancy phase in 4 Sections.</p> <ol style="list-style-type: none"> <li>1. Parish Groups.</li> <li>2. Parish Events.</li> <li>3. Parish Businesses</li> <li>4. Agencies.</li> </ol> <p>2 or 3 members of the Steering Group taking responsibility for each section.</p> <p>Questionnaires to deliver to the Groups and Businesses are being drafted, and it is planned for the Parish Plan to be publicised at each Parish Event with the posters and response boards from the 2013 Open Day being re-used. Individual contact will be made with the various Agencies and Utilities that have an interest in the Parish. It is planned that this consultancy phase will take until mid-September with the replies taking another 2 months to collate. This timescale can only be treated as provisional at this stage and will be reviewed at each meeting of the Steering Group.</p> <p>The dedicated Community Plan Facebook Page is up and running and a separate page on the website is being developed. Both these will provide an ongoing forum for Parishioners to leave comments and messages. It is also planned to have a return slip in the next 2 or 3 newsletters with collection boxes placed in convenient locations in the Parish.</p> <p>Our next meeting is on the 23 Apr 14 and Martin Rich from the Community Council for Devon has agreed to attend.</p>
<p><b>029/14</b></p>	<p><b>MATTERS ARISING</b></p> <p><b>Elector Fund Submission – Village Hall Tables</b></p> <p>Following approval and support from our County &amp; District Councillors an Elector Fund Grant application towards the cost of procuring new tables for the Village Hall was submitted on 17 Mar 14. The application requested £505 towards a total order cost of £956. The reference for our submission is 11417 and a response is usually received within 4 weeks of submission.</p> <p><b>Teignbridge Asset Performance Review – Disposal of Broadlands former Play Area</b></p> <p>Following the discussion at the last meeting, clarification had been received from TDC on the following questions:</p> <p><b>1. What is the difference between a Community Transfer and a Management Agreement?</b></p> <p>A community transfer would be a transfer of the freehold title of the Land to the Parish Council. The Parish would then have full ownership and maintenance responsibilities over that parcel of land.</p> <p>A management agreement would retain the freehold ownership with TDC but give the Parish the responsibilities of the land. For example, if the Parish wished to manage the parcel of land and retain it as a community open space, but have the option to hand this back to the Council if the operation ceased to</p>

be viable then this might be suitable.

**2. Who would own the land in either a Community Transfer or a Management Agreement?**

The Parish Council would own the asset if a transfer occurred. The freehold would remain with TDC if a management agreement is entered into.

***At 1855 PCSO Rider briefly returned to the meeting and stated that the vehicle in the Lower Colleybrook area of the village was correctly taxed and was displaying a valid VED Disc on the dashboard.***

**3. Please could you confirm that the piece of land is made up of the former play area and also the piece of access land that runs in front of the former Council Houses? If this is the case, how would the right of access for those four home owners be dealt with?**

This is correct; however any future use would involve the local residents. Any transfer of the Land would include a right of access (pedestrian and vehicle) across the road to protect those residents' interests.

**4. If the land was acquired for use by the Parish of Ideford would there be any restrictions on use? For example if it was used as a Community Farm or series of Allotments.**

This would be subject to wider consideration, however we would recommend the Parish put forward broader proposals. In principle I think the community activity proposed would be an agreeable use for the land. There may be a clause that restricts the use to only operations of benefit to the Parish community, for example if the Land was then sold on in the future and developed, the Council would have a legal clause entitling them to the increase in value.

**5. If the land is to be sold, what would be the potential cost of purchase or proposed value for this piece of land?**

This is difficult to estimate without a proposal from the Parish regarding the intended use(s). If the Parish wish to take on the asset and should the Councils executive agree, there is the facility at transferring land to Parish Councils at less than best consideration (£1) but entitling TDC to 100% of the increase in value if it is used for any other purpose than those agreed. However this is subject to wider discussion and formal approval.

Email comment had been received from the Chairman of the Community Led Plan to say that the Steering Group had discussed the Broadlands former Play Area at their meeting on 19 Mar 14. If the land was to be made available to Parishioners, there was unanimous support for including it in the Parish Plan Process. Indeed it would undoubtedly be a focus of much interest and discussion and would no doubt open up several interesting and exciting possibilities for future use. At an open Parish meeting last summer various possibilities for village enhancements had been recorded and could be followed up during the Parish Planning Process. These ideas included use for a Car Park, Community Shop, Sports facility - tennis/netball, for a War Memorial, as Allotments, dedicated wildlife meadow or as a Community Vegetable Garden.

During further discussion, Cllr French raised a concern regarding the insurance implications, potential responsibility and subsequent cost of maintaining the access road to the Broadlands area that runs in front of the four houses.

Comment was also made that the piece of land had been subject to compulsory purchase by TDC but as it had not been used for the intended purpose of that purchase, could it be returned to the original owner?

It had also been noticed by several Councillors that the Broadlands Field is currently occupied by horses. Clarification was requested to see if this had been authorised by TDC and to see if the field had been rented for this purpose.

The Clerk is to send a holding response to TDC to say that the Council are interested in principle at acquiring the Broadlands area as a community asset, amenity or enhancement but would welcome the opportunity to discuss the matter further. Responses to the questions raised during the meeting should also be sought.

***At 1900 a member of the public interrupted the meeting to make a personal statement. Cllr Carter-Woodwork requested that the individual wait a few moments until standing orders had been suspended and members of the public would then be permitted to participate and make comments. The individual declined to do so and left the meeting. Cllr Hill left the meeting for a few minutes and returned after having spoken with the individual.***

030/14	<p><b>MATTERS RAISED BY THE CHAIRMAN</b></p> <p><b>Appointment of New Parish Councillor</b></p> <p>Mr Julian Hull confirmed that he had received and read a copy of the Ideford Parish Council Code of Conduct dated 25 July 2012. After reading out loud and signing the Declaration of Acceptance of Offer and handing a completed Declaration and Notice of Interests Form to the Parish Clerk, the Chairman welcomed Cllr Hull to the meeting and Parish Council Team. Cllr Hull will attend the DALC New Councillors Short Course in South Brent on Wednesday, 18 June 2014.</p> <p><b>Church Road Street Lighting – Update</b></p> <p>Weekly contact is now being made with DCC Highways and Street Lighting Team to chase the fault report for the 5 lights in Church Road that was raised in mid-February.</p> <p><b>Rural Aid Fund</b></p> <p>The Council will receive a completed application for a Rural Aid Grant from the Village Hall Committee to help with the purchase of new chairs for the Hall.</p> <p>Clarification should be sought from TDC to see if the PCC Project for “Community Toilets” might be eligible to submit an application for Rural Aid. The terms of reference currently state that funding is not typically available to fund projects that do not give general public access, for example projects on School property or in religious buildings.</p>												
031/14	<p><b>PARISH MATTERS</b></p> <p>Cllr French commented that now the flooding appears to have subsided he would ensure that the handrails were refitted to Larcombe Bridge.</p>												
032/14	<p><b>PUBLIC PARTICIPATION</b></p> <p><b>Standing Orders were suspended</b></p> <p>A member of the public commented that the Memorial Bench at the Village Pound appeared to be damaged. Cllr French confirmed that this bench was going to be removed and returned to the owners for repair and would be returned once the work had been completed. Comment was also made that one of the benches on the Millennium Green was also damaged. As Chairman of the Millennium Green Committee, Cllr French committed to take a look at this bench.</p> <p>A member of the public raised concern on behalf of a fellow parishioner regarding the state of Butts Lane. Parish Clerk to take a look at road and submit on line fault reports to DCC Highways as appropriate.</p> <p>The Chairman requested that Cllr French take a look at the Colleybrook Bridge area and notify the relevant authorities if any remedial repair or silt dredging work was required.</p> <p><b>Standing Orders were re-instated</b></p>												
033/14	<p><b>PLANNING</b></p> <p>There were no Parish planning matters to be discussed.</p>												
034/14	<p><b>CLERK’S REPORT AND FINANCE</b></p> <p><b>Balance of Accounts as at 21 Mar 14</b></p> <table data-bbox="272 1603 1302 1697"> <tr> <td>Parish Accounts</td> <td>Business A/c</td> <td>£3657.10</td> <td>(Includes £400 for Snow Warden)</td> </tr> <tr> <td></td> <td>Current A/c</td> <td>£ 439.36</td> <td>(£129.25 committed or uncashed)</td> </tr> <tr> <td></td> <td>Parish Paths</td> <td>£ 271.51</td> <td></td> </tr> </table> <p><b>Bank Reconciliation</b></p> <p>To comply with previous audit recommendations a full bank account reconciliation proforma will be presented by the Clerk for signature by the Chairman at each Full Council Meeting. The figures will explain the breakdown of the finances that appear in the minutes of each meeting.</p> <p>Cllr Hill asked why the Parish Council had 3 Bank Accounts and asked if it would be easier to just have one Parish Council Account. Following discussion where no agreement on a way forward could be reached the discussion was placed on hold to be raised again at a later date.</p> <p><b>Cheques for Payment</b></p> <p>The Parish Newsletter is a joint venture between the Parish Council and the Church. Historically the Parish</p>	Parish Accounts	Business A/c	£3657.10	(Includes £400 for Snow Warden)		Current A/c	£ 439.36	(£129.25 committed or uncashed)		Parish Paths	£ 271.51	
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	Parish Paths	£ 271.51											

Council has made an annual contribution of £120 towards the cost of the newsletter. However, at a PCC meeting in September it was agreed that a fairer scheme would be for the Council to contribute half of the difference between income and expenses. For the year ending 31 Dec 13 the figures are as follows:

Newsletter expenses:	£735.00
Income from advertising:	£652.50
Cost of newsletter:	£ 82.50
Contribution from Parish Council:	£ 41.25

**Ideford Church Fund – Production of Parish News (\$137 Contribution) Cheque 000423  
£41.25**

Proposed: Cllr Derrick White  
Seconded: Cllr Anthony French

**Devon Association of Local Councils – Training Courses (New Clerk & RFO) Cheque 000424  
£60.00**

Proposed: Cllr Angie Carter-Woodwark  
Seconded: Cllr Dominic Morby

The Campaign to Protect Rural England AGM will be held on Thursday, 17 Apr 14 at Hatherleigh Community Centre. All councillors were unavailable to attend.

Public Rights of Way, Highways and Traffic Management at DCC will be holding a series of Strimmer Courses for volunteers involved in the P3 Scheme. The Parish Co-ordinator, David Aylmore has already attended a course and there were no further nominations at this time.

**Change of Bank Authorisation – addition of new Councillor & change to cheque signature requirements**

Having now attended the New Clerk Course and the Responsible Finance Officer Course the Parish Clerk requested permission to amend the number of cheque signatories required from 3 people to 2 people. Permission was also sought to allow Cllr Hull to become a cheque signatory

Proposed: Cllr Carter-Woodwark  
Seconded: Cllr White

**Financial Regulations and use of Internet Banking – View Only Request**

In preparation for the Legislative Reform Order to repeal Section 150(5) of the Local Government Act 1972 and the potential ability for the Parish Council to use internet banking the Parish Clerk requested permission to apply for “View Only” access to the 3 accounts held by the Council. The Clerk also committed to provide Councillors with a draft set of Financial Regulations for consideration. This was approved and agreed unanimously by all Councillors

**VAT Reclaim**

A VAT reclaim application for £21.26 is now ready to be submitted

**Notification from Grant Thornton of Annual Audit of Accounts**

The Council has now received notification of audit for the Financial Year ending 31 March 2014.

Date of Announcement: 7 Apr 14 (14 day notice of inspection start date)  
Inspection Period starts: 22 Apr 14 (20 working day period)  
Inspection Period Ends: 21 May 14  
Submit for Internal Audit: 22 May 14  
Submit for External Audit: 02 Jun 14 (to be received by Grant Thornton not later than this date)

The Parish Clerk will be available between 9am and 6pm on Monday to Friday should anyone wish to view the Council documentation that will be presented for audit.

**Appointment of Internal Auditor**

Permission was requested to appoint Mr Ken Abraham of South and West Internal Audit at the Internal Auditor for Financial Year ending 31 Mar 14. This was approved and agreed unanimously by all Councillors.

**Approval and signature of end of year accounts**

The Clerk read out the statement and questions from Section 2 of the Audit Commission Form entitled

"Annual Governance Statement 2013/2014". All statements were approved and agreed unanimously by all Councillors before the form was signed by Cllr Carter-Woodwark.

The summary of receipts and payments account for year ended 31 March 2014 was approved and agreed unanimously by all Councillors before being signed by Cllr Carter-Woodwark.

#### Fixed Assets Register Review

As part of the Annual Audit process the Fixed Asset Register is presented for inspection. There is currently an unexplained discrepancy of £188.73 between the 2 tables of figures. The basis of the valuation of the assets is their potential replacement value. A full review of assets has been carried out as follows:

Asset	Location	Original	Revised	Variation
Bus Shelter	Church Road	£3849.68	£4000.00	£150.32
Village Pound	Fore Street	£384.37	£5000.00	£4615.63
Memorial Seat x 5	Various positions	£1920.00	£2500.00	£580.00
Notice Board	Bus Shelter	£144.69	£ 150.00	£5.31
Notice Board	The Green	£1259.91	£1300.00	£40.09
Snow/Grit Machine	Larcombe Farm	£1312.00	£1500.00	£188.00

The asset review was discussed, approved and agreed unanimously by all Councillors.

#### Continuous Professional Development (CPD) Training

The Clerk notified Councillors that she has now registered to undertake a course called "Introduction to Local Council Administration". The course would be self-funded at a cost of £120 for Registration and £130 for text and reference books. As Ideford is a small Parish with a precept below £25000 the Clerk is eligible to apply for a Bursary towards education and course costs. If granted this would provide £59.40 towards the course. Money would be paid directly to the Council and a draw down request provided by the Clerk.

035/14

**DATE OF NEXT MEETING – Ideford Parish Annual Meeting, Wednesday 7 May 2014 at 6.30pm followed by the Annual General Meeting of Ideford Parish Council.**

The Chairman closed the meeting at 20:00

Signed:

*A Carter-Woodwark*

Dated:

7 May 2014

Cllr Angie Carter-Woodwark