

# IDEFORD PARISH COUNCIL

## Minutes of the Parish Council Annual General Meeting held on Wednesday, 7 May 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	Ashley Lamb 17 Members of the Public	Parish Clerk

Item (a)	Discussion and Decisions (b)
<b>043/14</b>	<p><b>WELCOME AND APOLOGIES FOR ABSENCE</b></p> <p>The Chairman opened the meeting at 1920 and apologies for absence were received from Cllr Beryl Austen, Cllr Mike Walters and PCSO Colin Rider.</p>
<b>044/14</b>	<p><b>MINUTES OF THE LAST MEETING</b></p> <p>The minutes of the 2 April 2014 meeting were signed as a true and accurate record.</p> <p>Proposed by: Cllr Anthony French</p> <p>Seconded by: Cllr Derrick White</p>
<b>045/14</b>	<p><b>DECLARATION OF INTERESTS</b></p> <p>Cllr French declared an interest that would be covered under agenda item 050/14</p>
<b>046/14</b>	<p><b>ELECTION OF CHAIRMAN</b></p> <p>The meeting was handed over to the Vice Chairman. Cllr French thanked Cllr Carter-Woodwark for all her time and effort during the last year and asked if there were any nominations for the position of Chairman. As no additional nominations were put forward, Cllr French proposed that Cllr Carter-Woodwark remain as Chairman. This was seconded by Cllr Hull and carried unanimously.</p>
<b>047/14</b>	<p><b>ELECTION OF VICE CHAIRMAN</b></p> <p>The Chairman asked Cllr French if he would be content to stand as Vice Chairman and asked if there were any additional nominations. Cllr French was proposed by Cllr Smith and Seconded by Cllr White and carried unanimously.</p>
<b>048/14</b>	<p><b>MATTERS ARISING</b></p> <p><b>Teignbridge Asset Performance Review – Disposal of Broadlands former Play Area</b></p> <p>To full discuss the potential options and processes involved in the disposal of the Broadlands former Play Area, Sam Partridge the TDC Estates Officer has provisionally agreed to come to the Parish Council meeting that is scheduled to take place on 4 June 2014. Following this meeting a formal consultation response will be submitted by the Parish Council.</p> <p><b>Church Road Street Lighting – Update</b></p> <p>All faulty street lighting in Church Road has now been rectified. The burnt out overhead cables and faulty controller unit on the Lych Gate light have now been replaced.</p> <p><b>Elector Fund Submission – Village Hall Tables</b></p> <p>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. Notification was received earlier today to say that the application had been successful and the full amount of £505 was due for payment. The clerk requested permission to draw up a cheque to transfer the money to the Village Hall Committee. The cheque would be delivered once the funds had been received by the Parish Council.</p> <p>Proposed by: Cllr Tom Hill</p> <p>Seconded by: Cllr Derrick White</p>

	<p><b>Parochial Church Council – Closure of St Mary’s Churchyard &amp; transfer of maintenance responsibility to Ideford Parish Council</b></p> <p>Ideford Parish Council has received notification from the Ideford with Luton Parochial Church Council of their intention to apply to the Ministry of Justice for the closure of Ideford Churchyard to further burials. If this application is successful a request for transfer of maintenance responsibilities to the Parish Council would also be made. Following a brief discussion the Council were content to support the PCC closure application on the grounds that there is no proper room for new graves. A resolution was also passed that the Parish Council should write to Teignbridge District Council in accordance with Section 215(3) of the LGA 1972 to request that the District Council take on the responsibility for the maintenance of the St Mary’s Ideford Churchyard if the closure application is successful.</p> <p>Proposed by: Cllr Tom Hill  Seconded by: Cllr Derrick White</p>
<p><b>049/14</b></p>	<p><b>MATTERS RAISED BY THE CHAIRMAN</b></p> <p><b>Rural Aid Fund</b></p> <p>The Parish Council have received a completed application for a Rural Aid Grant from the Village Hall Committee to help towards the cost of redecorating the hall, providing insulating window blinds and the removal of the old suspended ceiling and replacement with a new insulated roof lining. Closing date for applications is Friday, 16 May 14 by 4pm.</p> <p><b>Gift to Local Residents</b></p> <p>Part of the Council finances allows for a small Chairman’s Fund. Cllr Carter-Woodwark sought approval to provide a small hand-tied bunch of flowers to two elderly residents who had been hospitalised and away from the parish each having had an accident.</p> <p>Proposed by: Cllr Barry Smith  Seconded by: Cllr Anthony French</p>
<p><b>050/14</b></p>	<p><b>PARISH MATTERS</b></p> <p><b>Declaration of Money Received from DCC Public Rights of Way</b></p> <p>Cllr French was approached by the DCC Public Rights of Way Officer while he was cleaning out the Larcombe Bridge silt as the bridge area was impassable. As this maintenance has been carried out by Cllr French for several years DCC have provided financial recompense towards the cost of 80litres of diesel. As a Councillor he is required to declare this payment.</p> <p>Funding Request - CLP Questionnaire Printing</p> <p>Cllr White request the sum of £12.50+VAT for the printing of the first round of Community Led Plan questionnaires that will be sent to Village activities and groups and also to local business owners. An invoice would be sent to the Council from the printing company (the same company that produces the Parish Newsletter)</p> <p>Proposed by: Cllr Anthony French  Seconded by: Cllr Tom Hill</p> <p><b>Report from District Councillor – Cllr Mike Walters (Additional Information provided at Annual Parish Meeting)</b></p> <p><b>Plan Teignbridge fit for adoption</b></p> <p>The planning inspector has declared Teignbridge District Council’s 20-year Plan Teignbridge document for the future to be sound and has given the go-ahead for it to be adopted by the council. The Planning Inspectorate (PINS) issued its final report into the council’s plan last week, which maps out how jobs, homes, including affordable, community facilities, roads, country parks, and more will be provided to meet local needs over the next 20 years.</p> <p>In his report the Inspector said: <i>“I consider that the Plan has been positively prepared to address housing and employment shortfalls while including positive measures to protect environmental assets, including the retention of important natural features and wildlife.”</i></p> <p>Over the course of its life Plan Teignbridge seeks to provide:</p> <ul style="list-style-type: none"> <li>• 12,400 homes including affordable homes, self-build and open market</li> <li>• 70 hectares of land for employment use</li> </ul>

- 11,000m<sup>2</sup> of shopping space in Newton Abbot
- More cycle routes and other green transport options
- Improved environment and wildlife habitat protections for bats (including the very rare greater horseshoe bats), dormice and slow worms
- Safeguarding green spaces – known as Undeveloped Coast – between coastal communities
- Increasing and protecting ‘strategic breaks’ which separate villages and towns and preserve open green spaces

Plan Teignbridge - also called the Local Plan - was formed following widespread public consultation and examination. Yesterday it received formal adoption by the Full Council.

#### **New community levy rates approved by examiner**

An independent examiner has agreed Teignbridge District Council’s ‘rate card’ for which new developments will contribute to vital infrastructure like schools and roads. The confirmation of Teignbridge’s Community Infrastructure Levy (CIL) charging schedule paves the way for about £50million in investment to be made across the district over the next two decades.

The CIL replaces the established system of obtaining contributions from developers towards infrastructure costs by way of Section 106 agreements and is aimed at funding facilities such as roads, education, parks, employment sites, sports sites and health centres. The system applies to most new dwellings and the larger out of centre shops. Charges are based on the size and type of the new development. The CIL will see a flat fee being charged for each square metre of floor area in all new houses and large scale supermarkets.

Affordable housing and self-build housing are exempt from this charge. No charge will be levied on new industrial buildings.

The CIL is a transparent and fair way of ensuring that new development contributes vital infrastructure like roads and schools. We forecast that through use of CIL we should be able to provide about £50 million of infrastructure for the benefit of local residents. A proportion of the levy goes straight to the relevant town and parish council to provide them with the opportunity to invest directly in their area.

This is closely linked with the adoption of the Local Plan.

#### **University Technical College appoints Principal Designate**

South Devon University Technical College, opening in Newton Abbot in 2015, has appointed its Principal Designate. Ian Crews, age 51, currently Vice-Principal of Bodmin College Academy in Cornwall, will take up the post on 1 September 2014

#### **South West Exeter draft development framework document – Consultation**

The South West Exeter Draft Development Framework Document is open to consultation for a period of 6 weeks from 14 Apr to 23 May 2014. The Draft Framework Document and maps provide greater detail and clarifies the requirements of policies SWE1 and 3 as set out in the Teignbridge Local Plan 2013-2033 (as amended). Policy SWE 1 allocates land at South West Exeter for at least 2000 dwellings, associated infrastructure and land for community facilities/services and policy SWE 3 allocates land for a ridge top park. The document [www.teignbridge.gov.uk/swe](http://www.teignbridge.gov.uk/swe) sets out how proposals for housing and the required infrastructure should be planned, delivered and phased across the allocation area.

The issue of the Youth Service and future of the Libraries is on-going with public consultations taking place over the next month to six weeks.

#### **Ideford Parish Community Plan – David Aylmore Chairman, Ideford Parish Plan Steering Group.**

The Steering Group met as planned on the 23 Apr 14 and Martin Rich from the Community Council of Devon also attended. The information gathering questionnaires were all discussed and their content and format agreed. Separate forms will be distributed to all Businesses, activity groups and Agencies in, or connected with the Parish.

The Parishioners who volunteered to help with the Parish Plan have been invited to a meeting on the 12 May 14 in the village hall by which time the questionnaire sheets will have been printed and everyone will be briefed on the method to be used to collect the information. It is hoped to have all the forms completed by the end of June and the results will then be collated.

Alongside these questionnaires, information and suggestions from individual parishioners is also being sought by various methods.

	<p>1. A dedicated e-mail address has been set up linked to the Parish website and this has been promoted through the Newsletter.</p> <p>2. Comment slips for handwritten responses have been included in the Newsletter with collection boxes in the Village Hall, Church and Pub.</p> <p>3. After the briefing on 12 May it is hoped that there will be a display about the Parish Plan at all Parish events to enable comments to be collected.</p> <p>Our overall timetable remains as previously reported and Martin Rich confirmed that we are on target at the present time. The next meeting of the Steering Group has been set for 9 Jun 14.</p> <p><b>Police Community Support Officer – PCSO Colin Rider</b> (Additional Information provided at Annual Parish Meeting)</p> <p><b>IDEFORD POLICE LOGS for the PERIOD 01/04/14 to 06/05/14</b></p> <p><b>A380 incidents.</b>  3 reports of dangerous driving.  3 broken down vehicles causing concern.  3 road traffic collisions with single vehicles leaving the road. No injuries.</p> <p>Concern for welfare of a resident requiring police attention.</p> <p><b>IDEFORD CRIMES for the PERIOD 01/04/14 to 06/05/14</b>  Intention to cause harassment, alarm and distress.</p>
<p><b>051/14</b></p>	<p><b>PUBLIC PARTICIPATION</b></p> <p><b>Standing Orders were suspended</b></p> <p>A member of the public asked what would happen if the District Council turned down the request to take on the maintenance of the churchyard. It was explained that in accordance with the Local Government Act of 1972 that this would be unlikely to ever happen. The requested the District Council had to take on the responsibility and would have all the appropriate insurance, experience and equipment to do so.</p> <p><b>Standing Orders were re-instated</b></p>
<p><b>052/14</b></p>	<p><b>PLANNING</b></p> <p><b>Planning Application Consultation 14/00442/FUL by Miss Val Dean</b></p> <p>The Council have received revised and additional information relating to the erection of a stable and open field shelter on land between Byways and Limestone Grange, Ideford.</p> <p>Cllr Carter-Woodwark and Cllr Smith have attended an informal discussion with the owners of Byways &amp; Limestone Grange to listen to their concerns regarding the position of the stable and associated elements. Because it is a narrow field it was requested that the stable be sited at the far end of the field and not on a boundary with either of the neighbouring properties.</p> <p>The applicant will be speaking to the owners of the two adjacent properties (Byways and Limestone Grange) to agree a mutually suitable position for the stable, open shelter and all associated elements of this application.</p> <p>Therefore, the Parish Council had no objections to this application.</p> <p>Proposed by: Cllr Barry Smith  Seconded by: Cllr Angie Carter-Woodwark</p> <p><b>Date for next Planning Meeting</b></p> <p>Planning Application 14/01311/FUL for a single storey extension to the west elevation of Ah Barn in Ideford Combe had been received earlier today. As the statutory notice period did not allow the addition of this matter to the agenda for this meeting a date for a planning meeting would be required.</p> <p>Councillors decided that Tuesday, 13 May 14 at 6pm was available to discuss this application. Apologies were noted from Cllrs Morby &amp; Hill</p>
<p><b>053/14</b></p>	<p><b>CLERK'S REPORT AND FINANCE</b></p> <p><b>Update Annual Audit of Accounts</b></p> <p>The Council is now part way through the 20 working day inspection period that runs from 22 Apr 14 to 21 May 14 inclusive. The internal audit with Mr Ken Abraham will take place on 22 May 14 and all required documentation will be submitted to Grant Thornton for external audit by not later than 02 Jun 14. The</p>

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.

**Church Yard Working Group**

There will be a Churchyard working group taking place on Saturday, 10 May 14 from 0930 – 1130 to cut the grass and do some weeding. Everyone welcome to attend and Bacon Butties and a hot drink will be provided.

**European Election Notification**

The Village Hall will be used as a European Election Polling Station on Thursday, 22 May 2014 from 7am until 10pm.

**Annual Renewal – Council Insurance Policy**

The Council Insurance Policy is due for renewal on 12 Jun 14. Quotations have been obtained ranging from £453 to £278. The most competitive quote came from our current broker, Came & Company with a policy underwritten by Hiscox. The renewal price is £278.95 but if we sign a long term agreement for 3 years this would reduce by 5% to £265. A show of hands gave a majority approval to accept the Came and Company quotation and agree to the 3 year LTA. The clerk requested permission to draw up a cheque to pay this approved amount.

Proposed by: Cllr Barry Smith

Seconded by: Cllr Derrick White

**Balance of Accounts as at 17 Apr 14**

Parish Accounts	Business A/c	£3657.25	(Includes £400 for Snow Warden)
	Current A/c	£ 439.36	(£129.25 committed or uncashed)
	Parish Paths	£ 271.51	

To comply with previous audit recommendations a full monthly bank account reconciliation proforma was presented for signature.

**Cheques for Payment**

<b>Devon Association of Local Councils – Affiliation Fees</b>	<b>Cheque</b>	<b>000432</b>	<b>£87.46</b>
NALC & DALC Affiliation			

Proposed: Cllr Angie Carter-Woodwark

Seconded: Cllr Dominic Morby

The Parish Clerk is currently studying for a certificate called “Introduction to Local Council Administration”. The course has been self-funded but as Ideford is a small Parish with a precept below £25000 the Clerk was eligible to apply for a Bursary towards the course costs. NALC has now approved the award of £59.40 toward the course. As the money will be paid to the Council a cheque is requested for the amount granted.

<b>Ashley Lamb – Successful Bursary Application Claim</b>	<b>Cheque</b>	<b>000433</b>	<b>£59.40</b>
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Proposed: Cllr Anthony French

Seconded: Cllr Derrick White

<b>Came &amp; Company – Annual Insurance Renewal</b>	<b>Cheque</b>	<b>000434</b>	<b>£505.00</b>
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Proposed: Cllr Barry Smith

Seconded: Cllr Derrick White

<b>Elector Fund Grant – Transfer of funds to Village Hall</b>	<b>Cheque</b>	<b>000435</b>	<b>£505.00</b>
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Proposed: Cllr Tom Hill

Seconded: Cllr Derrick White

<b>Transfer of Precept Funds from Account 02980771 to 00224589</b>			<b>£2279.50</b>
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Payment error made by TDC and precept credited to the wrong account

Proposed: Cllr Dominic Morby

Seconded: Cllr Julian Hull

054/14	DATE OF NEXT MEETING – Planning Meeting, Tuesday, 13 May 14 at 6pm and Ideford Parish Council Meeting, Wednesday 4 June 2014 at 6.30pm.
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The Chairman closed the meeting at 20:00

Signed: Angie Carter-Woodwark

Dated: 4 June 2014

**Cllr Angie Carter-Woodwark**