

**IDEFORD PARISH COUNCIL**  
**Minutes of the Meeting held on Wednesday, 6 April 2016**

Present:	Cllr Angie Carter-Woodwark Cllr Anthony French Cllr Helen Bellamy Cllr David Fox Cllr Liz Hill Cllr Tom Hill Cllr Derrick White	Chairman Vice Chairman (Arrived at 1910)
In Attendance	Cllr Tony Dempster Cllr Beryl Austen Mrs Ashley Lamb 3 Member of the Public	County Councillor District Councillor Parish Clerk

Item (a)	Discussion and Decisions (b)
<b>019/16</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 Cllr Mike Walters and PCSO Colin Rider. Cllr French had advised that he might be late. Reasons for absence were accepted.</p>
<b>020/16</b>	<p><b>MINUTES OF THE LAST MEETING</b></p> <p>It was agreed unanimously that the minutes of the 2 March 16 meeting be signed as a true and accurate record.</p>
<b>021/16</b>	<p><b>DECLARATION OF INTERESTS</b> – Cllr Bellamy declared an interest in planning application 16/00639/FUL as the owner of the property.</p>
<b>022/16</b>	<p><b>REPORTS</b></p> <p><b>County Councillor – Cllr Tony Dempster</b></p> <p>Cllr Dempster gave an overview of the following points:</p> <ul style="list-style-type: none"> <li>• At their meeting on 9 Mar 16, DCC Cabinet gave approval for the closure of Sutcombe Primary School, Holsworthy following completion of the statutory process with effect from 31 August 2016. This decision was upheld by the People Scrutiny Committee on 21 Mar 16.</li> <li>• Work to upgrade more than 24,000 streetlights across Devon continues. The £10.2 million scheme will convert streetlights to lower wattage LED lighting, and around 5,000 columns will also be replaced as part of the project. The replacement of streetlights, on mostly main (A and B) roads, got underway earlier this year in Barnstaple, where around 5,200 lights and 1,100 columns are being replaced, and Kingskerswell, where 750 lanterns and 100 columns are being upgraded. The scheme will now extend across other parts of the county from April.</li> <li>• Libraries Unlimited, a staff and community-owned social enterprise, was established with the support of the council following extensive public consultation on the future of the library service. They will now run the library service on behalf of the County Council in a move to secure the future of all 50 of the County's libraries and save a further £1.5 million in addition to the £3 million already saved from the library service budget over the past three years. The County Council remains responsible for the library service, but now commission the delivery of the service from Libraries Unlimited, which is managed by Chief Executive Ciara Eastell and led by a Board of Trustees recruited from library staff, library Friends Groups and independent members of the Devon community.</li> <li>• Cllr Dempster had no further update on the provision of Superfast Broadband to the Parish but commented that South West Audit Partners, an external auditor, had been appointed to review the CDS Phase 2 procurement process.</li> </ul> <p><b>District Councillor – Cllr Beryl Austen</b></p> <p>At a meeting of the Planning Committee at Teignbridge yesterday the decision was made to defer the proposal for approval of the strategic plan back to the Executive Committee as members were not satisfied that parts of it met the need, particularly concerning roads of the Council. Since this related specifically to a planning application at Dawlish, Secmaton Lane for 409 houses with no foreseeable connection to the Link-Road proposed for any time up to ten years, the agenda item could not be dealt with and was referred back. A further application for 200 houses at Langdon, the old hospital grounds, which did contain the beginning of the road in question, was passed.</p> <p>An application to change the use of the Teignmouth Tourist Information Centre on the Sea Front to use as a food outlet, café etc was passed.</p>

There was much discussion as there are eight premises with that designation now on the promenade, Den and Sea Front. However, it is not the business of planners to concern itself with competition or trade conditions but merely deal with the application as it stands, and therefore permission was granted.

There have been few meetings over the Easter period and no matters which directly affect our Ward.

Before Cllr Dempster and Cllr Austen left the meeting, the Chairman thanked them for their support and contributions to the Community Public Access Defibrillator Project.

***Cllr Dempster and Cllr Austen left the meeting at 1840***

**District Councillor – Cllr Mike Walters Report (Read by Parish Clerk)**

**Official opening of Pavilions Teignmouth**

An official opening date for the £5million new Pavilions Teignmouth was announced for Monday 4 April. The ribbon-cutting ceremony took place at 3pm and was carried out by Teignbridge District Council's Leader Cllr Jeremy Christophers and Margaret Davidson, Chair of the Pavilions Board of Trustees. This will launch a month of diverse arts activities showcasing all the centre can deliver and the best of local talent. Cllr Christophers, said: "Teignbridge is delighted to officially open Pavilions Teignmouth. The council's long-term aim has been to regenerate Teignmouth by providing a new building that will become a magnet for cultural activity and a centre for enterprise that encompasses arts, exhibition space and business. A venue of this quality should not only deliver for local productions, but also attract national performances. We hope people from all over the South West will come to see what Pavilions Teignmouth has to offer." Pavilions Teignmouth provides a community arts and enterprise centre that will benefit Teignmouth and Teignbridge as a whole by developing and supporting the arts in all their forms.

**S106 Agreements**

We've had some money in from 11/00644 Vicarage Hill Kingsteignton from Devonshire Homes.

**1. Air Quality Monitoring** - £100.00 per dwelling x 40/257.1 x 260.6 = **£4054.45** towards the provision of Air Quality Monitoring and Management. Payable upon Occupation of 50% of the Open Market Dwellings. The code is XW4 999 0078 and there is no spend by date.

**2. Primary education** - £3,332.38 per dwelling x 40/257.1 x 260.6 = **£135,109.80** to DCC towards the provision of improvements to local primary school education. Payable upon Occupation of 50% of the Dwellings There is no spend by date.

**3. Secondary education** - £2,736.15 per dwelling x 40/257.1 x 260.6 = **£110,935.93** to DCC towards the provision of improvements to local secondary school education. Due prior to occupation of 50% of the dwellings. There is no spend by date. Both lots of education money will be going to Devon County Council.

**Primary School on the Newcross site.**

The EFA has passed on the final agreement on the development of the primary school. We have agreed terms on the Land and the construction project is currently out to procurement and we are awaiting responses from our framework contractors. When we have a design and build contractor on board we will proceed with detailed design and planning.

**A380 Completion of works.**

It is anticipated that the A380 through Penn Inn Roundabout and leading to Torquay will mean a lessening of traffic through Kingsteignton and Newton Abbot in the future as the diversions will not be necessary. However Newton Abbot is suffering from road works affecting gas installations at the entrance to the town along the East Street area. Huge traffic jams are evident.

**Police Community Support Officer Report**

**IDEFORD POLICE LOGS for the PERIOD 02 Mar 16 to 04 Apr 16 (Read by the Chairman)**

**Incidents on the A380**

Report of tree branches obstructing the road.

3 reports of broken down vehicles causing problems.

**Other Incidents**

Report of a suspicious vehicle in the area.

Concern for the welfare of a resident requiring police attention.

**IDEFORD CRIMES for the PERIOD 02 Mar 16 to 04 Apr 16**

3 burglaries in the Olchard area involving equipment stolen from outbuildings.

Theft of eggs and the collection tin from a property.

These crimes are linked and occurred around the same time. An arrest has been made.

**023.1 - To discuss update on actions and matters arising from meeting held on 2 Mar 16**

Councillors received an update on the actions from the meeting that was held on 2 March 2016.

- 2012 Parish Speed Survey results sourced from DCC Highways and distributed to all Councillors
- Confirmation received from TDC & DCC that no drainage plans available for Ideford as it was not included in the drainage survey. However, plans showing locations of Highway drainage features (gullies, ditches, channels, grips and easements) have been received
- 12 Jun 16 – Still no responses received about holding a Queen’s 90th Birthday commemorative event.

Councillors agreed that it might be an idea to hold a “Cream Tea” Event if the Village Hall was available on 12 Jun 16. Cllr Carter-Woodwark and Cllr Bellamy agreed to work on this event and include an article in the next addition of the Parish News.

- Letter sent to Anne Marie Morris MP requesting Broadband update, info or intervention – response chased
- Full list of DALC Training courses has been circulated to all Councillors
- DCC PROW has provided a gate and hinges to replace the missing ones from Path 32 at no cost to the Parish Council. Thanks to David Aylmore for facilitating this repair.

**023.2 - To discuss concern raised by the Chairman of the Parochial Church Council (PCC)**

The Chairman read out the contents of an email that had been received from Revd Stephen West, Chairman of the Ideford with Luton Parochial Church Council:

“Following recent discussions concerning Minute 008.3 of the Parish Council meeting of 3rd February 2016, the Parochial Church Council would like to recommend to the Parish Council that any future applications for funding for or on behalf of the Parochial Church Council should always be authorised by the Chair of the Parochial Church Council”.

In early March the Clerk met with the Ideford Churchwarden and with the Team Rector and Team Vicar to discuss their concerns. Cllr White had provided Parish Council oversight of the investigation into the points raised and attended a meeting that had resulted in the receipt of this email. A summary of events and actions was discussed. **Standing orders were suspended** to allow for comment from Revd West. Revd West thanked the Parish Council for their assistance in finding funding and cast no aspersions on procedures that had been used by the Parish Clerk. Revd West commented that the PCC needed to tighten up their procedures so that they have a visible audit trail of where all money comes from and so that the diocese can see what has been happening. **Standing orders were reinstated.**

- It was unanimously **resolved** that the Chairman of the Parish Council should respond to the email from Revd West stating that the Parish Council would always consult with the PCC Chairman before any action was taken for or on behalf of the PCC, especially if this related to grant aid or funding.
- It was unanimously **resolved** that if not working on a bid, application or proposal to find funding for an action plan project or something that was resolved at a Parish Council Meeting, the Parish Clerk is permitted to work with and on behalf of other organisations within the Parish to find funding for their projects. Any action should be in full consultation with the relevant organisation and in line with the appropriate governance requirements.
- Following this incident the Clerk will present each and every application to Full Council for final sign off or approval before submission and have that approval noted in the minutes. Councillors unanimously **agreed** with this proposal.

**Councillor French arrived at 1910 and apologised for his delay in attending the meeting.**

**023.3 - To receive Ideford Parish Plan Action Updates from Portfolio Holders**

Councillors provided an update on the individual actions within their portfolio. A full update list of actions can be found at on the Parish Website at:

<http://www.ideford-parish.co.uk/PDFs/ParishPlan/ppActionUpdate2016April06.pdf>

**023.4 - To discuss possible applications for Rural Aid Funding 2016/17**

Councillors discussed potential uses for the 2016/17 round of Rural Aid Funding, one bid to a maximum of £5000 could be submitted. Only one application, from the Village Hall Committee, had been submitted for consideration.

- There being only one application to consider, Councillors unanimously resolved to support the Village Hall request for an application totalling £1850 for a new Front Door, some double glazing to the rear windows of the Hall and for insulated blinds in main hall.

### **023.5 - To request approval to submit a Locality Funding Application on behalf of the Village Hall Trustees**

The Clerk requested approval to submit a Locality application for £1000 to support the redecoration of the Village Hall main room following the completion of the refurbishment project. Cllr Dempster gave his support to this application during March 2016 but asked if it could be submitted after the start of the new financial year.

- Councillors unanimously **resolved** to support the submission of this application.

### **023.6 - To provide update and clarify next steps with the Community Public Access Defibrillator Project**

Councillors received an update on the provision of a CPAD for the Parish.

- The Defibrillator has now been received and would be installed in the protective cabinet after the meeting.
- A total of £3470 has currently been raised to support this project. Following the purchase of the equipment £1545 remains in reserve.
- It was unanimously **resolved** that the Clerk should contact the Community Heartbeat Trust with a selection of dates and request 2 training and awareness events – one on a Wednesday morning and one on a Saturday afternoon. One event had been included in the purchase package and additional events would cost £175 +VAT. As funds for training had been included in the BLF Bid, Councillors unanimously **resolved** that money could be transferred to the CHT to cover the cost of the second event.
- Councillors **resolved** unanimously to subscribe to the CHT Annual Membership Scheme to cover the costs of consumable items for the CPAD.
- The CPAD needs to be checked on a weekly basis and a checklist completed on line. The Clerk and Cllr Fox have WebNos accounts and additional accounts will be requested for Cllr Carter-Woodwark and Cllr (Mrs) Hill.
- The Clerk and Cllr Fox are currently working to ensure that all governance paperwork has been submitted. Information required includes the Managed Services Agreement, CHT Installation Data Sheet, BLF Project Completion Report, Webnos Governance Registration, SWAST Accreditation and annual membership requirements.

### **023.7 - To approve and adopt revised Financial Regulations**

Due to legal updates and the introduction of the Public Contract Regulations of 2015 Council Financial Regulations need to be amended.

- As the Parish Snow Warden, Cllr French requested clarification on Item 13.1. It was confirmed that provided the Grit Spreader had been stored in a safe and secure location it would be covered by the Parish Council insurance.
- Councillors unanimously **resolved** to approve and adopt the revised Financial Regulations as drafted.

### **023.8 To approve and adopt Complaints Procedure and Disciplinary Policy**

- Councillors unanimously **resolved** to approve and adopt the Complaints Procedure and Disciplinary Policy as drafted.

### **023.9 To approve and adopt Grievance Policy and Bullying and Harassment Policy**

- Councillors unanimously **resolved** to approve and adopt the Grievance Policy and Bullying and Harassment Policy as drafted.

### **023.10 To resolve opt in status for Smaller Authorities' Audit Appointments arrangements**

From 2017 those smaller authorities with a turnover below £25,000 will still be required to complete and publish an Annual Return, but will no longer be required to submit it for external audit. Those smaller authorities who wish to participate in the Sector Led Body need do nothing as all smaller authorities are automatically 'opted in' to the new body and will have an auditor procured for them. The SLB will appoint auditors for all those authorities 'opted in' if an elector questions the Annual Accounts.

- Councillors unanimously **resolved** to remain opted in to the new Sector Led Body Arrangements

### **023.11 To receive update following the TALC Meeting on 31 Mar 16**

Cllr French and Cllr (Mrs) Hill gave an overview of the TALC Meeting that was held on 31 Mar 16. Speakers had included Sue Goodfellow, Chairman of Natural Devon – the Devon Local Nature Partnership and Cllr Stuart Hughes, DCC Cabinet Member for Highway Management and Flood Prevention, accompanied by David Whitton, DCC Head of Highways, Capital Development & Waste Management and Simon Pearson, Neighbourhood Highways Officer (Newton Abbot).

- It was **resolved** that the Clerk should forward a copy of the Community Self Help Scheme and Community Road Warden Guidance Notes to all Councillors for consideration.

	<p><b>023.12 To discuss concerns raised or points made by Parishioners</b></p> <ol style="list-style-type: none"> <li>1. Oak Tree branches from Millennium Green are reaching over and touching barns on adjacent land. Info passed to MG Secretary on 14 Mar 16 via email. Parishioner notified of this action.</li> <li>2. Theft of Eggs and increase in late night “traffic” in Olchard. PCSO aware</li> <li>3. Various reports of water leak outside Royal Oak. Reported to South West Water who visited on 31 Mar 16. Work order raised with Kier their contractor but no rectification date given. This is because they need to consult with DCC Highways about a possible road closure.</li> <li>4. Offer from Parishioner - Carrie Morgan  <p>“I have undertaken a day of training and am now a Dementia Champion on a volunteer basis with access to training resources. This means I am approved to deliver one hour dementia awareness training which enables participants to also become Dementia Friends, if they wish. I am also happy to be a resource for the parish on dementia. I will send some postings for the parish mag for May and offer a workshop for any village organisation interested especially during dementia awareness week which this year runs from 16 May”.</p> <ul style="list-style-type: none"> <li>• It was resolved that a thank you note should be sent to Carrie Morgan and the offer of future assistance on dementia related issues noted.</li> </ul> </li> </ol>						
<p><b>024/16</b></p>	<p><b>PUBLIC PARTICIPATION</b>  <b>Standing Orders were suspended</b>  A parishioner asked about the School Bus blocking the road during morning collection times. The Chairman explained the rationale and reasons behind this action for safety reasons.  <b>Standing Orders were reinstated</b></p>						
<p><b>025/16</b></p>	<p><b>PLANNING</b>  <b>16/00639/FUL</b> - Limestone Grange, Ideford, TQ13 0BG - Application by Mr &amp; Mrs G Bellamy  Siting of one additional gypsy pitch  Councillors <b>resolved</b> by majority to support the application by Mr &amp; Mrs Bellamy. Having declared an interest Cllr Bellamy did not vote and having discussed shared access and living in the vicinity of the plot Cllr (Mr) Hill abstained from the vote.</p>						
<p><b>026/16</b></p>	<p><b>CLERK'S REPORT AND FINANCE</b></p> <p><b>026.1 - Balance of Accounts as at 31 Mar 16</b></p> <table border="0"> <tr> <td>Parish Current Account</td> <td style="text-align: right;">£6639.57</td> </tr> <tr> <td>Request for Payment Authorisation</td> <td style="text-align: right;">£ 90.18</td> </tr> <tr> <td>Remaining Cash at Bank</td> <td style="text-align: right;">£6549.39</td> </tr> </table> <p><b>026.2 To request approval and signature of Year End / Monthly Bank Reconciliation for March &amp; FY 15/16</b>  It was <b>resolved unanimously</b> that the monthly bank reconciliation for March and FY 15/16 was a true and accurate record of the accounts and should be signed by the Chairman.</p> <p><b>026.3 To provide quarterly and End of Year update on expenditure against budget for FY 15/16</b>  The Clerk provided an overview and written documentation on the overall expenditure against budget for the last quarter and for FY 15/16. There were no questions from Councillors.</p> <p><b>026.4 To present End of Year Accounts for consideration and approval</b>  Councillors were now in receipt of the following End of Year Accounting and Audit Documentation:</p> <ul style="list-style-type: none"> <li>• Summary of Receipts and Payments for Year Ending 31 Mar 16</li> <li>• Section 1 and Section 2 of the Annual Return – Annual Governance and Accounting Statements</li> <li>• Variance Identification and Variance Explanation Sheets</li> <li>• List of Earmarked Reserves</li> <li>• Fixed Asset Register &amp; S137 Payment List</li> <li>• Reminder Copy of the Asset Risk Assessment and Internal Risk Assessment (signed 3 Feb 16)</li> </ul> <p>It was resolved that Councillors would consider the information provided during the month, asking any clarification questions or requesting evidence of expenditure as appropriate and be prepared to approve the documentation at the next meeting.</p> <p>The Internal Audit of the Parish Council will take place on the afternoon of 18 May 16. Any Councillor is welcome to attend that appointment.</p>	Parish Current Account	£6639.57	Request for Payment Authorisation	£ 90.18	Remaining Cash at Bank	£6549.39
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	<p><b>026.5 To request approval for BACS Payments</b></p> <p>It was unanimously <b>agreed and resolved</b> that the following payments could be made via BACS Transfer:</p> <table border="1" data-bbox="300 165 1430 212"> <tr> <td data-bbox="300 165 432 212">£90.18</td> <td data-bbox="432 165 778 212">DALC</td> <td data-bbox="778 165 1430 212">NALC &amp; DALC Annual Affiliation Fees</td> </tr> </table> <p>The Clerk notified Councillors that Teignbridge District Council (TDC) have incorrectly paid £7000 to the Parish Council. It was <b>resolved</b> unanimously that on receipt of the money into the Parish Account that £4500 should be returned to TDC and £2500 should be transferred to the Village Hall Trustees as it was the Rural Aid Grant for FY 15/16.</p> <p><b>026.6 To provide update of Transparency amendments to Parish Website</b></p> <p>The Clerk provided an update on the relaunch of the Parish Website and the enhanced section for the Parish Council. The Parish Council is now fully compliant with the new Transparency Regulations and is sharing or providing more that the legally required documentation. The Clerk expressed her thanks to Lesley Brown the Webmaster for her help.</p> <p><b>026.7 To notify Section 137 Expenditure Limit for 2016/2017</b></p> <p>The Department for Communities and Local Government has confirmed that the appropriate sum for parish councils for the purpose of S.137 (4)(a) of the Local Government Act 1972 for 2016/2017 is £7.42</p>	£90.18	DALC	NALC & DALC Annual Affiliation Fees
£90.18	DALC	NALC & DALC Annual Affiliation Fees		
027/16	<p><b>DATE OF NEXT MEETING – Annual Parish Meeting, Wed, 20 Apr 16 at 6.30pm - Refreshments form 6pm</b></p> <p><b>Monthly Meeting of Ideford Parish Council, Wednesday, 4 May 16 at 6.30pm</b></p>			

The Chairman closed the meeting at 2000

Signed:

*Original copy signed*

Dated:

4 May 16