

IDEFORD PARISH COUNCIL
Minutes of the Meeting held on Wednesday, 4 May 2016

Present:	Cllr Angie Carter-Woodwark Cllr Anthony French Cllr Helen Bellamy Cllr David Fox Cllr Liz Hill Cllr Tom Hill	Chairman Vice Chairman (Arrived at 1847)
In Attendance	Cllr Tony Dempster Cllr Beryl Austen PCSO Colin Rider Mrs Ashley Lamb 2 Member of the Public	County Councillor District Councillor Police Community Support Officer Parish Clerk

Item (a)	Discussion and Decisions (b)
036/16	<p>ELECTION OF CHAIRMAN</p> <p>Cllr French asked if any Councillor wished to stand for election as Chairman. There being no comment made Cllr French proposed that Cllr Carter-Woodwark be considered for re-election. The election of Cllr Carter-Woodwark was seconded by Cllr Bellamy and agreed unanimously. A declaration of acceptance of the office of Chairman was duly signed and witnessed.</p>
037/15	<p>ELECTION OF VICE CHAIRMAN</p> <p>There being no nominations for the position of Vice Chairman, Cllr French stated that he was content to continue in the position. The election of Cllr French was agreed unanimously.</p>
038/16	<p>WELCOME AND APOLOGIES FOR ABSENCE</p> <p>The Chairman opened the meeting at 1835 and apologies for absence were received from Cllr Mike Walters.</p>
039/16	<p>MINUTES OF THE LAST MEETING</p> <p>It was agreed unanimously that the minutes of the 6 Apr 16 meeting be signed as a true and accurate record. The minutes of the Annual Parish Meeting of 20 Apr 16 were also noted but would be presented for signature on 19 Apr 17. The current minute book was closed and the last page signed by the Chairman and Clerk.</p>
040/16	<p>DECLARATION OF INTERESTS</p> <p>Cllr French declared an interest in planning application 16/01200/REM.</p>
041/16	<p>REPORTS</p> <p>County Councillor – Cllr Tony Dempster</p> <p>Cllr Dempster had very little to report but gave an overview of the following points:</p> <ul style="list-style-type: none"> • Road Closures and roadworks that would be taking place in the local area. • Galliford Try, along with Devon County Council and Torbay Council, were awarded gold status at the prestigious Considerate Constructors Awards held in London on 26 Apr 16. Now known as the South Devon Highway, this is the third year that the project has been recognised at the awards. 2016 is the first time they received a gold award: the team was given a silver award in both 2014 and 2015. <p>District Councillor – Cllr Beryl Austen</p> <p>Yet another consultation from the Boundary Commission who are now looking at the District Ward boundaries for the next Election in 2019. The recommendation for Teignbridge District Council is that it remains the same at 46 Councillors. The consultation period ends on 4 Jul 16 if any Town or Parish wishes to make an alternative recommendation.</p> <p>As we have members of our Youth Club from Ideford I thought you would like to know that we have appointed a new additional part time Youth Leader for the Centre. The successful candidate is a qualified teacher who has left Central London and wishes to live in Devon and take on Youth work rather than teaching. He will bring to the Centre expertise in arts and crafts, photography and filming, all subjects in which he has professional qualifications. He will join Michelle Whattey who leads our team at the Centre as her assistant. The Centre now has in excess of 200 young people attending three sessions weekly and in addition sessions can be arranged in school holidays and occasionally at weekends. I have been Chair of Trustees from the early 2000s and am now Chair of the Management Committee.</p> <p>A new consultation document has also been issued setting our proposed changes to National Planning Policies. Matters under consideration are:</p>

	<p>Supporting new settlements, development of brownfield sites and small sites, support for delivery of starter homes, development of underused commercial and employment land, encouraging starter homes in rural areas, development of brownfield land in Green Belt which is underused.</p> <p>There is a strong push for broadening the definition of affordable housing to expand the range of low cost housing in suitable locations.</p> <p>This document is intended to increase the possibility for young people to have their own property and to house those on lengthy waiting lists.</p> <p>At present it is a consultative document but it is anticipated that it may well become planning law.</p> <p><i>Cllr Dempster and Cllr Austen left the meeting at 1845</i></p> <p>Police Community Support Officer Report</p> <p>IDEFORD POLICE LOGS for the PERIOD 05 Apr 16 to 03 May 16</p> <p>Incidents on the A380</p> <p>Broken down vehicle causing problems.</p> <p>Ambulance required assistance to deal with ill motorist.</p> <p>Report of a motor vehicle on fire causing problems.</p> <p>Report of a road rage incident-possibly a driver in drink.</p> <p>Other Incidents</p> <p>Unattended horses in a lane causing problems.</p> <p>IDEFORD CRIMES for the PERIOD 05 Apr 16 to 03 May 16</p> <p>Shed burglary in the village with electric tools stolen.</p> <p>Theft from a car parked at Ideford Common, items had been left on display. An arrest was made in another area for a non-related crime.</p> <p>PCSO Rider advised Councillors that he would be retiring in July 2016 and would introduce his replacement at the meeting scheduled to take place on 1 Jun 16. On behalf of the Parish Council and Parishioners of Ideford, the Chairman thanked PCSO Rider for everything that he has done for the Parish and for being so visible and approachable.</p> <p><i>Cllr Tom Hill arrived at 1847</i></p>
<p>042/16</p>	<p>PARISH MATTERS</p> <p>042.1 - To discuss update on actions and matters arising from meeting held on 6 Apr 16</p> <p>Councillors received an update on the actions from the meeting that was held on 6 Apr 16.</p> <ul style="list-style-type: none"> • In response to the original email a formal letter of response has been sent to the Chairman of the PCC • The Rural Aid Application for £1850 to support the Village Hall Project has been submitted to TDC • Defibrillator actions will be covered under item 042.6 • All new or amended policies and procedures have now been uploaded to the Parish Website. • Community Self Help & Road Warden Scheme guidance notes have been sent to all Councillors. • Thank you email sent to Carrie Morgan for offer of future assistance with Dementia related issues. <p>042.2 - Notification of Parish Councillor Vacancy and Next Steps</p> <p>TDC Electoral Services have been notified that Ideford Parish Council currently has a vacancy for a Councillor. Formal and informal notices have been posted in the Parish Newsletter, on the Parish Website, on the Proud Ideford Facebook Page and on all Parish Noticeboards. If Parishioners do not request a full election Ideford Parish Council will be allowed to co-opt a new Councillor after 24 May 16. The closing date for initial expression of interest has been publicised as 27 May 16.</p> <p>042.3 - To confirm acceptance of Representative Roles</p> <p>Cllr French confirmed that he was content to remain as the Parish Council Representative to the Teignbridge Association of Local Councils Forum and to act as the Parish Snow Warden. It was resolved unanimously that Cllr French should retain both roles.</p> <p>042.4 - To receive Ideford Parish Plan Action Updates from Portfolio Holders</p> <p>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:</p> <p>http://www.ideford-parish.co.uk/PDFs/ParishPlan/ppActionUpdate2016May04.pdf</p>

Main points from the update included:

- Councillors were asked to consider if they wished to take on the actions previously owned by Cllr White. It was **resolved** that the Clerk should provide an Affordable Housing update at the next meeting.
- Cllr Carter-Woodwork would present some ideas on the possible Churchyard Nature environment to the PCC at their meeting on 10 May 16.
- No response had been received as yet for volunteers to be involved in the setup of Neighbourhood Watch Areas.
- The Rural Skip Booking for 2 Jul 16 has yet to be confirmed by TDC.

042.5 - To receive a Broadband Update – Cllr Tom Hill

No response has been received to our letter to Anne Marie Morris MP dated 13 Mar 16.

The following response has been received from the BT: “As the necessary survey work is now complete, getting a signed off cost should only take be a couple of weeks. That cost would then be something that we could contract against if the community decide to go ahead. We would aim to provide a list of the properties impacted along with estimated anticipated speeds they would get so that can be clear on what it means for them before contracting.”

042.6 - To provide update and clarify next steps with CPAD Project – Cllr Fox

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

- Signage now placed on noticeboards at Longthorn, Bus Shelter and on Main Board. I was resolved that the Clerk should speak to the Village Hall Committee to see if they wished to put the main sign on the Village Hall.
- Training and awareness sessions have been booked for 11 and 14 May. Invitations have been sent to neighbouring communities to see if they wished to send attendees. Also working with other communities in the area who are considering a CHT CPAD Project.
- The Charity Checkout Account has now been suspended. There is £270 available.
- Councillors **unanimously resolved** that the Clerk could contact the Mid Devon Advertiser to publicise the completion of the project.
- The Clerk will complete the end of project evaluations and end of grant returns for approval by Cllr Fox after the completion of the Training Events.

042.7 - To provide update on 12 Jun Queen Birthday Afternoon Tea Event

Cllr Carter-Woodwork and Cllr Bellamy gave an overview of the event that would take place on Sunday 12 Jun 16 from 2.30pm – 5pm. Additional information would be provided in the Parish Newsletter. Due to legal updates and the introduction of the Public Contract Regulations of 2015 Council Financial Regulations need to be amended.

- Councillors **unanimously agreed** that a maximum of £50 could be used in support of this event if required.

042.8 - To discuss Electoral Review of Teignbridge District Council

Councillors were asked to consider the Local Government Boundary Commission for England formal electoral review of Teignbridge District Council. A 10 week public consultation inviting proposals for new warding arrangements will run until 4 July 2016.

- It was **unanimously resolved** that the review poster be displayed on the Parish Website.

042.9 - To nominate Parish Council Campaign to Protect Rural England (CPRE) Representative

It was **resolved** that Cllr Carter-Woodwork (with Cllr Liz Hill as a deputy) would be the Parish Council Representative at the Teignbridge CPRE Forum.

042.10 - To approve the Income and Expenditure (against Budget) Spreadsheet for 2015/16

A copy of the cashbook spreadsheet had been circulated to Councillors for consideration. The Clerk gave an overview and explanation of the financial activity for FY 15/16 and explained the expenditure against budget highlighting any variations and significant over or underspends. Councillors **unanimously resolved** to approve the Income and Expenditure (against Budget) Spreadsheet for 2015/16. No comments were made and no amendment was required.

042.11 - To approve and sign the Summary of Receipts and Payments Account for Year Ended 31 Mar 16

A 2015/16 summary of receipts and payments and a copy of the end of year Bank Reconciliation had been circulated to Councillors for consideration. Councillors **unanimously resolved** to approve the document. No comments were made and no amendment was required. The document was duly signed by the Chairman and Clerk.

042.12 - To approve the Annual Return Variance Identification, Explanation and Ear Marked Reserves

The Clerk explained the variances and earmarked reserves for the 2015/16 Annual Return. Councillors **unanimously resolved** to approve the documents as drafted.

	<p>042.13 - To approve and sign the Fixed Asset Register and Supporting Statement for Year Ended 31 Mar 16</p> <p>A copy of the Fixed Asset Register had been circulated to Councillors for consideration. The Clerk explained the amendments for 2015/16. Councillors unanimously resolved to approve the document as drafted. The document was duly signed by the Chairman and Clerk.</p> <p>042.14 - To Approve and Sign the Annual Governance Statement for 2015/16</p> <p>The Clerk gave an overview of the Audit Form and read out each of the governance statements and proposed responses. Councillors unanimously agreed with the proposed responses to each question and resolved that the document could be signed by the Chairman and Clerk. Councillors further resolved that having been in contact with the Internal Auditor on several occasions since January, and having submitted many documents to him over the last few months that a positive response to question 6 could be given.</p> <p>042.15 - To Approve and Sign the Accounting Statements for 2015/16</p> <p>A copy of the Accounting Statement had been circulated to Councillors for consideration. The Clerk gave an overview of the information and explained the difference from the 2014/15 submission. Councillors unanimously resolved to approve the document. No comments were made and no amendment was required. The document was duly signed by the Chairman and Clerk.</p> <p>042.16 - To discuss concerns raised by Parishioners</p> <ol style="list-style-type: none"> 1. The Clerk advised that following the South West Water repair in central Ideford the road surface was not fixed in a satisfactory manner. The matter has been reported for to DCC Highways for rectification and reference W16900863 2. A parishioner reported that another tree had fallen and was blocking the Footpath 21 bridleway (Well Covert). The tree had been removed by Cllr French but the latest incident highlighted the fact that several others in the area were also precariously leaning either on their own or were only held up by other trees. It was unanimously resolved that the Clerk should contact the Clifford Estate to confirm ownership or tenancy of the land and to discuss the matter. 												
043/16	<p>PUBLIC PARTICIPATION</p> <p><i>Standing Orders were suspended</i></p> <p>A parishioner commented that if the Parish Council is proposing to conduct nature related activities or enhancements in the St Mary's Churchyard, might there be a conflict of interests with TDC now that they are responsible for the maintenance. The Chairman said that any proposals would be in full consultation and with the agreement of the PCC and TDC. It was also confirmed that the Church still owns the land and has jurisdiction, only maintenance and grass cutting has passed to TDC.</p> <p><i>Standing Orders were reinstated</i></p>												
044/16	<p>PLANNING</p> <p>16/01200/REM - Larcombe Farmhouse, Ideford - Application by Mr A French</p> <p>Approval of details for an agricultural workers dwelling to replace existing mobile home (approval sought for access, appearance, landscaping, layout and scale)</p> <p>Councillors resolved unanimously to support the application by Mr French.</p>												
045/16	<p>CLERK'S REPORT AND FINANCE</p> <p>045.1 - Balance of Accounts as at 30 Apr 16</p> <table border="0" data-bbox="256 1556 766 1668"> <tr> <td>Parish Current Account</td> <td style="text-align: right;">£9164.89</td> </tr> <tr> <td>Request for Payment Authorisation</td> <td style="text-align: right;">£ 31.00</td> </tr> <tr> <td>Remaining Cash at Bank</td> <td style="text-align: right;">£9133.89</td> </tr> </table> <p>045.2 - To request approval and signature of Monthly Bank Reconciliation for April</p> <p>It was resolved unanimously that the monthly bank reconciliation for April was a true and accurate record of the accounts and should be signed by the Chairman.</p> <p>045.3 - To request approval for BACS Payments</p> <p>It was unanimously agreed and resolved that the following payments could be made via BACS Transfer (£31) and using the £270 currently held by the Community Heartbeat Trust in Charity Checkout:</p> <table border="1" data-bbox="300 1917 1428 2047"> <tr> <td style="text-align: center;">£175</td> <td>Community Heartbeat Trust</td> <td>Payment for CPAD Awareness and Training Event</td> </tr> <tr> <td style="text-align: center;">£126</td> <td>Community Heartbeat Trust</td> <td>1st year membership and managed solution subscription</td> </tr> </table>	Parish Current Account	£9164.89	Request for Payment Authorisation	£ 31.00	Remaining Cash at Bank	£9133.89	£175	Community Heartbeat Trust	Payment for CPAD Awareness and Training Event	£126	Community Heartbeat Trust	1 st year membership and managed solution subscription
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