

## IDEFORD PARISH COUNCIL

### Minutes of the Annual Meeting held on Wednesday, 4 October 2017

|               |   |  |
|---------------|---|--|
| Present:      | Cllr Angie Carter-Woodwark<br>Cllr Anthony French<br>Cllr Helen Bellamy<br>Cllr David Fox<br>Cllr Liz Hill<br>Cllr Tom Hill<br>Cllr Julian Hull | Chairman<br>Vice Chairman<br><br><br><br><br>Arrived at 1845 |
| In Attendance | Mrs Ashley Lamb<br>11 Members of the Public   | Parish Clerk   |

| Item (a)      | Discussion and Decisions (b)  |
|---------------|---|
| <b>073/17</b> | <p><b>WELCOME AND APOLOGIES FOR ABSENCE</b></p> <p>The Chairman opened the meeting at 1830. Apologies for absence were received from Cllr Ron Peart and PCSO Saul Bunce.</p>  |
| <b>074/17</b> | <p><b>MINUTES OF THE LAST MEETING</b></p> <p>It was <b>unanimously agreed</b> that the minutes of the 6 Sep 17 meeting be signed as a true and accurate record.</p>   |
| <b>075/17</b> | <p><b>DECLARATION OF INTERESTS</b></p> <p>There were no declarations of interest.</p>   |
| <b>076/17</b> | <p><b>REPORTS</b></p> <p><b>District Councillor – Cllr Beryl Austen</b></p> <p>The Planning Committee turned down an application to build an industrial site on 12 acres of land not included in the Local Plan on the outskirts of Exminster. The area already suffers from traffic problems and it was contrary to highways policies. It was felt that the transport issues had not been dealt with adequately and existing residents would have even greater problems with access. Despite officers advising that the appeal would succeed with the usual threats of costs being awarded etc. if the application was refused, Councillors made a stand in the interests of the authority of the Local Plan and very real concerns about transport provision.</p> <p>The Council however approved £1.9m for the Market Walk Improvement Plan. Part of the plan is to remove the kiosks. I was a bit concerned about this as that space has become an area where people meet socially. Most of the time all the chairs and tables are occupied with people just enjoying company. It is to be hoped that there will be some facilities for seating when the market is not held after the renovations. Other aspects of the plan would make the market square a more attractive shopping venue.</p> <p>Apart from a complaint about neighbourhood noise in Kingsteignton no matters of concern have been raised.</p>  |
| <b>079/17</b> | <p><b>PLANNING</b></p> <p>Due to the number of applicants present at the meeting the Chairman re ordered the agenda to consider all applications before moving on to Parish Matters.</p> <p><b>17/001849/FUL – Higher Colleybrook Farm, Ideford, TQ13 0BG - Application by Ms J Burman</b><br/>                     Alteration and extension of existing buildings to create a dwelling, including ancillary accommodation, change of use of land to create enlarged residential curtilage and creation of new access driveway.</p> <p>Standing orders were suspended to allow the applicant to answer questions from Councillors relating to the height of the proposed building and about the drainage system that would be installed. Once standing orders had been reinstated, Councillors <b>resolved unanimously</b> to support the application submitted by Ms Burman</p> <p><b>17/02152/FUL – Barn 1, Lower Colleybrook, Fore Street, Ideford, TQ13 0BE - Application by Mr R Coombes</b><br/>                     Application for Prior Approval under Part 3 Class Q (a) and (b) and paragraph W of the GDPO change of use of agricultural building to a dwelling.</p> <p>Councillors <b>resolved unanimously</b> to support the application submitted by Mr Coombes</p> <p><b>17/02153/FUL – Barn 2, Lower Colleybrook, Fore Street, Ideford, TQ13 0BE - Application by Mr R Coombes</b><br/>                     Application for Prior Approval under Part 3 Class Q (a) and (b) and paragraph W of the GDPO change of use of agricultural building to a dwelling</p> <p>Councillors <b>resolved unanimously</b> to support the application submitted by Mr Coombes</p> |

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|                                   | <p><b>17/02267/FUL – Ash Barn, Coombe Farm, Ideford Combe, TQ12 3GS – Application by Mrs L Edward</b><br/>Change of use from agricultural land to extension of residential curtilage and erection of polytunnel</p> <p>Councillors <b>resolved unanimously</b> to support the application submitted by Mrs Edwards</p> <p><b>17/01926/FUL – Ash Barn, Coombe Farm, Ideford Combe, TQ12 3GS – Application by Mrs L Edward</b><br/>Extension to lounge and new rear porch</p> <p>Councillors <b>resolved unanimously</b> to support the application submitted by Mrs Edwards</p>   |                        |           |                                   |           |                        |           |
| <b>077/17</b>                     | <p><b>PARISH MATTERS</b></p> <p><b>077.1 - To resolve Parish Council Objectives and Priorities for FY 18/19</b><br/>Councillors considered priorities and objectives for FY 17/18 to help inform the preparation of the budget and precept request. The maintenance of Parish assets either by tender or volunteer participation was discussed and it was <b>resolved</b> that Councillors would email the Clerk or come to the meeting next month with any other matters for inclusion.</p> <p><b>077.2 – To resolve meeting dates for 2018 and to consider a change of day or week</b><br/>Councillors discussed moving the day and date of Parish Council Meetings to enable full attendance by County and District Councillors. It was resolved that the Clerk should contact Cllr Peart and Cllr Austen to see if the 2<sup>nd</sup> Thursday or each month would be convenient. A final decision would be taken at the meeting on 1 Nov 17 with changes being implemented in 2018.</p> <p><b>077.3 - To receive update following the TALC Meeting on 29 Sep 17 – Cllr French</b><br/>Cllr French gave an overview of the meeting where the key speakers had been Meg Booth, DCC Acting Highways Manager talking about road closures and policy matters and Phil Shears, TDC Interim Head of Paid Services talking about TDC organisation and Strategic Alliances.</p> <p><b>077.4 - To receive update following Conferences or Training Events</b><br/>Tues 10 Oct 17 - DALC AGM &amp; Conference – Clerk to attend<br/>Wed 22 Nov 17 - Devon Community Resilience Forum Event - Cllr Fox to attend<br/>Tue 28 Nov 17 - Annual Parish Paths Partnership (P3) Workshop – Mr Aylmore P3 Rep will attend<br/>Tue 28 Nov 17 - Teignbridge Housing Services Stakeholder Event – Cllr Carter-Woodwark &amp; Cllr Fox will attend<br/>The Clerk also asked if any Councillor wished to attend the Devon Highways Parish &amp; Town Council Conference. It was resolved that the list of available dates should be recirculated to all Councillors.</p> <p><b>077.5 - To resolve next steps for Autumn / Winter Defibrillator Training Event – Cllr Carter-Woodwark</b><br/>Having received no specific interest in a training event it was <b>resolved</b> to defer the matter until Spring 2018.</p> |                        |           |                                   |           |                        |           |
| <b>078/17</b>                     | <p><b>PUBLIC PARTICIPATION</b></p> <p><b><i>Standing Orders were suspended</i></b></p> <p>A parishioner asked who was responsible for cutting the hedges on the approach to Olchard. Cllr French and the Clerk provided contact details for the Landowner.</p> <p>A parishioner commented on the Millennium Green Oak Tree, should it be protected and would it be affected by any building work in the area if planning approval was granted. The Clerk took an action to contact the Millennium Green Trustees.</p> <p>A parishioner commented that the Green is often used by dog walkers, that don't always clean-up after their dogs. Excessive uncollected dog faeces is often found near the play area. There had also been an incident during the summer when a girl was bitten by a dog that was accompanied by a young boy. Had exclusion of dogs from the Green either completely or during the summer school holiday ever been considered? The Clerk took an action to contact the Millennium Green Trustees.</p> <p>A parishioner asked who was responsible for clearing the Colleybrook in the area of the bridge and near the Pound, as it was currently full of silt and what is the benefit of the boards – could they be removed? The Clerk will contact the NHO and Bridge Officer.</p> <p><b><i>Standing Orders were reinstated</i></b></p>  |                        |           |                                   |           |                        |           |
| <b>080/17</b>                     | <p><b>CLERK'S REPORT AND FINANCE</b></p> <p><b>080.1 - Balance of Accounts as at 30 Sep 17</b></p> <table> <tr> <td>Parish Current Account</td> <td>£10061.08</td> </tr> <tr> <td>Request for Payment Authorisation</td> <td>£ 1002.38</td> </tr> <tr> <td>Remaining Cash at Bank</td> <td>£ 9058.70</td> </tr> </table>   | Parish Current Account | £10061.08 | Request for Payment Authorisation | £ 1002.38 | Remaining Cash at Bank | £ 9058.70 |
| Parish Current Account            | £10061.08  |                        |           |                                   |           |                        |           |
| Request for Payment Authorisation | £ 1002.38  |                        |           |                                   |           |                        |           |
| Remaining Cash at Bank            | £ 9058.70  |                        |           |                                   |           |                        |           |

**080.2 - To request approval and signature of Monthly Bank Reconciliation for September 2017**

It was **unanimously resolved** that the bank reconciliation for September should be signed by the Chairman.

**080.3 - To provide a quarterly update on expenditure against budget for FY 17/18 – End of Q2**

It was **unanimously resolved** that end of Q2 budget v expenditure update could be signed by the Chairman.

**080.4 - To request approval for BACS Payments & Invoice Signatures**

It was **unanimously resolved** that the following payments could be made via BACS Transfer:

|         |                  |  |
|---------|------------------|--|
| £133.00 | DALC             | Planning Course – Cllr Bellamy, French & Fox. AGM/Conference for Clerk   |
| £129.38 | Mrs Ashley Lamb  | Expenses Incurred & Reimbursement  |
| £200.00 | Lesley Brown     | Annual Hosting & Parish Council Contribution                             |
| £540.00 | Millennium Green | Annual Contribution towards Insurance Costs                              |
| £41.40  | SLCC             | Invoice Signature Only – Previously Authorised 5 Jul 17 Min 062.3 Refers |

**080.5 - To provide update on Legal and Administrative matters**

**080.5.1 CIL Clarification**

As requested the Clerk had contacted the Senior Planning Support Officer at TDC regarding CIL Liability. When CIL payments are received by the District, they will pass on 15% (it would be 25% if we had a Neighbourhood Plan) to the Parish.

TDC would pay the Parish Council by 28 April for receipts collected from 1 October to 31 March, and by 28 October for receipts collected between 1 April and 30 September. CIL payments are made in 4 instalments with the first one 6 months after commencement, then at 12, 18 and 24 months after commencement. The parish will receive their percentage of what has been received in the previous six months, rather than get it all at the end. If the project is a self-build, exemption from CIL can be requested so TDC & the Parish would receive nothing.

**080.5.2 Future Conferences and Events**

Tues 10 Oct 17 @ Exeter Racecourse - Key note speakers, workshops and exhibitors. £25 per Delegate

Wed 15 Nov 17 – Save the date for the Devon Highways - Parish & Town Council Conference

There are also other dates in November but the venues are in Mid or North Devon. They are inviting any suggestions you may have for either the discussion sessions or the presentation time.

Wed 22 Nov 17 - Devon Community Resilience Forum Event Kenn Centre, Exeter Road, Kennford, Exeter, EX6 7UE (Cllr Fox attending)

Tue 28 Nov 17 - Annual Parish Paths Partnership (P3) Workshop at the Watermark in Ivybridge.

David Aylmore will be attending.

Tue 28 Nov 17 - Teignbridge Housing Services Stakeholder Event Buckland Football Club 1000 until 1200

Meet the team, see progress and plans for 2018, share ideas and network with others

**080.5.3 - Notice of Conclusion of External Audit**

Notice of Conclusion of Audit had now been posted. The only comment made by the External Auditor was that the Announcement of Period for the Exercise of Electors Rights had been posted too early. All FY data has now been added to the Parish Website in accordance with Transparency and Audit Regulations. The Clerk also advised that she had disputed the proposed £100 invoice for Audit as the only reason Ideford had moved into an over £10,000 charging bracket was due to a £7000 error payment by TDC. Awaiting response to this letter.

081/17

**DATE OF NEXT MEETING – Monthly Meeting of Ideford Parish Council, Wednesday, 1 Nov 17 at 6.30pm**

The Chairman closed the meeting at 1955

Signed:

*original copy signed*

Dated:

1 Nov 17