

KNOWSTONE PARISH COUNCIL

Minutes of a regular meeting; 25th April 2017

The meeting opened at 7:30pm

Present:

| | |
|---------------------------|----------------------|
| Cllr Mike P Smith (CHAIR) | Cllr Ian Brooks (IB) |
| Cllr Tim Browse (TB) | Cllr Tony Moore (TM) |
| Richard G Vos (Clerk) | |

Also in attendance:

Members of the Public x6

1. Apologies

Cllr Reg Howe and Cllr John R Stanbury

2. Approve minutes of last meeting

The following amendments were made to the draft minutes:

6.2 motion had been proposed by IB seconded by TM

7.3.3 TB not IB reminded the committee....

11.8 TB not IB confirmed that the Beaples Stone.....

Subject to above amendments Prop : KPC to Adopt the minutes as presented as an accurate account of the last meeting

Proposed sec: PASSED

3. Matters arising not on the agenda :

4. Correspondence :

A letter has been received from former Chairman John D Smith regarding updating of bank details and changing correspondence address. CHAIR reported that the problem had at last been resolved. He was hopeful that no further post would be sent to JDS regarding the KPC bank accounts.

5. Public questions limited to 20 Minutes

The meeting closed for public questions at 7:40

Matters raised by the public included:

- Ken Dykes on behalf of the Parish Hall Committee asked if the KPC could donate furniture rather than cash in order to avoid the need to pay VAT. CHAIR replied that having made the decision to donate cash for replacement furniture on this occasion it was too late to gift goods rather than money. On another occasion consideration could be given to gifting chattels rather than money.
- Mr Dykes asked that the cheque be made payable to "Knowstone Village Hall"
- An update was requested regarding the movement of the footpath thru the new property next to Enfield House. This matter was carried forward to 12.8.2

The meeting re-opened at 7:45pm

6. Resignation of Cllr Rachel Hayes

6.1 A letter had been received by CHAIR notifying him that Cllr Hayes had with regret decided to resign as Parish Councillor. CHAIR had met with Cllr Hayes and had accepted her resignation effective 22 March 2017

There is now a vacancy which will have to be filled. The vacancy will need to be advertised and applications invited from any interested parties.

A vote of thanks was made to acknowledge the time and effort given to the work of KPC by Cllr Hayes during her time in office and she was wished well with her new baby.

NDC Electoral services to be formally notified.

7. Recruitment of new Parish Clerk

7.1 Wendy Sweet has been offered the post of Parish Clerk and RFO and has accepted subject to approval by the Council

Prop: To appoint Wendy Sweet Parish Clerk and RFO
Prop IB sec TM : Passed

8. Finance Report

8.1 A statement of expenditure was compared to the budget as at 31 March 2017 and balances as at 25 April 2017 were produced to the meeting;

| | | |
|----------------------|-------------------|---------------|
| Balances at 31.03.17 | Treasurers Acc | £14,525.23 CR |
| | Business Bank Acc | £10,048.78 CR |

8.2 Banking update; all correspondence from the bank should now be sent to Wendy Sweet direct; the bank have confirmed that their records have been updated.

8.3 Accounts to settle : Wendy Vigus £86.34 and £89.25 (total £175.59)

Prop : to settle above accounts in total £175.59- Prop IB Sec TB : Passed

8.4 Transparency Code

KPC must comply with the transparency code. Alison Marshall is helping KPC with compliance.

Alison Marshall has assisted with submitting an application for funds to buy a computer/ printer / scanner and training for the exclusive use of KPC at a cost of £1,010.14

8.5 Internal External audit

Alison Marshall has almost completed her internal audit. The initial report is with CHAIR and Parish Clerk to consider; the initial view is that the audit went well.

Draft for approval at the next scheduled meeting

8.6 KPC Annual Financial Action Tracking Register 2016/17

This document shows the auditing actions to be complied with throughout the year. The KPC Financial Control document is listed in register. This has been updated to include a requirement for councillors who leave the KPC completing removal of their name from the KPC bank authorised signature list and registered addresses held by the bank.

8.7 KPC Risk Register

This has been updated and circulated. It requires regular updating and some items are still under review.

8.8 Investment Strategy Review and Update; this was approved at the last meeting subject to inclusion of a paragraph noting KPC's openness to ideas from the public, this has now been added.

9. Planning

9.1 None

9.2. Pounceys Farm 628244 Application has been received to put up an extension. KPC does not wish to comment either way on the merits of the application.

9.3 No decision notices have been received recently

10. Air Ambulance landing sites.

Cllr Stanbury is progressing this item; he is not present to update the meeting.

11. Third party Reports

11.1 Cllr Eric Ley NDC

Suggested that an event might be appropriate to mark the 30th anniversary of the opening of the Village Hall. There is a planned refurbishment ongoing and it was agreed that KPC should consider making a contribution towards the expense of an event to celebrate the anniversary and the "new look" hall.

11.2 Cllr J Yabsley DCC

Unable to give any further update on progress with East Hill farm. Suggested KPC contact Dan Meek at NPS direct for update on planning situ.

Cllr Yabsley suggested that there were funds available to assist with any ongoing community projects; applications for funding should be submitted asap. CHAIR will speak to Cllr RG Howe about applying for funding for highway / drain repairs. CHAIR requested Cllr Brooks to work with Cllr Howe and he agreed to do so.

11.3 Nothing to report from Police

12. Members reports

12.1 Standing Orders Review (TM) ; These have not been updated since 2011. TM suggests that changes have been approved in the past but not integrated into standing Orders nor adopted. He suggests that some past changes should be adopted en bloc with one KPC vote.

For example:

- Changes to the current public questions arrangement
- Change of quorum from 4 to 3.
- Resolutions- councillors to be required to pass draft motions to the Clerk not less than 5 clear days before the date on which the agenda is posted.
- Motions to spend up to £500 can be agreed around the table but any more than £500 must be contained within a motion which has been posted on the meeting's agenda
- Contracts for goods and services of more than £500 must be formally tendered for and be included in a public notice of intention.
- Changes of standing orders need to appear as written motions supported by at least three councillors

Suggested that at the next meeting the changes suggested by TM will be voted on and adopted by a single sweeping up motion.

12.2 Training; CHAIR feels Alison Marshall can be usefully employed to help training for councillors but this training should not take place until standing orders have been updated and brought into line (see above), The new Parish Clerk also will attend training. This approach was agreed with by councillors.

12.3 Village Hall Committee Report (TM)

Lots of events are planned details of which appear on the KPC website. In particular, the Village Fun Day which will take place on Saturday 24 June 2017

Grant funding by DCF should be paid to Village Hall account in the next few days

12.4 Community Defibrillator (IB)

The De fib was due to be installed earlier in April but the project has become stuck due to uncertainty who will accept responsibility for ongoing funding and responsibility for care of the De fib unit.

It has been approved that installation costs and future running costs of £200 pa are to be paid by KPC but the balance has to come from community fund raising events. IB reported a projected shortfall on funding of £1,000 over 18 months. There followed discussion regarding the benefit of one de fib to serve a parish with three settlements also the benefit of leasing rather than purchasing outright. CHAIR feels a general review of the past KPC minutes, the contract and the involvement of Community Heartbeat Foundation to check alignment needs to be undertaken before proceeding with the project.

Before proceedings KPC needs to establish whether the Parish Hall Committee are willing to accept responsibility for ongoing funding. Councillors discussed possible fund gaps being supported by KPC as a consideration. Further discussion will take place to ensure funding requirements are understood and accepted by both the KPC and the PHC.

12.5 Sidemoor Picnic Area (MPS)

There are a number of obligations which will fall on whoever takes over the lease incl. the costs of maintaining the toilets and running the Café.

CHAIR suggested setting up a small committee to investigate options. Suggested this could be led by Jeremy Filmer-Bennett with Cllr John Stanbury to represent KPC. Richard Vos has also agreed to take part in the committee. CHAIR to approach Jeremy Filmer-Bennet to see if he would be willing to take the lead and work towards agreeing terms of reference.

David Morgans passed over a copy of a planning document – Notice of Proposed Development 2 / 83 / 1192/38/1 dated 5 July 1983

12.6 Highways – nothing to report (see 11.2)

12.7 Superfast broadband – nothing to report

12.8.1 Beaples Stone The site has been cleared and is looking very good. The site is to be promoted on the village website.

TB has obtained x 2 quotes for signage he wishes to accept the lower given by Printworx of S Molton - £50 (inc VAT)

12.8.2 Unauthorised diversion of footpath adjacent to Enfield House. TB reported that the footpath has been diverted without permission. The top soil has been removed and the entire site stoned with scalplings. The Stile has been moved approx. 8' again without authority.

TB confirmed that a footpath can be moved but only if permission is given following an application to DCC; TB advises no application has been made. The matter has been reported to the footpaths officer at County Hall and TB is waiting to hear back.

12.9 Moors Management Association – no report

12.10 Police Report TM the new liaison officer will be PC Graham Jones in place of PCSO Bev Bray who is going on maternity leave.

12.11 PCC Report – would normally be given by Cllr Howe – who is not present and has sent apologies. He had previously reported to Councillors by email advising that the main subject engaging the PCC at present is the discovery of a staircase within the walls of the church which has been boarded up for over 500 years - since the Reformation. This discovery has caught the imagination of many people both locally and within the Diocese. The challenge for the PCC is now to find sufficient funds to restore what we can to make it an important and fascinating feature of our church.

The Good Friday Walk of Witness and service on the Moor was well attended the collection of £103.05 was donated to SHELTERBOX.

13. Forthcoming Community Events

Village Open day Saturday 24th June 2017

14. Members Matters of immediate concern

Nil

15. Date & Time of next meeting:

15.1 Next meeting(s):

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|---------------------------------------|-------------------------------|
| Annual Parish Meeting | Tuesday 23 May 2017 at 7:30pm |
| Annual General Meeting of the Council | Tuesday 30 May 2017 at 7.30pm |

meeting closed at 22:00hrs

Minutes prepared by Richard Vos (Parish Clerk)

Police contact numbers:

In Emergencies call : 999

Non-Emergency call : 101

Email contact : southmolton@devonandcornwall.pnn.police.uk

DCC pothole reporting helpline :

<https://new.devon.gov.uk/roadsandtransport/report-a-problem/>