

## KNOWSTONE PARISH COUNCIL

### 30th May 2017 – Minutes of the Annual General Meeting

#### Present:

Cllr T Browse  
Cllr M Smith

Cllr R Howe  
Cllr J Stanbury

Cllr T Moore  
W Sweet (Clerk)

#### In attendance:

C/Cllr J Yabsley (for part)  
Members of the public x 6

### Annual General Meeting – Special Items

#### I Election of Chairman

The meeting was opened by Cllr Smith, the outgoing Chairman, and nominations were invited for the role of Chairman for the coming year.

Cllr Stanbury proposed that Cllr Howe be put forward for the role of Chairman which was seconded by Cllr Moore; all agreed (Cllr Howe abstaining)

#### II Election of Vice Chairman

Cllr Browse proposed that Cllr Moore be put forward for the role of Vice Chairman which was seconded by Cllr Smith; all agreed (Cllr Moore abstaining)

#### III Declaration of Acceptance of Office

Acceptances of Office were signed by Cllr Howe and Cllr Moore.

#### IV Consider Co-option of additional members

As there was a By-election pending for which nominations have to be submitted by 4.00 p.m. on 2nd June 2017 it was not possible to consider the co-option of additional members. The Chair informed the meeting that the election would cost KPC in the region of £1,000.

#### V Appointment of Members to serve on Parish Committees

PCC	Cllr R Howe	Village Hall	Cllr T Moore
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#### VI Allocation of roles amongst Members

Planning	Cllr R Howe	Moors Management	Cllr J Stanbury
Emergency Plan	Cllr T Browse	Police	Cllr T Moore
Footpaths	Cllr T Browse	Batsworthy Noise Working Group	Cllr R Howe
Snow Warden	Cllr J Stanbury	Highways	Cllr T Moore
Tree Warden	Cllr J Stanbury	Defibrillator	Cllr T Moore

It was pointed out that some of these roles may only be temporary and will be re-allocated once two new councillors had been elected to KPC.

A vote of thanks was given to Cllr Smith for everything he had done and achieved during his year in office as Chair, particularly his work on putting together audit and procedural documentation. He is happy to assist the new Chairman and Clerk as things move forward.

Before moving onto Agenda Items, the Chair set out a protocol for future meetings. If someone wants to make a point they should raise their hand to indicate that they wish to speak and should not interrupt what is being said by another person. The Chair will call them to speak when appropriate.

*Draft for approval at the next scheduled meeting*

## **Agenda Items**

### **17/01 Apologies for absence** and Declarations of Interest (re. matters appearing on this agenda)

D/Cllr Eric Ley

No declarations of interest made

### **17/02 Approve Minutes** of the last meeting

The following amendments were made to the draft minutes:

- 8.1 Business Bank Account balance should read £10,049.78
- 12.7 Superfast broadband – it was agreed that a letter of thanks be sent to the installers of the fibre optic broadband. (Cllr Browse now has details of who to write to; Clerk to liaise with Cllr Browse and send letter)

Subject to the above amendments the minutes were approved, Cllr Smith proposed; Cllr Moore seconded.

### **17/03 Matters Arising** from the minutes (not on the agenda)

- (a) Transparency code – Cllr Smith advised the meeting that KPC’s grant application, submitted by Alison Marshall, had been successful and £1,010.14 would soon be received to be used for the purchase of a laptop and other equipment to facilitate the implementation of the Transparency Code. Cllr Smith and Clerk to liaise on purchase of kit. Adhering to the Transparency Code may negate the necessity for an External Audit in the future.
- (b) Highways – at the last meeting C/Cllr Yabsley had informed the council of funds available for community projects such as drain repairs etc and Cllr Brooks was to have worked with Cllr Howe to look into this. The Chair who had been absent from the meeting will look into this.

### **17/04 Correspondence** None

### **17/05 Public Questions limited to 20 minutes**

The meeting closed for public questions at 8.01 p.m.

Matters raised by the public included:

- Ken Dykes asked if salt currently stored in an unsatisfactory manner in a bag in a field at the top of Traceys Hill could instead be put in a bin supplied by the Highways department or purchased by KPC. As Cllr Browse was going to be speaking to the Gritting Department in conjunction with matters relating to the Emergency plan he would speak to them about a bin – to be put on Highways land near layby opposite Two Moors way footpath sign.
- David Morgans raised the issue of lack of visibility when coming out of the building plot next to Enfield House. There are Health & Safety implications. As this is a planning matter the Chair will speak to Mike Kelly, Head of Planning at NDC and D/Cllr Ley

The meeting re-opened at 8.10 p.m..

### **17/06 Finance**

a) **A Finance Report** was circulated by the Clerk which showed that the balance in the Treasurers Account as at 24/04/2017 was £16,590.00. This was after the receipt of 50% of the Parish precept and grants of £2,064.77 but before cheque payments of £2,415.59 agreed at the last meeting had cleared the bank account. Expenditure to date against budget for 2017/18 was also circulated.

*Draft for approval at the next scheduled meeting*

b) **The Annual Accounts for 2016/2107** which had been circulated to councillors prior to the meeting were approved. These will now be displayed on KPC's website.

c) **Report to External Auditor – Annual governance statement 2016/17** which had been circulated to Councillors prior to the meeting was approved (proposed Cllr Smith; seconded Cllr Browse) and signed by the Chair.

d) **Report to External Auditor – Accounting statements 2016/17** which had been circulated to councillors prior to the meeting were approved (proposed Cllr Smith; seconded Cllr Moore). Report to External Auditor will be displayed on noticeboards and posted onto KPC's website.

**e) Accounts to settle:**

• Alison Marshal – Internal Audit & Transparency Code	£130.00
• AON Insurance	£449.48
• Wendy Sweet (final 50% of agreed fee)	£ 62.50
• ICO annual fee (data protection)	£ 35.00
• Outgoing Clerk's final salary payment & expenses	£180.10
• Clerk's salary & expenses	£190.28

It was proposed by Cllr Smith; seconded by Cllr Moore; all agreed to pay the above accounts totalling £1,047.36

f) **Discuss & review Internal Audit findings** The two main things needing attention were claiming back VAT that had not been claimed over a number of years and the development of Financial Controls. The Clerk submitted a claim to HMRC on 11th May for £3,043 of VAT to be repaid covering a period of the last three years, the maximum time period over which a retrospective claim can be made. No response received to date. Cllr Smith explained that the council's controls and Standing Orders were not sufficient to satisfy internal audit requirements and he will draw up a Financial Controls document in conjunction with the Clerk and consultation with Alison Marshall.

### 17/07 Planning

a) **Applications received after preparation of the agenda** An application has been submitted by Ms C Sexton of Home Farm, Cross Hill to erect an agricultural building for livestock & storage. The Chair stated that it is the council's responsibility to look at every planning application and report back so he and Cllr Browse would visit and investigate. The applicant does not live there so a request for access will have to be made.

b) It was noted that Pounceys Farm's application for an extensions had been granted.

c) To consider concerns raised by Mr D Morgans relating to possible increased traffic through Roachill as a result of a proposed new workshop at **Wedgewood Buildings**, Highfield Farm. David Morgans outlined the proposed application which is causing these concerns which the planners are aware of. The property is on the very edge of the Oakford Parish so comes under Mid Devon Council. Concern was raised that KPC had not been informed about this planning application by MDC. The Chair said he would speak to the Head of Planning at Mid Devon Council to ensure that KPC are informed about planning issues affecting the parish in future. It was agreed that the clerk would write to Mid Devon Council to express its and residents' concerns of the impact of potential increased traffic within the Parish.

### 17/08 Third Party Reports (if present):

#### Cllr J Yabsley, Devon CC

East Hill Farm update - an email received by C/Cllr Yabsley from Dan Meek, the County Land Agent, was read out which stated that the sale and negotiations relating to East Hill Farm were going well and it was hoped that exchange would take place in the next couple of weeks.

The annual meeting of Devon County Council took place last week. There had been some amalgamation of scrutiny committees. C/Cllr Yabsley will be serving on the following committees: Development Management, Farms, Health & Adult Care scrutiny, North Devon Highways & Traffic Orders and North

Devon Locality.

The North Devon Link Road public consultation will commence on 9th June. Plans for projects on the road between South Molton and Bolham will be put forward in the 2nd phase.

Ken Dykes raised the problem of inadequate signage on the dual carriageway going down towards Bolham roundabout. C/Cllr Yabsley suggested that he writes to the Chief Executive of the Council about it.

Tiff Nicholson raised the problem of DCC losing application to close the road through Knowstone for the Village Fair in June.

### **17/09 Members Reports (Cllr Moore)**

Cllr Moore explained that the following proposals were to bring KPC Standing Orders up to date with past changes that had been agreed but not amended on a master copy and re-copied and distributed to councillors and posted to KPC's website. The PDF version of the Standing Orders has now been converted to Word so that amendments can be made to the master copy and then an up-dated copy will be distributed to each councillor and the clerk as well as being posted on KPC's website.

- a) To resolve to change Standing Order section number 1x so that the minimum number required for a quorum is increased from 3 to 4.  
There was some discussion on this point with the majority of councillors feeling that 3 people was too few to make decisions and to operate the council. If there is a problem with 4 people turning up then it is an attendance problem not a quorate problem. Cllr Moore proposed; Cllr Smith seconded this resolution – 4 in favour; Cllr Stanbury abstained.
- b) To resolve to change Standing Order section number 2e so that reference to Wales is deleted.  
Reference to Wales totally superfluous. Proposed Cllr Smith; seconded Cllr Stanbury; all agreed.
- c) To resolve to change Standing Order section number 4a so that 7 clear days is reduced to 5.  
A change to ease administration. Proposed Cllr Smith; seconded Cllr Stanbury; all agreed
- d) To resolve to change Standing Order section number 5a xii from “reason” to “good reason”.  
Proposed Cllr Moore, seconded Cllr Smith, all agreed
- e) To resolve to change Standing Order section number 7b by adding “all existing councillors should be retrained after 8 years (ie after 2 terms in office)”.  
Under the Code of Conduct all councillors are required to undertake training as soon as possible after accepting office. This amendment ensures that councillors keep up to date with everything.  
Proposed Cllr Moore, seconded Cllr Smith, all agreed
- f) To resolve to change Standing Order section number 28b by adding “councillors should preface any comments with ‘I am not speaking in any official capacity’”.  
This phrase should always be used when dealing with the press and media.  
Proposed Cllr Moore, seconded Cllr Smith, all agreed
- g) To resolve to change Standing order section number 30a v by reducing £1000 to £500.
- h) To resolve to change Standing order section number 30b by reducing £1000 to £500.  
Re. changes g) and h) this is what is currently happening in practice; if spending more than £500 have to obtain several quotes or go out to tender.  
Proposed Cllr Moore, seconded Cllr Smith, all agreed
- i) To resolve to change Standing order section 32b by reducing 3 councillors to 2.

If submitting a written motion to change Standing Orders it needs to be signed by two councillors.  
Proposed Cllr Moore, seconded Cllr Stanbury, all agreed

Cllr Moore will circulate amended copy to councillors and Clerk. A sub-committee needs to be formed in order to review S/Os and propose any further amendments. The front page has also been changed giving clear date of issue.

#### **17/10 Training for Parish Clerk**

To agree one-to-one training by Alison Marshall for Parish Clerk at a cost of £80. Proposed Cllr Smith, seconded Cllr Browse, all agreed

#### **17/11 Village Hall Committee Report**

Ken Dykes was invited to give a brief update. Bookings are ticking along, some successful events have taken place, hire prices reviewed. Solar panels have been a great help. New chairs are now installed in committee room with the new tables arriving later this week. Old chairs will be taken to South Molton Recycling/ Planned building works will take place in July – replacing rotten barge boards etc. A hearing loop is to be installed in the main hall as well as Wi-Fi The July meeting will not be affected by the planned building work. Future plans include the installation of a disabled toilet for which it is hoped to get funding from the Batsworthy Community Fund. Next Hall event will be the Village Fair and Show on 24th June with various amusements and attractions hopefully including a few military vehicles. Solid doors to put on trestles are needed for the Fair.

#### **17/12 Community Defibrillator (Cllr Moore)**

Cllr Moore reported that the British Heart Foundation had re-opened its grant scheme and if KPC were successful in securing a grant it would cost £600 to have a defibrillator including a training package for CPR. A cabinet would have to be purchased at a cost of approx. £200/300 as well as pads and batteries when needed. The Community Heartbeat Trust option previously looked at would cost £1675 plus £200 per annum for maintenance. A condition of the British Heart Foundation scheme is that the defibrillator has to be available to the public, ie not locked unless in a high risk area. Proposed Cllr Moore, seconded Cllr Smith that authority is given to Cllr Moore to submit a grant application to British Heart Foundation on behalf of KPC.

#### **17/13 Sidemoor Picnic Area (Cllr Smith)**

At the recent APM there was 100% endorsement by those present that KPC should pursue the option of taking over the Sidemoor site. This needs to be looked into in more detail by a sub-committee and three parishioners at the meeting expressed an interest in being involved – T Nicholson, C Watson and C Howe. There are concerns that the area could be earmarked as a travellers' site by NDDC although Cllr Ley thought this was unlikely. Cllr Smith said KPC should take the soft step of informing Devon CC that it was interested and wanted to know more. Cllr Smith proposed that KPC writes to Devon County Council to express KPC's interest in taking over the lease for the site and to ask for more information. Seconded Cllr Browse, all agreed. Clerk/Cllr Smith to action.

**17/14 Highways** Mrs R Newton expressed concern that recently several artic lorries had tried to drive through E Knowstone and had caused problems. One lorry had been on its way to Wheddon Cross so had no reason to be going that way. She asked whether the large HGV sign at Holy Moor could be taken down. This sign had been paid for by KPC so entitled to remove. Cllr Stanbury/Cllr Moore to action.

#### **17/15 Footpaths & Beaples Stone (Cllr Browse)**

**Beaples Stones** – there is £600 in the Heritage Fund budget to cover the cost of strimming and Cllr Browse will draw this down as necessary.

**Footpaths** - the Footpath next to Enfield has been fenced off and the stile moved. Cllr Browse has spoken to DCC Footpaths Department/Planning and they are dealing with this. Paths generally are due for CC strimming but KPC has no control over when it is done. It is felt that this will be done imminently.

**17/16 Moors Management Association Report (Cllr Stanbury)** – nothing to add to report submitted for APM

**17/17 Police Report (Cllr Moore)** - nothing new since last week's meeting

**17/18 PCC Report (Chair)** The Chair gave a brief report in his capacity as Church Warden. There was slow progress regarding work on restoring the rood stairs. There are sources of financial support which the church's architect Alison Bunning was looking into. The Chair is planning to apply to the Batsworthy Fund for assistance. The Family service on 9th July will be conducted by the Archdeacon of Barnstaple – The Ven Dr Mark Butches which is a great honour for the church.

**17/19 Air Ambulance** – local and/or night time landing sites – Clerk to speak to PC at Rackenford to get information on how they dealt with this issue.

**17/20 Community Bus** – The Chair reported that at their recent AGM Catherine Omell had agreed to take on the organising role from Phil Sealy when he leaves the village. It is important that the bus is supported otherwise the service will be lost. A notice advertising a trip on 21st June had been removed from the E Knowstone noticeboard. It was pointed out that it is a criminal offence to tamper with noticeboards owned by KPC. There are 6 seats still available on the trip.

#### **17/21 Diary/Forthcoming Community Events**

The main upcoming event is the Village Fair and Show on 24th June.

#### **17/22 Members - Matters of Immediate Concern**

- a) The Chair asked to Clerk to put together a hardcopy contact list of Parish Councillors
- b) The Clerk was asked to write a letter of thanks to Richard Vos on behalf of KPC
- c) For inclusion at next meeting – schedule of meetings
- d) It was pointed out that the December meeting date clashes with Christmas Bingo

**17/23 Date & Time of next meeting:** Tuesday 18 July 2017 at 7.30 p.m.

Meeting closed at 10.05 p.m.

**Minutes prepared by Wendy Sweet (Parish Clerk)**

#### **Police contact numbers :**

In Emergencies call: 999

Non-Emergency call: 101

Email contact: [southmolton@dc.police.uk](mailto:southmolton@dc.police.uk)

DCC pothole reporting helpline:

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