

## KNOWSTONE PARISH COUNCIL

Minutes of the Knowstone Parish Council AGM held in the Parish Hall Knowstone ~~27~~  
May 2014 at 7.30pm. 27 MAY

### Present:

Cllr John Smith	(CHAIR)	Cllr David Morgans,	(DBM)
Cllr Robert Barfoot,	(RJB)	Cllr Reg Howe,	(RGH)
Cllr Suzanne Howe	(SMH)	Cllr John Stanbury	(JRS)
Richard Vos	(Clerk)		

Also in attendance: Members of the Public x9.

@ 7.30pm Meeting opened the Clerk in the chair

I. Nominations for the position of Chair were called for.

Proposed: "To elect John Devlin Smith as Chairman for the next 12 months"

Outcome: PASSED UNANIMOUSLY (Prop SMH, sec RGH)

Acceptance of office form was signed and CVllr John Smith took over conduct of the meeting.

II. Nominations for the position of Vice-Chair were called for.

Proposed: "To elect John R. Stanbury as Vice- Chairman for the next 12 months"

Outcome: PASSED UNANIMOUSLY (Prop CHAIR, sec SMH)

III. Acceptance of office forms were signed

IV. The following nominations were made and approved:

Parochial Parish Council -	RGH (prop DBM sec RJB - passed)
Village Hall Committee	JDS (prop RJB sec SMH - passed)
Moors Management Association	DBM (prop SMH sec RJB - passed)
Planning sub committee -	it was agreed that this committee need not be formed at the present time

V. Further the following were appointed:

Snow Warden	Cllr Anthony Vigus
Highways	SMH
Footpaths	JDS
Tree Warden	JRS
Emergency Planning Co-ordinator	SMH

**1. Apologies:**

1.1 Cllr Anthony Vigus, Dist Councillor Eric Ley

**2. Minutes:**

2.1 The minutes of the last meeting of KPC having been circulated in advance of the meeting:

Proposed: "To Approve the draft minutes as presented"

Outcome: PASSED (Prop: RJB Sec: SMH)

**3. Declarations of interest:**

3.1 None

**4. Matters arising from the minutes (not on the agenda).**

Proposed: "To ratify the approval of the March minutes and to ratify the payments authorised in April at 8.2 and 8.3"

Outcome: PASSED (Prop: RJB sec: SMH)

7.1 CHAIR felt it was not necessary to add a report from the Village Hall committee to the standing agenda because due to infrequency of Village Hall meetings more often than not there would be nothing to report. After discussion

Proposed: "That a report from the KPC representative on the Village Hall committee be added to the standing agenda"

Outcome: PASSED (Prop: RJB sec: DBM)

8.2 CHAIR reported that an email had been received from Richard Sables at DCC highways pointing out the cost to the parish of re doing the signs for the HGV route. CHAIR was asked to try to establish whether DCC is happy for the signs at Hollymoor X to be removed by KPC or whether it must be done by DCC Highways staff.

**5. Police Report:**

No report

Police contact numbers:

In Emergencies call : 999

Non-Emergency call : 101

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

**6. Correspondence:**

X3 items of correspondence have been received and filed in the correspondence file which was circulated at the meeting

6.1 DCC Highways

30 April 2014

Draft for approval

*Admitted  
24/6/14*

6.2 South West Internal Audit 21 May 2014  
6.3 North Devon Planning 16 May 2014

## **7. Public Questions (limited to 20 minutes)**

Meeting closed for public questions

Qu: if signs are removed from Hollymoor X can they be kept by the Parish or must they be returned to DCC?

Ans; it was thought that they could be stored by KPC for future use.

Qu: Road salt needs to be replenished at the top of Tracey's Hill ahead of the winter. Can KPC look into obtaining a ~~salt~~ bin to store it? *SALT BIN*

Ans: Snow warden will be asked to find out about getting a salt store at the top of Tracey's Hill

Qu; what is the position regarding the re-siting of the sign at Hittisford Lane warning that road is unsuitable for motors?

Ans: Richard Sables DCC Highways has emailed CHAIR to say inter alia that the signage is in the correct position.

A discussion followed; the general feeling was that the sign would be of more use if moved closer to the top of the lane.

Public questions closed the meeting was reopened.

## **8. Finance:**

8.1 The Internal audit report and review of the internal KPC audit from South West Internal Audit 21 May 2014 (see correspondence) were discussed.

- 8.1.a.1 CHAIR to look into getting interest paid Gross
- 8.1.a.2 Competitive quotes should be obtained ahead of the next insurance renewal
- 8.1.a.3 KPC should have a risk assessment in place to cover its activities.  
CHAIR will prepare a risk assessment template

Proposed: "To approve the internal audit & authorise the annual return to be signed"  
Outcome: PASSED (Prop: RJB sec: DBM)

8.1. b Finance Report: Report was presented by CHAIR

Proposed : "To accept the financial report as accurate"  
Outcome: PASSED (Prop: SMH sec: RJB)

Donation of £25 to South Molton Community News Letter has been omitted in error but will be included in next month's statement

- 8.2 .a Proposed: "To approve for payment invoices
- i. South Molton Community News £25
  - ii. South west Internal Audit £90"

*Handwritten signature and date:*  
24/6/14

Outcome: PASSED (Prop: RJB, sec: SMH)

8.3. Proposed: To approve for payment Clerks salary £104.55 (incl copying expenses etc.)

Outcome: PASSED (Prop: JRS Sec: SMH)

### **9. Planning:**

9.1 57362 Discharge of Condition 12 re substation building details  
After discussion agreed no comment is necessary

9.2 57300 - 2 Traceys Cottages

The application was explained by Mr J Westacott

Proposed: "To write to NDC to support the application"

Outcome: PASSED (prp RGH, sec RJB)

### **10. Report from District Councillor:**

10.1 Cllr Eric Ley sent his apologies. CHAIR reported on behalf of Cllr Ley that there was a meeting scheduled for 19 June 2014 between 12 noon and 2pm to discuss Devon Plus. The meeting will take place at Amory House South Molton.

### **11. Report from County Councillor:**

11.1 No report

### **12 North Devon Plan 2014**

No action required

### **13. Highways and Footpaths.**

#### **13.1 Members report (Highways)**

A361 has been closed for x1 night for resurfacing; further work is scheduled details appear on the parish notice boards.

Potholes require attention at Rockhill and need to be reported.

CHAIR reminded the meeting that the DCC website has recently been improved to make it easier for individuals to report potholes as and when they notice them by completing in an online fault reporting form: <http://www.devon.gov.uk/pothole>

Highways to be asked to supply a salt bin for the top of Tracey's Hill.

CHAIR to confirm with highways whether the HGV signs at Hollymoor X can be taken down by KPC or whether the work need to be done by Highways staff.

DCC Highways to be asked to review siting of "Unsuitable for Motors" sign at Hittisford lane; it was felt to be too far from the top of the lane.

Draft for approval

### 13.2 Members Report (footpaths)

CHAIR has a footpath survey to complete on the condition of the footpaths and the gates and stiles etc.

Grass around "The Knowstone Marker" at Beaples Hill needs to be cut and the access for visitors re-established.

### 14. Moors Management Report:

14.1 DBM the situation surrounding the proposed changes for TB testing of cattle remains very confused and worrying. The extra costs of TB testing is likely to make grazing cattle on the Moor unattractive to graziers. This may have an impact on the KPC income from Natural England which assumes the Moor is grazed as part of the management agreement.

Discussions with the veterinary agency and with the Moor Management association are continuing. No further action required of KPC for the time being.

### 15. PCC report.

15.1 RGH reported that following the approval of the Annual Parish meeting the PCC has agreed to increase the level of insurance cover in place for the Church.

### 16. Annual Parish Meeting

The Annual parish meeting took place on 19 May and was well attended. The meeting had approved by show of hands the increase of insurance cover on the church buildings (see 15 above).

Additionally the Annual Parish Meeting had resolved: "The Meeting authorises the Knowstone Parish Council to enter into negotiations with Devon County Council to buy land as a community asset".

### 17. Purchase of Land – consideration of options

17.1 CHAIR led the ongoing discussion regarding the possible investment of KPC funds for the purchase of amenity ground from DCC Farm Estates for the use of the parish.

CHAIR looking into possibility of registering East Hill Farm as a Community Asset with NDC; the suggestion being that the farmhouse might be used for a community centre/ community shop/ crafts centre and the like.

Agreed that the main focus was on securing the small triangular part at the bottom of Tracey's Hill which has been promised to the Parish as part of any agreement for development. In addition KPC is going to look into the possibility of buying the approx. 5.4 acres of land abutting and running parallel with Tracey's Hill.

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24/6/14

Thereafter – and subject to affordability - KPC may have an interest in acquiring some or all of the buildings at East Hill

Agreed to try to arrange a site visit within the next two weeks to look at the ground and to consider access. The site visit to be arranged through Cllr Yabsley. Thereafter and subject to any matters arising a valuation of whichever parcel(s) of ground the council have an interest in purchasing will be obtained as a preliminary to submitting an offer in respect of one or more parcels of land to DCC Farm Estates. The aim to submit any bid sometime around middle of June 2014

**18. Members reports:**

Nothing to raise

**19. Date & Time of next meeting:**

19.1 Date and time of next meeting: Tuesday 24<sup>th</sup> June 2014 at 7.30pm

Meeting closed at 9.15pm

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Minutes prepared by Richard Vos (Parish Clerk)

*Post Script to Minutes*

*Immediately following the closure of the meeting Cllr Yabsley arrived and offered his apologies for being late having been delayed at an earlier meeting. A meeting was agreed for the council and members of the public to visit East Hill on Friday 6<sup>th</sup> June at 18.30hrs for the purpose of inspecting the ground it is hoped KPC will be able to purchase.*

*Richard Vos  
24/6/13*