

## **KNOWSTONE PARISH COUNCIL**

Minutes of a regular meeting; 7<sup>th</sup> March 2017

The meeting opened at 7.30pm

### **Present:**

Cllr Mike P Smith	(CHAIR)	Cllr Reg G Howe	(RGH)
Cllr Ian Brooks	(IB)	Cllr Tim Browse	(TB)
Cllr Tony Moore	(TM)	Cllr Rachel Hayes	(RHH)
Mrs W Vigus	(Acting Clerk)		
Cllr Jeremy Yabsley		Cllr Eric Ley	

### **Also in attendance:**

Members of the public x3

No declarations of interest were made.

### **1. Apologies**

Mr R Vos (Clerk), Cllr John R Stanbury (JRS)

### **2. Approve minutes of last meeting**

Pt 7 TB requested that 'TB asked for the snow warden role to be raised at this point' be removed from section relating to the snow warden.

Pt 8.1. TM changed to TB in reference to £30 donation.

Pt 13. 'Dairy' changed to 'diary'.

Prop : KPC to adopt the minutes as presented as an accurate account of the last meeting Proposed RGH, seconded TM. All in favour: PASSED

### **3. Matters arising not on the agenda**

MPS confirmed that three letters have been drafted following the last meeting (07.03.17) but have yet to be sent 1) Richard Sables re. stone depot 2) DCC re. traveller sites 3) Foul water drainage at East Hill. The Clerk has been asked to issue these letters as soon as possible.

### **4. Correspondence**

None

Cllr Eric Ley arrived at 7.35pm

### **5. Public questions limited to 20 Minutes**

The meeting closed for public questions at 7.35pm

Parishioner Ken Dykes asked if DCC Highways had been notified of the blocked / broken gully and flooding between Rock Cottage and Knowstone. All agreed that RGH would write to Highways to alert them of the matter.

Parishioner Ken Dykes noted that engineers were working currently in the parish to update the broadband network.

The meeting re-opened at 7.40pm

## **6. Review recruitment of new Parish Clerk**

6.1. MPS confirmed that the vacancy was posted to the website and on noticeboards on 24<sup>th</sup> February with 17<sup>th</sup> March 2017 as deadline. There have been two applicants to date. RGH stated that he has acquired DALC payscales for guidance on hourly rate. MPS advised that the Clerk's pay is beneath the level which requires a pension to be paid. MPS noted that a pension will have to be offered to the new Clerk. MPS has located job description and contract for reference.

6.2. Prop: To offer the chosen applicant £10.10 per hour in line with the DALC payscale with the caveat that it will be discussed again if the applicant wishes to negotiate offer. Proposed IB, seconded TM. All in favour: PASSED

## **7. Finance**

7.1. MPS presented the Finance Report. MPS noted that the money from the Moors Management Association is not shown nor the donation to KPH. MPS and Parish Clerk are to check and update all at next meeting. MPS noted that a receipt docket should be included with the cheque to the KPH committee that they then need to sign and return to confirm they have received donation. Parish Clerk is to action.

7.2. TB noted that bank statements were still being delivered to Anstice Cottage. MPS stated that the banking arrangements update on changes is in progress. JRS signature is outstanding and once obtained RGH will take forms to the bank.

7.3. Two accounts to settle: Website Development and Wendy Sweet

7.3.1. Prop: To pay £222 to Website Development Ltd for inv. 3834 (hosting services for April 2017 – March 2018)  
Proposed IB, seconded TM. All in favour: PASSED

7.3.2. Prop: To pay Wendy Sweet 50% of agreed annual fee for bookkeeping services  
Proposed IB, seconded TM. All in favour: PASSED

7.3.3. IB reminded the committee that he has yet to be paid £30 for Mr and Mrs Smith's leaving cake as agreed at 07.02.17 meeting. All agreed that cheque must be raised asap.

7.4. Budget Proposal / Approval (+Precept awarded)

MPS noted that the budget for the Clerk's salary has been increased from £1000 to £1500 as agreed at the previous meeting. TB asked for clarification on Clerk's expenses which MPS stated has covered stationery and mileage.

Prop: To approve budget Proposed IB, seconded RGH. All in favour: PASSED

MPS reminded all that as part of the financial control process the agenda item and payee's initials need to be included on each cheque stub. IB suggested that the Parish Clerk hand the chequebook to Wendy Sweet and this was agreed by all.

7.5. Arrangements for future internal audits

7.5.1. Preparation for Annual Audit was discussed.

MPS stated that an external audit is not now believed to be necessary as the KPC funds are under the £25k threshold but that the recently introduced Transparency Code does need to be followed and as part of this an internal audit conducted. MPS is to confirm what needs to be posted on the website to satisfy the Transparency Code. MPS provided details of Alison Marshall who conducts internal audits for Morebath and Rackenford Parish Councils.

Prop: To contract Alison Marshall to conduct the internal audit for KPC subject to costs being within the budget amount of £100.00. Proposed MPS, seconded RGH. All in favour: PASSED

7.5.2. MPS presented a newly developed 'KPC Annual Financial Action Register' 2016/2017 and Financial Controls documents.

MPS noted that the Parish Chairman file will be collated in future to mirror the order of these documents.

Cllr Jeremy Yabsley arrived at 8.05pm.

MPS asked for feedback on the Investment Strategy document previously circulated. RHH felt it needed to encourage parishioners to provide ideas on how to spend the money and not to suggest that an inordinate amount of time will be taken to spend it. MPS is to add wording accordingly.

Prop: To accept the Investment Strategy document subject to the addition of the wording noted above Proposed RGH, seconded RHH. All in favour: PASSED

7.5.3. MPS outlined the Fixed Assets Register.

Clarification to be sought from the Moors Management Association on the value of the moorland owned by the KPC. WV is to action as Secretary of the Association.

MPS and the Parish Clerk are to check out the insurance cover to ascertain what it encompasses and that a Fidelity Guarantee is included.

TB is to dispose of the strimmer, which is in poor condition, so it can be removed from the register. There is a KPC concern that HSE requirements are increasingly stringent and the KPC should not own and/or operate equipment of this nature but utilise appropriately registered and certified contractors.

RGH noted that noticeboards are in the asset register. Parish Clerk is to write to parishioner David Morgans regarding the repairs needed to the noticeboard in Roachill.

7.5.4. MPS has circulated KPC Risk Assessment

MPS and TM are to collaborate and present an updated version at the next meeting.

7.5.5. MPS gave an update on Standing Orders Review

MPS is, with TM, to continue searching for a current KPC version of the Standing Orders but in the absence of any being found, the standard version provided by DALC will be used. MPS and TM are to review and present at the next meeting.

7.6. MPS is to circulate details of NDC training to be held on 20<sup>th</sup> March 7-9pm which covers the Transparency Code. MPS confirmed that Rackenford PC is willing to be involved in any councillor training. Next steps to be actioned by Parish Clerk.

Item 10 on the agenda was moved prior to items 8 and 9 at this point to allow the District and County Councillors to speak.

## **10. Third party reports**

10.1 Cllr Ley asked for an update on the Batsworthy Wind Turbine Noise monitoring process as 7<sup>th</sup> March was due to be the last day of official monitoring. Cllr Yabsley noted that he has contacted NDC for an update. It was suggested that the Parish Clerk should write to Claire Holm and Des Brailey of NDC to ask for an update and a community meeting to be scheduled. RHH asked if the correspondence should also be directed to the energy company. RHH asked that her name be omitted from the correspondence to NDH or the energy company regarding complaint of this issue. *NB: This issue was discussed again after the conclusion of the District and County councillor reports.*

Cllr Ley also noted that:

- A copy of KPC specific standing orders are in existence
- No planning issues needed discussion
- Number of parishes a Parish Clerk covers should be considered in the recruitment process.

10.2. Cllr Yabsley had nothing new to discuss on the East Hill planning application. He asked for any pressing Highways issues to be highlighted as he would be out with the Highways Division on Friday 10<sup>th</sup> March.

RHH asked if DCC are considering helping people who will not be connected to fibre broadband after the upgrades. Cllr Yabsley confirmed that this was being considered.

TM asked for clarification on whether KPC correspondence needs to show all the names of councillors. Cllrs Yabsley and Ley did not feel this was necessary or is the practice of other parish councils. It was felt that KPC correspondence should be sent from the Parish Council Clerk with no names included other than the letter sender. Minutes will record who voted for / against or abstained from any votes on proposals and who was present at the meeting to vote. Consequently, the committee revisited the issue of writing to NDC about the Batsworthy noise monitoring.

Prop: Parish Clerk to write to NDC and the energy company to ask if the necessary data has been obtained and to stress that a community meeting is needed

Proposed IB, RGH seconded. Five councillors in favour with RHH abstaining:  
PASSED

10.3. RHH confirmed that there would be a Batsworthy Cross Community Fund meeting on Friday 10<sup>th</sup> March. This would not be open to the general public.

10.4. Nothing to report from police.

At this stage discussions moved back to agenda item 8.

## **8. Planning**

8.1. None

8.2. None

8.3. TM and TB confirmed a site visit was made to Luckett Wood and that they could see no objections to the applications.

Prop: To make no comment on the planning application for Luckett Wood

Proposed IB, seconded TM. All in favour: PASSED

## **9. Air Ambulance landing sites**

Parish Clerk to write to Devon Air Ambulance to ascertain the criteria needed for a landing site.

## **11. Members Reports**

Pt 11.4 was moved up agenda for discussion.

11.4. MPS stated that he has visited Maureen Jenkins who confirmed she is relinquishing the lease. MPS has also tried to contact John Penaligon (NPS) to discuss lease. RHH emphasised again that a community right to purchase should be considered. MPS is to ask Cllr Yabsley for advice on the option of a community right to buy and is to continue chasing John Penaligon.

11.1 RGH outlined upcoming Parish Hall events including local parishioner Bill Norman's 90<sup>th</sup> birthday celebration and passed a letter from Tiverton Museum to parishioner Ken Dykes regarding items on loan.

11.2. Community bus – nothing to report so was not discussed.

11.3. IB confirmed that he is placing the order for the defibrillator and asked for clarification on insurance cover. MPS/Parish Clerk to advise as part of the insurance policy review.

11.5. RGH noted that he has asked Cllr Yabsley to look into the state of Harpson Lane following a parishioner raising the issue.

11.6. Nothing more to add on high speed broadband.

11.7. Nothing to discuss on parish / neighbourhood plan.

11.8. IB confirmed that the Beaples Stone area has been improved and that photos will be provided for the website.

11.9. No Moors Management Association report in the absence of JRS.

11.10. No police report

11.11. RGH detailed that a medieval staircase has been discovered in the church during renovations.

11.12. No discussion of snow warden required.

## **12. Diary / Forthcoming Community Events**

Annual Parish meeting was discussed and will be added to the next agenda. RGH confirmed that he has contacted Lucy Barrows from Highways to ask if she could speak and is waiting for confirmation as it is out of hours. RHH asked for refreshments to be served at the meeting - it was confirmed they would be. All agreed that the members' reports should be supplied in a booklet as before.

## **14. Members Matters of immediate concern**

RHH asked that the agenda is revised prior to the next meeting to try to limit the length of the meeting. Agreed that the Parish Clerk is to ask for key agenda items two weeks prior to the next meeting and the order is to be finalised with MPS to ensure key issues can be given adequate time to discuss and if needed vote on. TM is to check the standing orders to ascertain what is mandated to include on the agenda.

WV asked Councillors Brooks, Howe and Hayes to email their bios for the website.

## **15. Date & Time of next meeting:**

Next meeting Tuesday 25<sup>th</sup> April, 7:30pm  
Meeting closed at 21.50hrs

Minutes prepared by Wendy Vigus (Acting Parish Clerk)

### Police contact numbers:

In Emergencies call : 999

Non-Emergency call : 101

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

### DCC pothole reporting helpline :

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