

KNOWSTONE PARISH COUNCIL

Minutes of a regular meeting held on Tuesday 18th July 2017

The meeting opened at 7.30 p.m.

Present:

Cllr T Browse, Cllr E Costerton, Cllr J Filmer-Bennett, Cllr R Howe (Chairman), Cllr T Moore (Vice Chairman), Cllr J Stanbury, W Sweet (Clerk)

In attendance:

D/Cllr E Ley

Members of the public x 6

17/24 Welcome new Councillors The Chairman welcomed newly elected councillors Ed Costerton and Jeremy Filmer-Bennett to the council.

17/25 Apologies for absence and Declarations of Interest (re. matters appearing on this agenda)
Cllr M Smith
C/Cllr J Yabsley

17/26 Approve Minutes The minutes of the meeting on 30th May 2017 were approved as an accurate account; Cllr Browse proposed, Cllr Stanbury seconded.

17/27 Matters Arising from the minutes (not on the agenda)

The issue of a night landing site for the Devon Air Ambulance had been raised at the last meeting and the Chairman reported that KPC can speak to DAAT, who are currently looking at over 100 potential sites, for guidance in the future.

17/28 Correspondence

- a) To note – letter dated 19th June 2017 received from Peter Heaton-Jones MP which included details of his surgery dates to go on noticeboard and an offer to attend a Parish Council meeting when appropriate
- b) To note – email dated 4th July 2017 received from Grant Thornton, External Auditors with query relating to decrease in value of Asset Register – clerk has responded. The decrease had been due to the disposal of the council's strimmer.
- c) To note - remittance advice from HMRC for VAT repayment of £3043.25.
- d) To note – letter of thanks has been sent to KN Group, installers of the fibre optic broadband (17/02)
- e) To note – letter of thanks has been sent to outgoing Parish Clerk (17/22b)
- f) To note – Letter sent to Mid Devon Council re. Wedgewood Buildings (17/07c)

17/29 Public Questions (*limited to 20 minutes*) *Standing orders suspended for the duration of public questions & automatically reinstated at the end of public questions when council meeting resumes*

- a) Mrs R Newton said that new white lines had been painted at the top of Holy Moor Hill and asked whether they could be also painted at the bottom of the hill.
- b) Mrs Newton asked about the time period the VAT claim covered – the Chairman responded that it covered the last 3 years.
- c) Mrs Newton pointed out that former Parish Councillor Rachel Hayes had recently been awarded a British Empire Medal (BEM) in the Queen's Birthday Honours list and suggested that KPC wrote to her. The Chairman responded by saying that it had been reported on the council's website and mentioned in 'In Touch'.
- d) Mr K Dykes informed the council that his neighbours who have just moved had given him a plaque from their garden which commemorated a WWII pilot which had been next to a tree which had been replanted on Knowstone Council land and he wondered what he should do

with it. The Chairman responded by saying that an appropriate place in the grounds of the church would be found for it.

- e) Mr Dykes reported that the phone box which has a sign on it saying that it is to be removed in 2016 is still there and looking tatty. The Chairman said that KPC would chase this up.
- f) Mr Dykes outlined the Parish Hall's plans to apply for funding from DCF Batsworthy totalling £17,161. Included on the list are the installation of a disabled toilet facility, curtains, gazebos for the Village Fair and speakers. He asked whether KPC could make a contribution towards the costs. As this was not on the agenda KPC could not formally discuss or approve this; however a general in principle discussion was favourable and match funding will be considered at a future meeting of KPC. As a Trustee of the Parish Hall Cllr Filmer-Bennett declared an interest and did not participate in the discussion.
- g) Mrs T Wilmetts reported that The Pound, which is adjacent to East Hill Farm entrance, is getting in a very untidy state. The area was originally planted by the Garden Club some time ago but it was not to be maintained by them. It was understood that it was the responsibility of the owner of Rosemary Cottage to maintain this area but it was unclear whether this was a legal obligation. The Chairman said this would be investigated and a response given at the next council meeting.
- h) Mr D Morgans asked that if a retrospective planning application was submitted re. plot adjacent to Enfield House that interested parties be notified. Cllr Browse said that the land owner had until 4th August to apply and that there was now a line of scaffold poles on the path.

Cllr Moore pointed out that under Standing Orders members of the public were only allowed to ask questions/speak on items on the agenda and also to only speak once.

17/30 Finance

- a) Finance Report – 3 documents had been circulated to councillors prior to the meeting – showing current position, detailed report of payments from the Treasurers Account and Expenditure against Budget to date. It was pointed out that the transparency grant of £1,131.60 had been received but the laptop, printer, scanner etc have not yet been purchased. This would enable the clerk to keep everything to do with KPC on a separate system.

- b) Accounts to settle:

• Alison Marshal – New Clerk Training	£80.00	
• Clerk's salary & expenses	£211.76	
• DALC renewal	£48.01	VAT £7.26
• FirstAid4Less (wall cabinet for defibrillator)	£287.50	VAT £57.50

It was agreed to pay all the above; Cllr Browse proposed, Cllr Moore seconded.

- c) Quarterly review of budget – all on track.
- d) To consider purchase of a fire proof filing cabinet for Clerk – three quotes obtained:
 - Phoenix 2242 90 minute fire proof, Used (ebay) £432.00
 - Sentry 1 hour fire resistant, New (ebay) £600.00
 - Phoenix FS2252k 90 minute fire resistant, New (safe.co.uk) £804.00All prices include VAT & delivery

It was agreed that the Clerk should purchase the second hand Phoenix filing cabinet which will be used to store KPC documents at the Clerk's home.

- e) To consider paying for Clerk's membership of Society of Local Council Clerks at a cost of £60.00 – all agreed.
- f) To consider cost and payment of setting up KPC email addresses for councillors – Cllr Moore explained that if councillors wished to have a fully functioning Knowstone.org email address,

i.e. to be able to send and receive emails using their KPC email address they could take their laptop to Peter Shaw at Website Development in Tiverton who would set it up for them. The cost would be charged at their hourly rate of £46 + VAT. It was agreed that this would be paid for by Knowstone Parish Council.

17/31 Training for Councillors – The Chairman outlined the importance for all councillors to have training especially as there has been a lot of changes recently to local government law that councillors need to be aware of. It was agreed that Alison Marshall should provide a two hour training session for all councillors in the evening of Thursday 7th September. The cost will be £160.00.

17/32 Planning

- a) Applications received after preparation of the agenda - none
- b) Applications notified since last meeting
 - Lockett Mill – Erection of Stable Block – a No Comment response was submitted
 - Higher Shapcott – Replacement of Agricultural Building – the Chairman and Cllr Browse had made a site visit and although KPC could not submit an official response as it had not been discussed at a council meeting a letter unofficially expressing support had been sent by the Clerk.
- c) Update re. plot adjacent to Enfield House. Cllr Ley said that there was little that could be done although he was in contact with the architect in the hope of bringing some influence to bear. He pointed out that the local plan was imminent which would give the Parish Council the power of veto regarding any planning applications in the future. Cllr Browse had spoken to Mr Wickham, Enforcement Officer, who assured him that everyone who had complained about the blocking of the footpath would be kept informed of progress.

17/33 Third Party Reports

- a) **District Cllr Ley** talked about the problem in relation to the plot adjacent to Enfield House whereby 5 pipes had been put through the fence to discharge water onto the field below. Building Control is not concerned about this but the owner of the field is not happy about it. It was agreed that KPC would write to R. Nott, Head of Building Control at NDC, to express its concern over this problem.

D/Cllr Ley reminded the meeting that the TAP fund has money available for grants.

Housing at Blackerton – nine are available for local people and if the council is aware of anyone in the Parish that is in need of housing they should point them in the direction of English Rural Housing.

East Hill Farm – D/Cllr Ley has been informed that things were moving towards a satisfactory solution.

- b) **Police** – Cllr Moore had met with the new Community Officer – Warrick Lansdell. He has 27 parishes to look after and KPC will not be getting a Parish specific report in future. Instead a monthly newsletter that covers all parishes will be sent out. Anything specific to Knowstone or urgent will be communicated to Cllr Moore. As he is new in post PC Lansdell was unable to give any information about the two recent accidents on the A361.

17/34 Members Reports

- a) **Parish Hall Committee Report** – Cllr Moore gave a brief report of the last meeting where there had been a good deal of analysis of the Village Fair. In summary it had been a successful event which raised in the region of £890. More people are needed to help at next year's fair which will take place on Saturday 16th June 2018.
- b) **Community Defibrillator & CPR training** – Cllr Moore reported the good news that it was now installed on the wall outside the entrance to the Parish Hall in a cabinet that is not locked

but is alarmed. South West Ambulance Service is coming tomorrow to look at it and take numbers so it can go onto their computer system. A sign indicating its position may be needed. CPR training now needs to be organised and Cllr Moore would be asking for Tiffany Nicholson's assistance with this. Informal training can take place in various locations around the Parish. British Heart Foundation will supply certificates and other aids. A circular about CPR training will be distributed to everyone in the Parish.

- c) **Highways** - Nothing to report. Cllr Filmer-Bennett queried the unofficial 'No Artics' sign which had appeared on the signpost at the top of Holy Moor. It is not known who had put it there. The large HGV alternative route sign had been taken down by Cllr Stanbury as per agreement at the meeting on 30th May.
- d) **Footpaths & Beaples Stone** - Cllr Browse reported that the Footpaths Department has run out of budget and will not be replacing rotten footpath signs on the Two Moors Way on land owned by Mr & Mrs K Dykes. Beaples Stone area will need strimming again soon. KPC has not been invoiced yet for the first lot of strimming.
- e) **Moors Management Association Report** - Cllr Stanbury – nothing to report, next meeting will take place on 29th August.
- f) **PCC Report** - Cllr Howe reported that the Archdeacon of Barnstaple had conducted the recent family service. Reports and estimates are in process of being put together regarding the restoration of the rood staircase. It will be a long time before anything happens.
- g) **Emergency Plan**
 - (i) Snow – Cllr Browse reported that KPC would not be getting any more gritting bins but the ones at Wadham Cross and Traceys Hill would be replaced. A pallet of bagged salt has been requested and will be stored on Anthony Vigus' farm. It was suggested that some of the salt could be placed outside the Parish Hall and Cllr Filmer-Bennett will investigate a potential site in Roachill for salt storage.
 - (ii) Emergency Plan – Cllr Browse circulated Knowstone Major Emergency Plan Upgrade 2017, a proposed letter to Parishioners and questionnaire and asked that any comments from councillors be emailed to him as soon as possible. It is hoped to send out this information along with the CPR training leaflet by mid-August. Cllr Browse was thanked for all his work on this.
- h) **Batsworthy Noise Working Group** The Chairman reported that the group was awaiting North Devon Council's response to findings that cast doubt on the noise levels registered by their consultant.

17/35 Re-allocation of councillors' roles

Councillors' roles were allocated as follows:

Cllr T Browse	Emergency Plan, Footpaths & Beaples Stone
Cllr E Costerton	KPC's representative on Moors Management Association
Cllr J Filmer-Bennett	KPC's representative on Parish Hall Committee, Highways
Cllr R Howe	Batsworthy Noise Working Group
Cllr T Moore	Police, Defibrillator
Cllr M Smith	Planning, assist with finance/audit requirements
Cllr J Stanbury	Snow Warden, Tree Warden

17/36 To consider the formation of a Standing Orders Review Sub-committee

It was agreed that a sub-committee to review the council's Standing Orders be formed chaired by Cllr Moore. The Chairman and Cllr Filmer-Bennett will also serve on the committee. It is likely to be a 12 month project.

17/37 To consider schedule of future meeting dates

The Chairman proposed that future meetings of the Council revert to being held on the 4th Tuesday every month for ease and regularity. It was also felt that the re-scheduling would avoid the council missing out on responding to planning situations due to the gap between meetings. Cllr Filmer-Bennett seconded the proposal; all agreed. Future meeting dates will be as follows:

22nd August 2017
26th September 2017
24th October 2017
28th November 2017
December – no meeting
23rd January 2018
27th February 2018
27th March 2018
24th April 2018
22nd May – APM
29th May – KPC AGM

17/38 Diary/Forthcoming Community Events:

4th August	Art classes resume in Parish Hall
16th August	Coffee morning – 11.00 a.m. – 12.30 p.m.
16th September	Harvest Festival
11th October	Dance Club – all welcome
21st October	Race Night
28th October	Bric-A-Brac/Craft Sale (provisional booking)

17/39 Members - Matters of Immediate Concern for inclusion at the next meeting

Sidemoor Picnic Area – The Chairman reported that the person interested in having the lease of the Sidemoor Picnic area assigned to him has pulled out. The Chairman has spoken to John Penaligon at NPS and KPC has first refusal on the lease. It has been suggested that members of the council meet with Maureen Jenkins and John Penaligon. It was felt that the Council should proceed with caution and information was needed regarding the accounts of the business, the lease and who actually owns the land. The Chairman plans to speak to John Penaligon again to obtain more information and that there should be a meeting of the council to discuss further.

17/40 Date & Time of next meeting: 22nd August 2017 at 7.30 p.m.

Meeting closed at 9.25 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

DCC pothole reporting helpline:

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