

# KNOWSONE PARISH COUNCIL

## Minutes of regular meeting held on Tuesday 22nd August 2017

The meeting opened at 7.30 p.m.

### Present:

Cllr R Howe (Chairman), Cllr T Moore (Vice Chairman), Cllr T Browse, Cllr J Filmer-Bennett, Cllr E Costerton, Wendy Vigus (stand-in Clerk)

### In attendance:

D/Cllr E Ley

Members of the public x 5

### 17/41 Apologies for absence

Cllr J Stanbury

Cllr M Smith

C/Cllr J Yabsley

### 17/42 Declarations of Interest (re. matters appearing on this agenda)

Cllr Filmer-Bennett declared an interest in the KPH's request for matched funding (agenda item 7d) due to being on the Parish Hall committee (and KPC representative thereof)

### 17/43 Approve Minutes of the last meeting

Cllr Moore stated that the reference to Cllr M Smith and C/Cllr J Yabsley at item 17/25 was only in relation to 'apologies for absence' and not 'declarations of interest' and that the two items should appear separately on the minutes.

Cllr Moore requested that 'standing orders' be added to his list of roles at item 17/35.

Following these amends the minutes were approved as an accurate account; Cllr Browse proposed, Cllr Moore seconded.

### 17/44 Matters arising from the minutes (not on the agenda)

None

### 17/45 Correspondence

Cllr Filmer-Bennett asked if the email from Mrs Susan Brooks would be discussed. Cllr Howe confirmed that it would be covered under item 12.

### 17/46 Public Questions (limited to 20 minutes) Standing orders to be suspended for the duration of the public questions and automatically reinstated at the end of the public questions when council meeting resumes)

Cllr Moore outlined format of Public Questions from the perspective of standing orders i.e. ask questions on agenda items only in order that (a) Cllrs can give considered responses (b) interested parties can be present (c) conflict of interests will have been declared (d) vote can be taken (e) Clerk can decide if it can be discussed later in agenda.

- a) Mrs R Newton queried the application of standing orders to Public Questions as the agenda states that the standing orders are suspended.
- b) Mrs R Newton asked for an update on the painting of lines at the bottom of Holy Moor Hill.
- c) Mr D Morgans stated that he is attending a planning meeting on 6<sup>th</sup> September where the travellers' site at Stubnail Post and the new building (permitted development) at Highfield – both in the Oakford parish - will be discussed and asked if a KPC councillor would be attending.
- d) Mr D Morgans noted that a 'Stop and Reinstate' order was only put in place at Enfield House due to the efforts of Cllr Browse and local parishioners and was keen to understand why DCC had not taken stronger action. Mr D Morgans also read out correspondence stating that the wall should be returned to its original position / standard.
- e) Mr D Morgans noted that someone was observed flying something over Knowstone Outer Moor and that the Devon Wildlife Trust and KPC need to address the issue of flying of drones over the moors.
- f) Mrs T Wilmetts showed a photo of The Pound before it became overgrown.

In response to each question it was agreed that:

- a) Cllr Moore would consider this point when finalising standing orders. Cllr Howe stated that flexibility would be applied in the case of questions pertaining to issues arising after the agenda has been posted. All agreed that the public should try to ask questions prior to publication of the agenda in order for them to be added and considered.
- b) Cllr Howe confirmed that a letter had been written to Highways.
- c) Cllr Filmer-Bennett is to confirm that he can attend on 6<sup>th</sup> September.

Approved

- d) Cllr Browse gave an update on visit from Stuart Howell (Footpaths) to the Enfield House site. Cllr Browse noted the poor quality of the new stile and the inadequacies of efforts made by the landowner. Agreed that Cllr Browse would prepare correspondence for the Clerk to send to C/Cllr Yabsley with the aim of improving the situation.
- e) Cllr Howe suggested that the issue of drones should be discussed at the next Haresdown and Knowstone Moors Management Association Meeting on 11<sup>th</sup> September.
- f) Cllr Howe will follow up with appropriate parties.

Cllr Moore restated the importance of following the Standing Orders when asking Public Questions.

*Standing orders were reinstated at the end of public questions.*

#### **17/47 Finance**

a) Finance Report had been circulated to all councillors prior to the meeting.

- b) Accounts to settle:
- |  |         |             |
|--|---------|-------------|
| • Clerk's salary and expenses                      | £184.44 |             |
| • A50 Office Furniture (fire proof filing cabinet) | £360.00 | VAT: £72.00 |
| • Wendy Vigus – website admin                      | £51.00  |             |
| • Website Development (email setup etc)            | £80.50  | VAT: £16.10 |

It was proposed to pay all of the above: Cllr Moore proposed; Cllr Costerton seconded. All agreed.

- c) Cllr Howe noted receipt of External Audit Certificate.
- d) The request from KPH for match funding in relation to their DCF Batsworthy application was considered without the involvement of Cllr Filmer-Bennett due to his declaration of interest. Both Cllr Moore and Cllr Browse felt that the KPH should possibly consider fundraising rather than requests for match funding. It was felt that the KPC may need to retain money to spend on other issues. Cllr Moore proposed that this item should be discussed at the next KPC meeting when it may be clearer if money is needed in other areas such as Sidemoor / East Hill. Cllr Moore proposed; Cllr Browse seconded. All in agreement. Cllr Filmer-Bennett rejoined discussion and stated that he would ascertain how much the KPH are requesting in match funding.

#### **17/48 Planning**

- a) No applications received after preparation of the agenda
- b) No applications notified since last meeting

#### **17/49 Third Party Reports (if present):**

- a) D/Cllr Ley recommended talking directly to the architect of Enfield House and suggested this might prove more beneficial. Cllr Howe and Cllr Browse are to follow up. D/Cllr Ley also asked if an individual involved in speaking at the wind farm enquiry had been thanked officially. Mr D Morgans added that he and Mr B Barfoot had given personal thanks at the time. No further action was felt necessary due to the time which had elapsed since event.
- b) C/Cllr not present.

#### **17/50 Members' Reports**

- a) **CPR training** – Cllr Moore stressed importance of encouraging all parishioners to become involved at various levels (1) learning what to do in an emergency situation (2) administering CPR (3) using defib. Cllr Moore has produced a leaflet to be distributed along with Cllr Browse's Emergency Plan and requested that all councillors be involved in generating interest. Cllr Moore reminded all that Tiffany Nicholson said she would become involved in training. Cllr Howe showed first issue of Newsbeat. Cllr Moore is to ask for correspondence address to be changed to that of Mr K Dykes.
- b) **Highways** – Cllr Filmer-Bennett stated that C/Cllr Stuart Hughes (Portfolio Manager for Highways at DCC) will be visiting parish along with a senior officer and potentially C/Cllr to look at all highways issues including the HGV route. Date TBC. Cllr Filmer-Bennett reported that wider discussions regards upgrading the A361 continue but are unlikely to be top priority for key decision makers. Cllr Howe reported that cattle belonging to the Stanbury family had walked over the cattle grid closest to Sidemoor picnic area. Highways officials did attend the same day and eventually the cattle grid was cleared of mud and grass by Richard Stanbury with some assistance. Cllr Howe noted that the Haresdown and Knowstone Moors Management Association had given DCC £9,000 per annum over the course of ten years for upkeep of the cattle grids but that this agreement has now ended. Cllr Filmer-Bennett is to pursue state of other cattle grids with C/Cllr Hughes at their meeting.

*Approved*

- c) **Police** –Cllr Moore reported that in June across the 27 parishes 32 criminal offences were committed with 33 in July. Cllr Moore stated that the police will be focusing on antisocial behaviour and traffic offences. Agreed that the Police report is to go on noticeboards and the website.
- d) **Footpaths and Beaples Stone** – Cllr Browse reported that Beaples Stone will be strimmed by the end of the year. Cllr Browse stated that all footpaths have been strimmed apart from two omissions which he is following up. Also noted that the original footpath has been reinstated through the foliage between Enfield House and Wadham.
- e) **PCC Report** – Cllr Howe reported that the rood loft steps continue to be a work in progress. The Harvest Festival will take place on 16<sup>th</sup> September at 7pm.
- f) **Emergency Plan** – Cllr Browse confirmed that a draft plan had been circulated to all councillors. All agreed that following delivery the bagged salt should be made available in all three locations (Roachill, Knowstone and East Knowstone). Cllr Moore agreed to be Deputy EPO. All agreed to show mobile numbers on the document and not to list the Masons Arms as an emergency location. Cllr Browse suggested that Cllr Smith may need a hand with his area due to its size. Cllr Browse noted that the area for the salt bin on Tracey's Hill had been cleared but it is not known by whom. All agreed with the proposal to update the plan annually. Cllr Filmer-Bennett stressed the need for data protection laws to be followed and outlined that this needs to be relatively simple (i.e. agreeing to keep data securely and doing so). All agreed with proposal.

Cllr Costerton left the meeting

**17/51 Sidemoor Picnic Site** – Cllr Moore proposed moving this agenda item to the end of the meeting without the public being present due to the commercial sensitivities. All agreed.

**17/52 To discuss problems of HGV route to Knowstone**

All councillors discussed the signs barring artic lorry access to Knowstone / East Knowstone and the problems HGVs can cause. An email from Mrs Sue Brooks was referenced by Cllr Moore and Cllr Filmer-Bennett. Cllr Howe related story of a lorry driver causing damage to properties around Manor Cottage. At this stage Cllr Filmer-Bennett wished it to be noted that derogatory comments about those of other nationalities should not be made in a public meeting. Cllr Howe acknowledged this request. Cllr Filmer-Bennett is to follow up signage issues and problems of HGV route / artic lorries with C/Cllr Hughes.

**17/53 Local Government Boundary Commission's Electoral Review of North Devon**

D/Cllr Ley suggested that this is being reviewed due to the number of additional houses which have been built but emphasised that it does not affect Parish boundaries, only those at a district / local level. It was suggested that the KPC could respond in writing stating that the current system is satisfactory.

**17/54 Diary / Forthcoming Community Events:**

7 <sup>th</sup> September	Councillor training
13 <sup>th</sup> September	Coffee morning 11am – 12.30pm
2 <sup>nd</sup> December	Christmas Fair
12 <sup>th</sup> December	Christmas Bingo
17 <sup>th</sup> December	Carol Service 6.30pm

Cllr Howe mentioned that there may not be a Christmas Day church service due to a lack of vicars.

**17/55 Members – Matters of Immediate Concern** for inclusion at next meeting

- 1) HGV route and Highways
- 2) Standing Orders

Cllr Moore proposed to enact standing order 1C which allows the temporary closure of the meeting in order for members of the general public to leave and confidential issues to be discussed. Cllr Filmer-Bennett seconded and all were in agreement. The meeting was subsequently closed to the general public and the minutes of that section will not be published.

Members of the public left meeting to allow councillors to discuss item 11.

Meeting was reopened following discussion of item 11 (17/56 in minutes / part two of meeting)

**17/57 Date and Time of Next Meeting:** 26<sup>th</sup> September at 7.30pm

Meeting closed at 9.45 p.m.

*Approved*

## KNOWSTONE PARISH COUNCIL

### Minutes of discussion concerning Sidemoor Picnic Site – constitutes part two of meeting and is not for publication due to confidentiality issues.

#### 17/56 Sidemoor Picnic Site – update

Cllr Moore distributed a document detailing all the commercial terms of the lease. The restrictions and implications of the lease were discussed (1) can only sell food and drink – nothing else can be considered (2) DCC own the lease (3) mobile canteen probably needs to be disposed of due to condition (4) cannot extend beyond 12m by 4m of hard standing (4) rent can be reviewed if conditions such as maintaining toilets are not upheld.

Cllr Filmer-Bennett felt that it was unlikely that the DCC would allow the area to become a travellers' site due to vicinity of A361. Same is likely to apply to housing. Cllr Filmer-Bennett also stated that DCC are not obliged to provide food stops on highways. It was agreed that this did change the parameters for judging whether the KPC should take on the lease.

Cllr Browse asked for update on using area as a helicopter landing site but this has yet to be discussed. Cllr Howe noted that the A361 has been used as a good landing site for recent incidents on the link road so site may not be needed.

Cllr Moore highlighted consideration that the current leaseholder will no longer be able to continue and will relinquish lease which will allow DCC to change terms of lease or for others to see the site is empty and move in.

Cllr Moore proposed that the fact finding financial meeting goes ahead on Friday 25<sup>th</sup> August as planned but that the sub-committee do not divulge current thinking (which is one of caution) to those involved. Following this a meeting with all councillors should take place to discuss the pros and cons following which a final decision will be made. All agreed to this proposal.

*Approved*