

KNOWSTONE PARISH COUNCIL

Minutes of a regular meeting held on Tuesday 24th April 2018 at Knowstone Parish Hall

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

In attendance: Members of the public x 3, C/Cllr Yabsley (part)

The meeting opened at 7.30 p.m.

18/01 Apologies for absence D/Cllr Ley

18/02 Declarations of Interest (re. matters appearing on this agenda) - Cllr Moore declared an interest re. item 7(b) so will not take part in any discussion.

18/03 Approve Minutes It was RESOLVED to accept the minutes of the meeting held on 27th March 2018, Cllr Filmer-Bennett proposed, Cllr Moore seconded, all agreed.

18/04 Matters Arising from the minutes (not on the agenda) - None

18/05 (i) Correspondence (previously circulated and not covered elsewhere on Agenda):

- Note email dated 28.03.18 from PKF Littlejohn LLP with instructions re. External Audit;
- Note email dated 2.04.18 to Planning Department in support of application ref. 64542;
- Note letter dated 11.04.18 from HMRC with Council's new VAT reference number;
- Note receipt of 'Countryside Voice' CPRE's Spring magazine – copy available at meeting;
- Note email from Ken Miles, Head of Corporate and Community Services, North Devon Council re. Plastic Free North Devon;
- Note letter dated 14.04.18 from Exe Valley Market Bus thanking Council for cheque;
- Note email dated 14.04.18 from Knowstone Parish Hall Committee offering to pay for the replacement defibrillator pads;
- Note letter dated 17.04.18 to Devon CC Highways re. request to fence stone store lay-by;
- Note email dated 18.04.18 from Wendy Vigus re. metal posts needing repair along A361; the matter is being looked into by the County's legal department;

(ii) Note any correspondence received after the preparation of the agenda:

- Email dated 18.04.18 from Waste Management Officer with information about Recycling;
- Email dated 23.04.18 from D/Cllr Sue Croft with invitation to Councillors to attend launch of Rural Dementia Guide on 17th May at the Devon County Show;
- Email dated 23.04.18 (not yet circulated) from Highways re. filled in passing place with the response: 'area not recorded as highway therefore there is no evidence of encroachment or obstruction'.

18/06 Public Questions (*limited to 20 minutes*) **Members of the public are invited to speak only on a topic that is on this agenda; please contact the clerk for any other matter to be considered for inclusion on the agenda at a future meeting of the council.**

Mr Morgans, with reference to item 5, Plastic Free North Devon, reported that there are two people in Roachill who when walking along the lanes pick up rubbish; they had recently collected a couple of bags of rubbish.

Mr Morgans said that he would like the Council to write to CC Haulage to ask them to make sure that their drivers and contractors use the B3227 and A396 both in and out to the site where they are dumping as the road surface is starting to break up. He also asked whether the Council had been in touch with East Anstey to see whether they have made representations. It was agreed that the clerk would contact E Anstey's clerk.

Approved

18/07 Finance

- a) **Finance Report** – it was RESOLVED to agree accounts and bank reconciliation to 28.03.18 (previously circulated); Cllr Filmer-Bennett proposed, Cllr Moore seconded, all agreed. Cllr Filmer-Bennett signed the accounts.

b) **Accounts to settle:**

Clerk's salary (£131.30) & expenses (£6.36)	£137.66	£
DALC (Clerk's participation at GDPR seminar)	£48.00 (incl VAT)	
DALC (Annual membership renewal)	£56.40 (incl VAT)	
F A Phillips (spreading salt & snow ploughing)	£273.00 (incl VAT)	
Data Protection registration (annual renewal) – paid by DD	£35.00	

It was RESOLVED to settle the above accounts; Cllr Costerton proposed, Cllr Stanbury seconded, all agreed.

Cllr Moore – reimbursement for defibrillator pads £96.48

It was RESOLVED to settle the above account; Cllr Costerton proposed, Cllr Stanbury seconded, all agreed with Cllr Moore abstaining. The clerk will write to the Parish Hall committee to ask them to buy a spare set of pads which are required to be held in reserve.

- c) **Adopt Financial Regulations** – it was RESOLVED to accept written motion received from and proposed by Cllr Filmer-Bennett, seconded by Cllr Moore “that this council approves and accepts the draft financial regulations as circulated to all councillors prior to this meeting.” All agreed. The Chairman said that transparency very important. The Financial Regulations will be posted on the website.
- d) **Parish Clerk's Review** – it was RESOLVED to accept the written motion received from Cllr Howe: “As a result of my meeting on Tuesday 17th April 2018 with the Clerk for her appraisal in which I expressed great satisfaction with her achievements over the past months (especially bearing in mind the mass of new legislation that has been introduced for local councils) I would like to propose that we offer her a salary increase of 3.1% in line with the Retail Price Index”. Proposal seconded by Cllr Browse, all agreed. It was proposed by Cllr Howe that the increase would take effect from 1st April 2018, seconded by Cllr Filmer-Bennett, all agreed.

18/08 Planning

- a) Applications received after preparation of the agenda - none
- b) Applications notified since last meeting – none
- c) It was noted that Oaklands Poultry Farm's retrospective planning application, ref. 64059, will be considered by NDC's full planning committee on 13th June. It was agreed that Cllr Filmer-Bennett will attend and make a statement on behalf of Knowstone Parish Council.

18/09 Third Party Reports (if present):

- a) District Councillor – not present
- b) County Councillor - with reference to East Hill it is now approaching bat surveying period so by end of June should know more. C/Cllr Yabsley encouraged people to keep reporting potholes. If there is a problem with a vehicle being damaged by a pothole can only claim against the County Council if it has been reported. He reported that the county's contractor is putting the council at risk by failing to deliver work in agreed time period. Patching budget will be outsourced to other contractors. Back to a more standard arrangement now, whereby the council commissions work and contractors bid for it. If a problem has been reported several times and not dealt with then let Cllr Yabsley know. Monitoring equipment is being installed on link road between South Molton and Barnstaple which has been causing hold ups.
District Council Local plan is progressing.

18/10 General Data Protection Regulations – it was RESOLVED to accept the written motion received from and proposed by Cllr Filmer-Bennett: “That this council adopts the privacy statement circulated to

Approved

councillors prior to this meeting and integral to that privacy statement that all councillors use their Council email account for all email correspondence pertaining to Knowstone Parish Council and keep a separate account from their own personal and business email accounts.” Cllr Costerton seconded, all agreed.

18/11 Standing Orders – it was RESOLVED to accept written motion received from and proposed by Cllr Moore, seconded by Cllr Filmer-Bennett: “to approve the adoption by Knowstone Parish Council of the 2013 NALC Model Standing Orders, with the attached schedule of amendments to reflect the decisions (where possible) of previous councillors and the amendments recommended by the current KPC Standing Orders Working Group”. All agreed.

18/12 Risk Assessment review – Cllr Moore suggested that there may be a risk relating to Planning – for instance missing opportunities to comment or responding late. Mr Morgans said that there may be risk associated with site visits as councillors would not know what they may be encountering. This risk could be mitigated by contacting applicant in advance and making an appointment. Cllr Moore will add in an item on Risk Assessment register re. planning, re-circulate it to councillors and put forward a motion to adopt the risk assessment at next month’s meeting.

18/13 Members Reports

a) Highways

- (i) Road warden scheme – Cllr Filmer-Bennet has spoken to Rose Ash & Rackenford Parish Councils about the possibility of joint participation in the scheme. They will discuss the idea at their next meetings and report back.
- (ii) At the Highways Conference in November 2017 Cllr Filmer-Bennett had expressed an interest in a project whereby a couple of members of the parish have access to view and update the highways drainage asset using an online mapping application. It was agreed that Knowstone Parish Council signs up with the Clerk and Cllr Filmer-Bennett to be supplied with login details by DCC.
- (iii) Following comments from members of the public and Mr Morgans request under item 6, it was RESOLVED to write to CC Haulage asking them to use the B3227 and not cut through Roachill; proposed Cllr Filmer-Bennett; seconded Cllr Costerton, all agreed.
- (iv) It was reported that the County surveyor had been to look at the damaged cattle grid at Harpson. Work will be undertaken to repair it plus some of the adjacent fencing.

b) Police – Cllr Moore read out a report of recent crimes. Other problems flagged up were dogs causing problems for livestock and making sure gardening equipment is locked away after use. There are various ongoing community schemes like Farm Watch, Horse Watch etc.

c) Footpaths & Beaples Stone - Cllr Browse - nothing to report on footpaths. Beaples Stone - refurbishment will be completed by the end of next month.

d) PCC - Cllr Howe reported that Alistair Reed’s funeral had taken place last Thursday. Wendy Sweet, Cath Morgans and himself are due to attend a quarterly meeting of the Edgemoor Group this week. The PCC has received several grants - £6,000 from Churchcare towards the conservation work of the wall, £5,000 from another charity under the Churchcare umbrella and £6,000 from the Batsworthy fund towards the fabric repairs. Permission has been granted to the PCC to apply for a faculty from the Diocese and a decision is expected in the summer.

e) Parish Hall – Cllr Filmer-Bennett – the hall’s bid for funds from Batsworthy to pay for the installation of a disabled toilet has been approved. Going forward the committee is going to look at the future of the hall over next 5 years to draw up long term plans of what is needed. It may consult with parishioners at the Annual Meeting of the Parish. A Beetle Drive is being held on 19th May which was huge fun last year. Things are progressing with Village Fair & Show – meeting to further plan later this week. Cllr Moore queried whether the council should be paying for its use of the meeting room. Mr Morgans explained that the no charge to the Parish Council was due to it making such a big contribution in organising the building of the hall etc. Cllr Moore suggested that it was discussed further at the next meeting.

- f) **Emergency Plan** - Cllr Browse letter re. insurance had been circulated to all councillors. Cllr Filmer-Bennett felt that the letter was making a judgement without legal advice. It was agreed that Ken Miles at NDC would be consulted and subject to his response a motion would be put to the next meeting. A welcome pack and emergency plan letter has gone to a new resident in Roachill.
- g) **Parish Pound** – Cllr Howe reported that three people himself, Steve Vincent and Cllr Filmer-Bennett had cleared the pound last Saturday; the ivy and rubbish had been kindly taken away by Richard Reed. A decision will have to be made in due course of what to do with it. One suggestion has been to clear the stone circle and walls and put down shingle.
- h) **Moors Management** – nothing further to report.

18/14 Arrangements for Annual Parish Meeting to take place on Tuesday 22nd May at 7.30 p.m.

There will be a welcome and report from the Chairman. Written report from various groups in the Parish will be put into a booklet and on the website. In order to encourage people to attend it was suggested and agreed that wine and cheese will be served which the clerk will organise. It was agreed to invite the chairman of DCF Batsworthy Fund to attend as Guest Speaker.

18/15 Casual Vacancy for a Parish Councillor - no applicants to date. The vacancy will be brought up at the Annual Parish Meeting.

18/16 Diary/Forthcoming Community Events:

Coffee morning	2nd May – 10.30 a.m. – 12.00 p.m.
Beetle Drive	19th May – 7.00 p.m.
Village Fair & Show	16th June – 1.00 – 4.00 p.m.

18/17 Members - Matters of Immediate Concern for inclusion at the next meeting

Re. litter Cllr Costerton asked whether the council could get big bags and litter pickers etc for volunteers to use. Cllr Filmer-Bennet said this would come under the Road Warden Scheme if the Council decided to sign up to it. Cllr Filmer-Bennett to put forward a resolution to next meeting. Cllr Browse reported that NDC is still using open bag collection for recycling in East Knowstone which adds to the problem of litter on the roads.

Cllr Howe announced that he will be standing down as Chairman and Parish Council at the meeting on 29th May.

18/18 Date & Time of next meetings:

Tuesday 22nd May 2018 – Annual Parish meeting commencing at 7.30 p.m.

Tuesday 29th May 2018 – Knowstone Parish Council Annual General Meeting

The meeting closed at 9.07 p.m.

Minutes prepared by Wendy Sweet (Parish Clerk)