

## KNOWSTONE PARISH COUNCIL

### Minutes of the Annual General Meeting, 29th May 2018 held in the Parish Hall, Knowstone

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

**In attendance:** Members of the public x 4

- I. **Election of Chairman** Before inviting nominations for the role of Chairman, the outgoing Chairman, Cllr Howe thanked his fellow councillors and the clerk for their work over the past year. Cllr Browse proposed Cllr Moore as Chairman, seconded by Cllr Stanbury, all agreed.
- II. **Election of Vice Chairman** – Cllr Costerton proposed Cllr Filmer-Bennett as Vice Chairman, seconded by Cllr Browse, all agreed.
- III. **Declaration of Acceptance of Office** – Acceptances of Office were signed by Cllr Moore and Cllr Filmer-Bennett.
- IV. **Consider Co-option of additional member(s) and if appropriate agree timetable to co-opt** – N/A
- V. **Appointment of members to serve on Parish Committees**
- VI. **Allocation of Roles amongst members:** Footpaths, Planning, Highways, Snow warden, other(s)  
With regard to items V and VI, it was RESOLVED that councillors would continue to undertake current roles until the next meeting when there would be more time to review and discuss councillors' roles, Cllr Browse proposed, Cllr Howe seconded, all agreed.

### MINUTES OF REGULAR COUNCIL MEETING, 29th May 2018

**18/19 Apologies for absence** - None

**18/20 Declarations of Interest** (re. matters appearing on this agenda) - None

**18/21 Approve Minutes** It was RESOLVED to accept the minutes of the meeting held on 24th April 2018, Cllr Howe proposed, Cllr Filmer-Bennett seconded, all agreed.

#### **18/22 Correspondence**

- Note letter received on 25.04.18 from Peter Heaton-Jones MP with surgery dates poster and inviting the Council to take part in the Woodland Trust's plant a tree scheme;
- Note email dated 25.04.18 from Devon Highways turning down Knowstone Parish Council's request to fence in stone store lay-by;
- Note email dated 8.05.18 from Mr N Arnold, Chairman of Batsworthy DCF fund, unable to attend Annual Meeting of the Parish as Guest Speaker;
- Note email and letter dated 8.05.18 from the Local Government Boundary Commission for England – final recommendations published;
- Note email dated 11.05.18 from SLCC with news bulletin informing that amendment to Data Protection Bill which will exempt Parish Councils from the requirement to appoint a Data Protection Officer has been accepted;
- Note emailed dated 14.05.18 from T Satterly, Economic Development, DCC re. capital grant programme to which organisation and entrepreneurs can apply;
- Note emailed dated 17.05.18 from ICO confirming renewal and receipt of payment;
- Note any correspondence received after the preparation of the agenda – none.

Cllr Moore said that he would take it as read that all correspondence had been received and read by all councillors. Councillors were invited to make any comments re. correspondence. In future clerk will include copies of all correspondence on the website along with agenda to comply with the Transparency Code.

**18/23 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.**

- (i) Mr Morgans raised the problem of the volume of lorries travelling along the unclassified road which  
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runs from Moortown Cross to Blackerton Cross through Roachill. He queried the weight limit, if any, on the cattle grids which are suffering from the number of lorries going over them. The Chairman said this would be covered under item 10(a) Highways.

(ii) Mr Morgans pointed out re. correspondence being put on the website that not everyone has access to the internet. The Chairman explained that correspondence would still be listed on the agenda.

#### 18/24 Finance:

- a) It was RESOLVED to agree the accounts for year ending 31st March 2018 (previously circulated) – proposed by Cllr Filmer-Bennett, seconded Cllr Stanbury all agreed.
- b) It was RESOLVED to sign and send off Certificate of Exemption regarding this year's External Audit – proposed by Cllr Howe, seconded Cllr Costerton, all agreed.
- c) It was RESOLVED to sign Section 1 of the Annual Audit Return - proposed Cllr Filmer-Bennett, seconded Cllr Stanbury, all agreed.
- d) It was RESOLVED to sign Section 2 of the Annual Audit Return - proposed RH, EC seconded, all agreed.

e) **Accounts to settle:**

- Alison Marshal – Internal Audit £100.00
- Clerk's salary (£186.21) & expenses (£13.34) £199.55

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

- f) Note receipt of £2,053.25 from North Devon Council, being 50% of precept 18/19 (£1825.50), Parish Grant 18/19 (£199.00) and Grant Assist (£28.75).

- g) To review insurance quotes, as previously circulated, and to resolve to appoint Council's insurer with effect from 1st June 2018.

- BHIB Insurance brokers (Aviva) £399.85 (5% discount if commit to 3 years)
- Came & Company (Inspire/AXA) £344.74 (5% discount if commit to 3 years)
- Norris & Fisher (Ageas) £320.38

Cllr Browse, along with the Clerk, had looked at the various quotes and suggested that the Council accepts the middle quote. It was felt there was little benefit committing for 3 years. It was RESOLVED to accept Came & Company's quote for 1 year; Cllr Browse proposed, Cllr Filmer-Bennett seconded, all agreed.

- h) **Review Council's banking arrangements:** the council's bank account is currently at Lloyds with three signatories – Cllr Howe, Cllr Browse and Cllr Stanbury. The internal audit report suggested that the Council consider whether this is sufficient. It was felt that three signatories had always worked well in the past. Cllr Moore said that there did not seem any value in changing anything at the present time. As interest rates are not very good at the moment it would be worth investigating a better way of investing the Council's money. It was RESOLVED to keep Council's bank account with Lloyds, Cllr Browse proposed, Cllr Costerton seconded, all agreed.
- i) **Review Internal Audit findings.** A couple of things were flagged up in the internal audit report - reserves appear to be high for the size of the council and the council does not have anti-fraud or corruption policies or a Statement of Internal Control. Some of these are dealt generally within the Council's standing orders. The Chairman and the clerk will go through the Council's SO's to see if there is sufficient coverage and report back to the Council in due course.

#### 18/25 Planning

- a) Applications received after preparation of the agenda - None
- b) Applications notified since last meeting - None
- c) Note full planning approval granted to Highfield for extension, ref. 64542.
- d) Retrospective application Oaklands Poultry Farm, Ref. 64059 will be considered at NDC's Planning meeting on 11th July 2018. Cllr Filmer-Bennett will circulate a statement he will make on Knowstone Parish Council's behalf at the Planning meeting for approval at June's KPC meeting.
- e) East Hill – it was reported that the bat survey was about to start which will take a couple of months.

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### **18/26 Third Party Reports:**

- a) District Councillor – not present
- b) County Councillor – not present

**18/27 Risk Assessment** The Chairman will add previously agreed addition to the Risk Assessment re. planning and circulate to all councillors prior to the next meeting.

### **18/28 Members Reports**

- a) Highways – Cllr Filmer-Bennett

(i) Road Warden scheme – written motion from Cllr Filmer-Bennett: “It is proposed that this council proceed to joining the road warden scheme as provided by Devon County Council Highways Department. This will enable the council to carry out minor works, organise road closures and organise litter picking with the appropriate training, safety regulation and equipment.”

Cllr Filmer-Bennett gave a brief synopsis of the scheme which would enable the Parish Council to carry minor repairs, but not things the Highways Department is responsible for. The scheme also covers litter picking. Training has to be undertaken by volunteers, there would be access to equipment, eg hi-viz jackets, and insurance is provided. The scheme requires appropriate volunteers. Any work done has to be authorised by the council. Better protection for people who already undertake litter picking on their own initiative if part of the scheme. It was RESOLVED to proceed to the next level as outlined in the written motion, Cllr Filmer-Bennett proposed, Cllr Costerton seconded, all agreed.

A letter had been sent to CC Haulage. There are a lot of HGV using the road between Moortown Cross and Blackerton Cross that was not designed for this type of vehicle. Cllr Filmer-Bennett was aware of how West Buckland were solving a similar problem by working with DCC to have a radar activated sign which flashes ‘slow down’. As a result of an informal chat it is understood that the signs cost in the region of £2-3,000; they are solar panelled and mobile. There may be some money available from DCC towards their cost. They may slow traffic down for a while but may not address the problem of heavy goods traffic necessarily. Some signs are capable of recording speed giving useful data which could be passed to the police if necessary. It was agreed that Cllr Filmer-Bennett will speak to his contact at West Buckland council to gather more information and report back at the next meeting.

Cllr Filmer-Bennett had also had a brief chat with county engineers’ department regarding the cattle grids who said that they will stand the weight of HGVs. The pothole at Roachill Cross has reappeared for the third time. Cllr Filmer-Bennett will get in touch with C/Cllr Yabsley and if nothing has been done in a month’s time then he will suggest that the Council writes formally to the Leader of DCC and Officer in charge of Highways. Cllr Browse suggested that the council invites someone senior in Highways to come to a future council meeting to respond to these issues.

Further to Mr Morgans earlier comments it was agreed to write a formal letter to DCC pointing out problems of the volume of lorries using the unclassified road between Moortown Cross and Blackerton.

Cllr Howe reported that the cattle grid at Harpson is due to have extensive repair work done to it.

Drain cover problem in E Knowstone - DCC state that they do not own it; it is possible that the previous occupant installed the drain cover himself.

b) **Footpaths** – Cllr Browse read out a letter just received from Mr & Mrs Allen querying the reported rotten tree across footpath 7# as they had been unable to identify it. The matter is now in the hands of Devon CC and the Clerk will write to the Allens to this effect. In response to a query from Cllr Costerton he said that strimming of footpaths is done on a rota basis by Devon CC and KPC has no influence on when it will be done within the Parish. Richard Stanbury has asked that any queries re. the cut of the footpath between Roachill and Wiston Cross be referred direct to him.

**Beaples Stone** – Cllr Browse had been in touch with Peter Heaton-Jones re. the Woodland Trust’s QCC scheme. KPC has already been awarded a 30 pack of trees (rowan, mountain ash and wild cherry) which will arrive in November. The trees will have to be tubed; a pack of 30 will cost £95 from Woodland Trust. Refurbishment of area is complete with just a couple of fence posts still to be replaced. The stone is a bit thin in places. At some future point Cllr Browse would like the Council to

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look into having a bench there and a plaque after the tree planting has taken place to commemorate the event.

c) **Moors Management Association Report** – Cllr Costerton reported that the Association is still waiting for DCC to respond re. ownership of the fences along A361.

d) **Police Report** – Cllr Moore – read a brief summary of recent crimes.

e) **Parish Hall** – Cllr Filmer-Bennett had not been at the last meeting and asked Cllr Howe to report on his behalf. Everything is on track for the Village Fair & Show on 16th June. John Stanbury was thanked for the use of his field next to the Masons Arms where welly wanging, the dog show and Tug o'War will take place. The fair will be formally opened at 1.00 p.m. by Peter Heaton-Jones, MP. The purchase of a spare set of defibrillator pads is in hand. Gardening at the hall had taken place the previous Saturday. Grant money will be coming in from the Batsworthy Fund for the installation of a disabled toilet.

f) **PCC Report** – Cllr Howe reported that he is putting together a working party to tidy the graveyard now that the wildflowers are over. The flower competition entries will be displayed in the church on 16th June.

g) **Emergency Plan** – Cllr Browse reported that he still gathering information re. insurance for volunteers and hopes to circulate a letter prior to the next meeting for the council to approve. He is booked to attend a resilience event at Cruwys Morchard.

**18/29 Progress on signage to stop HGV articulated lorries coming through East Knowstone** Cllr Filmer-Bennett has established with M Way Hauliers that a fully laden HGV can use the route safely assuming the highway was clear of traffic. He has since spoken to DCC and they say that they require evidence and documentary proof of the unsuitability of this route with a log of the events that a properly loaded and driven HGVs have failed to operate successfully through this route. Unless they have this proof they will not consider closing the route to HGVs. He also suggested that DCC would be reluctant to change the designation of this route as it is the only access for HGVs through Knowstone. Cllr Browse and Cllr Filmer-Bennett will arrange to meet with C/Cllr Yabsley who had previously intimated that there was a possible solution by changing the wording on the sign. It was suggested that if/when any future problem occurs photos are taken and details noted.

**18/30 Casual Vacancy for a Parish Councillor** The chairman said that it had been hoped that the APM would have been an opportunity to drum up some interest but the meeting had been poorly attended. He encouraged anyone who might be interested in being a Parish Councillor to come and observe a council meeting to see what is involved. It was suggested that fliers about the vacancy could be given out at the Village Fair.

**18/31 Diary/Forthcoming Community Events:**

Thursday 8th June - Afternoon tea, 3.00 – 5.00 p.m.

Saturday, 16th June – Village Fair & Show, 1.00 – 4.00 p.m.

**18/32 Members - Matters of Immediate Concern** for inclusion at the next meeting

Cllr Howe said the council needed to get on with organising work at the Parish Pound – to be discussed at the next meeting.

**18/33 Date & Time of next meeting:** Tuesday 26 June 2017 at 7.30pm.

It was agreed that the council would continue with its current pattern of meeting on the 4th Tuesday of every month except December. There will be a slight variation to this next May as it is an election year. The Clerk will circulate the dates to all councillors and post on noticeboards and website.

A gift from councillors was presented to Cllr Howe and he was thanked for all his work whilst Chairman.

Meeting closed at 21.09.

Minutes prepared by Wendy Sweet, Parish Clerk

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