

KNOWSTONE PARISH COUNCIL

Minutes of a regular meeting; 07 February 2017

The meeting opened at 7:40pm

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)
Cllr John R Stanbury	(JRS)	Mrs W Vigus	(Acting Clerk)
Cllr Jeremy Yabsley		Cllr Eric Ley	

Also in attendance:

Members of the public x3

1. Apologies

Mr R Vos (Clerk), PCSO Beverley Bray

2. Approve minutes of last meeting

Pt 5, bullet point two. Change highway to by-way. Pt 6.3 change Short to Sweet.

Prop : KPC to adopt the minutes as presented as an accurate account of the last meeting Proposed IB, seconded JRS: PASSED

3. Matters arising not on the agenda

None

4. Correspondence

4.1. MPS stated that a letter of resignation from the Clerk had been received. Agreed to move forward ASAP with replacement process. Noted that the Clerk wishes to step down at the end of April.

4.2. MPS read out the letter from the Moors Management Association re. fly-tipping in the stone depot. RGH wished it to be noted that a community action group had recently litter picked this area. Following actions were agreed:

- All flytipping to be reported online asap
- Community litter picking day at end of April prior to grazing
- Option of signage and chippings deposit to be explored

The Clerk will write to Richard Sables (DCC) to discuss options incl. signage and chippings and to Moors Management Association to outline next steps.

4.3. MPS confirmed that Ken Abrahams is retiring from conducting internal audit.

Prop: MPS to contact Rackenford KPC regards their auditor

Proposed MPS, seconded IB: PASSED

4.4. No correspondence from Peter Heaton-Jones on traveller sites could be found. Discussion on traveller sites followed. Cllr Jeremy Yabsley noted that two transit sites and six permanent sites are required in North Devon.

Prop: Parish Clerk to write to say there are no suitable sites in this area citing reasons as too rural and sites would dominate small community

Proposed IB, seconded RGH: PASSED

Approved

Cllr Jeremy Yabsley detailed that the lease will soon be available for the Knowstone picnic site area currently run by Mrs Jenkins. RHH requested that a community right to buy option is explored. Parishioner Mr D Morgans noted its potential as an air ambulance landing site.

PROP: MPS and RHH to discuss options with Mrs Jenkins and relevant NDC reps
Proposed MPS, seconded RHH: PASSED

TM asked that information regards Defra's Avian Influenza Protection Zone is disseminated to parishioners. RGH to put in In Touch. Mrs W Vigus to put on website. TB to put on Parish noticeboards.

MPS read update from Peter Heaton-Jones MP on North Devon hospital 'closure'. TB to put update on Parish noticeboards.

RGH confirmed that a letter had been written by the Parish Clerk to Highways who responded to say that two signs at Harpson and Kidland would be done but there is no budget for cattle grid repairs at Harpson / Kidland or replacing missing finger on Knowstone Moor signpost.

5. Public questions limited to 20 Minutes

The meeting closed for public questions at 8.05pm

Mrs R Newton thanked RGH and the Clerk for their hard work in acquiring signs at Harpson / Kidland.

Mr K Dykes noted that there are three flooded drains in the area which he has raised with DCC. Cllr J Yabsley asked to be copied on future correspondence.

Mr K Dykes noted the next KPC meeting clashes with a Parish Hall meeting. Agreed to move Parish Hall meeting.

Mr K Dykes requested that those developing East Hill farm consider a separate access road to avoid heavy lorries negotiating the sharp turn by Manor Cottage. Cllr Jeremy Yabsley stated that East Hill Farm is sold subject to the planning application being approved.

PROP: To add discussion of the East Hill farm planning application to next agenda
Proposed IB, seconded RGH: PASSED

Mr D Morgans asked for clarification of meeting dates. MPS stressed that these were agreed previously and this meeting was moved to allow the Chair to discuss the Clerk's resignation. Mrs W Vigus is to put future meeting dates on website.

Mr D Morgans noted that standing orders 1M and 1N do not allow use of electronic devices in meetings. MPS stated that the Standing Orders require review and updating, 1M, 1N and other orders concerning electronic equipment will be considered on the review, he reminding attendees that the world is indeed changing and we have to recognise this.

PROP: To revisit standing orders with aim of updating
Proposed MPS, seconded IB: PASSED

The meeting re-opened at 8:25pm

Approved

6. To consider resignation of Parish Clerk

6.1. MPS has started to look into recruitment process. RHH felt salary needed to be increased. MPS and RGH will conduct interviews with TM as back up.

6.2. It was agreed that there was no need to separate RFO role from that of Parish Clerk unless there is a conflict of interest.

Prop: To start the recruitment process ASAP including posting vacancy on website and to continue in principle with RFO being part of Clerk's responsibilities

Proposed IB, seconded MPS: PASSED

7. Appoint representative to Parish Hall committee and Moor Management

Agreed that TM would attend the next Parish Hall meeting as a 'taster' and for him to decide if he will take this role on.

Moors Management issue has been resolved and RGH remains the representative.

Snow warden role was raised at this point. JRS is to become snow warden. Salt to remain stored at Mr and Mrs Vigus's farm.

8. Finance

8.1. No finance report available. MPS to circulate. No issues of concern raised.

Prop: To accept TB's request for £30 donation towards Mr and Mrs Smith's leaving cake. Proposed IB, seconded RGH. PASSED

8.2. Two accounts to settle: Parish Online Mapping and Website Development.

8.2.1. Agreed it is important to understand benefit of Parish Online Mapping.

Prop: To pay £33.60 for Parish Online Mapping service.

Proposed RGH, seconded JRS: PASSED

8.2.2. MPS outlined costs included in Website Development Ltd invoice. Future invoices will have description of works being billed

Prop: To pay £179.40 to Website Development Ltd for work to 31st December 2016

Proposed JRS, seconded RHH: PASSED

8.3. Budget Proposal / Approval (+Precept awarded)

No major changes to note since December. Two options for DALC training for councillors discussed 1. £125 per councillor if held in Exeter or 2. £250 in total if held at Parish Hall and councillors from other parishes are invited. Option two to be pursued.

Prop: To increase amount budgeted for the Parish Clerk costs to £1500

Proposed MPS, seconded RHH: PASSED

MPS noted that the precept of £3651 agreed in December has been awarded as had the £398 asked for the Parish Grant. £80.54 for council tax support also awarded.

Approved

8.4. Prop: To accept Knowstone Parish Hall's request for £2190 contribution towards Parish Hall works. Proposed MPS, seconded RGH: PASSED

8.5. Issue of internal auditor previously discussed in Pt4.3.

8.6. Clerk to arrange a date for the DALC councillor training and invite neighbouring Parish Councillors to attend and contribute to the cost.

8.7. TB detailed that two quotes have been received for restoring Beaples Stone site (J Poole £594 incl. VAT and I Woolacott £210 incl. VAT). TB recommended using Ian Woolacott as he is the main contractor for DCC and he has previous experience of his work. TB also noted that when the site was created £600 was awarded for on-going maintenance.

Prop: To award Ian Woolacott the job of restoring Beaples Stone.

Proposed TB, seconded RGH: PASSED

8.8. Thanks were given to IB for all his work in getting a defibrillator for the Parish.

Prop: To accept IB's proposal to lease a defibrillator and train ten people in using it with KPC picking up installation costs (up to £250) and annual maintenance (up to £200). Proposed RGH, seconded TM: PASSED

RHH reported that she is continuing to action estimates for Knowstone website address details on signs and flowers.

9. Planning

9.1. None

9.2. None

9.3. MPS raised issue of foul drainage in relation to East Hill Farm planning application as there is no mains drainage in this part of Knowstone village. The Clerk is to write to South West Water to raise issue with care being taken over wording so as not to impede planning application.

Parishioner Mr D Morgans handed over NVZ correspondence.

10. Air Ambulance landing sites

JRS reported that parishioner Mrs Payne had asked for an update. Parish Clerk is to invite an Air Ambulance representative to the next KPC meeting.

11. Third Party Reports

11.1 Cllr Eric Ley NDC covered:

- Significant increase in Council Tax expected in 2017
- Business rates appeal process
- Major issues being faced in other areas re. fly tipping
- Financial problems faced by North Devon Theatre and likely outcome

11.2. Cllr Jeremy Yabsley DCC covered:

- Highway Community Fund (£100k available, Clerk to register interest)
- Need to continue reporting potholes asap online
- North Devon Hospital and removal of acute care / services
- Funding to smaller (rural) schools being reduced / redirected

Approved

11.3. Nothing to report on Batsworthy Community Fund

11.4. TM stated in PSCO Beverley Bray's absence that three minor incidents had been reported. Noted that Beverley is on maternity from 18th March and is unlikely to be replaced. South Molton police station will provide updates in her absence.

12. Members reports

12.1. RGH gave an update on forthcoming Parish Hall events.

Cllr Eric Ley and Cllr Jeremy Yabsley left the meeting at 9.50pm.

12.2. RGH reported that two more community bus drivers have been recruited.

12.3. RGH and TM briefly outlined their positive experiences when attending a recent Highways presentation. RGH is to ask if a representative could give a short presentation at the next Annual Parish meeting. TB asked about outstanding issue of hedge trimming Hittsford Lane and it was confirmed that Cllr Jeremy Yabsley is on the case.

12.4. RHH asked that all councillors complete the excel file to help build the case for broadband upgrades. TM raised issue of data protection and queried the procedures in place to deal with this issue. RHH stressed that the data would only be used to build a case to BT to improve broadband and that we can assure individuals that it would not be used for any other purpose. RHH is to circulate excel file to all councillors and requested it be sent to parishioners in the village.

12.5. Parish / Neighbourhood plan not discussed.

12.6. Nothing to report on footpaths.

12.7. Nothing to report from Moors Management.

12.8. Nothing additional to report concerning police.

12.9. RGH reported that work is to begin 27th February to repair crumbling plaster inside church.

13. Diary / forthcoming community events

Nothing additional to report.

14. Members Matters of immediate concern

Knowstone email addresses for TM and RHH are still not operational. Mrs W Vigus is to follow up with Website Development Ltd.

JRS suggested a letter of thanks is sent to the outgoing Parish Clerk. Letter to be sent once new Parish Clerk has been appointed.

15. Date & Time of next meeting:

Next meeting to remain as Tuesday 7th March at 7:30pm

Meeting closed at 22:10hrs

Minutes prepared by Wendy Vigus (Acting Parish Clerk)

Approved

Police contact numbers:

In Emergencies call : 999

Non-Emergency call : 101

Email contact : southmolton@devonandcornwall.pnn.police.uk

DCC pothole reporting helpline :

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