

# KNOWSTONE PARISH COUNCIL

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## Minutes of the meeting of the Council on 26th April 2022 held in Knowstone Parish Hall

**Present:** Cllr J Clarke, Cllr D Maidment, Cllr A Parry, Cllr J Pomfret (Chairman) Cllr N Vukic

In attendance: W Sweet (Clerk), D/Cllr E Ley (part)

**22/01 Apologies for absence** – Cllr Stanbury

**22/02 Declarations of Interest** - None

**22/03 Approve Minutes** It was RESOLVED to accept the minutes of the meeting held on 22nd February 2022, Cllr Pomfret proposed, Cllr Clarke seconded, all agreed.

**22/04 Correspondence (not covered elsewhere on the agenda).**

Receipt of the following correspondence was NOTED:

- DALC Newsletter #14 2022 dated 9.03.22;
- Email from NDC dated 15.03.22 – Code of Conduct Training for Town and Parish Councillors;
- DALC Newsletter #15 2022 dated 16.03.22;
- Email from DCC Highways dated 16.03.22 - Roadmap - Highways Parish & Town Council Newsletter - Spring 2022;
- Email dated 21.03.22 from DCT - Advice on putting together Community Emergency Plans and applying for grants;
- DALC Newsletter #16 2022 dated 23.03.22;
- Email dated 24.03.22 from CPRE – March e-bulletin;
- Email dated 28.03.22 from DALC re. Membership Renewal 22/23;
- Email dated 30.03.22 from Griffiths – NDLR News Bulletin March 2022;
- Email dated 30.03.22 from [localplan@torridge.gov.uk](mailto:localplan@torridge.gov.uk) - Have your say on the draft Affordable Housing SPD and new Planning Validation Checklist;
- Email dated 30.03.22 from Devon & Cornwall Police – Councillor Advocate meeting on 4.05.22;
- DALC Newsletter #17 dated 30.03.22;
- Devon Climate Emergency – April Newsletter, dated 6.04.22;
- DALC E-bulletin #18 dated 6.04.22;
- Email dated 8.04.22 from CPRE – Campaigns Update April 2022;
- DALC E-bulletin #19 dated 13.04.22;

The following correspondence received after the preparation of the agenda.

- DALC E-bulletin #20 dated 20.04.22;
- Devon CPRE press release dated 20.04.22: Devon countryside campaigners lambast Government's new energy strategy;
- Hard copy of CPRE's Countryside Voices publication;
- Email dated 22.04.22 from Devon & Cornwall Police re. Councillor Advocate Meeting on 4.05.22;
- BACS remittance advice dated 22.04.22 from NDC re. 1st payment of precept - £2,038.00;
- Devon CPRE April E-Bulletin dated 25.04.22.

**22/05 Public Questions**

No members of the public were present.

The chairman reported that a response had not been received yet to his email to Joe Deasy, DCC, regarding a question raised at the previous council meeting by a parishioner re. the tenancy terms at Sidemoor picnic area.

**22/06 Finance**

(a) It was RESOLVED to ratify the following payments made on 24.03.22, Cllr Pomfret proposed, Cllr Parry seconded, all agreed.

*Draft to be approved at the next scheduled meeting*

• Website Development (website hosting)	£234.00
• Wendy Vigus (minute taking)	£43.58
• CommuniCorp (Jubilee mugs)	£266.02
• DALC (training)	£18.00

(b) It was RESOLVED to settle the following accounts, Cllr Pomfret proposed, Cllr Parry seconded, all agreed.

• Wendy Sweet - Clerk's pay (Feb - April) £145.46, Working from Home Allowance (9 weeks) £54.00, expenses £3.20	£202.66
• DALC membership renewal	£56.59
• Wendy Vigus – website updating	£57.00
• Julie Kingdon – contribution towards tree removal across footpath through Shapcott Wood	£100.00
• Alison Marshall (Internal Audit)	£100.00

(c) It was RESOLVED to agree a pay rise for the Clerk of 1.75% per hour (equivalent of 22p per hour) as per The National Joint Council for Local Government Services agreement, backdated to 1.04.21 (total payable £27.21), Cllr Clarke proposed, Cllr Pomfret seconded, all agreed.

(d) It was RESOLVED to agree accounts and bank reconciliation for year ending 31st March 2022 (previously circulated), Cllr Pomfret proposed, Cllr Vukic seconded, all agreed.

(e) It was RESOLVED to complete and submit Certificate of Exemption regarding this year's External Audit, Cllr Pomfret proposed, Cllr Vukic seconded, all agreed.

(f) It was RESOLVED to agree Section 1 of the Annual Audit Return 2020/21 Part 2, previously circulated, Cllr Pomfret proposed, Cllr Parry seconded, all agreed.

(g) It was RESOLVED to agree Section 2 of the Annual Audit Return 2020/21 Part 2, previously circulated, Cllr Pomfret proposed, Cllr Maidment seconded, all agreed.

**22/07 Risk Assessment** – The Risk Assessment, which had previously been circulated, was reviewed and amendments made to the 'Other' section regarding Planning. It was RESOLVED to amend the document as discussed and to review it again at the next Council meeting, Cllr Pomfret proposed, Cllr Parry seconded, all agreed.

**22/08 Asset Register** It was RESOLVED to agree the Asset Register, previously circulated, Cllr Pomfret proposed, Cllr Clarke seconded, all agreed.

**22/09 Queen's Platinum Jubilee** – The Clerk reported that the Jubilee mugs have been ordered and children under 16 in the parish identified. It was AGREED to site a plaque by the trees at Wiston Cross which will be planted later this year to commemorate the Queen's Jubilee. Trees and plaque will be costed by the Clerk and reported back to a future Council meeting. It was noted that the hall committee is hoping to have an exhibition of Knowstone through the decades as well as a competition for best decorated house or gateway.

**22/10 Electric Vehicle Charging Point** – Cllr Clarke reported that there is a government grant scheme for the installation of a charging point but the benefitting organisation has to have employee/s who benefit from the installation. He has also looked into an Environment grants from NDC and it would seem that KPC fulfils the criteria. Applications have to be submitted by 1st August. It was AGREED that Cllr Clarke would go ahead and apply for a grant and contact companies (eg Podpoint) for quotes to install the charging point, Cllr Clarke proposed, Cllr Parry seconded, all agreed. Planning permission would not be needed as it is permitted development on a community building.

**22/11 Annual Meeting of the Parish, 17th May 2022** – It was AGREED that this meeting would have a similar format to previous ones, although a guest speaker has not been found. The Clerk will invite local groups to submit a report for the website and booklet.

## 22/12 Planning

- (a) Applications notified since last meeting – there had been none received for consultation but an application (ref. 75147) has been submitted for “Approval of details in respect of discharge of condition 6 (soft landscaping) attached to planning permission 73623 (erection of one temporary agricultural workers dwelling)”. It was reported that the Sustainability Officer has asked for more information.
- (b) Applications notified since the preparation of the agenda – Application ref. 75017 for extensions to a property in Roachill had been received. It was AGREED that the Clerk will ask the Case Officer for an extension to the date for a response so the application can be discussed at next month’s Council meeting.
- (b) It was RESOLVED to submit the following response to the Northern Devon People and Place Project consultation as follows – “KPC feels that there is a lack of reference to the involvement of a Parish Council (PC) in the planning application process. In particular KPC believes that more reference could be made to that role in paragraphs 7.4 and 7.15 of the document”, Cllr Pomfret proposed, Cllr Clarke seconded, all agreed.
- (c) Other planning matters – an email had been received re. the draft Affordable Housing SPD and validation check list. Cllr Clarke will look at this in more detail and will email councillors if a response was felt necessary.

## 22/13 Third Party Reports:

- a) **District Councillor** – D/Cllr Ley explained that Parish Councils can make representations at Planning meetings and their input can make a difference. With regard to planning matters things are quiet at the moment. The enforcement deadline for the Chicken farm at East Anstey was 14th April. The structures have been removed but the concrete pads are still there. It was suggested that the Clerk follows up the enforcement at Tower Farm. Regarding Environmental grants – they are awarded half yearly in August and February with £10,000 being available. Individual grants may be limited to £2,000 depending on the number of applicants. Estimates have to be submitted with the application. An issue in some rural settlement has arisen where an applicant wants a local needs dwelling, the approval for which is dependent on that settlement having a community facility. This would apply to East Knowstone and Roachill.
- b) County Councillor – not present.

## 22/14 Members Reports

- a) **Highways** – no report.
- b) **Footpaths & Beaples Stone** – Cllr Pomfret report that the tree across the path at Shapcott wood has been cleared. The gate latches at both ends of the footpath across the triangle at Roachill have been repaired. Cllr Pomfret said that he would like to find out who owns the land along by the Crooked Oak as there are several discarded vehicles there and other rubbish and it would be good to organise a community clear up.
- c) **Moors Management Association** – Cllr Maidment - nothing to report
- d) **Welcome Pack** - Cllr Maidment reported that she had dropped a pack into the new residents in Roachill.
- e) **Emergency Plan** – Cllr Parry reported that it is proving to be a challenge finding somebody to undertake defib training. He plans to ask people at next month’s Parish Meeting to see how serious the interest is for face-to-face training. If there is no appetite then the online option will be put forward.
- f) **Parish Hall** – two film nights have recently been held with the first one having a good turnout, but numbers low for the second one. North Devon Hog Roast had been in attendance on both evenings. Other recent events include coffee mornings (one in aid of Ukraine) and Easter Bingo. A games afternoon with Scalextric and skittles will take place on Saturday 14th May. For the Queen’s Jubilee there will be a community, dog and person walk and horse ride in the morning of Saturday 4th June and a street party in the centre of Knowstone (or in the hall if wet) on Sunday 5th June.

**22/15 Casual vacancy for a Parish Councillor** – no expression of interest received. The vacancy will be advertised on the Knowstone Facebook page.

**22/16 Business at the Chairman’s discretion** – none.

**22/17 To confirm date, time and venue of the next meeting** were confirmed as Tuesday 24th May at 7.30 p.m. in Knowstone Parish Hall (annual meeting of the Parish Council).

The meeting closed at 21.20.

*Draft to be approved at the next scheduled meeting*