

## KNOWSTONE PARISH COUNCIL

Minutes 23/24 Page 9

### Minutes of a meeting of the Council on 26<sup>th</sup> September 2023 held in Knowstone Parish Hall

Present: Cllr J Pomfret (Chair), Cllr A Parry (Vice Chair), Cllr J Clarke, Cllr C Dey, Cllr D Maidment

In attendance: W Vigus (taking minutes)

#### **23/37 Apologies for absence - Cllr J Stanbury**

Cllr Pomfret noted that invitations to attend had not been sent to the County and District Councillors.

Cllr Pomfret read a letter from C Hole which stated that she had declined to accept the post of Parish Clerk and outlined that she was unable to commit due to the workload and reimbursement timescale. Cllr Pomfret confirmed that the vacancy of Parish Clerk would be re-published on the noticeboards and website. Mrs W Vigus was introduced as the minute taker for the meeting.

#### **23/38 Declarations of Interest** (re. matters appearing on this agenda) – None

**23/39 Approve Minutes** It was RESOLVED to accept the minutes of the last scheduled meeting held on 25<sup>th</sup> July 2023. A copy of the minutes signed by Cllr Pomfret (Chair) was received by Mrs W Vigus (minute taker).

#### **23/39 Correspondence (not covered elsewhere on the agenda).**

Receipt of the following was NOTED:

- Email from NDDC Planning acknowledging Comments for 77079 dated 26.07.23;
- Email from Lloyds Bank dated 27.07.23;
- North Devon Link Road A361 newsletter July 2023 dated 28.07.23;
- Notification of next Police / Councillor liaison meeting on 4<sup>th</sup> October dated 30.07.23;
- North Devon Link Road Traffic Bulletin dated 31.07.23;
- Request for consultation on 77431 at Sunnymead, Knowstone, Devon EX36 4EB dated 01.08.23;
- Email from Environment Agency regarding Hinkley Point discharge permit dated 01.08.23;
- RSN Rural Funding Digest – August 2023 Edition dated 02.08.23;
- National Association of Local Councils newsletter dated 02.08.23;
- Devon Climate Emergency newsletter dated 02.08.23;
- DALC E-bulletin #33 2023 dated 02.08.23;
- Go North Devon's Ring & Ride and Shopmobility Services closure notification dated 03.08.23;
- Parish Online Newsletter #42 dated 08.08.23;
- Latest news from the Royal Devon: August 2023 dated 08.08.23;
- DALC E-bulletin #34 2023 dated 09.08.23;
- Email detailing Stagecoach Southwest Bus Service Changes for September 2023 dated 09.08.23;
- Email detailing "DATE CHANGE Temporary Traffic Notice – Road from Batsworthy Cross to Beaples Moor Cross, Knowstone (TTRO2352420)" dated 16.08.23;
- DALC E-bulletin #35 dated 16.08.23;
- Email from Councillor Advocate OPCC "Invitation to the Violence Seminar on Tuesday 19<sup>th</sup> September 2023" dated 18.08.23;
- Email from Moors Management re. 5<sup>th</sup> September Moors Management meeting dated 22.08.23;
- DALC E-bulletin #36 2023 dated 23.08.23;
- Email from HMRC regarding successful receipt online submission for reference 070/BA54842 dated 25.08.23;
- Email from Moors Management re. work to be done by DWT on Knowstone moors dated 29.08.23;
- Email invitation to attend DALC's AGM on 27<sup>th</sup> September dated 29.08.23;

*Draft to be approved at the next scheduled meeting*

- Email from Moors Management with agenda for their meeting on 5<sup>th</sup> September dated 30.08.23;
- Email from OPCC detailing survey regarding support for victims of crime dated 30.08.23;
- DALC E-bulletin #37 2023 dated 30.08.23;
- Parish Online newsletter #43 dated 31.08.23;
- Email from Devon County Highways Liaison Team dated 31.08.23;
- North Devon Link Road Traffic Bulletin dated 31.08.23;
- DALC E-bulletin #38 2023 dated 07.09.23;
- Email with draft minutes of Moors Management Meeting held on 5<sup>th</sup> September dated 07.09.23;
- North Devon Link Road Traffic Bulletin dated 08.09.23;
- Email regarding Parliamentary Petition on Dental Provision in North Devon dated 21.09.23;
- DALC E-Bulletin #39 2023 dated 13.09.23;
- Email from CPRE regarding Hedgelife Help Out dated 16.09.23;
- CPRE September e-bulletin dated 18.09.23;
- Email about the Slow Ways Walking Network dated 19.09.23

Cllr Pomfret asked whether the work had been completed on the Inner and Outer Knowstone moors by Devon Wildlife Trust. Cllr Maidment confirmed that this was still work in progress.

The following correspondence received after the preparation of the agenda was NOTED.

- Letter from Office of National Statistics containing Business Register and Employment Survey with a 5<sup>th</sup> October return date. Cllr Pomfret has sent it to W Sweet (previous Clerk) for completion and it was noted that she would charge for time incurred. It was AGREED that Cllr Pomfret will also investigate how to complete the monthly HMRC return and will check that the July return has been completed.
- Email from Claire Hole confirming that she did not wish to take up the position of Parish Clerk dated 19.09.23.
- Invoice from C Hole for £201.05 dated 21.09.23. It was AGREED that Cllr Pomfret would pay C Hole for the work completed to date and that the payment would be resolved at the next meeting.
- Remittance advice from North Devon District Council for sum of £2038.00 dated 21.09.23
- North Devon Link Road Traffic Bulletin with latest update on A361 dated 25.09.23
- Email re. raffle in aid of Great Bradley Bridge (Caremoor Appeal) on Two Moors Way dated 26.09.23

It was AGREED that Cllr Pomfret would review future correspondence in the absence of a Clerk and that planning emails and traffic bulletins would be circulated.

#### **23/40 Public Questions**

None

#### **23/41 Finance**

(a) It was RESOLVED to agree to settle the following account, Cllr Pomfret proposed, Cllr Parry seconded, all agreed:

- John Morgan for work at Beaples Stone £105.00

#### **23/42 Internal Audit Report**

Reallocate examination of points raised by Internal Auditor as Clerk no longer available

- Cyber security added to insurance policy if not already in place;
- Clearer explanation regarding difference in budget and precept requested;
- Extraordinary meetings are called by Chair / two councillors so agenda signed by them not the clerk;
- Separate Freedom of Information policy / publication scheme as indicated in the Council's S/O's;
- Privacy Policy to be renamed Privacy and GDPR policy;

*Draft to be approved at the next scheduled meeting*

- Standalone Complaints Policy recommended;
- Consider internet banking for making payments instead of using cheques;

Cllr Dey expressed concern over workload for Cllr Pomfret. Cllr Parry outlined his understanding of the definition of point two. It was AGREED that Cllr Pomfret would take on actions.

### **23/43 Planning**

(a) Applications notified since last meeting;

- Ref: 77606** – Great Wadham. Repair and renovation works to Farmhouse and associated works including the repair and reuse of outbuildings
- Ref: 77607** – Great Wadham. Listed business consent for the repair and renovation works to Farmhouse and associated works including the repair and reuse of outbuildings

Cllr Clarke confirmed that he had been on site at Great Wadham and that, without the proposed work, the Farmhouse and outbuildings were in danger of falling into disrepair. He noted that the previous Class Q application had been approved by North Devon District Council.

It was RESOLVED that Cllr Pomfret would write stating support for the two planning applications, Cllr Pomfret proposed, Cllr Dey seconded, all agreed.

(b) Applications notified since the preparation of the agenda – None

(c) Other planning matters - Cllr Clarke stated that the planning application at Sunnymead (Ref: 77431) had been withdrawn. Cllr Pomfret enquired if the roof work being carried out at Millhaven required planning consent. Cllr Clarke stated that this work came under Renovation and Repair.

### **23/44 Third Party Reports (if present):**

- District Councillor** – not present
- County Councillor** – not present

### **23/45 Members Reports**

#### **(a) Highways**

- Cllr Dey gave an update on 20 is Plenty and outlined that an email had been sent to the 20 is Plenty campaign requesting advice and assistance. No response had been received to date. Questions over the legality of placing signage on roads / in fields and whether the scheme could be self-funded as bids to Devon County Councils seemed to be limited in success were discussed. Cllr Parry felt that a community meeting would be required once more clarity is known on how the scheme could be implemented. It was AGREED that Cllr Dey will investigate if successful bids to DCC are in the public domain and will continue to source advice and help on the matter.
- Cllr Pomfret noted that NDDC had responded to a highways issue on Harpson Lane in August (reported in February) stating that the repair work was planned.
- Cllr Pomfret is in correspondence with Highways with regard the need for an additional grit bin near East / West Welland Farms as the current grit bin only services one side of a hill.

#### **(b) Footpaths & Beaples Stone**

- Cllr Pomfret confirmed that the gatepost on Shapcott Lane by the East Knowstone sign had been replaced by Highways. There was initial confusion within Highways over which gatepost to replace and the one at the other end was replaced in error. This matter has been resolved to the satisfaction of the landowner. Cllr Clarke noted that What3words might be a useful tool in the future. As an aside, Cllr Pomfret noted that correspondence had been received from the descendants of those formerly living at

Shapcott Barton but that this had been overlooked, however he had seen them in person to advise them on visiting Shapcott Barton.

(ii) It was AGREED that Cllr Pomfret would check the work conducted at Beaples Stone.

(c) **Moors Management Association** – Cllr Maidment confirmed that swaling had taken place in February and that the Fire Brigade had attended due to several calls from drivers on the A361.

(d) **Welcome Pack** – Cllr Parry had sent maps to Cllr Maidment as requested. It was AGREED that Cllr Maidment would update the contact details and deliver a welcome pack to the Pound House.

(e) **Emergency Plan** – Cllr Pomfret stated that the electrician required the generator to be purchased before the changeover switch was fitted. He had given provisional dates of 3<sup>rd</sup> / 4<sup>th</sup> October to complete the work. Cllr Pomfret stated that the recommended generator could be purchased online for a cost of £949.95 incl. VAT and that no vote on purchasing was required as the budget for all items and work had been agreed previously and would be sufficient to cover both the generator and works. It was AGREED that Cllr Pomfret would purchase the generator and liaise with the electrician.

(f) **Parish Hall** – Cllr Pomfret stated that a successful Autumn Fayre had taken place raising £639.20. A list of forthcoming events is available on Facebook and the website. Two kitchen fitters are currently preparing quotes for the kitchen refurbishment.

(g) **Police Liaison** – Nothing to report. It was AGREED that Cllr Dey would be sent alerts from Devon and Cornwall Police in the absence of a nominated councillor.

(h) **Snow Warden** – Cllr Stanbury was not present to give a report.

**23/46 Business at the Chairman’s discretion**

(i) It was AGREED that Cllr Pomfret would liaise with W Sweet to ascertain who is responsible for maintaining and replacing flowers / foliage in the village planters and that a record would be kept as reference.

(ii) Cllr Pomfret detailed that a Parish Hall member is reviewing the current Parish Council website and will feedback thoughts on potential improvements. W Vigus felt that other Parish websites should be used as comparison and that the cost of amendment be considered given the role and usage of the website.

**23/47 The date, time & venue of next meeting were confirmed** as Tuesday, 28<sup>th</sup> November 2023 at 7.30 p.m. in the Parish Hall

The meeting closed at 20.47.

Signed as a true record .....

Date .....