

KNOWSTONE PARISH COUNCIL

Minutes of a regular meeting held on Tuesday 28th November 2017

The meeting opened at 7.30 p.m.

Present:

Cllr T Browse, Cllr J Filmer-Bennett Cllr R Howe (Chairman), Cllr T Moore (Vice Chairman), W Sweet (Clerk)

In attendance: Members of the public x 5, D/Cllr E Ley, C/Cllr J Yabsley (part)

17/86 Apologies for absence Cllr E Costerton

17/87 Declarations of Interest (re. matters appearing on this agenda) - None

17/88 Approve Minutes It was RESOLVED to accept the minutes of the meeting held on 24th October 2017, and the minutes of the Extraordinary meeting held on 7th November 2017. Cllr Moore proposed; Cllr Browse seconded; all agreed. Copies of the minutes were signed by the Chairman.

17/89 Matters Arising from the minutes (not on the agenda). Cllr Moore reported that the CPR training had taken place and had gone well. Further training is not scheduled at the moment but can be arranged if/when required. The Chairman thanked Cllr Moore and everyone involved with organising the training.

17/90 Correspondence (not covered elsewhere on Agenda)

- Note receipt of email dated 24.10.17 from Batsworthy Cross CBF – member update;
- Note receipt of Autumn Newsletter of Devon branch of CPRE (copy available at meeting);
- Note receipt of email dated 30.10.17 from Ian Hyde at Devon Highways asking permission to access Knowstone Inner Moor in order to repair damaged fence; clerk replied granting KPC's permission; it was noted that this repair work has now been done.
- Note receipt of email dated 2.11.17 from Chief Fire Officer re. Devon & Somerset Fire & Rescue Service Draft Integrated Risk Management Plan Consultation;
- Note receipt of email dated 2.11.17 from Flood Risk Management, DCC re. Local Flood Risk strategy;
- Note receipt of email dated 3.11.17 re. Recycle Devon Thank You Awards;
- Note receipt of email dated 10.11.17 from Devon Countryside Access Forum, looking for new members;
- Note receipt of email dated 20.11.17 from Smaller Authorities Audit Appointments re. appointment of external auditor; it was noted that KPC's new auditor is PKF Littlejohn LLP.
- Note email sent on 8.11.17 to North Devon Planning re. KPC's response to Change of Use Application Ref. 63965;
- Note email sent on 22.11.17 to Kevin Wickham, Enforcement Officer re. possible planning contravention at New Moor;

17/91 Public Questions

- Mrs R Newton asked whether the parish council was pursuing the matter of the static caravan for use as an office at Roachill Farm which was being lived in. The Chairman said that North Devon Council's Planning Department was fully aware of the facts.
- Mr D Morgans asked re. footpath #8 whether there was any news regarding when the water logged gateway was going to be filled in. Cllr Browse said that Ros Davis was dealing with it and that he would chase up the matter.

17/92 Finance

a) **Finance Report** It was RESOLVED to agree accounts and bank reconciliation to 28.11.17, previously circulated; Cllr Filmer-Bennett proposed, Cllr Browse seconded, all agreed. Cllr Moore signed a copy of the accounts.

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- b) Expenditure against budget to date, previously circulated, was reviewed. It was noted that two cost centres were in the red, mainly due to the grant to the hall, purchase of the fire proof filing cabinet and the by-election.
- c) Note receipt of cheque for £2,628.00 from Hare's Down & Knowstone Moors Management Association.
- d) **Accounts to settle:**
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|---|--------------------|
| • Clerk's salary & expenses (Oct/Nov) | £152.72 |
| • Clerk's salary & holiday pay (Nov/Dec - to be paid end of Dec) | £126.25 |
| • Ian Woollacott (Beaples Stone strimming; last year & this autumn) | £282.00 (incl VAT) |
| • D Herbert – new noticeboard, Roachill | £180.00 |
| • Membership renewal – CPRE | £36.00 |
- It was RESOLVED to settle the above accounts; Cllr Browse proposed, Cllr Filmer-Bennett seconded; all agreed.
- e) **Budget 2018/19 preparation** - the draft Budget for 18/19, previously circulated, was reviewed and discussed. It was RESOLVED that the amount budgeted for Contingencies should be set at £1000, Cllr Moore proposed, Cllr Filmer-Bennett seconded; all agreed. It was noted that the Precept amount was likely to be the same as last year. The Clerk will produce projected figures for the current financial year in order to ascertain the likely deficit.

17/93 Planning

- a) Applications received after preparation of the agenda: Ref. 64147: Alterations and extension to dwelling at Whitmore Farm, Knowstone – Cllr Filmer-Bennett reported on the site visit he and the Chairman had made. The existing barn was going to be replaced with a slightly bigger building but it would be in keeping with the farmhouse. It is not overlooked and it does not overlook anything. The proposed use is for leisure. It was recommended that the council submitted a 'no comment' response and this was unanimously agreed; Cllr Filmer-Bennett proposed; Cllr Browse seconded. This decision was subsequently revoked, following a comment made by D/Cllr Ley that if the council is favourable towards an application they could support it rather than submitting a 'no comment' response. It was RESOLVED to submit a supportive response to the Planning Department, Cllr Moore proposed, Cllr Browse seconded; all agreed.
- b) Applications notified since last meeting – none
- c) It was noted that the applications at Weston Farm had been approved by NDC.
- d) It was noted that the static caravan at New Moor that was referred to under Item 17/90 was situated on a piece of land near the B3227 just within the Parish boundary.

17/94 Third Party Reports (if present):

- a) **District Councillor** – D/Cllr Ley spoke briefly about the Batsworthy Noise Group and the fact that NDC has refused to continue discussions with them. It was agreed that KPC would write to the Council Officer concerned expressing its concern at the lack of progress. D/Cllr Ley reported on the slow progress of Planning Enforcement at Bish Mill roundabout. He asked whether KPC had claimed any TAP fund this year – the deadline is February. This could work in with work at the hall. Another parish has to support any bid. He had no news re. East Hill farm but the Chairman read out parts of a letter a parishioner had received from Peter Heaton-Jones MP which said that contracts were progressing.
- b) **County Councillor** – C/Cllr Yabsley asked residents to continue to report potholes. He reported that patching had finished and the council had achieved all that had been put into their programme. With regard to East Hill he had spoken to the lawyer handling the sale which was still on. The prospective purchaser had had issues with access and land retained by DCC. These are now mostly resolved. Nothing which would affect Knowstone is likely to change. The wildlife survey is about to be commissioned but cannot take place until sometime between March and June. It is hoped that the sale will be completed by the end of summer 2018.

17/95 Members Reports

- a) **Highways** - Cllr Filmer-Bennett had recently attended a Town & Parish Council Highways conference. Copies of the presentations given will be sent to the Clerk who will circulate them to all councillors. There had been presentations by Skanska, the County's new contractors and Joe Deezy on Asset Management. The break-out sessions covered Community self-help and Highway Maintenance Community Enhancement Fund

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(HMCEF), Highway maintenance – routine & reactive maintenance and cyclic works and Highway maintenance – planned works and additional funding. Community Self Help covers the Snow warden scheme and other voluntary schemes. They will provide free training, salt & will re-fill contaminated salt bins. Information about KPC's snow warden had recently been submitted to DCC by the Clerk which should trigger the delivery of salt. People undertaking snow warden duties are covered by Public liability insurance. Cllr Filmer-Bennett explained that there is funding that KPC could apply for to buy tools etc. Re. Chapter 8 for road closures - if the council approves someone for training it will be provided free of charge. Tiffany Nicholson has volunteered to undertake the training in connection with the Village Day and it was agreed that Cllr Filmer-Bennett will draft a letter to be sent to Tiffany.

If there are any problems, eg potholes, these should be reported to Devon CC via their portal <https://new.devon.gov.uk/roadsandtransport/report-a-problem/> or residents can ring Cllr Filmer-Bennett and he will report them. Information on planned roadworks can be found on <https://roadworks.org/>.

Cllr Filmer-Bennett had received a number of comments from residents in Roachill about the number of CC Haulage lorries using the road through Roachill. They are carrying building spoil to East Anstey Stables. Cllr Filmer-Bennett suggested that he asks the County to undertake a speed and traffic survey which will gauge the speed and volume of traffic to see whether calming measures are needed and this was agreed.

Cllr Filmer-Bennett and Moors Management have been liaising on the proposed re-siting of the cattle grid nearest the link road.

b) **Police** – Cllr Moore highlighted an item from the November Police report about dogs being out of control and worrying livestock which is a criminal offence. There had been a number of incidences recently in the South Molton area. The report also contained a reminder about drink driving. There had been a 17% increase in reported crime; the majority of which were sexual offences. An information poster on how to contact the police had been received and posted on the website and noticeboards.

c) **Footpaths & Beaples Stone** - Cllr Browse

(i) Footpaths – no complaints received apart from the one ref. #8 already mentioned.

(ii) Beaples Stone – Cllr Browse reported that as the area gets over grown he had asked a contractor to quote for laying membrane and gravel over the area. This amounted to £1,320.00 including VAT. As the potential cost is over £1000.00 two more quotes need to be sought before a decision can be made and Cllr Browse will get these for the next meeting. The Woodland Trust will supply trees, stakes and know-how free of charge.

d) **PCC** – The Chairman gave details of the Christmas Fair which would take place on Saturday 2nd December. Christmas Bingo takes place on Tuesday 12th December which is a joint church/parish hall event. Doors open at 7.30 p.m. The Carol Service will take place on Sunday 17th December at 6.30 p.m. followed by mince pies and mulled wine. There will not be a service on Christmas Day in Knowstone due to lack of clergy; the nearest church having a service is Rose Ash.

e) **Parish Hall** – Cllr Filmer-Bennett reported on the recent AGM and regular committee meeting. Unfortunately Wendy Vigus has stood down as secretary so the committee is looking for a new secretary. Cath Whatcott from Roachill has joined the committee. Film night will take place on 30th November at 7.30 p.m. The next coffee morning is on Wednesday 6th December and the next Dance on 23rd December. The next Parish Hall meeting will take place on 5th December to discuss next summer's Village Fair.

f) **Emergency Plan** - Cllr Browse reported that Ken Dykes was happy to man the Hall in the event of an emergency but not to undertake the role of Emergency Co-ordinator in Knowstone. KPC needs to find someone in Knowstone to undertake this role. Other matters regarding the emergency plan would be discussed at the end of the meeting when the public would be excluded due to data protection issues.

g) **Standing Orders Working Group** – Cllr Moore reported that the working group had made a significant number of proposed alterations to Standing Orders. The Clerk will produce a new draft set of S/O's which will

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be circulated to councillors to give them the chance to look at them before the meeting in January. Some items need to be discussed; all alterations will need to be agreed. Financial regulations were not covered by the Working Group and these will need to be looked at and produced. The Chairman thanked Cllr Moore for leading the Standing Orders Working Group.

h) **Parish Pound** To consider participating in 'Garden of Gold' campaign to raise awareness of children's cancer as per information received in email dated 20.10.17 from Peter Heaton-Jones MP. The Chairman said that it would be a good idea to participate in this campaign and that it will be discussed in detail at the next meeting.

i) **Moors Management** – it was reported by the Chairman that the AGM had taken place and the payments to commoners and landowners had been agreed.

j) **Exe Valley Bus** – The Chairman reported on a recent meeting he had attended. There is a lack of passengers and some routes are not paying their way. He had been asked whether KPC would subsidise these routes. They were told to write to the Council if funding was needed. It was agreed that the Clerk will write to Rackenford and Rose Ash Parish Clerks asking them to encourage their parishioners to use the service and to point out that people can get on the bus at Sidemoor, which is a request stop. Ideas were needed for the destinations for next summer's trips on the 3rd Wednesday of each month – let the Clerk know any suggestions.

17/96 Casual Vacancy for a Parish Councillor. There is still a vacancy for a co-opted councillor. Anyone interested should speak to the Clerk.

17/97 Diary/Forthcoming Community Events:

To consider upcoming community and/or national events – covered under Item 17/95 d) and e).

17/98 Members - Matters of Immediate Concern for inclusion at the next meeting.

The Chairman pointed out that a lot of people had recently moved into the Parish and he felt that the Council should consider producing a Welcome Pack which could be discussed at the next meeting.

17/99 Date & Time of next meeting: Tuesday 23rd January 2018 commencing at 7.30 p.m.

The meeting closed at 9.25 p.m.

Minutes prepared by Wendy Sweet (Parish Clerk)

Police contact numbers:

In Emergencies call: 999

Non-Emergency call: 101

Email contact: southmolton@dc.police.uk

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