

**Minutes of the Annual Meeting of the Council held on 14th May 2019, Knowstone Parish Hall**

**Present:** Cllr Barrett, Cllr Filmer-Bennett, Cllr Howe, Cllr Moore, Cllr Pomfret

**In attendance:** W Sweet (Clerk), members of the public x 5, D/Cllr Ley (part)

Before opening the meeting the Chairman reported the recent death of Maureen Jenkins, a long standing member of the community and a minute's silence was observed in her memory. Mrs Jenkins' funeral took place last Friday

**19/14 Election of Chairman** Cllr Howe proposed Cllr Moore as Chairman, Cllr Filmer-Bennett seconded, all agreed

**19/15 Election of Vice Chairman** Cllr Moore proposed Cllr Filmer-Bennett, Cllr Howe seconded, all agreed

**19/16 Declaration of Acceptance of Offices** as Chairman, Vice Chairman and Councillor were duly signed by Cllr Moore, Cllr Filmer-Bennett and Cllr Howe.

**19/17 Apologies for absence** - None

**19/18 Declarations of Interest** (re. matters appearing on this agenda) - None

**19/19 Approve Minutes** It was RESOLVED to accept the minutes of the meeting held on 23rd April 2019, Cllr Moore, Cllr Filmer-Bennett seconded, all agreed. The minutes were signed by the Chairman.

**19/20 Co-Option of additional members**

(i) Consider Co-option of additional members – The Chairman said that he was delighted that three members of the community had put themselves forward to be considered for co-option - David Barrett, John Pomfret and John Stanbury (not present). David Barrett and John Pomfret made brief statements about themselves. It was RESOLVED to co-opt David Barrett and John Pomfret onto the Council, Cllr Moore proposed Cllr Howe seconded, all agreed.

(ii) Co-option acceptance and acceptance of office forms were signed by the two new councillors who joined the meeting.

(iii) It was AGREED that the two new councillors would attend an appropriate training course details of which would be supplied to them by the Clerk.

(iv) Declarations of Interest by Cllr Barrett and Cllr Pomfret regarding the agenda - None

**19/21 Appointment of members** to serve on Parish Committees:

PCC – Cllr Howe to continue;

Parish Hall – Cllrs Howe and Filmer-Bennett are on the Hall committee;

Moors Management Association – Cllr Moore happy to continue for the time being.

**19/22 Allocation of Roles** amongst members:

Footpaths & Beaples Stone: Cllr Pomfret (former Cllr Browse happy to do a handover)

Planning: Cllr Howe

Highways: Cllr Filmer-Bennett

Police liaison: Cllr Moore

Emergency Plan: Decision to be rolled over to the next meeting. Cllr Moore explained that the plan had been drawn up but needs to be maintained. He is Deputy EPO so will look after it for the time being.

Snow Warden: Decision to be rolled over to the next meeting.

Cllr Howe raised the question of who would be responsible for the Welcome pack for new residents which former Cllr Browse used to deal with. As this was not strictly a Council role, Cllr Moore said he would ask Timothy and Michele Browse if they wished to continue doing it.

**19/23 Correspondence**

- Note receipt of DALC Newsletter #8 dated 25.04.19 – Post Election Training Courses;

- Note receipt of letter from Fremington PC re. Planning and New Councillor Training;
- Note receipt Rural Bulletin 30 April 2019;
- Note receipt of email dated 1.05.19 from OPCC re. community engagements events;
- Note receipt of email dated 1.05.19 from NDDC re. Emptying of Dog Bins – Consultation re. proposed fees;
- Note email dated 1.05.19 from Natural Devon – Get involved in 2019
- Note email dated 1.05.19 from DALC with new contact details;
- Note email dated 2.05.19 from Came & Company – Council Matters Spring 2019;
- Note email dated 3.05.19 from DCC, Devon Local Flood Risk Management Strategy Update – April 2019 Strategy Newsletter;
- Note email dated 3.05.19 from DCC, Nominations invited for Community Transport Awards;  
**Note any correspondence received after the preparation of the agenda.**
- Email dated 9.05.19 from OPCC re. Councillor Advocate seminar;
- Email dated 10.05.19 from Timothy Browse re. purchase and delivery of seat for Beaples Stone;
- Email dated 13.05.19 from Jane Faust re. Lack of evidence provided in Operator's request to pause noise measuring. Mrs Newton asked for more detail of what was in this email and the Chairman briefly outlined the contents which stated that the operator of the wind turbines have asked whether they can suspend noise readings during the summer months due to direction of the wind etc. Ms Faust had responded to them with a firm and forthright email with a reminder that they have failed to meet conditions of the original planning. The Clerk said she would provide a copy of the email to Mrs Newton.

**19/24 Public Questions** (*limited to 20 minutes*) **Standing orders suspended.**

Mr Morgans thanked former Cllr Browse for all his work on footpaths.

Mr Morgans then raised the following planning issues:

- (i) Ford Farm, which has recently been sold, had been subject of an enforcement issue raised by KPC in 2008/9 as an additional level had been added to the property without planning permission. The enforcement officer had tried to make two visits and had been unable to gain access and the file had been closed. Mr Morgans showed the meeting 'before' and 'after' pictures of the property. The old house has been incorporated into the new one. Mr Morgans requested that KPC writes to the Planning Department to ask whether a planning application had been submitted. D/Cllr Ley's opinion was asked and he said that if the property is not listed then the owner could be asked to submit retrospective planning permission. The Chairman said that the Council needed to decide whether it wanted to challenge it. What the previous owner had done was incorrect but any action would put a burden on the new owner. He felt that it needed to be considered before making a decision and would go on the agenda of the next meeting.
- (ii) The previous owners of West Hill, which is situated at the entrance of the driveway to Ford Farm, had been given permission by the Planning inspector to live there but to not undertake any more conversions during their lifetime. Mr Morgans said that no-one from planning has been there to have a look. There may be a similar problem there with a breach of planning permission. The property has recently been sold. Cllr Filmer-Bennett proposed that the Council looks at this at the next meeting and in the meantime does some research. Council has a duty to act. It does not have any power but has the right to comment. The new owners of both properties would be welcome to come to the next meeting.
- (iii) A large tent at Moortown equestrian centre has been erected just below the turbines which can be seen from the link road. The roof has reflective material on it which is visible from Exmoor. He said it would be good to know whether it is a permanent structure. Cllr Howe will look into it and report back at the next meeting.

Mr Dykes raised the issue of the building works at East Hill, to which deliveries are being made

by HGV's coming down Tracey's Hill and causing traffic jams. He asked the Council to write to Kingston Building Contractors about using the correct route. Cllr Filmer-Bennett will cover this issue under his Highways Report later in the meeting.

**19/25 Finance:**

a) The accounts to date, previously circulated were reviewed. The Council currently has £26,681.03 in the bank. It was NOTED that the Council needs to allocate its excess funds to specifically identified reserves.

b) Accounts to settle:

- Wendy Vigus – website updating £51.00

It was RESOLVED to settle the above account – Cllr Moore proposed, Cllr Howe seconded, all agreed.

c) Receipt of remittance advice from NDDC re. precept & grants payment of £2038.37 was NOTED..

d) The Council's banking arrangements were reviewed. Two new signatories have been added to the account giving the Council a total of 3 signatories which was deemed to be sufficient. It was RESOLVED that the Council keeps its banking arrangements as they are with Lloyds, Cllr Moore proposed, Cllr Filmer-Bennett seconded, all agreed.

**19/26 Planning**

- a) Applications received after preparation of the agenda - None
- b) Applications notified since last meeting - None

**19/27 Third Party Reports (if present):**

a) District Councillor – Cllr Ley was congratulated on his re-election.

Cllr Ley reported that the owner of the Chicken Farm has lodged an appeal which has not yet been ratified. He recommended that the Clerk gets in touch with the Clerk at East Anstey Parish Council who will be requesting that the appeal is via a hearing rather than behind closed doors. He suggested that KPC back up E Anstey by also writing to ask for a hearing. Cllr Ley explained that one day hearings do not run to a set process, it is down to the inspector on the day how it is run. There needs to be good representation at the hearing as it is in everyone's interest to win the case. Cllr Ley asked KPC to consider contributing to the cost of it. Cllr Howe felt that other adjoining parishes should also be asked to contribute. It was RESOLVED that the Council will write to Planning and request that the appeal is dealt with as a public hearing. A proposal regarding a financial contribution will be discussed at the next meeting.

b) County Councillor – not present

**19/28** Review & adopt Standing Orders & Financial Regulations – These have to be reviewed on an annual basis but they can be reviewed at any time if there is a need. They are up and running as current and available on the Council's website. It was RESOLVED to adopt the current Standing Orders & Financial Regulations, Cllr Filmer=Bennett proposed, Cllr Moore seconded, all agreed.

**19/29** Review the Council's and staff subscriptions to other bodies:

- DALC (Devon Association of Local Councils)
- SLCC (Society of Local Council Clerks)
- CPRE (Council for the Protection of Rural England)

It was RESOLVED that the Council continue to be members of these organisations, Cllr Moore proposed, Cllr Howe seconded, all agreed.

**19/30** It was AGREED to create a complaints process for the Council to review and adopt at a future meeting. The Council needs to have a formal process in place. Cllr Filmer-Bennett will work with the clerk to produce a draft to circulate to all councillors.

**19/31** Review the Council's procedures for handling request made under the Freedom of Information Act 2000 – this is referred to in the Council's Standing Orders but needs a separate procedure. Cllr Filmer-Bennett will work with the clerk to produce a draft to circulate to all councillors.

**19/32** Review the Council's policy for dealing with the press/media – this is referred to in Standing Orders but a separate policy is needed. Cllr Moore will produce a draft to be considered at a future meeting.

**19/33 Members Reports**

a) **Highways:** (i) Cllr Filmer-Bennett thanked the clerk for reporting back on her conversation with Tom Vaughan re. HGV signs and flashing speed signs requests. The latter will have to go before SCARF (Speed Compliance Action Review Forum) which meets every 3-4 months. No further feedback has been received from Tom Vaughan. Cllr Filmer-Bennett said he would like to talk to C/Cllr Yabsley and also suggested that KPC approaches the portfolio holder to try and move things forward.

(ii) The lorry dumped at the picnic area, which was actually the roof of Mrs Jenkins' caravan, will be removed.

(iii) Re. East Hill access – it was AGREED that Cllr Filmer-Bennett in conjunction with Cllr Howe will check the conditions of the planning application in respect to access and if it should be from the top of Tracey's Hill across the field he will contact Mr Kingston, the owner of Kingston Building Contractors informally about it, prior to the Council submitting a formal complaint. He will report back to councillors via the clerk.

b) **Footpaths & Beaples Stone** – Cllr Moore reported that J Poole is scheduled to treat the Beaples Stone area with weed killer and the bench will be installed in the next couple of weeks.

c) **Police Report** – Cllr Moore reported that the Police's main focus this month is on safe driving.

d) **Parish Hall** – Cllr Howe reported that the current challenge is sorting out the solar panels. A particular unit had failed so no hot water is being produced. It had taken a couple of visits from the expert to work out what the problem was. The Village Fair & Show will take place on Saturday 15th June between 1.00 and 4.00 p.m. A lot of effort has gone into the planning of it. .

e) **PCC Report** – Cllr Howe reported that there will be a wedding in the church on 6th July – the first one for 14 years. It is hoped that the work on the church will be completed by then. On the right hand side where the choir stalls used to be there is currently a pile of rubble. Once the builder has finished work on the wall, the choir stalls will be re-installed. In due course under pew heating will be installed.

f) **Emergency Plan** – it was AGREED that Cllr Moore will attend the North Devon Community Resilience Forum on Thursday 13th June at Bishops Nympton Village Hall.

**19/34 Business at the Chairman's discretion** – None

**19/35 To confirm date & time of Annual Meeting of the Parish** – 28th May, 7.00 for 7.30 p.m. Wine and cheese will be served on arrival. Councillors were asked to encourage as many people as possible to attend.

**19/36 To agree dates & times of meetings** in the coming year. The Council has met monthly for the past 2 years. There were strong feelings amongst councillors that the pattern of meetings should remain as previously. It was RESOLVED to meet monthly on the fourth Tuesday, Cllr Moore proposed, Cllr Filmer-Bennett seconded, all agreed. **Date of the next meeting: Tuesday 25th June at 7.30 p.m.** Future meeting dates: 23rd July, 27th August, 24th September, 22nd October, 26th November, no meeting in December, 28th January 2020, 25th February 2020, 24th March 2020, 28th April 2020, 26th May 2020.

Meeting closed at 21.10.