

Minutes of the Meeting of the Council held on 23rd April 2019, Knowstone Parish Hall

Present: Cllr Filmer-Bennett (Vice Chairman), Cllr Howe, Cllr T Moore (Chairman)

In attendance: W Sweet (Clerk), members of the public x 4, D/Cllr Ley (part)

Before opening the meeting the Chairman reported recent death of Les Gard, a long-time resident of Knowstone and a minute's silence was observed in his memory. Mr Gard's funeral will take place on Friday next in Knowstone Parish Church.

19/01 Apologies for absence Cllr T Browse due to being unwell, Cllr J Stanbury due to work commitments.

19/02 Declarations of Interest (re. matters appearing on this agenda) - None

19/03 Approve Minutes It was RESOLVED to accept the minutes of the meeting held on 26th March 2019, Cllr Howe proposed, Cllr Filmer-Bennett seconded, all agreed.

19/04 Correspondence (not covered elsewhere on the agenda)

- Note receipt of CPRE Annual Report 2018, available at the meeting;
- Note receipt of email dated 28.03.19 from Planning Aid England;
- Note receipt of DALC newsletters dated 2.04.19 re. Elections and 9.04.19;
- Note receipt of RSN Rural Funding Digest - April 2019 Edition
- Note receipt of email dated 3.04.19 from OPCC re. Community engagement events;
- Note receipt of Devon Highways Parish & Town Council Update - Spring 2019
- Note receipt of email dated 4.04.19 from NDDC Corporate & Community Services re. London Bridge Procedure;
- Note receipt of email dated 10.04.19 from NDDC Corporate & Community Services re. Members Code of Conduct Training Event and Register of Interest Forms;
- Note receipt of Devon CC connectme Travel & Transport newsletter dated 10.04.19;
- Note receipt of email dated 13.04.19 from CPRE re. Celebrating 70 years of our National Parks;
- Note receipt of email dated 15.04.19 from Citizen's Advice (TNMW Devon) April Newsletter;
- Note receipt of email dated 15.04.19 from Jane Faust re. Noise Measurement should not be paused through summer months;

Note any correspondence received after the preparation of the agenda.

- Note receipt of Notice of European Parliamentary Election on 23.05.19;
- Note receipt of email dated 22.04.19 from Alison Marshall with Internal Audit report;
- Note receipt of copy of Mr D Morgans' email dated 20.04.19 to NDDC's specialist planning solicitor;
- Note receipt of CPRE's spring newsletter.

19/05 Public Questions *Standing orders suspended*

Mrs M Browse asked if there was any update regarding the problem of surface water in East Knowstone, the proposed HGV signs and the broken grate. Regarding the surface water the Chairman said that Cllr Filmer-Bennett had done everything he could to get recognition of the problem from DCC. The flooding risk to the Vigus' property is being dealt with by Flood Risk department direct with them. With reference to the proposed HGV signs, the clerk has written again to DCC copying in C/Cllr Yabsley. The Head of Highways is aware of situation as is the Portfolio holder. It is taking a long time to get this sorted and if there is no response in next two weeks, Cllr Filmer-Bennett will try to get more action. The repair of grate lies in hand of owners. DCC is sympathetic and are happy to advise on its repair but not pay for it.

Mrs R Newton thanked Carole for providing refreshments. At the Annual meeting of the Parish Mrs Newton wants to show documentation going back to the World War II which relates to Knowstone. She has a photo from Admiralty House which she would like to give the Parish. There will be a projector at that meeting so

the photo could be scanned and put up on the screen. Cllr Filmer-Bennett will liaise with Mrs Newton to organise. **Standing orders were resumed**

19/06 Finance

- a) It was RESOLVED to appoint Cllr Moore and Cllr Filmer-Bennett as bank account cheque signatories, Cllr Howe proposed both, Cllr Moore seconded Cllr Filmer-Bennett as signatory, Cllr Filmer-Bennett seconded Cllr Moore as signatory, all agreed.
- b) It was RESOLVED to agree the accounts for year ending 31st March 2019 (previously circulated) which showed the Council having a bank balance of £27,396.96 at year end. Cllr Moore proposed, Cllr Howe seconded, all agreed. The accounts were signed by Cllr Filmer-Bennett.
- c) Review Internal audit report – the Chairman read out extracts from the report from Alison Marshall including the summary which said: “I am pleased to be able to report that, within the areas checked, it is my opinion that Knowstone Parish Council has robust and effective systems of internal control in place which, as result, supports the lowering of risk to the Council. I would add that the quality of work seen from the Clerk over the past year has improved the Council’s risk position substantially. To this end, I would ask that the Council considers the very few recommendations noted within this report which have been provided to support future risk and internal control management.
- d) It was RESOLVED to complete and send off the Certificate of Exemption regarding this year External Audit. Cllr Moore proposed, Cllr Filmer-Bennett seconded, all agreed.
- e) It was RESOLVED to sign Section 1 of the Annual Audit Return – Annual Governance Statement, Cllr Moore proposed, Cllr Howe seconded, all agreed.
- f) To resolve to sign Section 2 of the Annual Audit Return – Accounting Statements, Cllr Moore proposed, Cllr Filmer-Bennett seconded, all agreed.
- g) It was RESOLVED to renew the Council’s insurance with Came & Company’s recommendation – Hiscox – at a cost of £218.00 including broker’s fee of £50.00, details previously circulated. Cllr Howe proposed, Cllr Filmer-Bennett seconded, all agreed.
- h) It was RESOLVED to purchase and install a Park Seat with Back for Beaples Stone; estimated cost £520 plus VAT, details previously circulated,. Cllr Moore proposed, Cllr Howe seconded, all agreed. It was noted that the installation cost was a guide price and there may be some latitude in the final charge.
- i) Following the Chairman’s annual appraisal with the Parish Clerk, it was RESOLVED to replot the Clerk on to the new 2019 pay scales at level 12, reflecting the performance of the Clerk during the past year. Cllr Moore proposed, Cllr Howe seconded, all agreed. The new pay scale is the equivalent of a pay rise of 81p per hour and will take effect from 1st April 2019.

The Chairman gave a brief report on the Clerk’s review. He had received feedback from three councillors on the clerk’s performance which had all been positive. There were no unresolved issues from the Clerk’s point of view. Training needs are picked up as they arise and the Chairman said that as a general rule the Council would support the clerk and individual councillors undertaking training where appropriate.

j) Accounts to settle

• Clerk’s salary March/April (£135.33) & expenses (£4.25)	£139.58
• DALC – Clerk’s attendance at Preparing for Elections seminar	£36.00 (incl VAT)
• DALC – membership renewal	£57.62 (incl VAT)
• Data Protection registration (annual renewal) – paid by DD	£35.00
• Clerk’s salary April/May (estimate)	£130.13
• Alison Marshall – Internal Audit	£100.00

It was RESOLVED to settle the above accounts, Cllr Moore proposed, Cllr Filmer-Bennett seconded, all agreed.

19/07 Planning

- a) Applications received after preparation of the agenda - None
- b) Applications notified since last meeting:
- (i) **Ref. 66148** – Creation of an equestrian arena (manege) at West Crosside Farm, Knowstone. Cllr Howe reported that he had made a site visit and had been shown what was planned. It is not overlooked and has been discussed with their neighbours. It was RESOLVED that the Council supports the application, Cllr Howe proposed, Cllr Moore seconded, all agreed.
 - (ii) **Ref. 66505** – Extension to dwelling at Kents Farm, Knowstone – Cllr Howe reported that he had made a site visit and had been shown the development the owner wants to do, ie taking a run-down property and making it into a home. Cllr Moore said that he had looked at the plans and noted that the extension would be in keeping with the existing building. Cllr Howe proposed that the Council supports the application, Cllr Moore seconded, all agreed.
- c) Cllr Howe reported that Kingston Building Contractors have started work on the farmhouse at East Hill farm. He said that the Council needed to know where the new track is going to go and when it is going to happen.

19/08 Third Party Reports

- a) **District Councillor** – With regard to the Chicken Farm application, Cllr Ley reported that the applicant had until the end of April to appeal the decision otherwise the enforcement notice would be issued.

19/09 Members Reports

- a) **Highways** – Cllr Filmer-Bennett

(i) It was RESOLVED that under the supervision of the Road Warden and with the agreement of Richard Sables, the Devon County Council Traffic Officer, that nominated volunteers in Roachill carry out a clean-up and restoration of the village approach walls and welcome signs at Roachill. Cllr Filmer-Bennett proposed, Cllr Moore seconded, all agreed.

(ii) Cllr Filmer-Bennett reported that he has completed Chapter 8 training on a one day course in Rackenford paid for by Devon County Council at which he had learnt where to put signs etc and health and safety issues.

(iii) Following receipt of an email from Mr Dykes regarding part of a lorry which has been dumped near the entrance of the picnic area, Cllr Filmer-Bennett has reported it on the DCC website.

(iv) Cllr Filmer-Bennett said that potholes etc can be reported easily online and the more people that report them the better.

- b) **Footpaths & Beaples Stone** – Cllr Browse – not present. The Chairman said that at the last meeting Mrs Newton has raised the issue of a footpath/bridleway in Harpson Wood. This has been looked into and it definitely does not appear on any map. There will be a full revision of footpaths nationally before 2026 and Ros Davies at DCC will be writing soon to all councils about this.

- c) **Emergency Plan** – Cllr Browse – not present.

d) **Police Report** – Cllr Moore – read out a brief list of recent crimes from the Police Blog that have resulted in a conviction. Farm buildings were highlighted with a reminder to farmers to lock up their barns and use CCTV if possible. There was also a reminder not to leave tools overnight in vans etc.

e) **Parish Pound** – Cllr Howe reported that it is being kept in good order. In due course he would like it to be turned into a war memorial. He will bring a model of what he envisions for the Pound to the Annual Meeting of the Parish.

f) **Parish Hall** – Cllr Howe reported that at the end of March there had been a superbly organised Spring market with the hall full of stalls plus a few outside. It had been well promoted by Ken Dykes and Steve Vincent but unfortunately not many people turned up so some stallholders had been disappointed. The Willmetts had kindly allowed the use of their field for parking. It is hoped that the turnout will be a great deal better for the Knowstone Fair and Show being held on Saturday 15th June.

g) **PCC Report** – Cllr Howe reported that the annual visitation of Archdeacon of Barnstaple will take place on 29th May at St John the Baptist Church, Witheridge. It is an important service relating to legal matters for Churchwardens. The avenue of lime trees in the churchyard has been pollarded and the offcuts taken away. Richard Reed has done a great job mowing and trimming round the gravestones. In the church the scaffolding has been taken down and McNeillage Conservation have finished their work. The builder can now finish the wall and the carpenters will then have to re-site the choir stalls. A plaque will be produced listing all the people involved in the project plus donors. The architect will be arranging for a picture to be painted of what it probably looked like before 1560. There is a new flag on the top of the tower. The church has been cleaned that morning by a few volunteers. Future projects will be work to the bell chamber and on some of the doors where the birds get in and make a mess.

19/10 Parish Elections – 2nd May 2019 Note uncontested election of three councillors and that process of co-option will commence from 2.05.19. It was proposed by Cllr Moore to give a vote of thanks to outgoing Councillors Browse and Stanbury, seconded Cllr Filmer-Bennett, all agreed. Cllr Stanbury has indicated that he would be willing to be co-opted back onto the Council for the forthcoming year. There was a brief discussion on how to best facilitate the co-option of new members onto the Parish Council. Cllr Howe suggested that people who are positive and do things in the parish are identified and invited to take an interest in the council. He felt that it was important that potential councillors attend a council meeting to see what is involved. In the interest of transparency potential councillor would come to a council meeting and say a few words about themselves. An item for co-option with names of potential councillors will go on the agenda so it can be voted on. Cllr Moore proposed, Cllr Filmer-Bennett seconded, all agreed that co-option is treated in this manner.

19/11 To discuss preparations for the Annual Meeting of the Parish – 28th May 2019. It was agreed that the usual reports would be gathered from local organisations and put on the website and in a booklet, limited copies of which would be available at the meeting.

19/12 Business at the Chairman's discretion – None

19/13 Date & Time of next meeting: Tuesday 14th May 2019 at 7.30 p.m.

The meeting closed at 20.50.