

## KNOWSTONE PARISH COUNCIL

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### Minutes of the Meeting of the Council on 27th April 2021, held remotely via Zoom

**Present:** Cllr D Barrett, Cllr J Clarke, Cllr R Howe (Chairman), Cllr D Maidment, Cllr A Parry, Cllr J Pomfret, Cllr J Stanbury

In attendance: W Sweet (Clerk), 1 member of the public, C/Cllr Yabsley (part)

**21/01 Apologies for absence** - None

**21/02 Declarations of Interest** (re. matters appearing on this agenda) - None

**21/03 (i) Approve Minutes** – it was RESOLVED to accept the minutes of the meeting held on 23rd March 2021, Cllr Barrett proposed, Cllr Pomfret seconded, all agreed.

(ii) It was RESOLVED to make the following amendment to Minute 20/139(d)(iii) (23rd February Parish Council meeting), adding the words in italics, Cllr Maidment proposed, Cllr Howe seconded, all agreed: “It was RESOLVED that KPC will sign, as landowner, the RPA rolling extension application for HLS funding **to the Moors Management Association** for a further year .....

**21/04 Correspondence** - the following correspondence was NOTED:

- DALC Newsletter #14 dated 18.03.21 – training opportunities;
- Parish Online Newsletter – March Edition;
- DALC Newsletter #15 dated 26.03.21 – Remote meetings update;
- Email dated 26.03.21 from Devon Communities Together re. Devon Climate Emergency Council Support Network – Survey Findings and 1<sup>st</sup> Meeting;
- DALC Newsletter #16 2021 dated 31.03.21 – Decision Making from the 7th May;
- DALC Newsletter #17 2021 dated 1.04.21 – Practitioners Guide 2021;
- Email from Mick Harrison, OPCC dated 7.04.21 – Watch out for scams related to the 2021 Census;
- Email dated 10.04.21 from the secretary of the Moors Management Association forwarding Notice of proposal to carry out an operation requiring Natural England’s consent;
- Email dated 12.04.21 from resident re. Batsworthy Wind Turbines, outcome of the NDC Strategy and Resources meeting;
- Community Risk Management Plan For Devon and Somerset Fire and Rescue Service -consultation poster dated 9.04.21;
- Email from DCT dated 12.04.21 – Resilience Forum Updates and Resources;
- DALC Newsletter #18 2021 dated 12.04.21 – Guidance for the period of national mourning;
- Email from Alison Marshall dated 17.04.21 with Internal Audit report and completed AGAR Internal Audit report. In response to a question from Cllr Parry about the few minor things highlighted in the Internal Auditor’s report, the Clerk said that these would be addressed/remedied in the coming months and reviewed before the next audit is undertaken.
- DALC Newsletter #19 2021 dated 20.04.21 – Legal Updates
- To note any correspondence received after the preparation of the agenda - None

**21/05 Public Questions S/Os were suspended**

(i) In her capacity as secretary of the Moors Management Association, Wendy Vigus asked for an update relating to the fencing along the A361 which had been raised at the Council meeting two months ago. The cattle can be put out to graze on the moor from 1st May. Weaknesses in the fencing have been identified and there is a danger that cattle could wander onto the road. C/Cllr Yabsley thought that the local Highways Officer had already been in touch with Ian Woolacott to undertake this work. He commented that recently he had asked whether wooden fencing to the west was the responsibility of DCC and had been told by the Highways officer that the only place where maintenance of fencing is the responsibility of DCC is on

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Knowstone Moor. He asked Wendy Vigus to email him a reminder about the situation and to include details about the state and position of the fencing, with photos if possible, and he will forward it to the Highways Officer and his line manager. C/Cllr Yabsley also suggested that a site meeting could take place between Highways and John Stanbury, Chairman of MMA.

(ii) In her capacity as secretary of the Moors Management Association, Wendy Vigus had been asked by MMA to respond to the question which had been minuted at the last meeting (ref. 20/146(a)) regarding the signing of the RPA rolling extension. The Association wished it to be noted at this meeting that the Association had to be in place in order to receive funds from the RPA; there was not the option for it to go specifically to landowners, it had to be paid via the Association. There had also been a question relating to who had signed the original form and Wendy Vigus confirmed that it had been the Chairman of KPC who had signed the form in 2012.

**S/Os were resumed**

**21/06 Finance**

(a) It was RESOLVED to settle the following accounts, Cllr Howe proposed, Cllr Maidment seconded, all agreed:

• Wendy Sweet (Clerk's pay)	£249.21
• DALC (annual membership renewal)	£55.46 (incl £6.46 VAT)
• Came & Company (insurance renewal)	£218.00
• Matt Ridd – installation of wooden stakes, Hares Down	£1,100.00
• Alison Marshall – Internal Audit	£100.00

(b) It was RESOLVED to agree the accounts for year ending 31st March 2021 (previously circulated), Cllr Pomfret proposed, Cllr Stanbury seconded, all agreed.

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

(d) It was RESOLVED to agree Section 1 of the Annual Audit Return 2020/21 Part 2, previously circulated, and for the Chairman to sign it at a later date when safe to do so, Cllr Pomfret proposed, Cllr Stanbury seconded, all agreed.

(e) It was RESOLVED to agree Section 2 of the Annual Audit Return 2020/21 Part 2, previously circulated, and for the Chairman to sign it at a later date when safe to do so.

**21/07 Repair of Roachill buildout** – It was RESOLVED to agree to the repair of the damaged buildout by a volunteer who resides in Roachill who had kindly offered to undertake it, Cllr Howe proposed, Cllr Stanbury seconded, all agreed. The cost of materials will be approximately £20 and it was suggested that cement rather than lime mortar is used. The Clerk will inform the local Highways officer about the proposed work. The Council asked the Clerk to pass on its thanks to the resident.

**21/08 Civic Pride**

(i) Update – the Clerk reported that she had contacted a couple of residents, both of whom were happy to help with this project. Cllr Barrett said he would put information about it on the Knowstone FB page.

(ii) It was AGREED to set up a Working Group consisting of Cllr Barrett, Cllr Maidment and the Clerk.

**21/09 Litter Picking**

(i) Update on obtaining loan of litter picking equipment from NDC – the Clerk reported that she still had not heard back from NDC Waste Department about the requested equipment. It was AGREED that the Clerk would try one more time and if nothing was forthcoming a proposal for the Parish Council to buy its own litter pickers would be put on the agenda of next month's meeting. C/Cllr Yabsley suggested that the Council writes to Ken Miles, NDC's Chief Executive who is standing in as head of the Waste Department whilst recruitment is taking place. It was also suggested that Claire Holm is contacted about it. Cllr Barrett asked if

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the Council has any access to community payback schemes. The answer to this was unknown.

(ii) It was RESOLVED to sign up to “The Great British Spring Clean 2021” as per Keep Britain Tidy’s email dated 24.03.21, previously circulated, Cllr Pomfret proposed, Cllr Maidment seconded, all agreed.

(iii) Cllr Howe reported that he had written to NDC as a private individual, not as Chairman of KPC, to ask them to co-ordinate the cutting back of the trees etc with litter picking, and also to clean the road signs some of which are very green and cannot be read. C/Cllr Yabsley said that the problem was that the two activities are undertaken by two different authorities. There have also been other issues including problems relating to the training of staff due to COVID but it was hoped going forward that things would get easier.

### **21/10 Planning**

(i) Applications notified since last meeting - None

(ii) Applications notified since the preparation of the agenda - None

(iii) Note applications determined since the last Council meeting - None

(iv) Other planning matters – Cllr Clarke said that he would produce an analysis of the past year’s planning applications to present at the Annual meeting of the Council.

### **21/11 Third Party Reports:**

a) District Councillor – not present

b) County Councillor – C/Cllr Yabsley had no further comments to make. The Chairman thanked him for all he has done of KPC’s behalf. C/Cllr Yabsley left the meeting (20.10).

### **21/12 Members Reports**

a) **Highways** – Cllr Barrett added his personal thanks to C/Cllr Yabsley and he hoped over the next four year period there would be some improvement in getting our roads properly maintained. No particular issues had been reported to him recently; previous issues, apart from the fencing along Knowstone Moor, have been sorted thanks to C/Cllr Yabsley.

Cllr Stanbury reported that there is a blocked gully at the top of Hares Down heading towards Kents Farm – currently not a problem but when it does rain again it will overflow over the road. It was AGREED that the Clerk will write to C/Cllr Yabsley about this problem.

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

(i) Consider quote from Matt Ridd to repair stile on footpath into field behind Rose Cottage – Cllr Pomfret reported that a quote had been obtained after his attention had been brought to the completely decayed post on this stile. Cllr Pomfret had subsequently contacted Ros Davis at DCC about its policy of replacing stiles with self-closing gates and had received the following response: “We would be delighted for you approach as many landowners as you wish to see if they are happy to accept a self-closing gate in exchange for a stile. It is our policy to no-longer repair stiles - it is the landowners’ responsibility to ensure they are safe for the public to use - if there is an accident and resulting claim the landowner will be liable. We are however, very happy to supply and deliver a gate and offer installation free of charge if the landowner is prepared to allow the swapping of the stile for a gate.” This means that there is no point proceeding with the repair. Cllr Pomfret has identified 5 stiles so far that could be replaced with a gate. Four, including the one behind Rose Cottage, belong to the same landowner and Cllr Pomfret will speak to him to obtain his permission for them to be replaced with gates. In the meantime a warning sign needs to be put on the unstable stile. If there are any other stiles in the parish that could be replaced with a gate please let Cllr Pomfret know. The one along the Owlborough footpath was mentioned.

c) **Moors Management Association** – Cllr Maidment – nothing to report other than the recently installed posts along Hares Down look good. Cllr Stanbury asked the Clerk if she had a contact number for Little Oak as when the swaling was going to take place, MMA wanted to contact them to let them know. The Clerk was unable to help.

- d) **Police Report** – Cllr Howe had not received the Police Gazette this month so nothing to report. Helpful information continues to be received from the Office of the Police and Crime Commissioner.
- e) **Welcome Pack** - Cllr Maidment – nothing to report.
- f) **Emergency Plan** – Cllr Parry reported that he had circulated a draft Emergency Plan document to all councillors and had requested feedback. If everyone was happy with it he would proceed to the next stage and start gathering detailed information. The Chairman emphasized the importance of people understanding that information supplied would go no further than the Council. Cllr Parry explained that the plan is in two halves – 1<sup>st</sup> half gives the council's position, statement and guidance and will be uploaded to the website. The 2<sup>nd</sup> half will contain detailed information of volunteers and who has what and will not be shared with the general public and will only be used by the Council. Cllr Clarke asked if anyone had responded to Cllr Parry's request for information about CPR / first aid training. Cllr Pomfret had informed Cllr Parry that there had been some CPR training when the defibrillator had first been installed at the hall but none had taken place since then. This will be an action that further first aid training will be needed once the Emergency Plan has been drawn up.
- g) **Parish Hall** – Cllr Howe reported that the hall will be used on Polling Day – 6<sup>th</sup> May. Pilates is likely to re-start in the hall towards the end of May. Three members of the Hall committee will be undertaking a risk assessment of the hall later this week. Cllr Howe has resigned from the Hall committee.
- h) **PCC Report** – Cllr Howe reported that a good Easter service had taken place. The PCC is looking forward to being able to re-open the church for more services and to when singing is allowed again. Cllr Howe also reported that official NDC signs re. dogs in Open Public Spaces have been put on each of the three gates going into the churchyard to try to deter dog fouling.

**21/13 Business at the Chairman's discretion** – the Chairman thanked councillors for their support and for being a fantastic Parish Council whilst he has been Chairman. He wished the Parish Council the very best in the future. He was now standing down as Chairman and from the Parish Council. On behalf of everyone Cllr Pomfret thanked Cllr Howe for stepping into the breach last year.

**21/14 The date, time and venue of the next meeting** was CONFIRMED as Tuesday 25th May 2021, being the Annual Meeting of the Council, at 7.30 p.m. in the Parish Hall.

The meeting closed at 20.38.