

MINUTES OF THE MEETING OF WEST DOWN PARISH COUNCIL
HELD AT WEST DOWN PARISH HALL ON 5th June 2019.

Present: Cllr C King (Chairman), CCllr A Davis, DCllr Wilkinson, Cllrs S Ayre, R Drew, K Oades, M Reeves, S Squire and R Watts.

The Chair opened the meeting at 7:30pm with apologies from PCSO P Grantham.

3943. Police Report. 1x theft. A police warning on child grooming was included on the report which will be put on the village notice board.

3944. Minutes of the last meeting. The minutes of the last Annual General Meeting were approved and signed.

3945. Matters Arising.

a. 3930b. It was agreed that details for Public Speaking should be reviewed and updated, with a reminder that if individuals have other concerns that they are written down and presented to the Parish Council formally.

b. 3932a. Clerk to invite Peter Heaton-Jones MP to attend a meeting of the Parish Council at more appropriate time.

c. 3932b. CCllr Davis has been out to the site with ELMS (the Environmental Land Management Services). ELMS have confirmed that the stump has moved, and they will do something about it.

d. 3934b. There has been no rain to cause flooding at Stowford, so no further action this month.

e. 3934c. CCllr Davis confirmed Keith Reed from the Department of Transport Services carried out the traffic survey in the village.

f. 3934d. CCllr Davis confirmed the path by the Church Gate is not highways property, so DCC are not responsible for controlling parking at that site.

g. 3936a. Currently no feedback regarding 'No Man's Land' on FP14.

3946. CCllr Report. CCllr Davis reported on the following:

a. The Devon economy update – three opportunities have been identified by the LEP (local Enterprise Partnership covering Somerset, Devon, Torbay and Plymouth) for the region. Clean energy, digital and Hi-Tech Engineering which includes defence and marine. The LEP is working to take forward the productivity strategy and action plan, with the ambition to double the size of Devon's economy over the next 20 years.

b. A new all parliamentary group for the South West has been formed, with the first meeting held on April 30th. CCllr Davis will attend in June to update the MP's about infrastructure, particularly rail.

c. The new 'DCC Doing what Matters Community Grants Fund' has come into place to replace the existing TAP Funds. Other grants include: Crowdfund Devon (extra funding for Devon) and the Making a connection Grant. For details on these grants go to the following websites:

<https://www.devon.gov.uk/economy/business-support/doing-what-matters-communities-grants-fund/>,

<https://welcome.crowdfunder.co.uk/crowdfund-devon>,

<https://www.devon.gov.uk/communities/making-the-difference-grant>

d. There has still been no action taken regarding the state of the road on Fullerbrook Down. CCllr Davis will send a request to 'chase up' the matter.

e. A blocked drain at the junction of Dean Road/Ilfracombe Hill causing run off down into the village. CCllr Davis requested that the reference number of the drain be taken and problem reported in the usual way on the council website.

3947. DCllr Report. DCllr Wilkinson reported on the following:

a. He re-affirmed the importance of identifying projects and applying for the s.106 funding before the closing date. If applications are not handed in by the proposed date, the money allocated for West Down is likely to be re-allocated to other projects within North Devon. The Chair proposed to let all committees within the village know and offer support with filling in applications. The following committees were identified: The Green Field, the Church, The Village Shop, the School, West Down Car Park and the Parish Hall Committee.

3948. Co-option.

a. West Down Parish Council still has one available seat for a councillor, under legislation this seat will now go out to co-option

b. The Clerk explained that Councillors are required to fill in a Code of Conduct Register of Interests as a condition of their seat. The purpose of this is to allow for transparency, allowing members of the public to see where councillors' interests lie. Cllr Watts did not want to do this, so stood down as a councillor with immediate effect. The clerk has sought advice from the Monitoring Officer at NDC and awaits a formal letter of resignation to forward on. This now means that there are 2 Parish Councillor vacancies. A Co-Option notice has been displayed on the village website but no one has been forthcoming at this point.

3949. Footpaths.

a. Cllr Oades has a number of finger post signs if required.

b. Cllr King has been walking FP15, the footpath from Roborough Bridge and has reported that the hedge is over taking the stile and sign. Land owner to be notified.

3950. Dog Bins.

a. A new 3-year contract will start in July with NDC for the collection of dog mess from the village poo bins. The Chair would like to thank Cllr Ayre and Cllr Oades for monitoring and removal of the dog waste from these bins, whilst the service has been down.

3951. Parish Council Awards.

a. In an effort to encourage greater engagement and understanding between parishioners and councillors the idea of awards for achievement and contributions within the Parish have been proposed. It was suggested that residents could nominate towards a youth, individual and group award. Cllr Ayre and the Chair will write up a proposal.

3952. Review Standing Orders.

a. Standing Orders, based on the NALC Model Template, were reviewed and approved without amendment. Cllr Reeves agreed to print off some copies.

3953. Planning Decisions. The following decisions have been made by NDC:

a. 66661- Prior notification for construction agricultural track at field near Trimstone Cross West Down – Prior approval is not required.

b. 66504 – Demolition of existing building further to destructive fire and construction of dwelling at Butterhills, West Down – Approved.

3954. Planning Applications.

a. 66727- Variation of condition 2 (approved plans) attached to planning permission 58320 (erection of ground mounted solar photovoltaic arrays (70 rows 3mw) including substations and associated works (amended plans and additional information) to allow for the retention of shipping container and swales constructed on site – West Hill Farm. – Unanimous approval.

3955. Correspondence.

a. WDPCC - Letter of thanks for £550 being 50% annual grant.

b. WDPHMC - Letter of thanks for £250 being 50% annual grant.

3956. Finance.

a. Bank Statements:

(1) West Down Parish Council wef 31st May £6,056.69 reconciled to £4765.07 for unrepresented cheques.

(2) 30 Day Notice Account wef 31st May £4,804.79

b. Petty Cash - £nil.

c. Cheques:

(1) C/n 616 to Internal Audit (Julie Snooks)	- £125.00
(2) C/n 617 to Fremington Parish Council (new councillor training)	- £30.00
(3) C/n 618 to NDC for annual contribution for upkeep of WD carpark	- £800.00
(4) C/n No 619 to D Lewis - Clerk salary	- £862.50

d. Annual Audit. – Following the Internal Audit by Julie Snooks, the issues highlighted were addressed and the AGAR Reviewed and signed ready for sending to External Audit as a Certificate of Exemption.

Suggestions for the future: Standing Orders need to be reviewed annually.
The need for local Grants should be considered and reviewed annually.
GDPR needs to be addressed and reviewed.

3957. Review Financial Regulations. – Reviewed without amendment -unanimous agreement.

3958. Review Cheque Signatories.

a. Cllr Drew, Cllr Squire and Cllr Oades will continue to be signatories. Cllr Ayre has agreed to become new signatory. Previous Cllr Hookway to be removed. The new clerk, needs to be authorised as RFO for the accounts with the bank with David Lewis being removed.

3959. Parish Council Clerk – Part B. Members of the Public were asked to leave the room for this item. Minute left blank.

There being no further business, the Chair closed the meeting at 9.30pm.