

MINUTES OF THE ANNUAL GENERAL MEETING OF WEST DOWN PARISH COUNCIL
HELD AT WEST DOWN PARISH HALL ON 8th May 2019.

Present: Cllr C King (Chairman), CCllr A Davis, 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 DCllr M Wilkinson and PCSO P Grantham.

3926. The Chair read out a letter of thanks from the Parish Council, to be sent to F Hookway for her efforts and time spent as a councillor for West Down Parish Council.

3927. Acceptance of Office. The Councillors signed their Acceptance of Office forms along with forms for Code of Conduct Register of Interests.

3928. Election of Chairman 2019/20. Cllr C King was re-elected as Chairman.

3929. Police Report.

a. The following crimes occurred during the last month: criminal damage to property (vehicle) x 1, Malicious communications x 1, assault by beating x 1.

3930. Public Speaking/Question Time.

a. Amber Kensole spoke to discuss the issue of parking at her property, (Ser. 3925b from April 2019 meeting refers). She sought clarification regarding her parking space and would like to continue parking at the back of her property by the Church Gate, as she is often unable to park at the front due to others taking the space.

b. Richard Kensole addressed the council regarding the matter of public speaking. He felt that the process was confusing, and more clarification was needed on how to go about getting time to speak at the Council Meetings. He suggested adapting the process to make it more electronically accessible. The Clerk explained that speakers could arrange to speak up to 10 minutes before a meeting by contacting him. These details can be found on the West Down Parish Council notice board in the centre of the village as well as on the village website. It was agreed by councillors that they will review the process.

3931. Minutes of the Last meeting. The Minutes of the last meeting were approved and signed.

3932. Matters Arising.

a. 3915a. Clerk to invite Peter Heaton-Jones MP to attend a future meeting of the Parish Council.

b. 3915b. CCllr A Davis to view problem of the tree stump at Pines Dean with the Highways officer.

c. 3915d. The proceedings of Village Forum have been published on the village Website.

d. 3915f. Mr J Pearce is assessing the possibility of a temporary fix for the rotten posts. The Chair wished to thank him for organising the clearing of drains in this area.

e. 3923b. The deadline for applications for post of Clerk is the 20th May. The Chair will contact Councillors regarding a date for shortlisting.

f. 3925c. Salt sacks have been collected and stored at Foxhill Farm until required next year.

3933. Election of Officers 2019/20. The Chair congratulated all the councillors on maintaining their seats at the recent uncontested election and welcomed the new Parish Councillor Michael Reeve to the table.

a. Vice Chairman – Cllr S Ayre was elected as Vice Chairman.

b. Parish Council Auditor (PCA) – Cllr K Oades was re-elected as PCA.

c. P3 Co-Ordinators – Cllrs R Drew and K Oades were re-elected as P3 Co-ordinators.

d. Tree Warden – Cllr R Watts was elected as Tree Warden.

e. Parish Online Co-Ordinator – Cllrs K Oades and M Reeves were elected as Parish Online Co-Ordinators.

3934. CCllr Report. CCllr Davis reported on the following:

a. Devon link road improvements are going ahead on schedule. Landkey Parish Council have asked for a pedestrian bridge to allow safe crossing from Westcott side of link road. Bishops Taunton have requested an underpass. Both requests will go through the planning process.

b. Flooding at Stowford has been reported and Highways are investigating the problem.

c. Cllr Oades questioned why a traffic survey was carried out in the village the previous Thursday. CCllr Davis did not know anything about the survey.

d. CCllr Davis addressed the problem of parking for A Kensole (Ser.3930). She explained that the road in front of the house is a public Highway and as there are no pay and display car parks in the village, the council would be unable to mark this area up as residential parking only. It was suggested that A Kensole could put signs up to inform the public that the area is private parking for her property, or put pots/stones out to prevent people parking. There is also a free village car park available. It was agreed that common sense should be used when parking in the area behind the house. A Kensole confirmed that if asked to move her car for access to church grounds she would.

3935. DCllr Report. nil report.

3936. Footpaths.

a. Cllr Oades has requested that next time someone walks to 'No Mans Land' on FP14 they could report on the state of the brambles.

b. Footpaths 9,10,11 and 20, which were previously the responsibility of Cllr Hookway are now to be passed to Cllr M Reeves.

3937. Planning Decisions. The following application has been approved by NDC:

a. 66253 - Demolition of existing fire damaged dwelling and reconstruction of replica dwelling - at Butterhills, West Down.

3938. Planning Applications.

a. 66414 – Part change of use to include A2 use (financial and professional services) installation of 12 interstitial windows and creation of two additional offices – Unit 8 Lundy View. Mullacott Cross Industrial Estate. – Unanimous Approval.

b. 66605 – Variation of condition 2 (approved plans) attached to planning permission 54388 (Solar PV development consisting of mounted solar panels comprising 26,500 modules, power inverter systems, transformer stations, security fencing and associated access gates) to allow various amendments – West Hill Farm. - Unanimous Approval.

3939. Correspondence.

a. Andy Coles of NDC had written regarding the collection of waste from dog waste bins. A flexible service is being reinstated by NDC at a charge of £2 per bin. As before we have requested the clearance of the 5 bins once a week in the village. This comes in at the same cost as predicted for annual budget. It is hoped that this service will start shortly. The Chair expressed thanks to Cllrs Ayre and Oades for emptying and covering bins in the village, whilst this service had been halted.

b. A letter was received by the Clerk from the Parish Council to express thanks for the letter acknowledging his resignation and his commitment and efficiency.

c. Surgery dates for Peter Heaton- Jones MP - to be put on the notice board.

d. Fremington Parish Council – New Councillor training opportunities available. Cllr M Reeves to attend training for new Councillors.

3940. Finance.

a. Bank Statements:

(1) West Down Parish Council wef 30th April £6,461.34 - reconciled to £6306.69
unpresented cheque of £154.65.

(2) 30 Day Notice Account wef 30th April £4,804.59

b. Petty Cash - £nil.

c. Cheques:

(1) BACS payment received from NDC for £4117.56 being 50% Annual Precept (£3750) and 50% Parish Grant (£335) and £32.56 Grant Assistance.

(2) BACS payment received from HM Revenue and Customs for reclaimed VAT - £1759.65.

(3) Cheque No 610 to Community First for Annual Insurance - £341.62

(4) Cheque No 613 to WDPHMC – 50% grant - £250.00

(5) Cheque No 614 to WDPCC – 50% grant - £550.00

(6) Cheque No 615 to WDVGFA – 50% grant

- £400.00

- d. Review Financial Regulations. – To be rescheduled for June meeting.
- e. Review Cheque Signatories. – To be rescheduled for June meeting.
- f. Review Annual Insurance. The Community First Insurance Policy was reviewed and agreed.
- g. Annual Audit – the following were presented, approved and signed. The Chair thanked the Clerk and Cllr Oades for their work with accounts and audit.
 - (1) Receipts and Payments Ledger signed by PCA and the Chair.
 - (2) Section 2 of the Annual Return for year end 31st March 2019.

3941. Unresolved Questions.

- a. Resolved Ser. 3930a.

3942. Any Other Business.

- a. Cllr R Watts reported that Austen's Hay path has a lot of dog mess on it.
- b. Cllr S Ayre has suggested that the Councillors think about methods to encourage community engagement. In an effort to raise awareness of the work of the Parish Council and also to recognise the positive actions of people within the Parish, she suggested that some form of award be given. Chair has asked that this goes on to the June agenda.
- c. Cllr S Ayre to continue to check village defibrillator for the coming year. Cllr S Ayre has also volunteered her time and offered training on how to use the defibrillator for interested parishioners.

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