

**MINUTES OF THE ANNUAL GENERAL MEETING OF WEST DOWN PARISH COUNCIL
HELD AT WEST DOWN PARISH HALL ON 2nd MAY 2018**

Present: Cllr C King (Chairman), CCllr A Davis, Cllrs S Ayre, R Drew, F Hookway, S Squire and R Watts.

The Chairman opened the meeting at 7.20 with apologies from DCllr M Wilkinson, PCSO P Grantham and Cllr K Oades.

3775. Police Report.

a. The Police Newsletter showed 3 crimes for the month in the West Down area, including 1 x fraud, 1 x common assault and 1 x theft.

b. Police have patrolled the junction opposite the village hall and didn't feel that any law was being broken. Cllr Squire questioned the decision and Cllr Ayre quoted the Highway Code that vehicles should not park opposite or within 10 metres (32 feet) of a junction, except in an authorised parking space and therefore were parking illegally.

3776. Minutes of the Last Meeting. The Chair thanked Mrs Pine for taking the minutes of the last meeting, which were approved and signed.

3777. Matters Arising.

a. 3767e. Still waiting to find out who owns the picnic site by Dean Cross.

b. 3772b. Cllr S Ayre investigated the cost of £117 for the Planning Application fee towards the Installation of luminaire column and associated cabling to provide emergency night time landing light for the Air Ambulance Trust. CCllr Davis kindly agreed a grant of £2000 towards the project. The Chair thanked Pat Williams for her donation of £100 towards the project.

c. 3774d. Cllr Ayre met with 'Pest Control' in the village who identified possible problem areas. It was highlighted that it is the land owners' responsibility to manage pest control. Owners of identified properties have been instructed on how to reduce and tackle problems, which they have agreed to. The problem will continue to be monitored. Cllr Ayre was thanked for her work.

d. 3758b. Cllr Drew was concerned that letters may fall off the West Down sign at Dean Cross again. It was agreed to monitor.

3778. CCllrs Report. – CCllr Davis reported on the following:

a. The main road A361 by Foxhunters is due major pot hole repairs between June and July. Due to bad weather former attempts to fix the problems had not worked particularly well. Cllr Squire reported the potholes by Bradwell Mill. CCllr Davies stated that repairs will concentrate on the main roads.

b. Picnic Site signs at the Dean Cross picnic area need to be taken down.

c. Cllr King asked if the diversion signs dotted around the village from Hidden Valley work could be removed. CCllr Davies will check to see if they are current.

d. Large construction vehicles have been coming up Stang Lane (from Foxhunters) towards construction sites in the village. Cllr King has contacted the site and they will put signs up at the bottom of Stang Lane reading 'No construction traffic'.

e. With reference to parking by Quicks Tenement, CCllr Davis confirmed that 'Blue Badge' holders could apply for a disabled parking bay.

3779. DCllrs Report. - nil

3780. Election of Officers 2018/19.

- a. Chairman - Cllr C King was re-elected as Chairman.
- b. Vice Chairman – Cllr F Hookway was re-elected as Vice Chairman.
- c. Parish Council Auditor (PCA) – Cllr K Oades was re-elected as PCA.
- d. P3 Co-Ordinators – Cllrs R Drew and K Oades were re-elected as P3 Co-ordinators.
- e. Tree Warden – Cllr R Drew was re-elected as Tree Warden.

3781. Footpaths – nil

3782. Planning Decisions. The following applications have been approved:

- a. 64591 - Extension to dwelling – 13 Thorne Park.
- b. 64610 - Variation of condition 2 (time limit) attached to planning permission 56450 (erection of one 500kw wind turbine (height 79.0m, height to hub 55.0m, blade diameter 24m) (additional information)) to allow a change of time limit from 25 years to 30 years – Mullacott Industrial Estate.
- c. 64153 - Approval of details in respect of discharge of conditions 3 (facing materials), 4 (phase one ground contamination survey) & 6 (construction management plan) attached to planning permission 60385 (additional information) - Land adjacent to Pearl Dean.

3783. Planning Applications.

- a. 64734 - Approval of details in respect of condition 7 (Construction environmental management plan) attached to planning permission 64421 - Merryfields - Unanimous approval with plan 2 but not plan1. Reason - Stang Lane is not suitable for construction traffic and there is concern large vehicles will be passing the school.
- b. 64579 - Change of use of units to form a gym, beauty room & crèche - Unit 1A & 1B Mullacott Cross Industrial Estate – Unanimous approval with concerns about the suitability of the building for conversion with regard to health and safety and parking.
- c. 64759 - Approval of details in respect of discharge of condition 7 (amenity facility) 9 foul drainage system), 10 (external lighting) & 11 (site layout) attached to planning permission 62888 - West Stowford Barton Mill. - Unanimous Approval.

3784. Correspondence.

- a. Peter Heaton-Jones MP – re. MP Surgery dates – display in noticeboard.
- b. West Down Amateur Productions – re. Request to participate in acts for a variety performance.

3785. Finance.

a. Bank Statements

(1) West Down Parish Council	wef 30 th April	£7442.41 reconciled.
(2) 30 Day Notice Account	wef 30 th April	£5801.78.

b. Petty Cash expenditure since last meeting - £nil.

c. Cheques -

(1) BACS payment received from NDC for £3975.12 being 50% Annual Precept (£3575) and 50% Parish Grant (£335) and £65.12 Grant Assistance.	
(2) Cheque No 555 to DALC – annual subscription	- £151.37
(3) Cheque No 556 to WDPHMC – 50% grant	- £250.00
(4) Cheque No 557 to WDPCC – 50% grant	- £550.00
(5) Cheque No 558 to WDVGFA – 50% grant	- £400.00
(6) Cheque No 559 to Mr D Lewis - clerk's salary	- £837.50
(7) Cheque No 560 to NDC – Air Ambulance Planning application	- £117.00

d. Annual Financial Regulations Review. Reviewed, agreed and signed.

e. Financial Risk Assessment. Reviewed and agreed.

f. End of Year Accounts - the following were presented and agreed:

- (1) Receipts and Payments Ledger signed by PCA and the Chair.
- (2) Parish Council Account – Year end 31st March 2018.
- (3) Out-Turn – Year end 31st March 2018.

g. Annual Audit – the following were presented and approved:

- (1) Section 1 of the Annual Return for year end 31st March 2018 – Annual Governance Statement 2017/18.
- (2) Section 2 of the Annual Return for year end 31st March 2018 – Accounting Statements 2017/18.
- (3) Certificate of Exemption for year end 31st March 2018. (Notification that for the financial year the gross income or gross annual expenditure for the year did not exceed £25,000).

3786. Any Other Business.

a. The Giant Hogweed by Crackaway Barton is growing again. Cllr Hookway agreed to ask Mr Scobling for a quote to spray it and to provide a spraying certificate.

b. With regard to the 'Pearl Dean' building site, concerns were raised that the Planning Conditions were not being adhered to by the developers. Many of the infringements were as a result of a road into the site not being constructed. Concerns were also raised about site storage and construction vehicles at the Parish Hall. Clerk to notify Planning Department and Parish Hall Management Committee.

There being no further business, the Chair closed the meeting at 9.20pm.