

**MINUTES OF THE ANNUAL GENERAL MEETING OF WEST DOWN PARISH COUNCIL  
HELD AT WEST DOWN PARISH HALL ON 3rd MAY 2017**

Present: Cllr C King (Chairman), DCllr M Wilkinson, Cllrs S Ayre, R Drew, F Hookway, K Oades and S Squire.

The Chairman opened the meeting at 7.20 with apologies from CCllr A Davis, DCllr P Barker, PCSO P Grantham and Cllr R Watts.

3628. Police Report. – nil.

3629. Solar Park Working Group Report. – Tony Potter reported on the following:

- a. An application from the PTFA was discussed at their last meeting on 26<sup>th</sup> April. Their bid for £3400 for an interactive screen and Under 2 play area was approved for recommendation to the Parish Council.
- b. An application for £4000 plus for repairs to the church roof was not approved as not enough funds are left.
- c. A total of £2140.07 remains. The Working Group feels that their terms of reference have been met and that the money has been fairly distributed to the benefit of organisations within the community. As such, the Working Group recommend that it should now be dissolved and the remaining funds used as the Parish Council sees fit.
- d. The Parish Council unanimously approved the recommendation of £3400 to the PTFA.
- e. It was agreed that the Working Group be dissolved. The Chair and Parish Council thanked the Working Group for their time and effort ensuring a fair distribution of the funds to local organisations.

3630. Minutes of the Last Meeting. - It was noted that an item of correspondence from Susan Wallis on behalf of NDADA had been omitted from the Minutes. With that exception, the Minutes of the last meeting were approved and signed.

3631. Matters Arising.

- a. 3619a. The existing litter bin by Pulland Bridge has been removed and following inspection by Cllr Oades, it would seem to be working with no incidents to report.
- b. 3620a. White lining has now been done around the village but Cllr Squire was disappointed to note that the white lines outside Quicks Tenement have not been re-painted.

3632. CCllrs Report. – nil.

3633. DCllrs Report. DCllr Wilkinson reported on the following:

- a. There will be a change in waste collection service with a £36 annual charge to opt in for green wheelie bin collection.
- b. DCllrs Wilkinson and Barker have each contributed £250 towards the Parish Hall from their grant funds.

- c. Grants of up to £500 are available for conservation schemes.
- d. Cllr Squire enquired if s.106 money can go towards Parish Lengthsmen type projects. DCllr Wilkinson did not think it could but it could be spent on local projects e.g The Ariel Centre.

3634. Election of Officers 2016/17.

- 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.

3635. Parish Highway Matters

- a. For future ease of reference, it was decided to refer to tasks for Mr Wallis as Parish Maintenance.
- b. The following areas were initially identified as needing attention:
  - (1) Remove growth from alongside the school wall.
  - (2) Clear blocked drain by the old Longhouse.
  - (3) Clear along church wall opposite Austins Hay to reveal and clear drain.
  - (4) Clear drains opposite Wits End and Aylesdene.

3636. Air Ambulance

- a. The Air Ambulance recently landed on the field behind the Old Vicarage. It was decided to formalise a designated landing area, possibly on the Community Green Field. A site meeting took place and more information was given. Lighting and cables would have to be paid for by the village but there are funds available for such projects.
- b. The next stage will be a formal site safety inspection as there is an issue with overhead power cables. This may take place in a month or so.

3637. Footpaths.

- a. Invite Ros Davies from P3 to walk FP12 to see what help can be given.
- b. Compile a list of work for Gareth Hookway for the next meeting.

3638. Planning Decisions. The following applications have been approved:

- a. 62558 - Change of use of land to include creation of equestrian area - Easter Ground Cottage.
- b. 62628 - Variation of condition 2 (approved plans) attached to planning permission 57987 conversion of redundant farm buildings to 3 dwellings including demolition of outbuilding and erection of new dwelling to allow for change of design to barn conversion - Churchill House.

3639. Planning Applications.

- a. 62855 - Extension to dwelling - Darragh Lodge, Heddon Mills. – Unanimous approval.
- b. 62883 – Erection of commercial unit – Mullacott Industrial Estate. - Unanimous approval.  
s.106 payment for the benefit of the community of West Down.

3640. Correspondence. - nil

3641. Finance.

a. Bank Statements

(1) West Down Parish Council	wef 30 <sup>th</sup> April	£7349.82 reconciled.
(2) 30 Day Notice Account	wef 30 <sup>th</sup> April	£9198.72.

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

c. Cheques -

(1) BACS payment received from NDC for £4001.24 being 50% Annual Precept (£3575) and 50% Parish Grant (£335) and £91.24 Grant Assistance.	
(2) BACS payment received from NDC – DCllr Grant for dog bin	- £181.09
(3) Cheque No 451 to NDC – car park contribution	- £800.00
(4) Cheque No 452 to WDPHMC – 50% grant	- £250.00
(5) Cheque No 453 to WDPCC – 50% grant	- £550.00
(6) Cheque No 454 to WDVGFA – 50% grant	- £400.00
(7) Cheque No 455 to Mr D Lewis - clerk's salary	- £812.50
(8) Cheque No 456 to WD PTFA – Solar Grant	- £3400.00

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

- e. Financial Risk Assessment. Reviewed and agreed.

- f. Annual Audit – the following were presented and agreed:

- (1) Receipts and Payments Ledger signed by PCA and the Chair.
- (2) Section 2 of the Annual Return for year end 31<sup>st</sup> March 2017.

3642. Any Other Business.

- a. It was agreed that the remaining money from the Solar Park fund should not be targeted at anything specific and used as the Parish Council see fit.
- b. The Chair commented on how nice the Churchyard was looking after its recent grass cutting.

There being no further business, the Chair closed the meeting at 9.00pm.