

**MINUTES OF THE ANNUAL GENERAL MEETING OF WEST DOWN PARISH COUNCIL
HELD AT WEST DOWN PARISH HALL ON 4th MAY 2016**

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

The Chairman opened the meeting at 7.15 with apologies from DCllr P Barker.

3460. Police Report.

a. It had been hoped that a Police representative would be present as there has been an incident where a young woman was bitten by a dog on the Community Field.

3461. Solar Park Working Group Report. Tony Potter addressed the meeting as follows:

a. The group have met 3 times and have received 2 expressions of interest for funding: the Community Field for play equipment and the Church for the tower clock dial.

b. Community Field. Although the application was for more than £5000 and partially retrospective, the working group decided it was an exceptional case and sought approval for a sum of £6500 for the Community Field so that play equipment could be installed in time for the summer holidays. This was agreed unanimously.

c. The clerk explained that as the money was in a 30 day Notice Account a cheque could not be given immediately but would be given at the next meeting.

d. Church Tower Clock. The group are awaiting further details concerning this project.

e. The date of the next meeting of the working group has not yet been decided.

f. The Parish Council were unanimous in their support and thanked the working party for their work and requested that the minutes of the working party meetings were forwarded to the Clerk.

3462. Co-Option

a. The Chair received a letter from Mrs Fay Hookway to apply for Co-Option. With unanimous approval she was accepted for Co-Option and took her place as a Parish Councillor at the meeting table.

b. Cllr Hookway was then given forms for Acceptance of Office and Code of Conduct Register of Interests for completion.

3463. Minutes of the Last Meeting. The Minutes of the meeting held on 6th April were approved and signed.

3464. Matters Arising.

a. 3449c. The clerk has not been able to find out who is responsible for the hedge although North Devon Homes was suggested. The Chair pointed out that it was too late in the year to trim the hedge now anyway.

b. 3459b. The car park border has been weeded.

- c. 3459d. Cllr Ayre will announce some further dates for a self-help village spring clean.
- d. 3459e. The yellow 'No Parking' signs have been painted on the road outside the school but Cllr Cllr Davis insisted that the yellow 'footprints' were a one off and unlikely to be re-instated.
- e. 2459f. Cllr Squire reported that parking outside Leigh Cottage was becoming an issue with obstruction. Cllr Davis has investigated and as it is private land, no double yellow lines can be painted. It would seem this is more a neighbourly dispute and not an issue that the Council can enforce.

3465. Cllrs Report. Cllr Davis reported on the following:

- a. Highway maintenance budget.
- b. Devon's Pollinators. The Devon Local Nature Partnership has launched a Devon Pollinators Pledge which encourages everyone with land from a window box to a field, to make practical changes to enhance local biodiversity for the wild pollinators of Devon.

3466. DCllrs Report. DCllr Wilkinson reported on the following:

- a. He is concerned about the latest proposals for North Devon Hospital and urges people to complete the online petition for more funding.
- b. There is no further information regarding the proposed hydrogen plant at Fullabrook.

Cllr P Barker sent a written report on the following:

- c. The TAP fund has been simplified where some things like funding for clearing of gullies, can be applied for without joining another parish.
- d. She hopes that rubbish has not returned following the recent litter clear up at Mullacott Industrial Estate; unfortunately it has.

3467. Election of Officers 2016/17.

- a. Chairman - As there were no nominations for Chair, the position remains vacant.
- b. Vice Chairman – Cllr C King 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.
- f. Parish Lengthsmen Co-Ordinator – The Clerk, Mr D Lewis, was appointed as Parish Lengthsmen Co-ordinator.

3468. Standing Orders.

- a. Peter Knowles had sent out draft procedures for handling requests under the Freedom of Information Act and for handling requests under the Data Protection Act for Councillors to peruse for adoption within Standing Orders together with the Complaints Procedure; Press and Other Media and Grievance and Disciplinary Procedures for Employees that were held over from documents forwarded to councillors after the March meeting.
- b. The Chair thanked Peter Knowles and Cllr Ayre for their meticulous work in preparing the model Standing Orders for adoption.

c. It was unanimously agreed to adopt these modifications to the Standing Orders.

3469. Parish Hall Matters.

Cllrs Ayre and King declared an interest and left the room. Cllr Squire chaired this item.

a, A reply was received from the Chair of the Parish Hall Committee explaining the views of the development and noting that there was no Parish Council representative on the committee. Councillors were disappointed that there was reference to any bad feelings as none was meant.

b. Cllr Squire had a document that she wanted the other Parish Councillors to read prior to moving forward with this item. Agenda for next meeting.

3470. Footpaths.

a. A letter has been received from Ros Davies at P3, thanking the P3 co-ordinators and footpath surveyors for the time and effort spent on the annual P3 survey.

3471. Planning Decisions. The following application has been approved by NDC:

a. 60834 - Prior approval for change of use of agricultural building to form three dwelling houses (use class C3) and & associated operational development (class Q.A & B), - West Hill Farm. Approved.

3472. Planning Applications.

a. 60967 - Removal of condition 6 (agricultural occupancy restriction) attached to planning permission 43905 (erection of one agricultural workers dwelling) - Easter Ground Cottage. Unanimous approval.

b. 61033 - Extension to workshop to form separate workshop - Unit 5 Mullacott Industrial Estate. Unanimous approval.

c. 60603 - Variation of condition (10 month occupancy restriction) attached to planning consent 2/85/949/66/3 (proposed alteration of condition c attached to 2/75/42/6/3, condition 2 attached to 2/79/2428/66/3 & condition 3 attached to 2/84/1102/66/3 to extend occupation period to 15th March - 15th January) to allow 12 month occupancy - 6 Willingcott Valley. Unanimous approval.

d. DCC/3858/2016 – Construction of a trail from Buttercombe Barton to Spreacombe Bridge. Unanimous approval.

3473. Correspondence.

a. Mr Allison of Stoneborough House – Complaint about noise from motor bikes racing in the field on the other side of the A361 from his house. Clerk to reply that it is not a matter that the Parish Council can control and that it should be taken up with the Environment Department at NDC.

b. Healthwatch Voice – Spring edition.

3474. Finance.

a. Bank Statements

- (1) West Down Parish Council wef 30th April £5753.36 – reconciled to £5619.20 (DALC cheque not yet cashed).
- (2) 30 Day Notice Account wef 30th April £35646.48.

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

c. Cheques -

- (1) BACS payment received from NDC for £3702.34 being 50% Annual Precept (£3250) and 50% Parish Grant (£335) and £117.34 Grant Assistance.
- (2) Cheque No 517 to Community First for Annual Insurance - £335.46
- (3) Cheque No 518 to Mr D Lewis - clerk's salary - £787.50
- (4) Cheque No 519 to Glasdon UK Ltd – dog bin - £221.72
- (3) Cheque No 520 to WDPHMC – 50% grant - £250.00
- (4) Cheque No 521 to WDPCC – 50% grant - £550.00

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

e. Review Cheque Signatories. These were reviewed. Cllrs J Oades and P Knowles to be removed following their resignations and replaced by Cllrs K Oades and F Hookway. Signatories are now Cllrs Drew, Hookway, Oades and Squire.

f. Review Annual Insurance. The Community First Insurance Policy was reviewed and agreed.

g. 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 31st March 2016.

3475. Any Other Business.

- a. Cllr Squire asked if there was any news about the £5000 for the school from the Solar Park fund. There was no news on this subject.
- b. Cllr Squire suggested making an annual grant to the Community Field. Agenda for next meeting.
- c. Cllr Ayre suggested applying for funds for a laptop and screen to be able to project planning applications at meetings.
- d. Cllr Ayre suggested inviting other organisations within the village to attend the Annual Parish Meeting. It was pointed out that everybody is already invited to attend on the notice of meeting.
- e. It was suggested that the Parish Council bid for funding from the Solar Park fund to purchase something to commemorate the Queen's 90th Birthday. Ideas are invited. Agenda for next meeting.

There being no further business, the Chair closed the meeting at 10.00pm.