

WEST ALVINGTON PARISH COUNCIL

Minutes of Parish Council Meeting

Date 3rd December 2020		Venue & Time: Virtual Zoom Meeting, 7pm, Due to Coronavirus Regulations
<u>Present:</u> Cllr Liz Chin Cllr Ryan Kilgannon Cllr Stephen Lees Cllr Andrew Pascoe Cllr Kathryn Rawlinson Cllr Helen Rhymes Cllr John Walster (in the Chair)	<u>In Attendance:</u> Kathy Harrod (Parish Clerk) DCC Cllr Rufus Gilbert Dist. Cllr Mark Long Dist. Cllr Judy Pearce Parishioners/Guests: 4	<u>Apologies:</u> Cllr Leanne Carr

REF 2020/21 MINUTES

41/20 WELCOME & APOLOGIES

42/20 ELECTION OF CHAIRMAN

It was agreed at the meeting in July 2020 that the position of Chairman would alternate at each meeting until such time as a permanent Chairman can be agreed but not later than May 2021.

Cllr Walster was proposed as Chairman for the meeting by Cllr Chin, this was seconded by Cllr Rhymes and voted through unanimously. Cllr Walster took the Chair.

43/20 DECLARATIONS OF PECUNIARY AND OTHER INTERESTS:

Cllr Rhymes declared an interest in respect of Finance and withdrew from these discussions.

44/20 MINUTES OF PREVIOUS COUNCIL MEETING:

The minutes from the meetings held on 5th November 2020 were approved without alteration.

Proposed Cllr Rhymes, seconded Cllr Chin and approved unanimously.

45/20 CLERKS REPORT:

- The Asset Register is now complete.
- A draft Emergency Plan has been forwarded to Councillors for review, once completed it will be uploaded to the website.
- A localities submission has been forwarded to, and approved by, Cllr Gilbert in respect of Town Park Car Park funding.
- The website compliance statement has been updated.
- A request has been made for the new Electoral Roll from SHDC.

46/20 PARISHIONERS OPEN FORUM (Allocated time not longer than 15 minutes, a member of the public shall not speak for more than 2 minutes as per Standing Orders).

- Website to be updated to include all new councillors.

47/20 COUNTY COUNCILLORS REPORT & HIGHWAYS:

- Cllr Gilbert thanked the Council for the recognition of his support with the Town Park Car Park works.
- It is positive that Town Park road has now been resurfaced.

WEST ALVINGTON PARISH COUNCIL

Minutes of Parish Council Meeting

- c. Please keep reporting potholes online (see link at end of this report).
- d. Congratulations to Richard Benton & The NDP Team
- e. Until yesterday there was 32% less traffic on the roads across Devon.
- f. A complaint had been received re the potholes at Longfield. Highways had responded to the Clerk to advise that they were on private land and would not be dealt with by Devon County Council. Cllr Gilbert will finance the cost of materials to complete the job.

REPORT IT:

Members of the public are requested to report all Highways through the Highways Website, enabling faster assessment of problem areas which can then be added to the repair/maintenance schedules. You can report potholes, overgrown vegetation, defective signs/lighting and much more.

<https://www.devon.gov.uk/roadsandtransport/report-a-problem/>

48/20 DISTRICT CCOUNCILLORS REPORT:

- a. The Covid figures in the South Hams are currently the lowest in Devon, this hasn't prevented the area from being included in Tier Two. It is hoped that when the next review takes place, the government look at smaller areas rather than whole counties to enable a more proportionate response.
 - b. Vaccination Centres for the area have not been fully decided and we await further information.
 - c. This morning (5th November) an increase of 4% was approved by the Executive in respect of car parking charges. The cost of parking permits is also increasing, the increase will come into force as people renew their permits.
 - d. The Kingsbridge Leisure Centre is now open, there was a problem with the pool, this will open next week.
 - e. A number of the waste collection team have either caught Covid or are having to isolate for two weeks. This will impact on the service and means that it is unlikely that missed collections will be swept up. If anyone does have a problem the advice is to take the bin back in and put it out again in time for the next collection of that type. Please also advise the Parish Clerk.
 - f. Local Restriction Support Grant – this is a grant for premises who are business rated and have been told that they have to close. Parish Councils and Village Halls can apply. Over 1,000 applications have been received which does include a number of applicants who are second homeowners.
If you are not business rated there is an Additional Restriction Grant (based on need) that may be available, full details can be found on the SHDC website.
- a. There is due to be a Census on 21st March 2021.
 - b. Three Covid19 officers have been hired for a 6m period with an element of their role being to ensure that businesses have support and are Covid19 compliant.
 - c. The planning application for the barn at Ilton Copse 1770/20/FUL was refused at the DM Committee yesterday.
 - d. The hedge in the churchyard will be cut in the New Year, it was last cut five years ago. No date for the works is currently available.

It takes two minutes to report a problem, please help keep our community beautiful

<https://apps.southhams.gov.uk/webreportit>

Abandoned Vehicle, Damaged or Full Dog Bin, Damaged/Full Litter Bin, Damaged/Full Recycling Bank, Dead Animal, Dirty Beach, Fly Tipping, Litter/Dog Mess, Planning Breach, Stray Dogs, AND MORE...

49/20 PLANNING, ENFORCEMENT & NEIGHBOURHOOD DEVELOPMENT PLAN

WEST ALVINGTON PARISH COUNCIL

Minutes of Parish Council Meeting

a) LIST OF APPLICATIONS RECEIVED

- a. **3336/20/HHO, Yarnacombe Farm, Proposed extension for dwelling. WAPC Support**
- b. **3399/20/Langworthys Barn, Proposed agricultural, tractor and machinery shed. WAPC Support subject to satisfactory landscaping**

b) ENFORCEMENT & OTHER PLANNING ISSUES

Enforcement continues to be dealt with. Please will all parishioners continue to provide the Clerk with full details of any violations that do not adhere to the original application for which permission was granted. ALL violations can be reported to Enforcement via www.southhams.gov.uk/article/3043/Report-a-Planning-Breach

NEIGHBOURHOOD PLANNING:

Prior to the meeting Cllr Walster had provided a summary of the current status and aspirations (see Appendix

- B). The team have been thanked for all their work; Cllr Walster will be providing a further update for circulation in the next week. The next meeting is due to take place prior to the WAPC meeting in January.

50/20 BUSINESS TO BE DISCUSSED:

- a. Proposal to purchase Edition 12 Arnold Baker on Local Council Administration, pre order cost including delivery £119.99. This is a reference manual, edition 12, for use by the Clerk.
Proposed Cllr Rhymes, seconded Cllr Chin, approved unanimously.
- b. Proposal to replace the bench at Easton Hill, the wood has rotted away and the bench is unusable. Cllr Pascoe and Cllr Walster to carry out the work at material cost only.
- c. Proposal to purchase two large grit bins to be sited at Town Park Car Park and one adjacent to West Alvington Village Hall £296.38, the small one at the Village Hall to be relocated to the bottom of Town Park.
Proposed Cllr Pascoe, seconded Cllr Kilgannon, approved unanimously.
- d. Proposal to purchase defibrillator signage:
4 signs 150x450mm, Rigid Plastic £15.38 each (excluding VAT). For siting at noticeboards/pub.
1 sign 297x210 rigid plastic £14.57 (excluding VAT). For siting at the defibrillator location.
Proposed Cllr Pascoe, seconded Cllr Chin, approved unanimously.
- e. Citizens Advice Bureau Donation Request. This agenda item has been deferred and will be reviewed in the next financial year.
Proposed Cllr Kilgannon, seconded Cllr Rhymes, approved unanimously.
- f. Update: S106 Project & WA Village Hall Committee: The floor has now been removed and sold, the fitter is due to start on the new flooring on 4th December and is due to finish by 6th December to enable full use of the hall from 7th December.
A number of suppliers for modular buildings have been contacted but it has not been possible to obtain any quotes so far. A similar type hall has been found in Dorset and the committee are in communication with them to ascertain more definite costs.
A query was raised re dismantling the old hall, advice would need to be taken in respect of this process.

A letter will be sent to the VH Committee to clarify the process and timings of the project.
- g. Village Overgrowth/tidy up, P3 & Upkeep Tender:
The Council thank Cllrs Long and Chin for their work on this project.
Cllr Long advised the general maintenance team could provide the following services-
 - Cost of weed spraying twice a year through the main road - £266.52 per annum
A mechanical sweeper could then come in two weeks later.
 - Cost of hand weeding twice a year through the main road - £446.08 per annum

WEST ALVINGTON PARISH COUNCIL

Minutes of Parish Council Meeting

Total Cost £712.60

In respect of the cemetery area the following figures have been provided:

- One off clearance of the whole site including reducing the hedge - £371.14
- Preparation of wildflower meadow areas and spreading wildflower seed - £239.06
- Planting new hedging to infill hedge gaps £50
- Cutting of pathways and cemetery plot area x14 £742.48 per annum. (includes flower meadow cut in autumn)

Total Cost £1,402.68

It was proposed that WAPC accept the above quotes at a total cost of £2,115.28 and start this element of the maintenance.

Proposed Cllr Chin, seconded Cllr Pascoe, approved unanimously.

Eventually there may be an area established for cremation internment and memorial stones at the top left-hand corner of the site. It is recommended that memorial stones are set level with the ground that way when the team mow the pathways they can also mow over the stone sets reducing the strimming, and it looks neater.

There could also be some daffodil planting in the area, as well as some wild primroses along the hedge lines, that the PC could organise.

With respect to the remainder of the maintenance and upkeep a proposal was made for the Clerk to draw up a job description for maintenance, once per month, around the village hall and put this out to tender.

A list of overgrown/seemingly abandoned areas in the parish will be collated and the Clerk will identify the responsible parties and request that they be maintained.

Proposed Cllr Pascoe, Seconded Cllr Chin, approved unanimously.

- h. Town Park Car Park: Councillors thanked Cllr Rhymes for her work in arranging the works to Town Park Car Park. A letter will be written from the Council to the work team.
- i. Kingsbridge Salcombe Estuary Forum: A report was received from our representative Liz Green (see Appendix C). Next meeting March 2021.

51/20 FINANCE & GOVERNANCE – Month 9

a. Governance:

- a. Councillor Vacancies, further to the November meeting, no expressions of interest have been received. This leaves one vacancy to fill.
- b. Councillor Responsibilities: Cllrs Chin and Walster agreed to be responsible for the Footpaths including P3, details will be forwarded accordingly. Everyone else was asked to view the roles available and contact the clerk with their preferred option(s).
- c. Budget Review Document: Prior to the meeting a document detailing income/expenditure for 2020/21 and anticipated income/expenditure for 2021/22 had been provided to the Councillors. When the updated precept data is received this will be formatted accordingly to show a range of precept options for consideration in January.

b. Receipts & Payments: Month 9

Accounts to pay –Clerk Salary/HMRC £312.43, Web domain Renewal £14.39, Mayne Gallery £97, Town Park Car Park £2,280, Covid Volunteer Mobile Phone £50

WEST ALVINGTON PARISH COUNCIL

Minutes of Parish Council Meeting

Proposed: Cllr Walster Seconded Cllr Pascoe approved unanimously.

Due to COVID-19 restrictions the payments sheet will be signed at the first possible opportunity.

52/20 NEXT MEETING & CHAIRMAN

Items for the January agenda will include:

- Potential trim trail project
- Town Park Car Park Lease Review
- Precept Setting
- Traffic Group Report to include Cllr Gilbert

**The next meeting will take place on 7th January 2020, 7.00pm, Zoom
Cllr Pascoe will act as Chairman for the next meeting (to be voted in on the night)**

With there being no further business, the Chairman thanked all in attendance and the meeting closed at **21.23pm**

Signed as a true record: _____

Print Name & Date: _____

Agenda Items and Updates; where possible please submit to the Clerk by the last Wednesday in the month to ensure time for inclusion, circulation and study. If a Council Member is unable to attend a meeting it would be appreciated if they could submit a brief précis of progress on their actions, if applicable, (to the Clerk for distribution) together with their apologies.

Distribution List: All WAPC Councillors **For Information to:** County Cllr R Gilbert, Dist. Cllr Judy Pearce, Cllr Mark Long, WPC Pengilly, Tree Warden Shirley Worrall, 1 WAPC Notice Board

APPENDIX A

WEST ALVINGTON PARISH COUNCIL

Minutes of Parish Council Meeting

Category	Descriptor	Date	Month No. of Report to Council	ban ked	Paid In	Paid Out	Cash Book Balance
Cash Book Balance b/f from last financial year							6,385.11
Payment	November Clerks Salary & HMRC	30/11/2020	9	Y		514.31	8,819.41
Payment	SHDC Play Area Inspection	11/11/2020	9	Y		252.00	8,567.41
Payment	Manisty Car Park Rent	11/11/2020	9	Y		459.38	8,108.03
Receipt	November Gross Interest	09/11/2020	9	Y	0.06		8,108.09
							8,108.09
TOTALS YTD Financial year 2020/21					£ 8,803.30	-£ 7,080.32	£ 8,108.09
RECONCILIATION CASH BOOK TO BANK							£
Cash book balance b/d					FY 2020/21 month	9	£ 8,108.09
Balance at bank at end :							
	Revenue Accounts						
	Unpresented Items				receipts	8,803.30	
					payments	- 7,080.32	
						£ 1,722.98	- 0.00
							Variance
	Operating Account	£511.20					
	Holding Account	£7,596.89					
<u>ACCOUNTS FOR PAYMENT</u>							
	<u>K Harrod Salary</u>				paid by direct transfer on 31st of each month		312.43
	<u>HMRC NIC</u>				paid quarterly		inc in above
	Website Domain Renewal						14.39
	Mayne Gallery Memorial Frame						97.00
	Town Park Car Park						2,280.00
	Covid Volunteer Phone						50.00
	Meeting Sub Total						2,441.39
Receipts & PAYMENTS REPORT TO COUNCIL							
MEETING DATE					03/12/2020		
Prepared By:					K Harrod for West Alvington Parish Council		