

WEST ALVINGTON PARISH COUNCIL

Minutes of Parish Council Meeting

Date 1 st April 2021		Venue & Time: Virtual Zoom Meeting, 7pm, Due to Coronavirus Regulations
Present: Cllr Leanne Carr Cllr Liz Chin Cllr Ryan Kilgannon Cllr Stephen Lees Cllr Andrew Pascoe (in the Chair) Cllr Helen Rhymes	In Attendance: Kathy Harrod (Parish Clerk) DCC Cllr Rufus Gilbert Parishioners/Guests: 3	Apologies: Cllr Kathryn Rawlinson Cllr John Walster Dist. Cllr Mark Long Dist. Cllr Judy Pearce

REF 2021/22 MINUTES

01/21 WELCOME & APOLOGIES

02/21 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 Pascoe was proposed as Chairman for the meeting by Cllr Lees, this was seconded by Cllr Chin and voted through unanimously. Cllr Pascoe took the Chair.

03/21 DECLARATIONS OF PECUNIARY AND OTHER INTERESTS:

No Declarations of Interest were received.

04/21 MINUTES OF PREVIOUS COUNCIL MEETING:

The minutes from the meeting held on 2nd March 2021 were approved without alteration.

Proposed Cllr Chin, seconded Cllr Lees and approved unanimously.

80/21 CLERKS REPORT:

- Longfields Potholes: The potholes will be repaired once the weather improves.
- Cllrs Pascoe & Walster have obtained the materials for the Easton Hill bench, the repairs are in hand and will be finalised at the earliest opportunity.
- Kingsbridge Town Council have confirmed that the Parishioners of West Alvington will be involved in any arrangements regarding the death of a senior royal/public figure.
- Stickers have been ordered with fadeproof black writing to add to the defibrillator signage.
- Stickers have been received for the damaged footpath signs, these will be cut to size and put up.
- A response has been received from Highways re the gullies: *The gullies on the main road were attended at different times. But they are mostly one of three dates June 2020, November 2020 or Feb 21. As they are on the annual programme they are unlikely to be attended before June 21, Nov 21 or Feb 22.*
It was noted that a tree is growing from one of the gullies, information regarding this will be sent to Cllr Gilbert for action.
- WAPC have been awarded £1,000 in the P3 allocations to provide width gaining and improvements to footpaths 2,3 and 5.

05/21 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): **No issues raised.**

06/21 COUNTY COUNCILLORS REPORT & HIGHWAYS:

- TOURISM.** We are more than likely to have a very busy summer season, with many of the issues experienced last year being with us again this year. DCC will do all it can to mitigate these issues whenever possible.

WEST ALVINGTON PARISH COUNCIL

Minutes of Parish Council Meeting

2. **MADE IN DEVON.** Please take a moment to find out more at www.madeindevon.org.uk
3. **EDMESTON LIGHTS A379.** I have ensured you have been kept up to date with night closures.
4. **VACCINATIONS.** I have sent you weekly bulletin updates.
5. **PLYMOUTH FREEPORT.** As reported to you, the Government has designated Plymouth to be a Freeport subject to a satisfactory business case being submitted and approved by SHDC, DCC and Plymouth authorities.
6. 17,700 tons of salt has been used on the roads in Devon, compared to the same period last year when only 9,000 tons were used.
7. M5, A30 & A38 have seen a traffic reduction of 40% in comparison to the same week in the previous year.
8. Extended Temporary Traffic Notice:

**THE COUNTY OF DEVON (TEMPORARY RESTRICTION) (A379 EDMESTON FARM TO
FANCY CROSS, MODBURY) NOTICE 2021**

TEMPORARY PROHIBITION OF THROUGH TRAFFIC & PARKING

DEVON COUNTY COUNCIL hereby give **NOTICE** that:

From **MONDAY 22 MARCH 2021**
for a maximum of 5 days

Until **THURSDAY 25 MARCH 2021** (both dates inclusive)

Between the hours of **19:00** and **07:00**

No person shall cause or permit any vehicle to proceed or wait on the sections of Affected Roads.

Roads affected -
A379 EDMESTON FARM TO FANCY CROSS, MODBURY

The alternative, signed, route for vehicles will be via - A379, A3121, A38, A385, A381, A379 AND VICE VERSA

This temporary restriction is considered necessary to enable -
DEVON HIGHWAYS - DRAINAGE WORKS

For additional information contact:
SKANSKA
Telephone: **03301052660**

Dated: MONDAY 22 MARCH 2021

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/>

CLlr Gilbert Left the Meeting.

07/21 DISTRICT CCOUNCILLORS REPORT:

In the absence of the District Councillors the following report was provided by the Clerk on their behalf.

- a. Council Tax bills have now been issued.
- b. Elections will proceed on May 6th. If you do not want to vote in person please request a postal vote via the SHDC website. In respect of elections no door-to-door canvassing or leaflet drops are allowed.
- c. SHDC are looking for more staff to help with manning polling booths and helping with the count. If anyone would like to be involved please see the SHDC website for full details.
- d. The new recycling service is now being rolled out and vehicles have started to be seen around the parishes. New boxes will be provided one week prior to the service commencing with full instructions as to what can be recycled. District Council operatives are in the process of identifying those narrow streets and other

WEST ALVINGTON PARISH COUNCIL

Minutes of Parish Council Meeting

properties where it may not be possible to put out the boxes and will work with parishes to ensure suitable solutions are found. Second homeowners have been advised that this is happening and they have been advised to make arrangements for the boxes to be brought into the property. To date, early indications are that the changeover has been very smooth.

- e. A new summer locality service commences from 1st April, six additional locality officers have been appointed through to the end September 2021, they will provide cover for the area seven days per week. Covid compliance Officers are also still working, there is a proposal to retain these officers until September, one enforcement notice has been issued to a local restaurant (not in this parish).
- f. The census took place on 21st March – this was an online census, anyone who has not yet completed it should do so at the first opportunity.
- g. Public space orders were renewed effective 11th March.
- h. Plymouth will be recognised as a Freeport, one of eight areas across England and the only one in the South West. South Hams and DCC were involved with the bid with SHDC offering Employment Land which will be particularly useful with development of the Freeport. They will now provide outline and detailed business cases. This is very good news for the region and will see increased trade and the creation of employment opportunities.
- i. A financial package proposing to spend nearly £500k getting the South Hams up and running ready for businesses reopening is due to be approved this week. This includes £50k to be match funded for the five towns in the area to make improvements.

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...

08/21 PLANNING, ENFORCEMENT & NEIGHBOURHOOD DEVELOPMENT PLAN

a) LIST OF APPLICATIONS RECEIVED

- 0945/21/COM, Easton Farm, Notice of intention, installation of 5G electronic communications to existing mast. **WAPC No Comment.**
- 0753/21/ARC, Tacket Wood House, Discharge of Conditions 6 & 11 **WAPC Support**
- 0828/21/FUL, Preston View Farm, Increase roof height and 1 degree change in pitch to ag worker dwelling. **WAPC Support**

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:

Since the last Parish Council Meeting the following has been dealt with:

- 1) Councillors have approved and commented on V11 of the plan.
- 2) Councillors approved the final proposal for the parish description.
- 3) Councillors approved of the proposed policy in respect of the conversion of redundant agricultural buildings.
- 4) Confirmation was sent to the NDP team that Councillors would like to see a caveat included in respect of a Principal Residents clause as previously specified.
- 5) An Open Space, Sports and Recreation Plan is being finalised.

WEST ALVINGTON PARISH COUNCIL

Minutes of Parish Council Meeting

- 6) Parish Online was subscribed to, details were forwarded to Peter Sandover.
- 7) Landowners and Owners of Local Green Spaces and Local Heritage Assets are being contacted and a response is being collated for forwarding to the NDP Group as part of their evidence base.

09/21 BUSINESS TO BE DISCUSSED:

- a. Proposal to purchase a Vehicle Activated Sign – Cllr Pascoe

Having viewed the technologies available in respect of vehicular issues, the preferred option would be to instal auto speed watch technology, unfortunately Devon & Cornwall Police have no interest and no support for this scheme which includes Auto Number Plate Recognition technology.

With this in mind quotes have been received from Morelock, Westcotec and ElanCity for Vehicle Activated Signage. Following discussion about the types of unit available and their respective costs it was proposed to purchase two ElanCity units at a cost of £1,969 plus VAT to site at either end of the village. Cllr Pascoe will seek to obtain a discount for bulk purchase.

Proposed: Cllr Rhymes Seconded: Cllr Lees Approved Unanimously.

NB: A reminder will also be sent to Highways regarding the school light system.

- b. Salcombe Kingsbridge Estuary Conservation Forum Report. See **APPENDIX B**. Next meeting November 2021.
- c. Town Park Car Park Review: This is due for renewal in November 2022, contact will be made with the Land Agents to ascertain what the renewal of the lease could look like.
- d. Adult Gym Project – Cllr Carr Update, prior to the meeting a draft project timeline had been provided to the Councillors. We are planning on going out to consultation to obtain feedback regarding the feasibility and need for this equipment in the parish. Demand will need to be clearly demonstrated and all age groups will be catered for. Cllr Carr has been talking with the school about potential sites within the grassed area for new equipment and a plan to share with the parish will be issued at the earliest opportunity. We want to provide something durable with little maintenance consideration that will provide a fun and safe play/fitness area for the community.
- At the same time, and with the support of the local school, we will consider options for the area adjacent to the school. The primary school will contact the Church of England to establish their support for a long-term gardening type project.

- e. S106 Funds & Village Hall Update : The VHC have been successful in finding a Structural Engineer and an architect that will provide their services at no initial cost. They are now working on content to consult.
- f. Village Upkeep Tender: Tender documents were issued and promoted after the last meeting. Ten expressions of interest were received, two of whom supplied quotes. Following discussion it was proposed to offer the contract to Tender number 2 at a maximum cost of £2,512 per annum.

Proposed Cllr Rhymes, Seconded Cllr Chin approved 4:1 with one abstention.

- g. Village Maintenance Feb 2020 to present. An invoice has been received for 19 hours work in the parish at a total cost of £218 between 13th February 2020 – 2nd November 2020. A proposal was made to settle the invoice, thank the gentleman for his assistance and confirm that there are now official contracts in place for all parish maintenance works.

Proposed Cllr Chin, Seconded Cllr Lees, approved unanimously.

10/21 FINANCE & GOVERNANCE – Month 13 & Month 1

- a. **Receipts & Payments:** Month 13 & Month 1, see **APPENDIX A** for details

Accounts to pay – Clerk Salary & HMRC £456.63, Parish Online £64.80, SLCC Renewal £37, SHDC Payroll (part year) £80, Glasdon Grit Scoops £12.16 (payable to Malborough PC)

Proposed: Cllr Pascoe seconded Cllr Lees, approved unanimously.

WEST ALVINGTON PARISH COUNCIL

Minutes of Parish Council Meeting

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

b. Governance:

- 1) Councillor Vacancies, further to the March meeting, no expressions of interest have been received. This leaves one vacancy to fill.
- 2) A proposal was made for the date of the next meeting will take place on 4th May 7.00pm via Zoom, the following meeting will take place on 1st July. In the meantime, the Clerk is to be given delegated authority to make payments and respond to planning applications after receiving approval from the Chairman and Vice Chairman.
Proposed: Cllr Rhymes Seconded: Cllr Lees, approved unanimously.
- 3) 2020/21 Audits: The audit documentation has now been issued to Towns and Parishes and the documentation requested by the Internal Auditor has been forwarded.
- 4) Annual Governance & Accountability AGAR Part 2 – Certificate of Exemption. With gross income not exceeding £25,000 in the year of account ended 31 March 2021, West Alvington Parish Council certified themselves exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. This approved unanimously.
- 5) Annual Governance & Accountability, Section 1 – Annual Governance Statement 2020/21 was reviewed, completed, and approved unanimously.
- 6) Annual Governance & Accountability. Section 2 – Accounting Statements 2020/21 was reviewed and approved unanimously as being a true record of the 2020/21 accounts.

10/21 b. 2, 4, 5 & 6 Proposed: Cllr Andrew, Seconded: Cllr Chin , approved unanimously

11/21 NEXT MEETING & CHAIRMAN

Meeting Ends 21.45hrs

The next meeting will take place on 4th May 2121, 7.00pm, Zoom.

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, Dist. Cllr Mark Long, WPC Pengilly, Tree Warden Shirley Worrall, 1 WAPC Notice Board

APPENDIX A – Month 13 & Month 1 Finances:

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
Receipt	March Gross Interest	09/03/2021	13	Y	0.04		5,171.08
Payment	March Clerks Salary	29/03/2021	13	Y		365.23	4,805.85
							4,805.85
TOTALS YTD Financial year 2020/21					£ 9,793.53	-£ 11,372.79	£ 4,805.85
RECONCILIATION CASH BOOK TO BANK							£
Cash book balance b/d					FY 2020/21 month	13	£ 4,805.85
Balance at bank at end :							
	Revenue Accounts	April 2021	West Alvington Parish Council				
	Unpresented Items				receipts	9,793.53	
					payments	- 11,372.79	
						-£ 1,579.26	0.00

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							4,805.85
							-
TOTALS YTD Financial year 2020/21					£ -	£ -	£ 4,805.85
RECONCILIATION CASH BOOK TO BANK							£
Cash book balance b/d					FY 2021/22 month	1	£ 4,805.85
Balance at bank at end :							
	Revenue Accounts						
	Unpresented Items				receipts	-	
					payments	-	
					£ -	-	-
							Variance
FUNDS:				ACCOUNTS FOR PAYMENT			
£ 500.00	Training			-	Clerks Salary		456.63
£ 80.00	Election Recharge				HMRC		Inc'd in above
£ 500.00	Website & Computer Equipment			Plus			
£ 500.00	Snow Warden/New Grit Bins				Parish Online		64.80
£ 500.00	Town Park Car Park				SLCC Renewal		37.00
£ 500.00	NDP				SHDC PAYE		80.00
£ 400.00	WA Traffic Action				Glasdon Grit Scoops		12.16
£ 1,000.00	Repairs/Maintenance						
£ 250.00	Defibrillator						
£ 575.85	General funds				Meeting Sub Total		650.59
4,805.85	TOTAL						
Receipts & PAYMENTS REPORT TO COUNCIL							
MEETING DATE					01/04/2021		
Prepared By:					K Harrod for West Alvington Parish Council		
Date:					30/03/2021		