

WEST ALVINGTON PARISH COUNCIL

Minutes of Parish Council Annual General Meeting

Date: 4 th July 2019		Venue & Time: West Alvington Village Hall 7pm
<u>Present:</u> Cllr Didi Alayli Cllr Liz Chin Cllr Gillian Green Cllr Graham Johns Cllr Gilly Rossetti (Chairman) Cllr Geoffrey Rossetti Cllr Tony Head	<u>In Attendance:</u> Kathy Harrod (Parish Clerk) 6 Parishioners Part meeting: Dist. Cllr Mark Long County Cllr Rufus Gilbert	<u>Apologies:</u> Cllr John Walster

REF 2019/20 MINUTES

03/19 WELCOME & APOLOGIES

Since the June meeting, Clerk Joan Johns had regrettably tendered her resignation and Councillors had approved by a majority to employ Katharine Harrod to take over the role. Katharine was welcomed by all present.

Katharine thanked everyone for their welcome also thanking Joan and the Chairman for their support to ensure the changeover was both smooth and efficient.

Having reviewed existing procedures/discussions and policies, Katharine and Joan were both in absolute agreement that the change in clerks was the perfect opportunity to update the operating methods of the council. WAPC have therefore focused the July meeting on Governance.

04/19 FINANCE & GOVERNANCE –

a. Governance –

Register of Interest & Councillor Acceptance Forms. Copy ROI forms are required from Cllrs Alayli & Chin.

Expenses Forms SHDC. All councillors had to return a completed expenses form to SHDC following the election.

Policies & Procedures: Prior to the meeting Councillors were forwarded the following policies:

(NALC – National Association of Local Councils, SLCC – Society of Local Council Clerks).

1. WAPC Statement/System of Internal Control
2. WAPC Members' Code of Conduct
3. NALC Model Standing Orders
4. NALC Financial Regulations
5. WAPC Risk Management Schedule
6. WAPC Publication Scheme Freedom of Information Act
7. WAPC Transparency Code
8. WAPC General Data Protection Regulations Privacy Policy
9. WAPC Meeting Protocol on the filming/recording of Local Council & Committee Meetings
10. WAPC Complaints Policy
11. NALC Complaints Policy to be read in conjunction with the WAPC Complaints Policy

The policies have all been collated by qualified professionals and have been approved for use across England by Councils and Auditors. They will be reviewed annually in May or prior to Internal Audit whichever is sooner.

NB: The Code of Conduct is currently undergoing review by SLCC, as soon as the updated code is available it will be brought to a meeting for adoption.

Proposal to adopt all the documents named above Cllr Geoffrey Rossetti, seconded Cllr D Alayli approved by all.

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PAYE & HMRC – There is a requirement that all Council Clerks are Employed by the Council. Self-employment is not an option. SHDC have been approached to provide PAYE services on an annual basis. The cost for this amounts to £110 inc VAT per annum. A payroll service level agreement was introduced and signed by the Chairman. HMRC will also be contacted to ensure all aspects of the PAYE service are in order. **ACTION: Clerk to finalise.**

Internal Audit: The clerk has approached a qualified CILCA (Certificate in Local Council Administration) internal auditor with a view to provision of the 2019/20 internal audit. No response had been received at the time of the meeting. Proposal for a qualified internal auditor to be hired Cllr Chin, seconded Cllr Johns approved by all.

External Audit: There is no fee in respect of the external audit as the precept is of such a size that the parish can claim exemption. With a professional internal audit WAPC will ensure that all elements of the council are working in accordance with the required rules and regulations. It is for the council to decide if to go to external audit or not. It was proposed that the council continues to use the exemption option Cllr Head, seconded Cllr Green and approved by all.

Lloyds Bank Update: Due to changes in the make-up of the Council there are currently no signatories remaining. Councillors were asked to complete a form to enable the Clerk to add them as signatories to the account. A form giving the Clerk (and Responsible Financial Officer) access to the account via the internet was introduced and signed by the Chairman. The Chairman will also be provided with internet access and will be the second approval required for internet payments. **ACTION: Clerk to finalise accounts signatories and access.**

New Councillor Courses including Planning: There are currently two councillor courses available, one on 24th July a full day course taking place in Exeter, the second course is an evening event in Ivybridge on 27th January 2020 from 6.30 – 9.00pm. Councillors were offered the option to attend. **ACTION: Clerk to make bookings as required.**

Chairman/Clerks Technology Requirements: There is a requirement for a laptop for the Chairman which can then be used at meetings in respect of planning applications. A projector & screen are also required. The clerk will need a laptop and potentially a printer but for now this is not the priority. It was proposed that a laptop be purchased at a value of up to £400. Projector and screen options are to be investigated and brought to the September meeting. At this point Ward Cllr Long agreed a donation of £250 and DCC Cllr Gilbert a donation of £500 from their respective Locality Allowances to purchase the equipment required. A proposal to purchase the equipment was made by Cllr Alayli, seconded Cllr Head and approved by all. **ACTION: Chairman & Clerk**

Website Upgrade: The current website requires improvement; links don't work and the legal requirements of the parish are not being met. Cllr Geoffrey Rossetti has investigated options and proposed changing to website provider Hugo Fox, the website is free due to being a community organisation. Different village organisations can be given their own pages with separate login details. The Clerk confirmed knowledge of the provider and the ease of use re updating their sites. A proposal was made to change to Hugo Fox by Cllr Johns, seconded Cllr Green and approved by all. **ACTION: Cllr Geoffrey Rossetti & Clerk**

Parish Clerk Position: With confirmation of the clerk in respect of her commitment to WAPC, a decision to hire another Clerk was delayed until October. Proposed Cllr Chin, Seconded Cllr Head and approved by all.

b. Receipts & Payments – Month 4

Accounts to pay – Cllr Rossetti Ink & Stationery £70.66, Mrs J Johns Final Salary £635, Mr C Lee Handyman £205, Community First Insurance £285.16, SHDC PAYE £120, Clerk Salary & Expenses £218

Proposed Cllr Alayli, seconded Cllr Chin and approved by all.

No monies have been paid in the past month; therefore, account balances stand as per the June Meeting.

NOTED: The July payments may be delayed due to the position re signatories.

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05/19 DECLARATIONS OF INTEREST:

Cllr Gilly Rossetti declared an interest in respect of the finance. Cllr Alayli declared an interest in respect of planning. Both councillors withdrew from voting in respect of these interests. There is a query re conflict of interest between Cllr Alayli's position as WAPC Councillor and her position as Chairman of the South Hams Society. The clerk will take official advice in respect of this and will report back at the September meeting. **ACTION: Clerk**

06/19 MINUTES OF PREVIOUS PARISH COUNCIL MEETING

The minutes of the Parish Council meeting and the Annual Parish Meeting both of 6th June 2019 were agreed without alteration.

Proposed: Cllr Geoffrey Rossetti, seconded: Cllr Johns and agreed unanimously

07/19 ITEMS CARRIED FORWARD FROM PREVIOUS MEETING

1. Re S106 funds, Alexis Huggins is not currently available. An update will be provided in September.
 2. WATAG will be asked to provide an update in September.
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08/19 POLICE BUSINESS

The police are no longer attending council meetings to provide a monthly report. The local crime figures can be obtained by viewing the below link. An officer will attend the Annual Meeting where possible to give an overview of the year.

We would like to remind residents that there are many ways to contact their local police and would like to signpost them towards the force website for more information. They also have a very popular Facebook page which provides useful information and advice.

Additionally you can Ask Ned (<https://www.devon-cornwall.police.uk/askned>) a site for members of the public to find out useful information to a whole host of questions. And of course, there's the usual non – emergency telephone 101 or 999 for emergencies.

SIGN UP TO DEVON & CORNWALL ALERT HERE: <https://alerts.dc.police.uk/Join>

RESEARCH LOCAL CRIME FIGURES HERE: www.police.uk

09/19 COUNTY COUNCILLORS REPORT & HIGHWAYS

1. Modbury road in October will be closed for approximately one week, more details in due course.
2. DCCs budget has balanced for the 2018/19 period, the mild winter has helped.
3. £250k has been allocated to initial work on climate change commitments from DCC.
4. Junction 29 on the M5 is to be improved (specifically Moor Lane roundabout).
5. DCC is committed to ending loneliness in Devon and has commenced a loneliness campaign – loneliness leads to a variety of social issues and ending this will benefit all.
6. Bikeability – bicycle training for children in Devon will be funded via a grant by the Department of Transport. Since 2006, 70k children have received this training.
7. School funding is still under pressure in Devon. Devon MPs continue to lobby for more funds.
8. The Plymouth Road update has been forwarded to all Councillors and should be shared with anyone who may be affected. Essentially when clearing the drains and ploughing back the edge in preparation for the work, it was found that the road edge had large cracks/structural damage and thereby classifies as a safety risk to traffic. This inconvenience has no termination date and will require considerable structural work to allow the road to open as normal.
9. Clerk to contact Adam Keay re regrading of road through WA and also advises regarding a potential date for the gully's being sucked out. **ACTION: Clerk**

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PLEASE report all highways issues ONLINE at:
<https://new.devon.gov.uk/roadsandtransport/report-a-problem/>
If you do not have internet access, please contact the Clerk on 07704 941150

10/19 DISTRICT COUNCILLORS REPORT

17 SHDC councillors have new powers to combat anti-social behaviour following training with the police. I.e., uncontrolled dogs, dog fouling, antisocial drinking in the streets. Council staff can now share access information and intelligence re the behaviours. They do not replace the police but now have powers to deal with these issues. This is a trial basis for a period of one year.

11/19 PLANNING, ENFORCEMENT & NEIGHBOURHOOD DEVELOPMENT PLAN

a) LIST OF APPLICATIONS RECEIVED

1) 1603/19/FUL Langworthys Barn.

Invited Guest Martin Hill

The report provided by Highways was incorrect as it did not show improvements made to the junction. Furthermore, there was no site visit, no information re current visibility or the sited traffic mirror. It is believed the information was obtained via outdated Google imagery only.

The applicant currently employs five, this would increase to seven if approved including one apprenticeship and one full time.

Councillors had concerns re walkers/cyclist access along the road but were very open to the option of adding a second entrance further along the road for pedestrians only. Noted that if planning is approved the yard would be gated off and separate from the Shepherd Hut areas. All planned business proposal, creation of jobs, long term, an independent highway report re highways would be advantageous, concerns re walkers/cyclist access along that road, encouraging this to the site along with deliveries to the site. Yard to be gated off & separate from the Shepherd Hut area.

It was agreed that report provided by Richard Jackson is unacceptable, a new and fully considered report is required.

WAPC unanimously supported the application with the proviso re access.

b) APPLICATIONS AWAITING SHDC DECISIONS (Determination Dates shown)

1. 1589/19/HHO Mr G Johns, The Old Coach House (24/7)
2. 1655/19/OPA Mr & Mrs Horton, Outline Planning Permission (17/7)
3. 0042/19/FUL Mr & Mrs Thomas, Gerston Point (13/3).

In an AONB the planning authority can refuse to accept an outline planning application within 30 days of its receipt and can insist on a full application being sent in. WAPC will always insist on a full application being submitted.

NOTE: All planning responses from WAPC will incorporate a request for:

- **Sight of a letter from South West Water confirming that any increased sewage load will not adversely affect the existing sewage works in respect of new build properties and extensions incorporating bathrooms/kitchens.**
- **Damage caused to any infrastructure to be made good to a comparable standard.**

c) SHDC DECISIONS –

3444/18/FUL Driscoll, Homefield (5 dwellings) SHDC Refusal.

d) ENFORCEMENT & OTHER PLANNING ISSUES

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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 will be reported to Enforcement.

e) NEIGHBOURHOOD PLANNING:

There has been no general NP meeting since the last WAPC meeting. The next double meeting is scheduled for 9th July 2019 when it is hoped to start putting the first draft of the NP plan.

Councillors request for a BDRC wildlife survey across the 3 parishes is being handled by the NP chairman

12/19 BUSINESS TO BE DISCUSSED

1. Footpaths & Trees: A message of thanks was sent from a parishioner to Joan Johns for attending to an issue at Wood Lane
Homefield footpath overgrowing – coming out from the old hedge bank – a parishioner kindly agreed to deal with the issue.
A path owned by DCC is overgrowing (– the footpath opposite the pub, along past bungalows at Town Park at the first field there is a chain link fence with heavy vegetation growing through). **ACTION: Clerk to report to DCC.**
Cllr Johns & Cllr Geoffrey Rossetti to replace footpath sign that has dropped.
 2. Village Hall Update: Joan Johns has kindly agreed to continue to act as a liaison between the Village Hall and WAPC. The parish noticeboard is rotted out at the base, the rotten wood will be replaced over July/August with the noticeboard due to be back in place by September.
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13/19 CORRESPONDENCE & PARISHIONERS OPEN FORUM (Maximum 15 minutes)

1. The school have requested positive publicity regarding their fundraising for the defibrillator. All present agreed that it is very important to raise the profile of the village school and to work with them wherever possible to ensure that they continue to be recognised as a vibrant and treasured part of the community.
 2. A query was raised regarding the proposed plans for the Trim Trail in the play area. This will be investigated; findings will be advised in September.
 3. Mark Long to provide S106 information from Alexis Huggins. S106 to be added to the September agenda.
ACTION: Clerk
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14/19 NEXT MEETING

Cllr Gilly Rossetti presented Joan Johns with a gift of appreciation and gratitude for all her years as parish clerk to West Alvington. Councillors thanked Joan for her dedication to the parish!

With there being no further business, the Chairman thanked all in attendance and the meeting closed at 8.45pm

Next Meeting **5th September, 3rd October, 7th November & 5th December Venue: West Alvington Village Hall, 7.00pm**

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, 1 WAPC Notice Board