

WEST ALVINGTON PARISH COUNCIL

Minutes of Parish Council Meeting

| | | |
|--|---|--|
| Date 1st October 2020 | | Venue & Time: Virtual Zoom Meeting, 7pm, Due to Coronavirus Regulations |
| <u>Present:</u> Cllr Leanne Carr Cllr Liz Chin Cllr Stephen Lees Cllr Helen Rhymes Cllr John Walster | <u>In Attendance:</u> Kathy Harrod (Parish Clerk) DCC Cllr Rufus Gilbert Dist. Cllr Mark Long Dist. Cllr Judy Pearce Parishioners/Guests: 7 | <u>Apologies:</u> Cllr Andrew Pascoe Cllr Kathryn Rawlinson |

REF 2020/21 MINUTES

18/20 WELCOME & APOLOGIES

New Councillors Leanne Carr and Helen Rhymes were welcomed to the Council.

With regret Cllr Read has resigned with immediate effect, we wish her all the best and hope to work with her again in the not too distant future.

19/20 ELECTION OF CHAIRMAN

It was agreed 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 by Cllr Lees, this was seconded by Cllr Chin and voted through unanimously. Cllr Walster took the Chair.

20/20 DECLARATIONS OF PECUNIARY AND OTHER INTERESTS:

No Declarations of interest were received.

21/20 MINUTES OF PREVIOUS COUNCIL MEETING:

The minutes from the meetings held on 3rd September 2020 were approved without alteration.

Proposed Cllr Chin, seconded Cllr Lees and approved unanimously.

22/20 CLERKS REPORT:

- The documents in respect of the Freedom of Information request have now been forwarded. In total this took an additional 14 hours work, the fees for this will be included in the salary to be paid 30th November.
- Unfortunately, we are still missing the minute books from the early 1970's to 2000's, despite our best efforts we have not been able to trace them. If anyone has any information regarding their whereabouts please contact the Clerk as a matter of urgency. We are still looking to borrow the archived books from Exeter but this is taking some time due to Covid-19 problems.
- The play area agreement has been signed, scanned and forwarded to SHDC; we have not received any response.
- ICO Membership has been organised but as yet, no payment has been taken from the bank.
- A cheque for £100 has been received from the school in respect of their fundraising towards the costs of the defibrillator. We will arrange a socially distant photo for the local paper.
- The second tranche of the precept has now been received and is shown in the finance section of the minutes.
- A request was made to Kingsbridge Town Council for any survey into surface water flooding to consider the area by Tacket Wood. In turn they asked that anyone who is interested in becoming a flood warden to contact either WAPC Clerk or Kingsbridge Town Clerk, Martin Johnson.

WEST ALVINGTON PARISH COUNCIL

Minutes of Parish Council Meeting

- h. **WE ENCOURAGE ALL PARISHIONERS TO HELP THE PARISH GET ULTRAFAST FIBRE OPTIC BROADBAND TO YOUR HOMES AND BUSINESSES BY PLEDGING YOUR GOVERNMENT VOUCHER.**
www.openreach.co.uk/kingsbridgecard
- i. The Local Outbreak Management Plan document for WAPC is still outstanding, this will be dealt with in October. A rough draft will be compiled before being sent to Councillors to fill in the “blanks”.

23/20 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).

No issues were raised by those attending the meeting.

2420 COUNTY COUNCILLORS REPORT & HIGHWAYS:

- a. Ash dieback is proving a much larger and more expensive problem than anticipated across the county. An additional £1.4m has been budgeted for this year to deal with the problem.
- b. Recycling Rate for Devon: There has been a 12% increase across Devon with 1,000 more tons of glass and 670 tons of food waste over lockdown period.
- c. Schools Attendance: As of last week, there are now 90% of students back at school, using 75 extra school buses
- d. Highways: There are delays to road repairs due to Covid-19.
Grit bins - If needing more grit, report online via DCC website ‘report a problem’
- e. Edmeston A379 lights: Works are due to commence in November 2020
- f. DCC Budget: There is a £45 million overspend so far this year with the Government to make up most of this. Serious consideration needs to be given regards budget and projects for 2021/22.
- g. A request was made for street cleaning as previously discussed with Adam back in January.
- h. Discussion re the Highways issues will be delayed until Cllr Pascoe is present.

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/>

25/20 DISTRICT CCOUNCILLORS REPORT:

- a. Cllr Pearce reported that due to the Covid 19 crisis South Hams are dealing with a deficit of £1.3m and have used some of their reserves to cover the shortfall. A new interim budget was passed last Thursday.
- b. Changes to rubbish collections: There are changes to the recycling collections taking place week commencing 5th October, all parishioners should have received confirmation of the new collection times/dates. Please see the SHDC website for further information. <https://www.southhams.gov.uk/>
- c. All leisure facilities in the area are due to open imminently. Gym areas are already open, the pools will be fully operational later in the month.
- d. Planning White Paper & Changes to the Present Planning System Consultations:
The Changes to the Present Planning System Consultation recommends nearly double the number of new properties be built in the area, the current recommendation is 356 dwellings per year, the new figure is 769 new dwellings. Once the AONB and Dartmoor National Park have been removed due to their protected status, it would be difficult to find the sites for the sheer number of properties.
The Planning White Paper proposes a new planning system with three zones, growth zones, renewal zones and protected zones – the AONB being protected. The policy would effectively be a national one but there

WEST ALVINGTON PARISH COUNCIL

Minutes of Parish Council Meeting

are strong concerns as to how there could be a national policy that would “fit” the entire country. The future of Neighbourhood Plans is also uncertain.

The consultations are available online, the first has now ended, the second is open until the end of October.

<https://www.gov.uk/government/consultations/changes-to-the-current-planning-system> (ended 1st Oct).

<https://www.gov.uk/government/consultations/planning-for-the-future> (ends 29th Oct).

- e. Throughout Covid-19 restrictions, Localities officers have been more effective with monitoring bins, dog walking off leads etc, SHDC hope to continue to build on this over the forthcoming year.

26/20 PLANNING, ENFORCEMENT & NEIGHBOURHOOD DEVELOPMENT PLAN

a) LIST OF APPLICATIONS RECEIVED

- a. 2895/20/HHO, Tacket Wood House, Extensions, conversion & new swimming pool. Deferred until 5th November to allow Kingsbridge Town Council the opportunity to provide their feedback.
- b. 2722/20/HHO, Riverbank, Tacketwood, Removal/Replacement of Porch. **WAPC Support.**
- c. 2434/18/ARM, Baker Estates Construction Management Plan.

Prior to the meeting the Councillors had been provided with a draft copy of the proposed Construction Management Plan. Following discussion, the Clerk will pull out the salient points and provide details to the Councillors. Comments will be collated and forwarded to Baker Estates by 16th October 2020.

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:

Cllr Walster advised that work has continued on Local Green Spaces, Important Views and Heritage Assets. The next meeting is due to take place on 8th October.

27/20 BUSINESS TO BE DISCUSSED:

- a. S106 Project & WA Village Hall Committee – Clerk will attend a meeting with the Village Hall Committee and report back to Councillors.
- b. Village Overgrowth, P3 & Upkeep Tender – a list of areas across the parish has been provided to Councillors for review.
An interim cut of the burial ground will be arranged as a matter of urgency.
The responsibilities for individual paths will be allocated once there is a full contingency of Councillors.
- c. Town Park Car Park hedge maintenance & potholes: Cllr Rhymes to provide contact details for a local who may be able to fill the potholes. Cllr Walster to approach a local landowner to request the car park hedge be cut back.
- d. Asset Register: a full list will be provided in November.
- e. Sustrans Project Kingsbridge to Salcombe path. Cllr Chin and the Clerk attended a (Zoom) meeting last week to discuss the feasibility of the path. It was agreed that each Town/Parish taking part would review their respective areas and provide thoughts about potential locations and how they may be able to link with other parishes. It was fully appreciated that local landowners are an essential part of this process, they will be invited to take part in the discussions in the hope that we can all come to an agreement to take the project forward.
- f. West Alvington Memorial Project: Prior to the meeting Appendix B had been forwarded to all Councillors. A proposal was made to support the Remembrance of the soldiers and to provide an information/remembrance board. In due course it is anticipated that a similar board may be sited on the wall at Town Park (with permission of Cllr Rhymes).

WEST ALVINGTON PARISH COUNCIL

Minutes of Parish Council Meeting

Cllr Long offered to provide funding through his locality allowance for costs incurred to bring this to fruition.

Proposed Cllr Chin, Seconded Cllr Walster, approved unanimously.

28/20 FINANCE & GOVERNANCE – Month 7

a. Governance:

- a. Councillor Vacancies & Responsibilities, further to the September meeting, one expression of interest has been received and forwarded to Councillors who agreed unanimously that a position would be offered to the candidate. This leaves one vacancy to fill.
- b. Lloyds Bank Update: It was anticipated that this meeting would take place in the village hall which would have allowed a new mandate to be completed. Unless Government Regulations and advice changes, we are now looking at a period of approximately six months of Zoom sessions. A mandate will be printed and taken to individual Councillors for completion prior to submission.
- c. Website Compliance: The compliance statement has now been added to the website as required. Cllr Lees will finalise the security of the site.
- d. Annual Governance & Reporting Return: A proposal was made to retain the services of Internal Auditor Alison Marshall for the 2020/21 period at a cost of £100 plus expenses.

Proposed Cllr Rhymes Seconded Cllr Lees Approved unanimously.

b. Receipts & Payments – Month 7

Accounts to pay – October Clerk Salary/HMRC £312.43

Proposed: Cllr Chin Seconded Cllr Lees Approved unanimously.

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

29/20 NEXT MEETING & CHAIRMAN

The next meeting will take place on **5th November 2020, 7.00pm, Zoom**
The Chairman for the next meeting will be Cllr Pascoe with Cllr Walster acting as Vice Chairman (to be voted in on the night)

With there being no further business, the Chairman thanked all in attendance and the meeting closed at **21.22pm**

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

WEST ALVINGTON PARISH COUNCIL

Minutes of Parish Council Meeting

APPENDIX A

| 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 | September Gross Interest | 09/09/2020 | 6 | Y | 0.05 | | 6,592.01 |
| Payment | Actionwest Laptop | 09/09/2020 | 6 | Y | | - 374.00 | 6,218.01 |
| Payment | Alison Marshall Internal Auditor | 09/09/2020 | 6 | Y | | - 130.00 | 6,088.01 |
| Payment | MC & NJK Manisty Town Park Car Park rent | 09/09/2020 | 6 | Y | | - 447.68 | 5,640.33 |
| Payment | September Clerk Salary | 30/09/2020 | 6 | Y | | - 261.33 | 5,379.00 |
| Receipt | South Hams District Council Precept second tranche | 17/09/2020 | 7 | Y | 4,307.50 | | 9,686.50 |
| Payment | July to September HMRC Payment | | | | | - 168.00 | 9,518.50 |
| | | | | | | | 9,518.50 |
| TOTALS YTD Financial year 2020/21 | | | | | £ 8,703.19 | -£ 5,569.80 | £ 9,518.50 |
| RECONCILIATION CASH BOOK TO BANK | | | | | | | £ |
| Cash book balance b/d | | | | | FY 2020/21 month | 7 | £ 9,518.50 |
| Balance at bank at end : | | | | | | | |
| | Revenue Accounts | | | | | | |
| | Unpresented Items | | | | receipts | 8,703.19 | |
| | | | | | payments | - 5,569.80 | |
| | | | | | | £ 3,133.39 | - 0.00 |
| | | | | | | | Variance |
| | Operating Account | £2,089.72 | | | | | |
| | Holding Account | £7,596.78 | | | | | |
| ACCOUNTS FOR PAYMENT | | | | | | | |
| | <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 |
| | | | | | | | - |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | Meeting Sub Total | | | | | | - |
| Receipts & PAYMENTS REPORT TO COUNCIL | | | | | | | |
| MEETING DATE | | | | | 01/10/2020 | | |
| | Prepared By: | | | | K Harrod for West Alvington Parish Council | | |
| | Date: | | | | 01/10/2020 | | |