

WEST ALVINGTON PARISH COUNCIL

Minutes of Parish Council Meeting

Date 4th May 2021		Venue & Time: Virtual Zoom Meeting, 7pm, Due to Coronavirus Regulations
<u>Present:</u> Cllr Liz Chin (Meeting Chairman) Cllr Stephen Lees Cllr Kathryn Rawlinson Cllr Helen Rhymes	<u>In Attendance:</u> Kathy Harrod (Parish Clerk) Dist. Cllr Mark Long Parishioners/Guests: 1	<u>Apologies:</u> DCC Cllr Rufus Gilbert Dist. Cllr Judy Pearce Cllr Leanne Carr Cllr Ryan Kilgannon

REF 2021/22 MINUTES

12 WELCOME & APOLOGIES

It is with regret that we accept the resignation of Cllr John Walster. Cllr Walster has been a very valuable addition to the Council, we will all miss his input and support and we thank him for everything he has done for the parish.

13 ELECTION OF CHAIRMAN

This being the AGM of the Parish Council, District Cllr Mark Long taking the Chair whilst the 2021/22 Chair of the Parish Council was elected. Cllr Lees was proposed as Chairman by Cllr Rhymes, seconded by Cllr Chin and voted through unanimously. Cllr Lees will commence the role effective from the next meeting.

14 ELECTION OF VICE CHAIRMAN

The nominations for Vice Chairman have been delayed until the next meeting.

15 ACCEPTANCE OF OFFICE & ADHERENCE TO THE CODE OF CONDUCT

Cllr Lees will sign his acceptance of Office as Chair of the Parish Council for the 2021/22 year at the next meeting. All Councillors again undertook to abide by West Alvington Parish Councils' Code of Conduct.

16 APPOINTMENT OF COUNCILLORS TO COMMITTEES/LEAD ROLES

The mandate of the Clerk as Responsible Financial Officer for the Council was renewed after a proposal by Cllr Rawlinson, seconded by Cllr Rhymes and voted unanimously. This gave the mandate solely to Mrs Katharine Harrod. Cllr Chin outlined the following roles/liaisons/leads on outside bodies and asked whether those concerned were content to continue. Proposed by Cllr Chin and seconded by Cllr Lees

- Police & N/Watch Liaison - Cllr Rhymes
- Estuary Forum Representative- Mrs E Green
- Tree Warden - Mrs S Worrall
- Footpaths - Cllr Chin & shared between the Councillors.
- Emergency Planning Officer- Clerk
- Play Area/School & Safeguarding- Cllrs Carr & Rawlinson
- Village Hall - Clerk
- Neighbourhood Plan - Clerk & full Council
- Snow Wardens - Clerk
- Burial Ground - Cllr Chin
- GDPR Officer - Clerk
- Defibrillator Reports - Cllr Rawlinson
- WATAG - Cllr Pascoe
- Website & Newsletter - Cllr Lees

17 DECLARATIONS OF PECUNIARY AND OTHER INTERESTS:

Cllr Lees declared an interest in respect of planning application 1117/21/ARC and withdrew from these discussions.

18 MINUTES OF PREVIOUS COUNCIL MEETING:

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The minutes from the meeting held on 1st April 2021 were approved without alteration.
Proposed Cllr Rawlinson, seconded Cllr Rhymes and approved unanimously.

19 CLERKS REPORT:

- a. Longfields Potholes: Cllr Lees will arrange pothole repairs once the weather improves.
 - b. Cllr Pascoe has obtained the materials for the Easton Hill bench, the repairs are in hand and will be finalised at the earliest opportunity.
 - c. Defibrillator signage with the new stickers has been sited. We have two more signs to place, please contact the Clerk with suitable locations.
 - d. Public Rights of Way: The footpath sign replacement is still outstanding. Councillors have been provided with maps of the parish courtesy of the PROW team.
 - e. The VAS signs have been ordered and will be erected on the identified posts once received.
 - f. Playing Field Equipment Projects: The Councillors have viewed the site, identified suitable locations and will now liaise with the school to take this project forward.
 - g. School Crossing Lights: Cllr Lees has contacted Simmons signs (manufacturers of the school crossing sign) to ask if they could help with reprogramming the lights as they haven't been working for some years. They have confirmed that they are now operational.
 - h. Town Park Car Park: No update
 - i. Village Upkeep Tender: The contract has now been confirmed and will be signed shortly. We have been approached by the Public Rights of Way team with a request for suitable contacts for similar works in surrounding parishes, we have provided the details of the shortlisted contractors.
 - j. A response has been received from Highways re the tree growing in the gullies: Adam Keay has submitted a job request to get them cleaned properly and will follow it up.
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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 raised.**

21 COUNTY COUNCILLORS REPORT & HIGHWAYS:

1. The past year has been dominated by Covid-19 for DCC as it has for all of us. I have sent you various weekly reports updating you on the situation which I hope you have found helpful.
2. A 379 traffic lights and road works are ongoing, but hopefully all work will be completed soon. Edmeston looks to be near completion.
3. Town Road resurfacing and lines completed albeit with a small repair at exit onto A381 to complete
4. 2021/22 will prove financially challenging for DCC post covid with an emphasis on helping the economy get back on track.
5. Post lockdown for coastal communities will create stresses this summer for local residents, with a quite probable larger than normal influx of visitors. DCC will do all it can to help, alongside SHDC.
6. Tacketwood to Collapit road should by now have been repaired.
7. Neighbourhood plan.....well done to all and of course to Richard Benton
8. Speeding A 381. I gave from my Locality Allowance £1,000 towards the new VAS sign to help control speeding.

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/>

22 DISTRICT CCOUNCILLORS REPORT:

- a. Supersaver recycling service: there have been problems with the introduction of this service. Either containers have been delivered and the access is too narrow for the current operating vehicles or containers have not been delivered to some areas which should have them. It seems that from this weekend, at least one narrow vehicle is now on the road, so we hope the boxes left out will be collected soon, but this may not be until the next official collection day. If this still doesn't happen, then the failure to collect MUST be reported in online the NEXT DAY. Please ask anyone with a missed collection of containers or bags to copy Mark Long or me in so we can follow it up.
- b. Business Grants: Notification has been received from BEIS (the Government department responsible for the Business Grants) that they are extending the deadline for all the LRSG (Local Restriction Support Grant) and CBLP (Closed Business Lockdown Payment) schemes from today until Friday 14 May, but applications need to be in by 7 May.
The Business Grants team are also working on the Restart Grants and will be working over the Bank Holiday weekend to get as many of these through as possible (the relevant fraud checks need to be made before payment). The first payment run is scheduled to be on Tuesday 4 May. As of today, we have 1,086 applications for South Hams, with 87 already authorised for payment.
- c. Motorhome parking: a three-week consultation online has opened re the proposal to allow motorhomes to stay overnight on some council car parks, maximum two consecutive nights, camping cars and motorhomes must have full on-board facilities. This is a pilot for this summer to see if by regulating the situation we can avoid some of the anti-social behaviour experienced last summer. Cornwall and East Devon have been operating schemes for some time. Full details on the SHDC website, type motorhome consultation in the search box.
- d. Locality officers are working seven days a week covering 12-13 hours a day and there are extra crews emptying litter bins and generally trying to keep the street scene clean. Please report any problems to a locality officer if you see one or let Cllrs Pearce or Long know.
- e. Remote meetings: it is disappointing that the High Court determined legislation would be required for these to continue. Hopefully parish have now found a way to get round the problems until things open up at the end of June. We are still trying to find a satisfactory solution at South Hams but will have to hold at least our Annual Council in Tavistock, where their council chamber is big enough for social distancing and has an outside air supply – neither of which obtain at Follaton House. Other meetings are still under review.
- f. Leisure Centres: Indoor groups and classes will recommence on 17 May. Learn to swim classes are now being held again – really important for children in a coastal area.
- g. Parish funding: South Hams has made £100k available for parishes as an 'opening up' offer, particularly for tourist areas. More details will be available very soon.

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...

23 PLANNING, ENFORCEMENT & NEIGHBOURHOOD DEVELOPMENT PLAN

a) LIST OF APPLICATIONS RECEIVED

- 1204/21/FUL, Langworthys Barn, Resubmission of 3399/20/FUL **WAPC Object**
- 1117/21/ARC, School Cottage, approval of details reserved by conditions 4-7 **WAPC Support**
- 0835/21/HHO, 2 Butts Cottages, rear extension **WAPC Support**

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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) The Open Space, Sports and Recreation Plan has been submitted.
- 2) Landowners and Owners of Local Green Spaces and Local Heritage Assets have been contacted and their responses (if received) have been provided to the NDP Group as part of their evidence base.
- 3) Locally Important Views have been reviewed and confirmed.

The plan will go to regulation 14 within the next two weeks. This is a minimum of a six-week consultation with businesses, landowners, parishioners and any other interested parties. More detail will be issued shortly when full information is available.

24 BUSINESS TO BE DISCUSSED:

- a. Premises License Application, Gerston Point: No comment to make at this time.
- b. S106 Funds & Village Hall Update: The Hall committee have a meeting in a couple of weeks to confirm the design that will form part of the Hall consultation. After this meeting the Parish Council will be asked to comment. Once this has been done a consultation will begin with the Parish.
- c. Maintenance List Update & Proposal to fix school fence post.
There is a loose fence post at the bottom of the school field beside the gate. A bag of post fix will be purchased to fix the post.

Some of the Councillors recently met to walk around the parish with a view to identifying areas for improvement, the following areas/ideas have been noted for further consideration :

1. Works to the area by the noticeboards, we also need to consider moving the existing sign.
2. Possible provision of fencing to the side of the play area - post & rail with hedging plants through.
3. The old school entrance, can we make a feature of it?
4. Along the same wall, finish the clearing and take out any plants that may cause damage long term.
5. The burial ground: The ivy needs to be removed from the walls, the gate needs to be put in place, we need to agree where we want the memorial area and we must have a burial ground schematic and headstone/memorial agreement in place.
6. Addition of a potential memorial area and history of WA being incorporated in the parish.
7. The wall, well, hitching hook etc require ownership establishing.
8. Fill in the hedgerow along the footpath with whips in the autumn.
9. We have recently noted that the lime kiln at Blanksmill is in need of repair.

Once the essential works have been completed, a long-term plan will be agreed to incorporate care and maintenance for all assets.

Additional areas may be added in due course (please contact the Clerk with any suggestions). Works will be approved subject to urgency and sufficient monies being available. Volunteer work groups may also be involved, if you would like to volunteer please contact the Clerk.

25 FINANCE & GOVERNANCE – Month 2

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a. **Receipts & Payments:** Month 2, see **APPENDIX A** for details

Accounts to pay – Clerk Salary & HMRC £456.63, Nick Walker Printing £38.40, DALC Renewal £132.10, ElanCity £4,725.60, Mr Lee Maintenance £218, Alison Marshall Internal Audit £100,

Proposed: Cllr Lees seconded Cllr Rhymes, approved unanimously.

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

b. **Governance:**

- 1) Councillor Vacancies, further to the April meeting, an expression of interest has been received, the details of which were provided to the Councillors prior to the meeting. A proposal was made to invite Mr Derek Winsor to become a co-opted Councillor.

Proposed: Cllr Chin seconded Cllr Lees, approved unanimously.

- 2) 2020/21 Audits: The Internal Audit report has now been received and forwarded to all Councillors. It will be uploaded to the website shortly. A proposal was made to renew the services of Alison Marshall for the 2021/22 Internal Audit.

Proposed: Cllr Chin seconded Cllr Lees, approved unanimously.

- 3) Review of Policies: Prior to the meeting the Councillors were asked to review the following policies –

- Code of Conduct
- Financial Regulations
- Standing Orders
- Internal Controls
- Risk Management

A proposal was made to accept the policies and review again in May 2022.

Proposed: Cllr Rawlinson seconded Cllr Lees, approved unanimously.

26 NEXT MEETING: To Be Confirmed depending on Government Pandemic Regulations.
Meeting Ends 20.43hrs

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

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APPENDIX A – Month 2:

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
Receipts	South Hams District Council Precept first tranche	12/04/2021	2	Y	8,444.00		13,249.85
Receipts	Devon County Council P3 Grant	14/04/2021	2	Y	1,000.00		14,249.85
Payment	HMRC Quarterly Payment	20/04/2021	2	Y		- 216.40	14,033.45
Payment	Glasdon Grit Scoops (to Malborough PC)	20/04/2021	2	Y		- 12.16	14,021.29
Payment	Parish Online Geosphere	20/04/2021	2	Y		- 64.80	13,956.49
Payment	SHDC Annual PAYE (Part Year)	20/04/2021	2	Y		- 80.00	13,876.49
Payment	SLCC Annual Renewal	20/04/2021	2	Y		- 37.00	13,839.49
Receipts	Learning Academy Partnership - Field Rent 2 years	26/04/2021	2	Y	600.00		14,439.49
Payment	April Clerks Salary	30/04/2021	2	Y		- 480.83	13,958.66
Receipts	April Gross Interest	09/04/2021	2	Y	0.04		13,958.70
							13,958.70
TOTALS YTD Financial year 2020/21					£ 10,044.04	-£ 891.19	£ 13,958.70
RECONCILIATION CASH BOOK TO BANK							£
Cash book balance b/d					FY 2021/22 month	1	£ 13,958.70
Balance at bank at end :							
	Revenue Accounts						
	Unpresented Items				receipts	10,044.04	
					payments	- 891.19	
						£ 9,152.85	- 0.00
							Variance
FUNDS:							
ACCOUNTS FOR PAYMENT							
£ 500.00	Training				Clerks Salary		456.63
£ 200.00	Election Recharge				HMRC		Quarterly
£ 500.00	Website & Computer Equipment				Plus		
£ 500.00	Snow Warden/New Grit Bins				ElanCity	-	4,725.60
£ 500.00	Town Park Car Park				Clive Lee	-	218.00
£ 500.00	NDP				DALC Renewal	-	132.10
£ 3,000.00	WA Traffic Action				Nick Walker Printing	-	38.40
£ 4,600.00	Repairs/Maintenance				Alison Marshall	-	100.00
£ 250.00	Defibrillator						
£ 3,408.70	General funds				Meeting Sub Total	-	4,757.47
13,958.70	TOTAL						