

# WEST ALVINGTON PARISH COUNCIL

## Minutes of Parish Council Annual General Meeting

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<b>Date 3<sup>rd</sup> October 2019</b>		<b>Venue &amp; Time:</b> West Alvington Village Hall 7pm
<b><u>Present:</u></b>  Cllr Didi Alayli Cllr Liz Chin Cllr Gilly Rossetti (Chairman) Cllr Tony Head Cllr John Walster	<b><u>In Attendance:</u></b>  Kathy Harrod (Parish Clerk)  6 Parishioners Dist. Cllr Mark Long  Part meeting: CC Cllr Rufus Gilbert Dist. Cllr Judy Pearce	<b><u>Apologies:</u></b>  Cllr Graham Johns Cllr Geoffrey Rossetti Cllr Gillian Green

REF 2019/20 MINUTES

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### 15/19 WELCOME & APOLOGIES

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### 16/19 DECLARATIONS OF INTEREST:

No declarations were advised.

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### 17/19 MINUTES OF PREVIOUS PARISH COUNCIL MEETING

The minutes of the 5<sup>th</sup> September Parish Council meeting were agreed without alteration.  
Proposed: Cllr Head, Seconded: Cllr Walster agreed unanimously

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### 18/19 ITEMS CARRIED FORWARD FROM PREVIOUS MEETING

All items covered later in Agenda

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### 19/19 POLICE CONTACTS & ADVICE

We would like to remind residents that there are many ways to contact their local police

- EMERGENCY CALLS 999.
  - NON-EMERGENCY TELEPHONE 101
  - SIGN UP TO DEVON & CORNWALL ALERT HERE: <https://alerts.dc.police.uk/Join>
  - INFORMATION SITE HERE: <https://www.devon-cornwall.police.uk/askned>
  - RESEARCH LOCAL CRIME FIGURES HERE: [www.police.uk](http://www.police.uk)
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### 20/19 COUNTY COUNCILLORS REPORT & HIGHWAYS

1. Town Park Car Park: The road leading to the car park has now had the pot holes filled. The Clerk and Chairman are due to meet with Adam Keay re the parking area prior to obtaining quotes for relevant works. **ACTION: Clerk**
2. Blocked Drains: The drains have now been cleared and no further flooding has since been advised. We will continue to monitor the situation. Parishioners are requested to report all highways defects via the below link.
3. Road Reclassification & New Signage: No further information has been received, we remain in communication with Highways.
4. WATAG: WATAG have not received any feedback re the report they produced and gave to Highways.
5. Gravel at Tacketwood Bridge: This issue has been cleared since issue of the agenda. No further action required.

**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

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### 21/19 DISTRICT COUNCILLORS REPORT

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1. Consideration of a Conservation Area Appraisal: Conservation Area Appraisals are no longer conducted by SHDC. However, local neighbourhood plans are incorporating similar appraisals and the most effective method to address this would be to ensure it is incorporated within the emerging Neighbourhood Plan for the area. Non designated heritage assets should also be incorporated within the plan. **ACTION: NDP representatives to take forward.**
2. S106 update and Workgroups Feedback:  
Re S106 the following funding has been approved:  
Village Hall £43,527 towards improvements to Sport and Recreation facilities at Kingsbridge Cricket Club at The Butts and/or West Alvington Village Hall.  
Plus, a further £26,678 towards footway improvements to the play area and playing field at Townsend Lane and/or improvements to the play area and playing field itself.

There is a query re land ownership, the Chairman will ascertain ownership.

The working group have been busy and are to be applauded for their efforts. They have undertaken site visits, measured and drawn up a plan, considered materials to be used, built a database of contacts for quotes and started to approach local groups for consultation purposes.

NB: There will also be at least one open session at the Village Hall to ensure that everyone in the parish will have the opportunity to be consulted.

ACTION Plan:

- Establish Land Ownership - Chairman
- Speak with Owners & talk publicity - KH
- Cllr Green to be invited to be involved with the work group as a member of the Village Hall committee.
- Arrange consultation at the hall with the various users.

The structural survey of the village hall should take place within the next week. Feedback will be provided once details have been received after which we will obtain quotes to deal with the works required.

**ACTION: All Councillors**

3. Planning Training will take place at Malborough Village Hall on 15th & 29th October, appx 7pm – 9.30pm, Councillors have been invited to attend one of the two sessions covering planning changes, JLP & NDPs.
4. SHDC have agreed to the appointment of two additional enforcement officers to assist with enforcement actions.  
Any potential enforcement issues should be highlighted to the team via the website via the following link [www.southhams.gov.uk/article/3043/Report-a-Planning-Breach](http://www.southhams.gov.uk/article/3043/Report-a-Planning-Breach)
5. The decision notice and officer report re the recent refusal of the Gerston Point retrospective planning application can be read at <http://apps.southhams.gov.uk/PlanningSearchMVC/Home/Details/190042>
6. South Milton & Salcombe Development Plans were made by the Executive Committee on 19<sup>th</sup> September.
7. Cllr Pearce suggested Cllrs read item seven from the Executive Papers (page 25 onwards):  
<https://mg.swdevon.gov.uk/documents/g1152/Public%20reports%20pack%2019th-Sep-2019%2010.00%20South%20Hams%20Executive.pdf?T=10>
8. SHDC are now receiving daily Brexit briefings, the main concern for SHDC is to enable a continuity business plan to ensure that nothing shuts down.
9. 25th July SHDC declared a climate change emergency. DCC already have a structured movement re this and SHDC will “piggyback” this. There will be actions coming from the government and this will also

impact Parish Councils. More information will be provided in due course in the meantime SHDC are assessing their own carbon footprint and an action plan is due to be written by 23rd January 2020. A forum will be set up helping Parish Councils to agree their own climate plan – although it is possible that Councils could adapt the SHDC plan once adopted.

Further noted that supplementary planning document will be added to the JLP, additional stringent addendums to existing policies will be created to ensure that the highest specification of building possible will be required to reduce energy consumption by a minimum of at least 20% on “normal”.

**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...

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### 22/19 PLANNING, ENFORCEMENT & NEIGHBOURHOOD DEVELOPMENT PLAN

#### a) LIST OF APPLICATIONS RECEIVED

No applications received in the period.

#### b) APPLICATIONS AWAITING SHDC DECISIONS (Determination Dates shown): No outstanding applications.

**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 – No outstanding applications.

#### d) 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](http://www.southhams.gov.uk/article/3043/Report-a-Planning-Breach)

#### e) NEIGHBOURHOOD PLANNING:

West Alvington Settlement Boundaries excerpts of email Received from Richard Benton:

A small group including Peter Sandover, have now had an initial meeting to look at the outputs from the six Focus Groups, and started to establish key objectives and think about the policy statements which will flow from them.

A key initial set of decisions that we need to make is to agree the settlement boundaries for the three constituent town and village built up areas, as certain policies, especially low cost housing development will flow from these.

The Policy Development Group has provisionally agreed a policy approach to housing development as this is a prime concern, and as we all know, the most complex and challenging of our NP area's immediate needs. This approach is based on advice from Peter which reflects his, now extensive, experience from other approved Neighbourhood Plans

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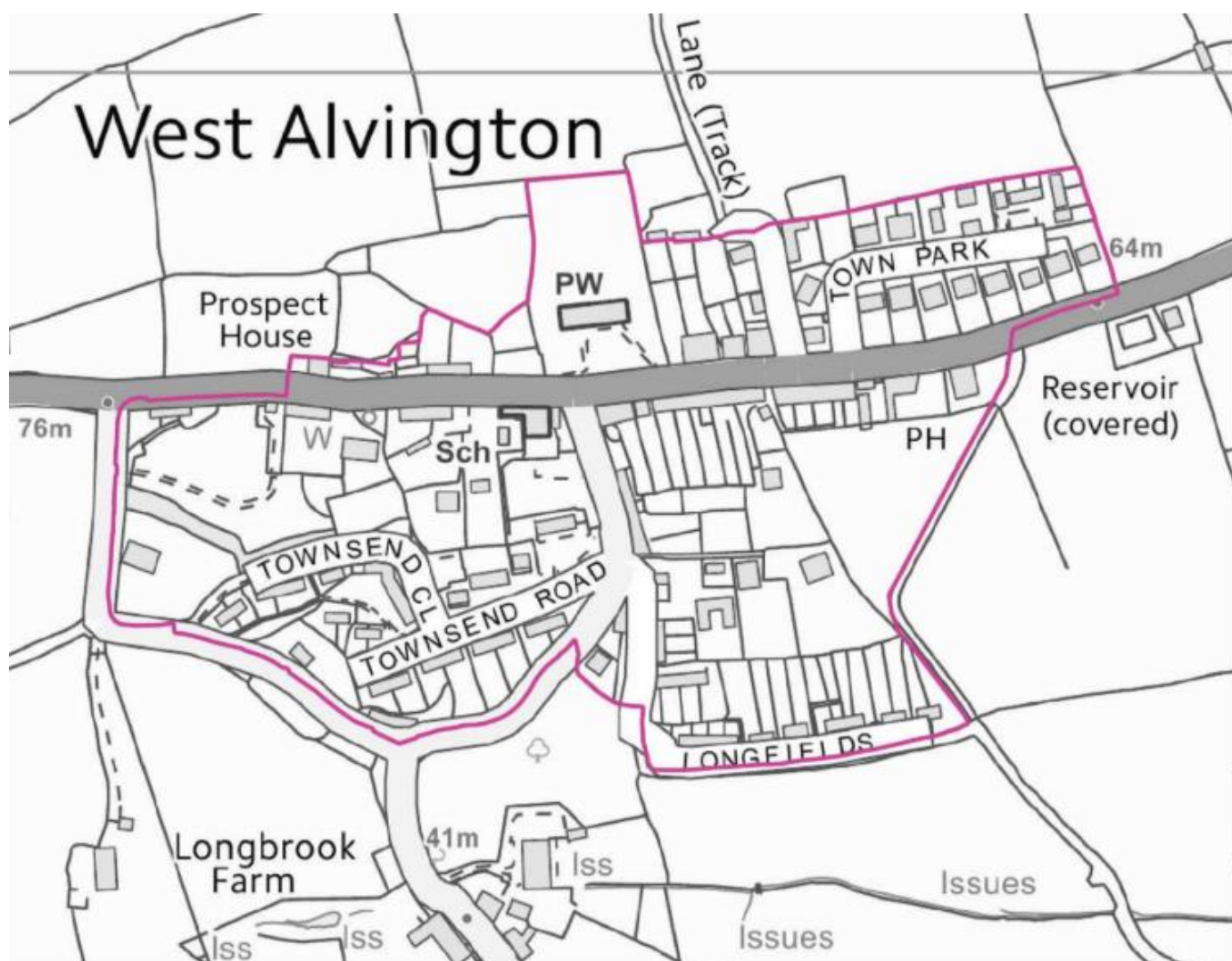
Below is a copy of an SHDC document put together by their Planning officers in 2011 to inform discussion about the structure and approach of the Joint Local Plan. The boundaries suggested were not formally included in the JLP but are still recognised by SHDC and AONB officers as based on sound reasoning and planning precedence. Peter Sandover's view is that we can and should adopt these formally as a benchmark in our NP and use them as part of the criteria referred to in related policy statements.

Agreed Settlement Boundaries do not absolutely prevent development outside the boundary but force all parties to consider any such planning proposals much more carefully.

We have a chance to amend the 2011 proposed boundaries to reflect actual changes if any since 2011, or to show where we feel the boundary of the built-up area of each of our three settlements should differ for some reason from this 2011 snapshot. Clearly, we'll need to justify any proposed changes.

I would be grateful if all three councils would review the 2011 boundary for their areas, and as necessary how this relates to those of the other two areas in terms of maintaining a green gap between settlements. I'd also be grateful if you would include in your discussions any NP Steering Group or Focus Group members from your areas who you feel have a feel for such things from their previous NP involvement.

A proposal was made to accept the settlement boundaries as below: Proposed Cllr Alayli, Seconded Cllr Walster



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### 23/19 BUSINESS TO BE DISCUSSED

1. Defibrillator: SWASFT four year supported packages cost £1800 plus VAT. Where more than one device is added to a package, then each extra defibrillator can be supplied at £1000 plus VAT.  
Ordinarily, extra defibrillators can be added at discount within 12 months of the start of a full-price package, however, as two adjoining councils are also looking to upgrade their defibrillators, the South Western Ambulance Service Foundation Trust are prepared to provide a better offer. One or two new defibrillators can be purchased for West Alvington at a cost of £1,000 plus VAT each.  
This offer includes external heated cabinets, replacement batteries/pads when required and replacement equipment if lost or damaged. WAPC would need to arrange an electrician to install the devices.  
A councillor would be required to provide a monthly report via the internet, Cllr Walster volunteered for this role.  
A proposal was made for a defibrillator to be purchased and sited at the Village Hall, Proposed Cllr Chin, Seconded Cllr Head.  
The Village Hall Committee are to advise their preference as to the exact location for the device to be sited Village Hall. A local electrician will be asked to connect the device in due course.  
Following fitting we will seek publicity to promote awareness of the location and will include our thanks to the local school for their fundraising efforts.  
**ACTION: Village Hall Committee & Clerk**
2. Noticeboards: Our thanks to Simon Wright who has done a wonderful job of refurbishing the noticeboard which is now back in place. A second noticeboard will be considered near the pub.
3. Kingsbridge Estuary Forum Representative: It would be prudent to have a representative on the KEF. as West Alvington has a large stretch estuary included in the Parish. This could be a parishioner or parish councillor, the meetings are bi-annual and not a heavy commitment. A notice will be put on the Parish Noticeboard and on the website. Cllr Alayli to forward details to Cllr Gilly Rossetti.  
**ACTION: Cllrs Alayli & Chairman**
4. Play Area Maintenance: The RPII Inspector, Mr Daniel Morgan visited the site on 19<sup>th</sup> September, he had the report with him and went through all the findings. He has moved barrier slats to remove the gaps and changed the roof braces. The fireman's pole has been secured and fixtures and fittings have also been tightened.  
The fencing requires attention, quotes are required for repair. Cllr Chin volunteered to obtain quotes. We require a weekly check to be undertaken at the play area (this is often a basic requirement for insurance etc). It was agreed to ask the school to undertake a weekly check and to provide an update to the Parish Council on a monthly basis. **ACTION: Cllr Chin & Clerk**
5. Weed Control: SHDC have advised that product they use to weed treat is under review, both internationally and locally and they are anticipating a Council directive not to use in the future. Alternatives require a much greater manual resource to be effective and they simply do not have that resource available. The product they use and indeed the alternatives, are only effective on plants in leaf at the time of application. The product they currently use kills the plant root and regrowth is delayed until the next growing cycle. Alternatives do not always penetrate to the root so plants will sprout quite quickly requiring repeated applications on a 4 to 6-week cycle.  
Part of the road wall is broken; Highways will be contacted. **ACTION: Clerk**
6. The roofing felt has detached from the shed and requires replacement. **ACTION: Cllr Walster to view.**
7. Snow Wardens/Grit Bins require identification. This will be added to the November Agenda. **ACTION: Clerk**



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### 24/19 CORRESPONDENCE & PARISHIONERS OPEN FORUM (Maximum 15 minutes)

1. Highways Parish & Town Council Conference 10<sup>th</sup> October.
  2. Climate Emergency – <http://greenerottery.org/>
  3. Woodland Trust <https://www.woodlandtrust.org.uk/plant-trees/free-trees/>
  4. A false enforcement report had been made re solar panels being added to a barn in the area. The landowner has cleared this up with the Enforcement Team.
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### 25/19 FINANCE & GOVERNANCE –

#### a. Governance –

1. PAYE – The activation code has now been received and the Clerks salary and PAYE will be brought up to date.
2. Lloyds Bank Update: The bank access is still in the process of being updated. Lloyds have confirmed receipt of the mandates but nothing more has been heard. Access is being arranged for the Parish Plan account.
3. Website Upgrade: Cllr Rossetti is in the process of upgrading the website and we hope to have the new one online soon.

#### b. Receipts & Payments – Month 7 SEE APPENDIX A Please note that the £499.68 from the Parish Plan account has not been incorporated within the finances as the Clerk does not yet have access to that account and therefore cannot confirm the exact balance. The balance shown in respect of this account has been taken from previous minutes.

**Accounts to pay** – Clerk Salary (paid by direct transfer monthly), DALC Renewal  
Proposed Chairman, Seconded Cllr Head

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### 26/19 NEXT MEETING

Next Meeting **7<sup>th</sup> November & 5<sup>th</sup> December Venue: West Alvington Village Hall, 7.00pm**

With there being no further business, the Chairman thanked all in attendance and the meeting closed at 8.48pm

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

**WEST ALVINGTON PARISH COUNCIL**  
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**APPENDIX A:**

Category	Descriptor	Date	Month No. of Report to Council	Paid In	Paid Out	Cash Book Balance
Cash Book Balance b/f from last financial year						6,611.94
Receipt	SHDC Precept 1st Tranche	09/04/2019	6	3,045.50		9,657.44
Receipt	April Gross Interest	09/04/2019	6	0.03		9,657.47
Receipt	May Gross Interest	09/05/2019	6	0.04		9,657.51
Receipt	June Gross Interest	10/06/2019	6	0.04		9,657.55
Payment	July Gross Interest	09/07/2019	6	0.03		9,657.58
Payment	Community First Trading Insurance Policy	31/07/2019	6		- 285.16	9,372.42
Payment	Clerk Interim Payment	01/08/2019	6		- 300.00	9,072.42
Payment	Mrs G Rossetti Stationery	07/08/2019	6		- 70.66	9,001.76
Receipt	SHDC Cllr Pearce Technology Payment	16/08/2019	6	200.00		9,201.76
Receipt	SHDC Cllr Long Technology Payment	30/08/2019	6	200.00		9,401.76
Receipt	DCC Cllr Gilbert Technology Payment	02/09/2019	6	250.00		9,651.76
Payment	Clerk Interim Payment	02/09/2019	6		- 300.00	9,351.76
Receipt	August Gross Interest	09/08/2019	6	0.06		9,351.82
Receipt	September Gross Interest	09/09/2019	7	0.29		9,352.11
Payment	Actionwest supply of Technology	11/09/2019	7		- 430.00	8,922.11
Receipt	SHDC Precept 2nd Tranche	12/09/2019	7	2,871.50		11,793.61
Payment	DALC Annual Fee	20/09/2019	7		- 131.49	11,662.12
Payment	30/9 Clerk Interim Payment	30/09/2019	7		- 300.00	11,362.12
Payment	Joan Johns Final Salary & C Lee Handyman (to JJ)	30/09/2019	7		- 840.00	10,522.12
Receipt	Burial Ground Payments	26/09/2019	7	375.00		10,897.12
TOTALS YTD Financial year 2019/20				£ 6,942.49	-£ 2,657.31	£ 10,897.12
RECONCILIATION CASH BOOK TO BANK						£
Cash book balance b/d			FY 2019/20 month		7	£ 10,897.12
Balance at bank at end :					03-Oct-19	
	Revenue Accounts					
	Unpresented Items			receipts	6,942.49	
				payments	- 2,657.31	
					£ 4,285.18	- 0.00
	Parish Plan Account	£499.68				Variance
	Operating Account	£1,103.51				
	Holding Account	£9,793.61				
	Outstanding Payments:					
	SHDC PAYE Fee	£120.00				
	Clerk Salary dating to 30/6	£218.00				
		£338.00				