

WEST ALVINGTON PARISH COUNCIL

Minutes of Parish Council ANNUAL GENERAL MEETING

Date 5 th May 2022		Venue & Time: W.A Primary School, 7pm (after Annual Parish Meeting)
Present: Cllr Leanne Carr Cllr Liz Chin Cllr Stephen Lees (in the Chair) Cllr Kathryn Rawlinson Cllr Helen Rhymes Cllr Rachel Saunders Cllr Derek Winser	In Attendance: Kathy Harrod (Parish Clerk) Dist. Cllr Mark Long Dist. Cllr Judy Pearce Parishioners/Guests: 2	Apologies: DCC Cllr Rufus Gilbert Cllr Andrew Pascoe

REF 2022/23 MINUTES

WELCOME & APOLOGIES

107 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 Rawlinson and voted through unanimously.

108 ELECTION OF VICE CHAIRMAN

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

109 ACCEPTANCE OF OFFICE & ADHERENCE TO THE CODE OF CONDUCT

Cllr Lees signed acceptance of Office as Chair of the Parish Council for the 2022/23 year. All Councillors again undertook to abide by West Alvington Parish Councils' Code of Conduct.

110 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 Winser, seconded by Cllr Carr and voted unanimously. This gave the mandate solely to Mrs Katharine Harrod. The Clerk outlined the following roles/liasons/leads on outside bodies and asked whether those concerned were content to continue. It was resolved to accept the following roles/liasons/leads:

- 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 - TBC
- Neighbourhood Plan - Clerk & full Council
- Snow Wardens - Clerk
- Burial Ground - Cllr Chin
- GDPR Officer - Clerk
- Defibrillator Reports - Cllr Rawlinson
- WATAG - Cllr Pascoe
- Website/Social Media/Newsletter- Cllr Lees

111 DECLARATIONS OF PECUNIARY AND OTHER INTERESTS:

Declarations of interest were made by Cllrs Lees, and Rawlinson in respect of Finance, the Councillors withdrew from these discussions.

112 MINUTES OF PREVIOUS COUNCIL MEETING:

It was resolved to accept the minutes from the meeting held on 7th April 2022 without alteration, these were then signed by the Chairman.

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113 COUNCILLOR VACANCIES:

Parish Council seeks Councillors for long term relationship! If you, or anyone you know would like to become a Parish Councillor please contact the Parish Clerk or speak with a Councillor in the first instance.

114 CLERKS REPORT:

- a. Play Area Update: Unfortunately the works to the play area have been delayed, we await a new installation date from The Play Company
- b. Landmark Tree: Two potential sites have been found, the landowner needs to be ascertained before the tree can be potted. Once it has been agreed, a plaque will be ordered.
- c. Wires above the school: The wires across the play area are due to be increased in height by approximately 2 feet on the fixings to meet with minimum height regulations. This increases the wire height above the play area by approximately 3.28 feet. The school have also complained about the wires, this will be followed up as we have been led to believe that the school have confirmed they have accepted the situation.
- d. Lane End Vegetation: A contractor has not yet been found for the cut back to the overgrown foliage.
- e. Potential Enforcement & Reporting Issues to SHDC & DCC: Please ensure that any issues with Highways/Bins/Planning and Enforcement etc are, in the first instance, reported directly to South Hams District Council or Devon County Council via their website "Report It" pages. West Alvington Parish Council will NOT make a report unless the person concerned has no internet access. If a report has been made and no action has been taken, please provide the reference number to the Parish Clerk to follow up.
- f. The latest SHDC play area report shows some works required to the existing play area, this has been forwarded to the school for attention.
- g. Platinum Jubilee: No real demand has been expressed for an event. It was noted there are other events in the local area that people can attend.
- h. Thank you to Cllr Long for his £500 localities donation to the planter project.

115 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):

- a. A planning applicant attended the meeting to talk about a revised application that is due to be submitted to SHDC. Councillors looked at the plans, questions were asked regarding materials, paint colours and if the plans are in line with the emerging neighbourhood plan. A link to the plan will be sent to the applicant. No comments regarding support or otherwise were made.

DEVON COUNTY COUNCIL REPORT: No report received.

Cllr Rufus Gilbert, Email: Rufus.Gilbert@devon.gov.uk

REPORT IT:

Members of the public are requested to report all Highways issues 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/>

DISTRICT COUNCILLOR REPORTS:

Email Cllr Judy Pearce: cllr.judy.pearce@southhams.gov.uk

Email Cllr Mark Long: cllr.mark.long@southhams.gov.uk

- a. Homes for Ukraine: SHDC have been undertaking accommodation checks, there are 52 properties in the South Hams that have been matched with guests to date, 23 guests having already arrived. Monies are available to the

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guests, this is being dealt with by the District Council team. Some fall-back placements are also being arranged in the event that there is a breakdown of relationship between the guests and their hosts. SHDC are only dealing with premises inspections prior to guests arriving. If any local hosts have any problems, please contact either Cllrs Pearce or Long directly.

- b. 9,000 Council Tax rebates of £150 have already been paid out. Please be aware that scam calls have been made to try and obtain personal details, SHDC would never contact any parishioners to request bank or personal details. If you receive such a call, please do not provide any information.
- c. Over the last two years SHDC have been responsible for 12 different business grant schemes, during this time £85.9m has been paid out, all grants finished on 31st March.
- d. Garden waste service (brown bins) have not been collected as anticipated, this is largely due to staff illness and a reliance on agency staff. If you need to check when your next collection is, please see the South Hams District Council website. Simply enter your postcode to find your next collection day. As before, your brown bin will be picked up on alternate weeks to your black bin. If bins are not collected, please report it online directly to South Hams District Council.
If boxes are damaged/missing/lost it should be reported online to enable a replacement to be provided.
- e. UK Shared Prosperity Fund: SHDC have been awarded £1.6m, with the county as a whole receiving in the region of £10m. Monies will be spent jointly on projects to ensure more value for money. This is based on levelling up and other areas that score higher than our area have received significantly more money, the formula is being queried with the government.

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...

116 PLANNING, ENFORCEMENT & NEIGHBOURHOOD PLAN

a) LIST OF APPLICATIONS RECEIVED

- No applications received during the month.

b) DECISIONS:

- 0639/22/HHO, Coombe Lodge, Alterations to garage/studio building (21/4) **SHDC No Decision Yet.**
- 0736/22/FUL, Crabshell, Kingsbridge, New pergola for external seating (21/4) **SHDC No Decision Yet.**
- 0887/22/COM, Installation of 5G equipment **SHDC no objection, recommend approval**
- Gerston Point Inquiry: No update.

c) ENFORCEMENT & OTHER PLANNING ISSUES

Please note that the Enforcement Lists are confidential and issues concerning Enforcement cannot be discussed at a public meeting.

South Hams District Council are responsible for the enforcement of all planning breaches, the Parish Council have no authority to deal with issues of this nature.

Please will all parishioners continue to report 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

- d) **NEIGHBOURHOOD PLANNING:** The Regulation 15/16 Consultation has now completed, Deborah McCann has been approved as the Examiner (Deborah was also the Examiner for the Malborough Plan), you can now view all the Consultation comments made on line at

<https://www.neighbourhoodplanning.swdevon.gov.uk/kingsbridge-west-alvington-and-chur>

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117 BUSINESS TO BE DISCUSSED:

a. Burial Ground:

SHDC have offered a new contract of cutting of pathways in the burial ground, April to September (6 cuts) £779.58 per annum.

SHEPS have offered a contract of 23 cuts for paths, around graves and land not given to wildflowers, this is a minimum of one cut per month, rising to three cuts in peak growing season, £960 per annum

The Councillors resolved to award the contract to SHEPS.

A proper vision regarding the future of the burial ground is required. Compost bin & black bins are required, the schematic requires review. Cllr Chin will head up a group who will plan out the burial ground and bring back the plans to full council.

b. Town Park Car Park reorganisation: This has been deferred by a month.

c. Parish Survey: This has been delayed slightly, information will be issued to Councillors in due course.

d. Resolution to form a sub-committee in respect of management/repair/S106 funding for the Village Hall: The Village Hall management and day to day running has now passed to WAPC. It was resolved to form a sub-committee to deal with all village hall issues until such time as a new Village Hall Committee has been formed. A meeting is due to take place next week.

POST MEETING NOTE: The meeting will now take place on 9th June with the focus being on the Village Hall, this will commence at 7pm, in the meantime the banking, Charities Commission and other official documentation will be updated. Cllrs Lees, Winsor, Rhymes and Carr will form the basis of the sub-committee.

118 FINANCE & GOVERNANCE

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

Accounts to pay – Clerk Salary & HMRC, K Rawlinson Planter Project £100.07, S Lees Planter Project £106.88, Mathias Property Solutions £285. A mandate sheet was produced and signed accordingly.

The councillors unanimously resolved to accept the payments.

b. **Governance:**

- 2021/22 Audits: The Internal Audit report has now been received and forwarded to all Councillors. It will be uploaded to the website shortly. It was resolved to renew the services of Alison Marshall for the 2022/23 Internal Audit.
- The External Audit documentation is now due to be submitted.

119 2022 MEETING DATES: 9th June, 7th July, 1st Sept, 6th Oct, 3rd Nov – [West Alvington Village Hall](#).

Meeting **Ends 21.10hrs**

Items for the next agenda:

Approval of Policies and Procedures
Clerks Hours

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, Tree Warden Shirley Worrall, 2 WAPC Notice Boards

