

Week St. Mary Parish Council

Minutes for the Ordinary Meeting Thursday 4th August 2016

All meetings are open to the press and public unless the Council decides otherwise

1. To Note Councillors present

The Meeting was opened by Cllr Ward at 1935, with 5 Councillors present; Cllrs Colwill, Hannaford, May, Slade, Cluney, Esther Greig – Clerk

3. To Receive Declarations of Interest & Approve Dispensations

Cllr Hannaford 10.8 Football Club Shed pecuniary no leave room

4. Public question time (15 minutes allowed for this)

Chris Sims – welcome Community Link Officer.

Emergency Plan – new form. He can attend the working group to help and have a look at the plan to date. PC could go through the entire Parish looking for high risk issues. Identify main concerns. Grid references on a map – petrol stations etc. Also can offer testing of the system. Some of the emergency services were so stretched in the last storms it was felt that the local plans should be supported.

Cllr Smith arrived and took over chair

Ongoing – need a person and deputy who are the plan leaders making sure that the plan is up to date. Ensure that the plan is well advertised. The PC is the main responsible body. Market it through the WI, Church, Chapel, Football Club – key contacts. The grant money is for support to purchase equipment and pay for publication to promote. Have any of these CEP been used? Yes, more around flooding areas. Not used in any major events. Have a copy in the shop. Keep the copies safe and out of flood risk! Co-ordinating the local response. As the village increases in size, new folk won't know who are the established links. Could help neighbouring Parishes if they get cut off.

Neighbourhood Planning. PC aware of what they are – but what work involved in doing the NP? Parish Plan does not have any legal status in the planning system. After being formerly adopted by CC; it becomes part of the planning policy. Puts on the local detail but cannot conflict with CC planning policy and the NPPF. Does it really influence? NP is still relatively new. It helps developers understand what is acceptable in the area, helps control development. Can protect community assets. Bude's plan is going out to consultation – they are worried about large scale development. Can help influence decisions – e.g in keeping with the nature of the village, no more than 5 houses etc. Highlight the issues that matter to the Parish. No guarantee that you'd get everything you want. Renewable energy – would have been handy to have a plan that included a definition of scale. Does the community have to set parameters and identifying sites? Bude started a thematic approach – wanting to know that the housing numbers are deliverable. Reinstate the development boundaries if you want to. Cllr Smith noted that extending the village parameters - could be better to spread the village out a bit rather than shoehorn more housing in. CC would word the policy ideas. Templates to work to? Toolkit on the website. The Parish would need to designate first. Has to be a community based plan; a community steering group of 8-10 people. There are 6 months of statutory time scales – quickest one was completed in twelve months. Online examples of plans. Can cluster with other Parishes. Can have between 4 and 20 policies. Financial help on this. Grants from Locality – apply for costs of engagement for 2 or 3 low key events, or buy in expertise. Could be useful to employ someone to do the canvassing. At what stage can you apply for the grant – as soon as you are designated. PC would have struggled to deliver the PP without the grant money. Do need to define what you are going to spend the money on in the application. Put out big maps of the Parish at a meeting, ask what in the Parish is important to them. Add an extra level of detail where you want development and what it looks like. Could specify that S106 monies contribute to community facilities. The consultation process is worthwhile in itself. Can revisit the PP – use it as the basis for the NP.

2. To Receive Apologies for absence with reasons

Cllrs Pearce, Johns - personal

It was **resolved** to accept the apologies

Proposed: Cllr Smith Seconded: Cllr Ward unan 16/064
Cllr Harris

5. To Approve the Minutes of:

It was **resolved** to approve the minutes of Ordinary Meeting Thursday 7th July 2016

Proposed: Cllr Ward Seconded: Cllr Slade 4-0 (3 abs) 16/065

6. To Receive Clerk’s report on Matter’s Arising:

Revised invoice sent to Primrose Solar
Local Devolution Fund – BAN meeting. Application for broadband was approved.
The Green - land survey. Cllr Ward noted that the maps are scalable a A3, he’ll action that.
Code of Conduct Training – 5th September Wadebridge. Cllrs Hannaford and Colwill to confirm if they can attend. Clerk to request an evening meeting at this end of the County.
Week Ford Bridge. Will be action in the new financial year subject to what CC decides to do.
Weed Treatment. Cormac hadn’t noted return of the contract so the work hadn’t been scheduled.
Clerk resent information to them this week.
Register of Interest forms received from Cllrs Hannaford and Colwill
Defibrillator. Letter has gone in to the bank requesting the Heartstart Account be closed and funds be transferred to the PC to assist with purchase of the new defib

7. Planning

none

7b. Approvals

PA16/05385. 1 Brendon Cottage, Boyton. Mr N Sparkes. Extension to dwelling
PA16/04468. Land West of the Old Orchard Inn. Mr Jason Orchard. The proposal is for 2 no. semi-detached cottage dwellings on land adjacent to the Old Orchard Inn

Cllr Smith reported that she had been told that work will start on Treetops in September, first job would be the removal of the garage and building of the new pub. A lot of conditions to be satisfied before they start. Clerk to request that Cllr Chopak to see sight of the completed and approved traffic plan. Where will the lorries change to smaller loads?

Clerk to update responsibilities in the magazine – toilets, street lighting

8. Portfolio Reports:

Public Transport –

Community Policing -Cllr Pearce sent a written report. He has had 2 enquiries requesting details of who is the Local Police Officer.

Playground – Playing field fence. Information for tender was put on the website and magazine but not a specific advert placed - not received any response. Cllr Cluney has measured fencing requirements - 66m long, fencing 2.43m high. It should stretch the distance all the way down. 4 or 5 sections have broken away. The fencing comes with the posts – a kit, looks good quality – flat sheets. Pull up the existing fence and concrete posts. Football club – shed has been repaired, but still waiting for the windows to be moved. Clerk to write with thanks for the repairs to the door. Cllr Cluney reported that on the 26th July, event was held, 8-9 cars on the top field, bbq on the pavement. A birthday party in the park – wasn’t people from the village, concerned about the bbq – should we secure the top gate? No as there would be problem with the air ambulance. People in the village tend to ask permission, but could happen more often now that the junior football club is successful. Provide a bbq facility somewhere safe? CB agenda.

Highways, Footpaths & Greens – Phil Dorren on holiday – still problem with weeds at the top of back lane. Clerk to email Jamie. 12m scar has been repaired.

Adult Social Care – none

BAN – Cllr Pearce sent a written report. He supported the Holsworthy Transport gentleman who was seeking some use of this transport by other councils; by explaining the use our Parishioners get from it and where they travel to. He also listened with some interest to what Mrs Hanniford had to say about the housing ideas. Some people might think she is giving her own views but interesting nevertheless. For us to do a Local NP seems to be getting closer.

Neighbourhood Plan – next agenda

9. Correspondence

1. Standard Life – regarding Clerk’s pension. Pay by cheque
2. Clerks and Councils Direct – magazine
3. RNLI – request for a donation. Next September.
4. Friends of Jacobstow School – request for a donation towards climbing frame. Next agenda

10. Agenda Items

1. To **discuss** quotes for Signage – playing field parking, no climbing, toilet.

It was **resolved** to accept the JAG Signs quote

Proposed: Cllr Smith Seconded: Cllr Ward unan 16/066

2. To **discuss** and **resolve** upon a Grants Policy. Various amendments were discussed.

Should cover all grant payments – CB and s106.

Next month.

3. To **discuss** WI Celebration Tree. WI were waiting for the PC to tell them where can they put it and what kind of tree is required. They would like it at the entrance to the village. Clerk to ask WI to come up with a proposal based on nothing taller than 12ft, on the green by Box Tree Cottage

4. To **arrange** a Community Emergency Plan meeting. To be discussed after the meeting.

5. To **discuss** the Christmas Tree in the Square. It was **resolved** to remove the tree and not to replace it as no tree has successfully grown in that

Proposed: Cllr May Seconded: Cllr Hannaford unan 16/067

6. To **discuss** site of electricity socket on the green. For functions, Christmas lights etc. Can’t afford it.

7. Poor man’s Piece

****Cllr Smith left the room and Cllr Ward took over as Chair****

Cllr Ward outlined the current situation.

It was **resolved**, following a meeting with and the agreement of the existing Trustees, that the Parish Councillors en bloc will become the sole Trustees of Poor Man's Piece. It is understood that this will henceforth become an automatic responsibility for all eligible Councillors upon taking office. Poor Man's Piece will remain a charity and the asset be managed accordingly. However, it remains open to the Council to seek to change the charitable status in the future should this be possible/advisable.

Proposed: Cllr May Seconded: Cllr Slade unan 16/068

Clerk to write to the Trustees.

****Cllr Hannaford left the room****

8. To **review** quotes for football storage shed and to **resolve** to instruct a company. WSM Football Club have confirmed that a donation of £2100 is available to the PC towards the cost of purchase. Clerk has spoken to CC Planning who advised that this is probably permitted development /planning permission is unnecessary – will cost £44 to have this in writing. Clerk happy to advise that this is not needed.

It was **resolved** to accept the Hannaford quote

Proposed: Cllr Colwill Seconded: Cllr Cluney unan 16/069

****Cllrs Smith and Hannaford returned****

11. Accounts

Balances 5th July 2016

Current Account	£ 12,088.35
Reserve Account	£ 0.69
Monmouth BS	£ 8,500.51

1. It was **resolved** that the authorised signatories in the current NatWest mandate, for the accounts detailed in section 2, be changed in accordance with sections 5 and 6 (to remove Tricia Kabbler) and the current mandate will continue as amended.

Proposed: Cllr Smith Seconded: Cllr May unan 16/070

2. PC s133, 137, 142, 214 Grant Payments that are already in the budget. Clerk would like to know when are these paid and on what conditions? New rules in place for this year as the grants policy is nearly ready. PC has received a complaint that the Hall is in direct competition with the Old Orchard. Opening 3 days a week in July/August. Turning into a social club. It is not for the PC to dictate what they do or don’t with the premises. Standard practice - public money can’t be given to a business to compete with another existing business that hasn’t got the advantage of public money. Could have a pro-rata payment as lots of non- licenced village events take place there. PC have not

seen sight of full audited accounts from the Hall. Usually paid out in October or November. A proper debate to be had at the point of application for each grant.

11b. To approve Accounts for Payment

Esther Greig	Clerk Wages	001389	£426.36
Esther Greig	Clerk Mileage	001389	£51.75
Philip Price Surveyors Ltd	Land survey – the green	001390	£300
BT	Telephone & Broadband	DD	£84.06
J Sachs	Toilet Cleaning July	001391	£88
J Sachs	Toilet door painting and seat repair	001391	£240.75
J Sachs	Grass Cutting July	001391	£125
EDF Energy	toilets – 673102538878 4 x monthly £16	DD	£64
EDF Energy	Playfield – 673139098068	DD	£21.78
SWW	Toilets – water & sewerage	DD	£29.05

It was **resolved** to approve Accounts for Payment

Proposed: Cllr Slade Seconded: Cllr Hannaford unan 16/071

Clerk to chase invoice from Shaun regarding new cistern

12. Items for 8th September Agenda.

To **discuss** disconnecting the BT broadband/phone line from the Parish Office and the connection to the Methodist Hall.

Pearce Construction - Ashbury Grove

Village Signage - Calor Gas 2009.

Grants policy

WI Tree

Seat at the Glebe

Neighbourhood Plan - designation

The Meeting closed at 2150.