

# WEST ALVINGTON PARISH COUNCIL ANNUAL MEETING

## Minutes of Parish Council Meeting

Date 1 <sup>st</sup> June 2023		Venue & Time: WA Village Hall, 7.30pm
<b>Present:</b> Cllr Liz Chin Cllr Stephen Lees (in the Chair) Cllr Charlotte Oakey Cllr Chris Povey Cllr Kathryn Rawlinson Cllr Helen Rhymes	<b>In Attendance:</b> Kathy Harrod (Parish Clerk) Dist. Cllr Mark Long  Parishioners/Guests: 1	<b>Apologies:</b> Cllr Rufus Gilbert Cllr Derek Winsor Dist. Cllr Samantha Dennis

### REF 2023/24 MINUTES

**210 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):

#### DEVON COUNTY COUNCIL REPORT:

Cllr Rufus Gilbert, Email: [Rufus.Gilbert@devon.gov.uk](mailto:Rufus.Gilbert@devon.gov.uk)

- a. A request has been received for bollards to be added to the entrance to Town Park due to the number of vehicles that mount the pavement at this location. Devon County Council Highways have advised that there is no justification for a project of this nature and no resources are available.

#### DISTRICT COUNCILLOR REPORTS:

Email Cllr Samantha Dennis: [Samantha.dennis@swdevon.gov.uk](mailto:Samantha.dennis@swdevon.gov.uk)

Email Cllr Mark Long: [cllr.mark.long@southhams.gov.uk](mailto:cllr.mark.long@southhams.gov.uk)

- b. Following the local Elections which saw administration of South Hams District Council transfer to the Liberal Democrats, at the Annual Council meeting on 25th May the new Council structure was announced.
- c. Cllr Julian Brazil, ward member for Stokenham was named as Leader of South Hams District Council for the next four years and announced  
"We intend to be an inclusive Council and not worry about people's political allegiances; we're interested in people who want to work for their communities. We will be stronger together and therefore we will be asking all councillors, from all parties to work with us to deliver what our communities want."
- d. On the new Council Cllr Mark Long was appointed as a member of the Development Management Committee (Planning) and the Council Tax Setting Committee.  
Mark was confirmed at the Council meeting as Chairman of the Development Management Committee.
- e. Councillor Sam Dennis was appointed to the Overview and Scrutiny Committee, and the Audit & Governance Committee.
- f. Weed spraying though the main street in West Alvington is due to be undertaken.
- g. A request for the large mechanical sweeper has been made for it to come through twice annually.
- h. Localities are following up on the abandoned vehicle in the car park. They will affix a note to the vehicle to advise the measures due to be taken, ultimately the vehicle will be removed.
- i. Noted a tree warden is still to be allocated

#### PARISHIONER OPEN FORUM:

- a. Comments were made regarding the response from WAPC regarding planning application 1248/23/FUL. The parishioner was thanked for his feedback.

**THE MEETING CONVENED**

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### 211 WELCOME & APOLOGIES

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### 212 DECLARATIONS OF PECUNIARY/OTHER INTERESTS & Updates to Register of Interests:

No declarations of interest or updates were received.

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### 213 MINUTES OF PREVIOUS COUNCIL MEETING:

It was resolved to accept the minutes from the meeting held on 11<sup>th</sup> May 2023 without alteration, these were then signed by the Chairman.

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### 214 VACANCIES & Co-Option

The Representation of the People Act 1985, Section 21 allows the elected members, provided there is a quorum (i.e. – one third of the whole number of members with a minimum of three) to co-opt members to fill the remaining vacancies. If the Parish Council fails to exercise their power to co-opt within seven weeks (35 working days) or if there is no quorum, South Hams District Council may order a fresh election to properly constitute the Parish Council.

Two expressions of interest have been received, following discussion the Councillors resolved to invite Mr Christopher Povey and Ms Charlotte Oakey to join West Alvington Parish Council as Councillors. Both residents accepted the offer, signed a declaration of acceptance, and took their seats with the Councillors.

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### 215 CLERKS REPORT:

1. A copy of the recent advice received from the Monitoring Officer regarding declarations of interest, social media awareness, access to information and civility and respect have been forwarded to all Councillors.
2. P3: We have received the Devon County Council grant of £900 in respect of the P3 works for the period.

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### 216 PLANNING & ENFORCEMENT

#### a) LIST OF APPLICATIONS RECEIVED:

1. A recent statement on social media made the following reference to planning at Glebeland:  
*"Many may not know that the overgrown redundant playground is in fact "Glebeland", which is property owned by the Diocese of Exeter. Currently plans have been drawn up to convert the playground into a restricted car park for All Saints Church, as parking within the village is at a premium. The car park would also be used for the West Alvington Primary Academy during the week. This would free up 10 spaces within the village for other residents and visitors. Preliminary support has been obtained by South Hams District Council and Devon Highways and the PCC is now waiting for final approval of the plans by the Diocese of Exeter."*

It is not standard practise for either organisation to confirm their support, preliminary or otherwise, prior to receipt of a formal planning application. South Hams District Council and Devon County Council have, in the interests of transparency, been asked to provide their pre-application advice to West Alvington Parish Council.

Cllr Long advised that, while SHDC were contacted during 2022, there are no details on record of any discussion, copy plans etc and the information was withdrawn. Preliminary discussions also took place with DCC Highways but again, there is nothing formal on record.

The site has been an eyesore in the heart of the village for years. Following discussion the Councillors resolved for the Parish Clerk to contact the Diocese directly to request they attend to the issue as a matter of priority.

#### b) SOUTH HAMS DISTRICT COUNCIL DECISIONS:

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1. 1153/23/ARC, The Stable, Longbrook Farm – **No Decision Yet.**
2. 1256/23/HHO, Herons Cottage, Collapit. **No Decision Yet.**
3. 1108/23/FUL, Land At Sx 729 441 Morley Way Kingsbridge. **No Decision Yet**
4. 1248/23/FUL, Land At Sx 731 422, Gerston Lane. **No Decision Yet.**
5. 1444/23/ARC, Easton Farm, West Alvington. **No Decision Yet.**

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

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### 217 BUSINESS TO BE NOTED/DISCUSSED:

1. Councillors resolved to join the Road Warden Scheme and to replace the missing grit bin at Longfields. West Alvington Parish Council has recently been notified of potholes at Longfields. Longfields is a privately owned road and there is no obligation on either the Parish Council or Devon County Council to fix the issues.
2. Councillors resolved to invite the police to hold short community surgeries prior to future meetings. Immediately following the surgeries they could provide an update to the Council. A copy of the Kingsbridge report will be obtained and shared.
3. Town Park Car Park, Lease, Signage & Works – deferred until July. Cllr Povey will obtain a quotation for proposed works.
4. Burial Ground Policy Review. It was resolved to allocate plots in order. It was further resolved to update the specifics of who could be buried in the burial ground. This will be approved at the July meeting. It was noted that two plots have unauthorised items which cause issues with maintenance, the families will be contacted to remove those items.
5. West Alvington Social Media Update  
There is now a new Facebook page entitled West Alvington News & Views, objectives for the group include the following:
  - . For the Parish Council to have a voice and a way to share information and to engage parishioners.
  - . To promote what's going on in the village; to support local groups, village hall, church etc.
  - . For parishioners to ask the village for help; lost dog, bins, a good plumber etc.
  - . For parishioners to post photos to share their love of our village.The page administrators are made up from parishioners and Councillors, all of whom share a passion for the local parish and community.

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### 218 FINANCE & GOVERNANCE

#### a. Receipts & Payments: Month 3.

Invoices Received: Mathias Property Solutions £190, WAVH £20, EDF £202.06, Cornwell Cleaning £236.25

Standing Orders: Clerks Salary & HMRC, SHEPS £80

The councillors resolved to accept the above payments.

#### b. Governance:

1. Councillors resolved to approve the updated Safeguarding Policy.
2. Councillors resolved to approve bespoke email addresses ending .gov.uk at a cost of £150 per annum.

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3. Annual Governance & Accountability AGAR Part 3: With gross income in excess of £25,000 in the year of account ended 31 March 2023, the Parish Council are required to submit Part 3 of the Annual Governance & Accountability Return.
4. Annual Governance & Accountability, Section 1 – Annual Governance Statement 2022/23 was reviewed, completed, and approved unanimously.
5. Annual Governance & Accountability. Section 2 – Accounting Statements 2022/23 was reviewed and approved unanimously as being a true record of the 2022/23 accounts.

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**219** NEXT MEETING DATES: 6<sup>th</sup> Jul, 7<sup>th</sup> Sept, 5<sup>th</sup> Oct, 2<sup>nd</sup> Nov – **WA Village Hall**, 7.30pm

**Meeting Ends 21:08 hrs**

### Items for the next Agenda:

- Sign off Burial Ground Review

**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, South Hams District Council Ward Councillors, Parish Tree Warden, WAPC Notice Board.