

# WEST ALVINGTON PARISH COUNCIL

## Minutes of Parish Council Meeting

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Date 22 <sup>nd</sup> July 2021		Venue & Time: School Playing Fields, 7pm,
<b>Present:</b> Cllr Stephen Lees (in the Chair) Cllr Andrew Pascoe Cllr Kathryn Rawlinson Cllr Helen Rhymes Cllr Derek Winser Cllr Rachel Saunders	<b>In Attendance:</b> Kathy Harrod (Parish Clerk)  Dist. Cllr Mark Long DCC Cllr Rufus Gilbert  Parishioners/Guests: 2	<b>Apologies:</b>  Dist. Cllr Judy Pearce Cllr Leanne Carr Cllr Liz Chin

REF 2021/22 MINUTES

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### 27 WELCOME & APOLOGIES

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### 28 DECLARATIONS OF PECUNIARY AND OTHER INTERESTS:

Declarations of a non-pecuniary interest were received from Cllrs Pascoe & Rawlinson in respect of planning reference 1682/21/HHO, the Councillors took part in the discussions but withdrew from the vote as per the Code of Conduct.

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### 29 MINUTES OF PREVIOUS COUNCIL MEETING:

The minutes from the meeting held on 4<sup>th</sup> May 2021 were approved without alteration and signed. Proposed Cllr Rawlinson, seconded Cllr Rhymes and approved unanimously.

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### 30 ELECTION OF DEPUTY CHAIRMAN, CO-OPTION & COUNCILLOR VACANCIES:

The Chair called for nominations for Vice Chairman. Cllr Pascoe was proposed by Cllr Rhymes; this was seconded by Cllr Winser and approved by all.

**Co-Option:** Since the last meeting we have been approached by Rachel Saunders with an expression of interest re the vacancy. Prior to the meeting the expression of interest had been circulated to the Councillors. A proposal was made to Co-Opt Mrs Saunders with immediate effect.

Proposed: Cllr Rawlinson, seconded Cllr Rhymes, approved unanimously.

Mrs Saunders then signed the acceptance of Office, completed the Register of Interests and joined the remainder of the meeting as our newly Co-opted Councillor.

**Councillor Vacancies:** The Co-option of Cllr Saunders means we now have one vacancy on the Parish Council, 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.

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### 31 CLERKS REPORT:

- a. Longfields Potholes: Have now been completed.
- b. Easton Hill Bench: Repairs are in hand and we hope that the bench will be back in place shortly.
- c. Vehicle Activated Signage: Two signs have now been erected in the parish. Cllr Pascoe is monitoring data and will be providing relevant information in due course.
- d. Playing Field Gatepost: A quote will be obtained to replace the post.
- e. Hedge Cutting in the parish: We have received various complaints about hedge cutting, if you are cutting hedges please ensure that you are fully aware of the rules and regulations at this time of year. Some of the hedge cutting appears to have been undertaken by Devon County Council, we have raised the issue with them to deal with accordingly.
- f. Town Park Car Park: The brambles and nettles have recently been cut back. We will shortly be discussing the renewal of the lease and will provide further updates in due course.

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- g. Sling Your Hook Campaign, Tackling Scams: We have recently become aware of an influx in email scams. Neighbourhood Watch have recently launched their Sling Your Hook Campaign which helps prevent you from becoming a victim of scams. Find out more here: <https://www.ourwatch.org.uk/protectfromfraud>

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**32 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.**

### COUNTY COUNCILLORS REPORT & HIGHWAYS:

#### County Councillor Rufus Gilbert gave the following report:

1. The road by Tacketwood has not been repaired as previously reported but it is definitely on the works schedule to be completed. Please continue to keep on reporting the potholes on a regular basis.
2. The Vehicle Activated Signage, which was partly financially supported by Cllr Gilbert, is now in place. Cllr Pascoe is responsible for the data downloads and provision of this information to WAPC and the other relevant authorities.  
In the 23 days the signs have been in place, speeds of up to 68mph have been recorded through the village! There are plans in place to highlight the speeds and get road users talking about the situation. Updates will be provided by Cllr Pascoe.  
A question was raised re the potential road reclassification, this has been put on hold for the present.
3. A379 repairs are now complete with the last pair of traffic lights being withdrawn two days ago.
4. The new roundabout at Flete House has been a huge improvement and makes the road significantly safer.
5. Kidderford Cross will also be having a roundabout to improve the road safety.
6. Government money is funding the new roundabouts, this is not coming from Devon County Council.
7. The road from Harbertonford to Totnes has also been repaired.

#### 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/>

### DISTRICT COUNCILLORS REPORT:

- a. See APPENDIX B – Report from SHDC Cllr Judy Pearce.
- South Hams District Councillor Mark Long gave the following report:**
- b. SHDC are looking at the green spaces and how they can increase biodiversity on them.
- c. Lateral flow testing may be available in Salcombe next week. Further details to be confirmed.
- d. Recycling and Waste: FCC have been affected by track & trace and as of today there are 13 drivers self-isolating which is affecting the collections in some areas, priority is being given to the black bins and recycling. Localities Officers are being drafted in to aid identification of the problem areas, they will also be hands on and will litter pick etc where required. By doing this there is no excuse for FCC to be failing as they are being supported by the Localities Officers.

**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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### 33 PLANNING, ENFORCEMENT & NEIGHBOURHOOD DEVELOPMENT PLAN

#### a) LIST OF APPLICATIONS RECEIVED

1. 2603/21/HHO, Lower Barn, Replacement Outbuilding. **WAPC Support subject to conditions.**

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2. 2417/21/HHO, Kingsmead, Neighbouring Parish Consultation. **WAPC No Comment**
3. 1682/21/HHO, 2 Myrtle Court, Installation of garden office & toilet. **WAPC require further information prior to reaching a decision.**
4. RATIFICATION ONLY 1890/21/CLE, Sandy Park, Certificate of Lawfulness **WAPC Object**
5. RATIFICATION ONLY 1492 & 1493/21/HHO, Bowringsleigh Lodge, Erection of timber garden office **WAPC Support**

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

### NEIGHBOURHOOD PLANNING:

The Regulation 14 consultation completed on 19<sup>th</sup> July. During the consultation all parishioners received hand delivered details of how to provide their views on the documents. There were also open sessions at the Town Square in Kingsbridge as well as Zoom sessions that anyone was able to drop into.

We await details of the Regulation 14 responses and will provide an update in due course.

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### 34 BUSINESS TO BE DISCUSSED:

- a. Play Equipment Project: Following sight of the results of the play equipment survey it was proposed that the Clerk obtain quotations for equipment in time for discussion at the September meeting.  
**Proposed Cllr Rhymes, Seconded Cllr Rawlinson, approved unanimously.**
- b. Proposal to adopt a working document re parish projects. See **APPENDIX C**. It was proposed that this document form the basis of a long-term document for WAPC to work from to ensure the parish is kept well maintained.  
**Proposed Cllr Lees, Seconded Cllr Pascoe, approved unanimously.**
- c. Proposal to support Anthony Mangnall MP change the name of the constituency from Totnes to South Devon Constituency to ensure that the name reflects the entire area as opposed to one small element of it. **Proposed Cllr Rhymes , Seconded Cllr Winsor, approved unanimously.**
- d. RATIFICATION ONLY: Proposal to purchase a bodycam for our contractor.  
**Proposed Cllr Winsor, Seconded Cllr Rawlinson, approved unanimously.**
- e. S106 Funds & Village Hall Update: Simon Wright and Alyson Smith attended on behalf of the Village Hall Committee (VHC) to share the potential plans for a new hall. A copy of the Village Hall Constitution was also provided to the Councillors.
  - There are currently 3 Trustees all of whom are on the committee.
  - At present the VHC have two options, refurbishment or replacement.
  - The parishioners will be fully consulted about the plans to ascertain if there is a will to support a new hall as it would be a huge challenge and would require enormous commitment.
  - Sometime in September, there will be a leaflet drop to everyone in the parish with a survey monkey link and request for volunteers.
  - No costings are available at this stage.
  - Currently engaging with users of the hall.
  - The internal architects drawing has not yet been ordered. Cllr Long advised he would make a contribution to this from his localities budget.

Due to a technical issue this was the first time the Councillors had seen the proposed plans. It was agreed that they would provide their comments and questions to the Clerk to forward to the VHC for a response. Once the response has been received they will discuss further and provide confirmation of their views.

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### 35 FINANCE & GOVERNANCE

- a. **Receipts & Payments:** Month 3 & 4, see **APPENDIX A** for details

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Accounts to pay – Clerk Salary & HMRC £384.53, SHDC Maintenance £148.49, Mathias Property Solutions £95, Came & Co Insurance Renewal £387.97. A mandate sheet was produced and signed accordingly.

**Proposed: Cllr Winsor Seconded Cllr Rhymes, approved unanimously.**

### b. Governance:

- 1) 2020/21 Internal & External Audits: We have now received confirmation from the External Auditors that our Certificate of Exemption has been noted. Our Internal Auditor has confirmed that she will undertake the 2021/22 internal audit next year.
- 2) Proposal to accept an updated Code of Conduct as adopted by SHDC.  
**Proposed: Cllr Pascoe, seconded Cllr Lees, approved unanimously.**
- 3) Proposal to extend the delegated authority agreement. Due to the significant increase in Covid numbers in the South Hams we are unable to confirm dates of future meetings until the week before they are due. The Government continue to prevent us from meeting virtually. A proposal was made to give the Clerk delegated authority through to 31st March 2022 to make payments and respond to planning applications in the event that any of our meetings through to this date are unable to safely proceed.  
**Proposed: Cllr Lees, seconded Cllr Pascoe, approved unanimously.**

**36 NEXT MEETING: 2<sup>nd</sup> September, 7<sup>th</sup> October, 4<sup>th</sup> November, 6<sup>th</sup> January, 3<sup>rd</sup> February, 3<sup>rd</sup> March. Venue TBC. Meeting Ends 20.52hrs**

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

## APPENDIX A – Months 3 & 4:

Category	Descriptor	Date	Month No. of Report to Council	ban ked	Paid In	Paid Out
Cash Book Balance b/f from last financial year						
Payment	ElanCity		4			- 4,725.60
Payment	Clive Lee	24/01/2021	4	Y		- 218.00
Payment	DALC Renewal	13/05/2021	4	Y		- 132.10
Payment	Nick Walker Printing	13/05/2021	4	Y		- 38.40
Payment	Alison Marshall	13/05/2021	4	Y		- 100.00
Payment	2 Cuts Mathias Property	26/05/2021	4	Y		- 190.00
Payment	May Clerks Salary	28/05/2021	4	Y		- 365.23
Payment	May HMRC		4			- 91.40
Receipts	HMRC VAT REFUND	01/06/2021	4	Y	1,180.50	
Payment	Mathias Property	24/06/2021	4	Y		- 95.00
Payment	Post Office Stamps	24/06/2021	4	Y		- 7.92
Payment	June Clerks Salary	30/06/2021	4	Y		- 307.73
Payment	June HMRC		4			- 76.80
Receipts	May Gross Interest	10/05/2021	4	Y	0.09	
Receipts	June Gross Interest	09/06/2021	4	Y	0.10	
Receipts	July Gross Interest	09/07/2021	4	Y	0.10	
TOTALS YTD Financial year 2020/21					£ 11,224.83	-£ 7,359.37