

# WEST ALVINGTON PARISH COUNCIL

## Minutes of Parish Council Meeting

Date 2 <sup>nd</sup> November 2023		Venue & Time: WA Village Hall, 7.30pm
<b><u>Present:</u></b> Cllr Liz Chin Cllr Steve Lees (in the Chair) Cllr Charlotte Oakey Cllr Chris Povey Cllr Helen Rhymes	<b><u>In Attendance:</u></b> Kathy Harrod (Parish Clerk) Dist. Cllr Mark Long Parishioners/Guests: 2	<b><u>Apologies:</u></b> County Cllr Rufus Gilbert Dist. Cllr Samantha Dennis Cllr Kathryn Rawlinson Cllr Derek Winser

### REF 2023/24 MINUTES

**249 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 parishioner has offered the village a Christmas Tree. The Council graciously accepted the offer and will provide decorations/lights.
- A request has been made for the bunting to be removed for health & safety reasons. The Council has this in hand.

**DEVON COUNTY COUNCIL REPORT:** None received  
Cllr Rufus Gilbert, Email: [Rufus.Gilbert@devon.gov.uk](mailto:Rufus.Gilbert@devon.gov.uk).

### 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)

- a. South Hams District Council will be sending out canvassers to all properties within the council area who are required but have not yet returned a Canvass Form with regard to Electoral Registration. This is an annual process. The Canvassers will be trying to make contact with those households who have not supplied information that we have requested under Electoral Registration legislation. The canvassers will be carrying ID and will be delivering forms and not taking information at the doorstep, unless it is offered to them. This statutory process needs to be completed in advance of publishing the new Electoral Register on the 1st December.
- b. A Public Space Protection Order consultation has commenced re control of dogs across the area. This consultation takes place every three years and is relevant due to the rules regarding dogs on beaches. This is open until 14<sup>th</sup> November.
- c. Devon aligned service for waste collections - the final changes are now being made, all residents will have the same service. There will be an impact on most people either in the way they present their waste (bins not sacks) or residents will find their collection date may change.
- d. Notifications have been received from the police regarding burglaries at farms and rural locations – quad bikes and tools have been targeted.

### THE MEETING CONVENED

#### 250 WELCOME & APOLOGIES

**251 DECLARATIONS OF PECUNIARY/OTHER INTERESTS & Updates to Register of Interests:**  
Cllr Lees declared an interest in respect of the village hall website fees and did not take part in these.

**252 MINUTES OF PREVIOUS COUNCIL MEETING:**  
It was resolved to accept the minutes from the meeting held on 5<sup>th</sup> October 2023 without alteration, these were then signed by the Chairman.

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### 253 VACANCIES & Co-Option

No further expressions of interest have been received, we currently have two vacancies to fill. Cllr Oakey will create a poster.

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### 254 CLERKS REPORT:

1. Village Hall Update: Significant works have been undertaken at the hall, this includes new doors/windows and cladding, most of which will be paid for from the S106 funding received from the Home Field development. Our thanks to Avon Windows for all their help and support.  
Bookings remain steady including a booking for the 2<sup>nd</sup> May elections by South Hams District Council. We have also confirmed that the hall will be available to them for the next general election which must take place by January 2025. It is hoped that the works to the hall will encourage more bookings.
2. We await installation of the new notice board.
3. The training session on planning has been delayed due to reasons outside our control, it will be rearranged shortly.
4. We are due to receive the trees for planting in November, a planting team is being organised, if anyone would like to volunteer to help please contact the Parish Clerk.
5. Planter Project: Cllr Rhymes has now taken ownership of this project.
6. Fly Tipping update: Cllr Gilbert has viewed the area and suggests it is monitored for now, however, South Hams District Council have been made aware that any further cuttings etc will be reported to them as fly tipping.
7. The Clerk attended a briefing on the Cost of Living crisis and how it is affecting people in the South Hams. Details of how to become a Citizens Advice Trustee have been forwarded to Councillors.
8. Snow Warden & Grit Bins, a small number of bags will be ordered to fill the bins, some will be stored with allocated parishioners to ensure that availability would be better spread across the parish.
9. The road at East Charleton is due to be closed between 09.00 – 15.30hrs from 13<sup>th</sup> November to 4<sup>th</sup> December for drainage work and patching. Outside these hours, Traffic Management can be used and the road will be reopened with those restrictions in place.
10. The Clerk attended a Southern Cluster Group with Cllr Julian Brazil on 9<sup>th</sup> October, Councillors and Clerks from across the South Hams were given the first opportunity to discuss the new corporate strategy and ask questions of the South Hams District Council Leader.
11. SH Active Travel Update – details progress of the South Hams District Council Local Cycling and Walking Infrastructure Plan (LCWIP) and Behaviour change study have been forwarded to Councillors. The project should end by March 2024 after which the conclusions will be shared.
12. Details of the Energy Wise Show at Totnes Civic Hall on 11<sup>th</sup> November from noon until 5pm have been shared on social media.
13. The Remembrance Wreath has been collected for the service on 11<sup>th</sup> November. Cllrs Chin and Rhymes will be attending as our representatives.
14. VAS signs – updated speed information is being obtained and will be released once received.
15. Council Tax Reduction Scheme Consultation, South Hams District Council wants to hear your views on how to help people most in need pay their council tax as the cost-of-living crisis continues.  
<http://counciltaxreductionsouthhams.commonplace.is/>
16. Fire Service Consultation: Every year the Fire Service ask communities and businesses about the level of council tax contribution for the fire and rescue service. This consultation is open until noon on 30<sup>th</sup> November. They would like to hear from as many people as possible across Devon & Somerset. You are encouraged to complete the online survey (<https://online1.snapsurveys.com/interview/769bb7ae-a2f9-44ef-a38a-39451587d1f4>) if you are unable to complete it online please call 01392 872354 and leave a message with your name and number.

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17. Details of a potential pre-application consultation have been forwarded to Councillors, this is due to take place on 11<sup>th</sup> December between 6pm and 8pm, we await further information.

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### 255 PLANNING & ENFORCEMENT

#### a) LIST OF APPLICATIONS RECEIVED:

1. 3327/23/CLP, Collapit Creek House, Certificate of Lawfulness for proposed rear extension, rear rooflights & window alterations to facilitate refurbishment of existing house & construction of outbuildings for incidental use.

**WAPC do not accept that the proposals should be carried out under permitted development rights and object to this application. Due to the specific nature and historic/environmental specifics of the site, a full planning application is required to be submitted.**

2. RATIFICATION: 2814/23/HHO, Fairhaven, Tacketwood, demolition of single-storey conservatory structure to West elevation of the property & replace with 14sqm single-storey extension to create utility room & increase footprint of existing living space 2/11. **Support subject to protection of the bats.**
3. 2522/23/HHO, Archway Barn, Collapit, construct detached outbuilding/garage & engineering works to create a gravel driveway. 30/11. **Conditional Support subject to the construction remaining ancillary to the main building.**
4. 3418/23/TCA, WA Primary School, T006: Ash - Remove dead primary stem growing in a north eastern direction, T008: English Elm - Dismantle & fell to near ground level & T009: Sycamore - Reduce overall canopy spread by 1-2m, crown height reduction by no more than 1.5m all pruning cuts shall be made back to suitable pruning points. **Support.**

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

5. 1444/23/ARC, Easton Farm, West Alvington. **No Decision Yet.**
6. 2773/23/TPO, Easton Farm, TQ7 3BD, 20/9. **Refused.**
7. 2753/23/HHO, Creek View, Tacketwood. 5/10. **Withdrawn.**
8. 2814/23/HHO, Fairhaven Tacketwood Kingsbridge TQ7 3AY 26/10. **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. 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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### 256 BUSINESS TO BE NOTED/DISCUSSED:

1. Town Park Car Park Update re Lease, Use by Parishioners, Signage, to consider approval of works and the addition of CCTV.

The owners are agreeable, in principle, to the new 15 year lease term at £1,800 per annum subject to the below. An undertaking for legal fees of £1,500 plus VAT and disbursements, as well as an undertaking for agent fees of £500 plus VAT and disbursements. That is subject to the proviso that if the matter becomes protracted or new

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provisions are requested to go in the lease by way of departure from the terms of the existing lease then a further undertaking will be needed.

Rent from end of last lease (15 November 2022) up to commencement of new lease to be at old rate, payable on signing of new lease without interest for late payment. It is proposed that the new lease starts 15 November 2023 although it may be dated slightly later. The new lease will run until 2038

The above is subject to the new lease being signed by Christmas.

Quid pro quo is no landlord contribution to costs of work that West Alvington Parish Council plan to undertake at the carpark.

There will be a right to break and rent review every five years.

Furthermore, the lease will be contracted out of the 54 Act.

Councillors **RESOLVED** to proceed on the above basis.

With regards to usage and works, the focus will be on adding new signage to the car park, reorganising the parking and the addition of white lines. CCTV will then be considered at a later date.

2. Devon County Council have not yet provided feedback regarding potential traffic management in West Alvington, they have previously stated they will not add bollards to prevent vehicles mounting the pavements by the Ring O' Bells and Town Park entrance.
3. Communications with the Diocese. A meeting is due to take place between the various parties, it has been noted there is a legal requirement in relation to glebe land to obtain best value. That obviously does not preclude a mutually beneficial development scheme.
4. A meeting will take place at 10am on 4<sup>th</sup> November to view the sealed access to the school. Advice and quotations will then be obtained from local professionals regarding clearance, new steps, secure gates and landscaping of the area including the wall and sycamore. The works will be covered by S106 funding.
5. The Councillors **RESOLVED** to obtain a second defibrillator and signage showing it has been funded by West Alvington Parish Council to be sited at the Ring O' Bells. Our supplier the South West Ambulance NHS Trust has confirmed that more units can be added to our existing four-year agreement effective from January 2024 (when the agreement renews) at a cost of £1,000 plus VAT each.
6. It was **RESOLVED** to provide funding for a dedicated website for the Village Hall at an annual fee of £144.
7. Cllr Rhymes provided an update regarding the planter project, our thanks will be relayed to Tesco who have provided free plants for the planters. New planters will be made and in place as soon as possible. If anyone would like to sponsor a planter by watering and weeding one please contact Cllr Rhymes. The Councillors thanked Cllr Rhymes for her work on this project and **RESOLVED** to increase the reserves to £500 to enable the remainder of the required purchases to be made.

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## 257 FINANCE & GOVERNANCE

### a. Receipts & Payments: Month 8.

**Accounts to pay** – Mathias Property Solutions £95, Hall Hire £20,

Standing Orders: Clerks Salary & HMRC, SHEPS £80, Hugo Fox £11.99

Payments for ratification at the next meeting: RBL Remembrance Wreath £50, Avon Windows £10,000, Scribe £417.60, Cllr Rhymes plants £45

Bank Balances as at 31.10.2023: Current Account £13,281.22, Deposit Account £21,203.86

The councillors **RESOLVED** to accept the above payments.

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### b. Governance:

1. Draft Budget 2024/25. This was deferred to the December meeting.

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258 NEXT MEETING DATES: 7<sup>th</sup> December – **WA Village Hall**, 7.00pm

**Meeting Ends 21:15 hrs**

### Items for the next Agenda:

- Draft Budget
  - Sealed access to school
  - Closed session to discuss confidential staffing matters.
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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.