

# WEST ALVINGTON PARISH COUNCIL ANNUAL MEETING

## Minutes of Parish Council Meeting

Date 10 <sup>th</sup> May 2023		Venue & Time: WA Village Hall, 7.30pm
<b><u>Present:</u></b>  Cllr Liz Chin Cllr Stephen Lees (in the Chair) Cllr Kathryn Rawlinson Cllr Helen Rhymes Cllr Derek Winser	<b><u>In Attendance:</u></b>  Kathy Harrod (Parish Clerk)  Dist. Cllr Mark Long Dist. Cllr Sam Dennis DCC Cllr Rufus Gilbert  Parishioners/Guests: 4	<b><u>Apologies:</u></b>

REF 2023/24 MINUTES

### 196 ELECTION OF CHAIRMAN

This being the AGM of the Parish Council, District Cllr Mark Long taking the Chair whilst the 2023/24 Chair of the Parish Council was elected. Cllr Lees was proposed as Chairman by Cllr Rhymes, seconded by Cllr Winser and voted through unanimously. Cllr Lees then took the Chair.

### ELECTION OF VICE CHAIRMAN

The Chairman then called for nominations for Vice Chairman. Cllr Lees proposed Cllr Winser; this was seconded by Cllr Rawlinson and again approved by all.

### 197 ACCEPTANCE OF OFFICE & ADHERENCE TO THE CODE OF CONDUCT

Cllr Lees signed acceptance of Office as Chair of the Parish Council for the 2023/24 year. All Councillors again undertook to abide by West Alvington Parish Councils' Code of Conduct.

### 198 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):

Chris Povey and Partner Charlotte Oakey introduced themselves as members of the parish and potential candidates for the vacancies on the parish council. All present welcomed them to the meeting. Filling of the vacancies will be considered and approved at the June meeting.

### DEVON COUNTY COUNCIL REPORT:

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

Things are progressing as per the annual report provided in April.

Devon County Council are looking to work with South Hams District Council to continue the works that have already commenced between the two organisations.

The finances are improving, a full review is taking place, more information will be shared at the next meeting.

A question was raised re potholes. In the previous six weeks there has been a dramatic increase in the number of potholes due to the weather conditions. Noted the number of potholes being reported and repaired has fallen year on year. However, there is a backlog and a time delay in filling the existing holes.

A reminder was made that ALL issues with the public highways should be reported via the Devon County Council website to ensure that the Officers can view the problems and schedule relevant works.

Consideration of joining the Road Warden Scheme will be added to the June agenda.

### DISTRICT COUNCILLOR REPORTS:

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

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

Following the recent elections the council is now administered by a Liberal Democrat majority. All positions are yet to be filled; this will be confirmed at a full council meeting on 25<sup>th</sup> May.

Cllr Lees thanked Cllr Long for planting the Platinum Jubilee tree.

Cllr Long congratulated the Councillors for all the bunting etc coronation

A question was raised regarding weeding/spraying on main road – Cllr Long confirmed this was due to be coming through in two weeks followed by a sweep once the weeds have died away.

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### THE MEETING CONVENED

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#### 199 WELCOME & APOLOGIES

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

No declarations of interest or updates were received.

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#### 201 MINUTES OF PREVIOUS COUNCIL MEETING:

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

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#### 202 Councillors resolved to receive agendas and relevant documentation by email.

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#### 203 Councillors resolved to accept the key policies and procedures subject to the safeguarding policy being updated to include adults and vulnerable people.

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

- Police & N/Watch Liaison - Cllr Rhymes
- Estuary Forum Representative- Mrs. E Green
- Tree Warden - **Currently Vacant**
- Enforcement Liaison - Chris Povey to be confirmed, to commence in June 2023
- Footpaths - Cllr Chin & shared between the Councillors.
- Emergency Planning Officer- Clerk
- Play Area/School & Safeguarding- Cllr Rawlinson
- Village Hall - Cllrs Lees, Rhymes & Winsor
- Neighbourhood Plan - Clerk & full Council
- Snow Wardens - Clerk
- Burial Ground - Cllr Chin
- GDPR Officer - Clerk
- Defibrillator Reports - Cllr Rawlinson
- WATAG - Cllr Lees
- Website/social media/Newsletter- Cllr Lees

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#### 205 CLERKS REPORT:

1. Burial Ground Bench: Received, sited in the burial ground awaiting final installation.

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2. Coronation Event: Congratulations to everyone involved in organising the Coronation event over the weekend. We have received many compliments from those who joined in along with requests for further community events in due course.
3. Jubilee Tree Planting: A small group of Councillors, parishioners and I attended the official tree planting ceremony on 23<sup>rd</sup> April. The cherry tree has been planted on the bank behind the West Alvington village sign between Kingsbridge & West Alvington. Many thanks to the Walster family for allowing us to plant the tree and for joining in the official ceremony.
4. Parish Noticeboard: Ordered and awaiting delivery.
5. Vacancies:  
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. We therefore have four vacancies to fill by co-option at the June Parish Council Meeting.
6. P3: We have received confirmation from Devon County Council that a grant of £900 has been awarded in respect of the P3 works for the period.

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### 206 PLANNING & ENFORCEMENT

#### a) LIST OF APPLICATIONS RECEIVED:

1. 1256/23/HHO, Herons Cottage, Collapit, side extension & enlargement of front porch 25/5. **Support.**
2. 1108/23/FUL, Land At Sx 729 441 Morley Way Kingsbridge, construction of employment buildings/assoc. works, 18/5. **Support** – subject to no loss of amenity, suitable landscaping and sufficient parking spaces to ensure that vehicles do not spill onto the housing estate.  
Noted that Baker Estates are happy to be involved with facilitation of a potential cycle path alongside the estate.
3. 1248/23/FUL, Land At Sx 731 422, Gerston Lane, Provision of an Agricultural Storage Building 18/5. **Object**
4. 1444/23/ARC, Easton Farm, West Alvington, approval of details reserved by conditions 4 (Windows/Doors) and 6 (External Attachments) of planning consent 3289/22/LBC 1/6. **Support.**

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

1153/23/ARC, The Stable, Longbrook Farm – **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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### 207 BUSINESS TO BE NOTED/DISCUSSED:

1. Weekend Bus Services 162: The 162 route has been altered meaning that no busses now run on a weekend and parishioners in those affected areas have no service. Kingsbridge Town Council are prepared to take the lead in investigating alternative mean of serving the affected villages, but only if the parishes involved desire it and put forward a representative. West Alvington Parish Council are currently operating on a reduced number of councillors and are unable to get involved at this time, however, they are aware that representatives have been put forward from Thurlestone, South Milton and South Huish. The Parish Clerk will keep Councillors informed.

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2. Town Park Car Park, Lease, Signage & Works: Cllr Lees has fed back our previous discussion with the Land Agent who will refer back to the family for their feedback.  
We still required a third quote for potential works.
3. Footpath 11 Works: The Public Right of Way team have stated the following additional clearance work would be required in the summer:
  - Cutting round the fingerpost at the northern end of the Footpath, where the road becomes a private track to Youngcombe Farm (subject to Footpath rights);
  - By the Farm, the Footpath goes to the right down a bit of a 'green lane', passing the buildings on their west side. This corridor, including the way marker post at its start, needs a summer trim.
  - At the end of this 'green lane' section the Footpath enters and crosses diagonally across a field, via a wooden field gate. Slightly beyond the gate and on the left-hand side there's the start of a new-ish bit of fencing, and a way marker disc has been attached here, pointing across the field. This signage needs to be kept clear.
 The Councillors resolved to incorporate this in their schedule.
4. Village Hall Update: New cutlery and plates have been received. The next meeting will take place on 25<sup>th</sup> May. SHDC have confirmed that there is £110.67 additional funding available and Avon Windows have confirmed their pricing for all works remains the same. A total of £39,300 (excluding VAT) is required of which we currently now have £26,301.17 leaving us approximately £13,200 to find.
5. Salcombe & Kingsbridge Estuary Conservation Forum Meeting, update from Liz Green, see Appendix A.

### 208 FINANCE & GOVERNANCE

#### a. Receipts & Payments: Month 2.

Clerks Salary & HMRC, Mathias Property Solutions £488, SHEPS £80, WAVH £20, Parish Noticeboard Company £896, Cornwell Cleaning £168.75, The Plastic Co £420, Nisbetts £160.75, Viking Paper £36.42  
The councillors resolved to accept the above payments.

Payments & Receipts April 2023:

Description	Supplier	VAT Type	Net	VAT	Total
Receipt - Village Hall Book	Fionas Fancy Feet	X	460.00		460.00
Receipt - Interest (Gross)	Lloyds Bank	X	9.31		9.31
Receipt - Precept	South Hams District Cour	X	11,610.50		11,610.50
Payment - HMRC Quarterly	HMRC	X	-342.40		-342.40
Payment - Subscription	Devon Association of Loc	Z	-35.31		-35.31
Payment - Subscription	Devon Association of Loc	E	-7.12		-7.12
Payment - PAYE Agreement	South Hams District Cour	S	-100.00	-20.00	-120.00
Payment - Subscription	Devon Association of Loc	S	-94.57	-18.91	-113.48
Payment - Village Hall Clea	Cornwell's Cleaning & Ma	X	-259.51		-259.51
Payment - WAPC Hall Hire	West Alvington Village H	X	-20.00		-20.00
Payment - Burial Ground C	South Hams Elite Propert	X	-80.00		-80.00
Payment - Salary Payment	Katharine Harrod, Parish	X	-456.63		-456.63
<b>Total</b>			<b>10,684.27</b>	<b>-38.91</b>	<b>10,645.36</b>

#### b. Governance:

1. The Internal Audit has been received and includes recommendations regarding the Village Hall and its operation. Councillors resolved to employ the services of Alison Marshall in respect of the 2023/24 Internal Audit.

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2. Annual Governance & Accountability AGAR: Advice is required prior to this being signed off by West Alvington Parish Council, this item has been deferred to the June meeting.
3. Section 101 of the Local Government Act 1972 allows a council to delegate the power to make decisions to an officer, a committee, a sub-committee or another council.  
It was resolved to allow the Parish Clerk the authority to respond to planning/payments and other works as required on the provision that a majority approval has been received in writing from the councillors prior to proceeding. This resolution only applies in the event of any future meetings having to be cancelled or deferred for reasons outside the control of the parish Council. This agreement will be reviewed in May 2024.
4. Timings of Parish Council Meetings to remain as is.

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**209**    **NEXT MEETING DATES:** 1<sup>st</sup> Jun, 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 21:19 hrs**

### Items for the next Agenda:

- Bespoke Email Addresses
- Burial Ground Policy Review
- Request in respect of Bollards at the bottom of Town Park
- Devon County Council Road Warden

**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.