

WEST ALVINGTON PARISH COUNCIL

Minutes of Parish Council

Date 1 st September 2022		Venue & Time: WA Village Hall, 7.30pm
Present: Cllr Liz Chin Cllr Stephen Lees (in the Chair) Cllr Kathryn Rawlinson Cllr Helen Rhymes Cllr Rachel Saunders	In Attendance: Kathy Harrod (Parish Clerk) Dist. Cllr Mark Long DCC Cllr Rufus Gilbert – Part Meeting Parishioners/Guests: 2	Apologies: Dist. Cllr Judy Pearce Cllr Leanne Carr Cllr Andrew Pascoe Cllr Derek Winser

REF 2022/23 MINUTES

129 WELCOME & APOLOGIES

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

No declarations of interest or updates were received.

131 MINUTES OF PREVIOUS COUNCIL MEETING:

It was resolved to accept the minutes from the meetings held on 4th August 2022 without alteration, these were then signed by the Chairman.

132 COUNCILLOR VACANCIES:

Parish Council seeks Councillors for long term relationship! 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.

133 CLERKS REPORT:

1. The installation of the play and gym equipment has commenced and the gate has been secured. A balancing invoice for £10,449.60 has been received since the issue of the agenda, these monies are being requested from SHDC. We are also arranging the installation check and an update to the sums insured on our insurance policy.
2. Village Hall Management Update: August invoices are being issued, all July invoices are paid and up to date although due to issues with access to the account we still need to check one of the hirers payments. Another regular booking has been received, it has initially been booked to the end of the year but it is hoped to continue indefinitely.
3. The purchase of a Remembrance Day Wreath has been confirmed.
4. Footpaths 3 & 4 require attention, this has been requested.
5. Livewest have confirmed they will look at the cut through near the school with a view to any safety improvements that can be made. They also confirmed that the noticeboards can be removed, we have already arranged for these works to take place. Quotes for a new noticeboard for use by WAPC and the Village Hall were previously agreed to be the responsibility of the Village Hall Committee and will be discussed by the committee at the earliest opportunity.
6. The two S106 funding applications have been approved, we have been granted the full £9,262 towards enhancements to the play area/playing field as well as £26,190.50 towards the improvements to the village hall -this is approximately 60% of the available funding, an excellent outcome, particularly given the circumstances. Many thanks to Cllrs Judy Pearce and Mark Long for supporting this application.

134 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

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This August has been particularly quiet, much more so than usual.

The sinkhole reported as W221530989 has been dug out and filled.

DCC finances – the finances are in dire straits, child services post pandemic is haemorrhaging money to the tune of £1,000,000 per week. Inflationary pressures are further impacting on the issue.

The blue signage directing people to park at WA Village Hall belongs to DCC and can be removed if deemed necessary. This will be reviewed once the information regarding the transfer of the car park ownership is known.

REPORT IT:

Members of the public are requested to report all Highways issues 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 COUNCILLOR REPORTS:

1. There have been a number of planning applications in during the summer period, it has also been busy with road sweeping etc.
2. Information regarding cost of living help is now available on the SHDC website, <https://www.southhams.gov.uk/cost-of-living-help>, this provides help and guidance on a wide variety of help available and also includes a support directory for other organisations.
3. The waste service comes back in house on 3rd October, there will be challenges in the first months of the new control. The number one priority is for the service to be legal and compliant. The council will not be making any changes unless parishes have been consulted and the solution is an effective one. The waste service also includes street sweeping, fly tips, public waste and more. The council are engaging and collaborating with the staff to understand their perspective on the situation and how they believe improvements can be made. There is a lot of discussion regarding the brown bin service and how that should be taken forward.
A question was raised regarding fly tipping, the associated costs and if the recycling centres could accept more of this type of waste. This is being considered but no definitive answer is currently available.
4. Homes for Ukraine, there are now 167 guests over 71 hosts, the number of arrivals is slowing but SHDC are still receiving up to 3 families per week. Hosts were asked to house guest for a period of six months, SHDC staff are now working with these people to try to provide continuity with housing/schools etc as well as support if they wish to live independently.
5. Parts of Devon/Cornwall/Somerset are now in an avian flu zone. Avian influenza (bird flu) is a notifiable animal disease. If you suspect any type of avian influenza in poultry or captive birds you must report it immediately by calling the Defra Rural Services Helpline on 03000 200 301.
Full details can be found via this link: <https://www.gov.uk/guidance/avian-influenza-bird-flu>
Clean your birdfeeders to prevent spread!
6. The cherry tree remains in good condition and will be planted in autumn when the weather is somewhat wetter!

Email Cllr Judy Pearce: cldr.judy.pearce@southhams.gov.uk

Email Cllr Mark Long: cldr.mark.long@southhams.gov.uk

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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135 PLANNING, ENFORCEMENT & NEIGHBOURHOOD PLAN

a) LIST OF APPLICATIONS RECEIVED

- Gerston Point Appeal Outcome.
Planning Inspectorate APP/K1128/C/21/3268326: Gerston Point, TQ7 3BA. Appeal A dismissed, Appeal B allowed, Costs application refused. Full details can be found on the SHDC planning portal or at <https://acp.planninginspectorate.gov.uk/>

The Councillors were dismayed by the outcome of the appeal and will be making their comments known to the local MP.

b) DECISIONS:

- 0639/22/HHO, Coombe Lodge, Alterations to garage/studio building (21/4) **SHDC No Decision Yet.**
- 1069/22/FUL, September Cottage, Collapit, solar PV panel structure & EV garage beneath. **SHDC No Decision Yet.**
- 1730/22/ARM, Land at sx 731 422 Gerston Gate Barn. **SHDC Conditional Approval.**
- 0904/22/HHO, 15 Town Park, alteration & extension to dwelling. **SHPC Conditional Approval.**
- 2139/22/TPO, Riverbank, Tacketwood, Oak crown thin by 30%: **SHPC Lesser Tree Works Allowed.**

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

- d) **NEIGHBOURHOOD PLANNING:** The plan is due to be taken to referendum, full details will be provided shortly. Full details regarding the plan can be found at: <https://www.neighbourhoodplanning.swdevon.gov.uk/kingsbridge-west-alvington-and-chur>

136 BUSINESS TO BE DISCUSSED:

- a. Proposal to undertake works at a cost of £450 to Town Park Car Park: More quotes are required prior to a decision being approved. The landowners have verbally confirmed acceptance of the proposed works. A temporary extension to the lease is under consideration following a number of changes in respect of the estate. Councillors will provide contact information re potential contractors to the Parish Clerk.
- b. Proposal to accept the layout and maintenance of the burial ground. Further to the September meeting a new schematic has been produced. It was resolved to approve the burial ground schematic and maintenance/upkeep/management document subject to a slight alteration to documentation to detail what can/cannot be done to individual burial sites once a body has been interred.
- c. Proposal to add secure fencing to sections of the Kingsbridge/West Alvington footpath. A request has been for the path to be cut back. Regards the fencing, there are five gaps, three of which are large, parishioners have raised concerns re the safety of the path being directly adjacent to the busy main road. Cllr Long will speak with the developer, the Clerk will speak with PROW, a notification will be sent to PROW re the height of the overgrowth and the impact this has on the lighting for the path. It was noted, the first overgrown paddock on the left of the path overgrown is DCC, the other element belongs to KCC.
- d. Proposal to approve a regular meeting date for the WA Village Hall Committee. It was resolved that the AGM will take place on Tuesday 4th October commencing 7pm. Future meetings (when required) will take place on the first Tuesday of the month.

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- e. Moving of sign near the village hall & notice board review. The signs have now been removed, the Village Hall Committee will take responsibility for the notice board review.
 - f. Community events update. The parish event has been deferred until 2023, it is anticipated that there will be a coffee morning and Christmas event.
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137 FINANCE & GOVERNANCE

- a. **Receipts & Payments:** Month 6 see **APPENDIX A** for details.
Clerk Salary & HMRC, WAVH Hire £20, AJ Gallagher Insurance £404.86, Cornwell's Cleaning August £67.50, Mathias Property Solutions £95 + tbc, SHEPS Burial ground August £80, ICO £35, Timber Jack gate maintenance £628.35, Burfords Key Cutting £45.75,
A mandate sheet was produced and signed accordingly. **The councillors unanimously resolved to accept the payments.**
- b. **Governance:**
 1. Implementation of the findings of the Internal Audit:
 - i. Councillors should adopt bespoke email addresses to keep WAPC communications separate.
 - ii. The statement of control has been reviewed.
 - iii. The risk management scheme has been reviewed.
 - iv. Burial records continue to be kept in a locked cabinet.
 - v. Authorised signatories are currently being updated.

2. Civility & Respect across the industry:

The pledge would require, West Alvington Parish Council to agree to treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles, and that it:

- will put in place a training programme for councillors and staff
- has signed up to the Code of Conduct for councillors
- has good governance arrangements in place including staff contracts and a Dignity at Work policy
- will seek professional help at early stages should civility and respect issues arise
- will commit to calling out bullying and harassment if and when it happens
- will continue to learn from best practice in the sector and aspire to being a role model / champion council e.g., via Local Council Award Scheme
- supports the continued lobbying for change in legislation to support the civility and respect, including sanctions for elected members where appropriate

The Council wanted to review the details of the pledge before agreeing to sign up to it, more information will be provided and the issue will be added to the next agenda.

138 2022 MEETING DATES: 6th Oct, 3rd Nov – West Alvington Village Hall.

Meeting **Ends 21.33hrs**

Items for the next agenda:

- **Traffic Calming Update – for the next meeting at which Cllr Gilbert will be in attendance.**
- **Parish Survey outcome.**
- **P3**
- **October Village Tidy Up Day**

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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, Dist. Cllr Judy Pearce, Dist. Cllr Mark Long, Tree Warden Shirley Worrall, 2 WAPC Notice Boards

APPENDIX A – Month 6:

Category	Descriptor	Date	Month No. of Report to Council	ban ked	Paid In	Paid Out
Receipt	Village Hall Electric Meter	15/08/2022	6	Y	37.00	
Payment	Village Hall Duplicate Keys Cut	09/08/2022	6	Y		45.75
Payment	Village Hall hire by WAPC	15/08/2022	6	N		70.00
Receipt	Burial Ground Fees Received	18/08/2022	6	Y	375.00	
Receipt	August Gross Interest	09/08/2022	6	Y	0.10	
Receipt	WA Hall Hire & Deposit (Key)	25/08/2022	6	Y	140.00	
Payment	Information Commissioner Renewal	26/08/2022	6	Y		35.00
Payment	August Salary	31/08/2022	6	Y		414.96
Payment	Arthur J Gallagher Annl Insurance	01/09/2022	6	Y		404.86
Payment	SHEPS July	01/09/2022	6	Y		80.00
Payment	Mathias Solns 1476/23	01/09/2022	6	Y		190.00
TOTALS YTD Financial year 2020/21					£ 13,159.71	-£ 7,062.16
RECONCILIATION CASH BOOK TO BANK						
Cash book balance b/d					FY 2021/22 month	6

FUNDS:

£ 500.00	Training
£ 400.00	Election Recharge
£ 300.00	Website & Computer Equipment
£ 200.00	Snow Warden/New Grit Bins
£ 900.00	Town Park Car Park
£ 185.13	Planter Project
£ 500.00	NDP
£ 1,700.00	WA Traffic Action
£ 2,164.40	Repairs/Maintenance
£ 500.00	Defibrillator
£ 5,792.29	General funds
13,141.82	TOTAL