

WEST ALVINGTON PARISH COUNCIL

Minutes of Parish Council Meeting

Date 5th November 2020		Venue & Time: Virtual Zoom Meeting, 7pm, Due to Coronavirus Regulations
<u>Present:</u> Cllr Leanne Carr Cllr Liz Chin Cllr Helen Rhymes Cllr John Walster	<u>In Attendance:</u> Kathy Harrod (Parish Clerk) DCC Cllr Rufus Gilbert Dist. Cllr Mark Long Dist. Cllr Judy Pearce Parishioners/Guests: 5	<u>Apologies:</u> Cllr Ryan Kilgannon Cllr Stephen Lees Cllr Andrew Pascoe Cllr Kathryn Rawlinson

REF 2020/21 MINUTES

29/20 WELCOME & APOLOGIES

30/20 ELECTION OF CHAIRMAN

It was agreed at the meeting in July 2020 that the position of Chairman would alternate at each meeting until such time as a permanent Chairman can be agreed but not later than May 2021.

Cllr Walster was proposed as Chairman for the meeting by Cllr Chin, this was seconded by Cllr Rhymes and voted through unanimously. Cllr Walster took the Chair.

31/20 DECLARATIONS OF PECUNIARY AND OTHER INTERESTS:

No Declarations of interest were received.

32/20 MINUTES OF PREVIOUS COUNCIL MEETING:

The minutes from the meetings held on 1st October 2020 were approved without alteration.

Proposed Cllr Chin, seconded Cllr Rhymes and approved unanimously.

33/20 CLERKS REPORT:

- The ICO Membership is now in place and the first annual payment of £35 was taken on 2nd November.
- The cutting of the Church trees and grass is being followed up by Cllr Long.
- We have received feedback from the Tree Warden, she is taking advice regarding the potential addition of TPOs on other identified trees in the parish.
- Town Park Car Park, no response has been received to our request for a quotation. Cllr Rhymes will follow this up.
- Unfortunately, we are still missing the minute books from the early 1970's to 2000's, despite our best efforts we have not been able to trace them. If anyone has any information regarding their whereabouts please contact the Clerk as a matter of urgency. We are still looking to borrow the archived books from Exeter but this is taking some time due to Covid-19 problems.
- The Local Outbreak Management Plan will be forwarded for comment shortly.

34/20 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).

Rosie Cotgreave:

Rosie introduced Saving Devon's Treescapes, a Lottery Funded project being led by Devon Wildlife Trust. The project is key to addressing the loss of Ash in the landscape, South Devon is a key location in the project hence attendance at this meeting. This is a two-phase project expected to span over five years. The project has come about due to ash dieback, South Devon shows the highest signs in the county – a lot of the infected trees will

WEST ALVINGTON PARISH COUNCIL

Minutes of Parish Council Meeting

be outside of woodlands (i.e. found by the side of roads or walkways). Over a 5-year period the aim is to plant an additional 250k trees. Tree nurseries are being created, schools are being encouraged to take part (possibly micro nurseries) and they are speaking with landowners re nurturing/restoring hedgerows etc. In the future there will be walks & talks (Covid-19 restrictions permitting), there is also a free tree scheme for communities with the nearest location to us for free tree collection being East Portlemouth. Full details can be found on the trust website.

If you would like to contact Rosie, please email rcotgreave@devonwildlifetrust.org

Report by Liz Green, West Alvington Parish Council's representative on the Salcombe and Kingsbridge Estuary Conservation Forum – 05 November 2020

Parishioners are requested to report any pollution of the estuary immediately to the Environment Agency's Emergency number:- 0800 807060.

Earlier this year, the Blanksmill-Rowden-Collapit mudflats were exhibiting very healthy and extensive dwarf seagrass beds; however other mudflats in the estuary were not. The dwarf seagrass beds do a tremendous job in capturing and locking in carbon.

Concern continues however over the population of feral, invasive, non-native Pacific Oysters building up on the Collapit Creek mouth mudflats, that are threatening the important dwarf seagrass meadow communities there. Volunteers do their best to cull them, however safe access to the mudflats presents a problem that the AONB department are attempting to overcome.

A battle waged during the summer with green algae growing as mats blanketing the mudflats on the upper estuarine waters. These were believed to have resulted from the release of nutrients into the environment from our homes, gardens, land and fields. Also, during the summer, the waters of Kingsbridge creeks were seen to be a very dark coffee colour. This bloom was believed to be caused by the "Prorocentrum micans" species of dinoflagellate which, fortunately, is harmless and doesn't produce nasty neurotoxins that some others can do. All parishioners are requested to consider and reduce their release of nutrients that ultimately make their way into the estuary's waters.

The next online Zoom meeting of the Estuary Forum's "Round-the-table" autumn session will be on Tuesday 24th November 2020, by invitation.

Please note, The Estuary Conservation Forum will be added as an agenda item for future meetings.

35/20 COUNTY COUNCILLORS REPORT & HIGHWAYS:

a. Broadband:

CDS (Connecting Devon & Somerset) are at present completing the tender process for installation of fibre to the premise across all six Lots spanning Devon and Somerset. The outcome will be finalised before Christmas.

Lot F which covers South Devon is one of the six lots. I hope to be able to inform you of the outcome in January and soon after, the lead in times for the installation of the infrastructure in your area.

All Lots must be completed contractually by December 2024 and for reasons of procurement confidentiality, I'm unable to supply any further detail at this stage.

Also, you may have been contacted by BT Openreach regarding a 'rural Gigabit Voucher Scheme' as an alternative provider. This would involve a BT installation target cost figure being achieved by pledging your Gigabit vouchers to BT Openreach. Once the pledged vouchers total value has reached the BT target figure and you wish to proceed, BT would aim to install the infrastructure within twelve months.

b. General:

1) Recycling centres will be staying open throughout the November lockdown.

WEST ALVINGTON PARISH COUNCIL

Minutes of Parish Council Meeting

- 2) Town Park road due to be repaired 23rd – 25th November, Cllr Gilbert will forward the notification for distribution.
 - 3) A 379 Edmeston traffic lights. Work to start on January 11th 2021
 - 4) Various Covid 19 updates will continue to be forwarded.
 - 5) A complaint had been received re the potholes at Longfield. Highways had responded to the Clerk to advise that they were on private land and would not be dealt with by Devon County Council, however, they are sited on land that Devon County Council have maintained and resurfaced in the past. Cllr Gilbert will follow up.
- c. Highways Meeting: No action in the absence of Cllr Pascoe.
- d. p

THE COUNTY OF DEVON (TEMPORARY RESTRICTION) (TOWN PARK, WEST ALVINGTON) NOTICE 2020

TEMPORARY PROHIBITION OF THROUGH TRAFFIC & PARKING

DEVON COUNTY COUNCIL hereby give **NOTICE** that:

From **MONDAY 23 NOVEMBER 2020**
for a maximum of 5 days

Until **WEDNESDAY 25 NOVEMBER 2020** (both dates inclusive)

Between the hours of **08:00** and **18:00**

No person shall cause or permit any vehicle to proceed or wait on the sections of Affected Roads.

Roads affected -
TOWN PARK, WEST ALVINGTON
THERE IS NO ALTERNATIVE ROUTE.

This temporary restriction is considered necessary to enable -
RESURFACING WORKS

For additional information contact:
ROADFORM CIVIL ENGINEERING CO LTD
Telephone: **01626 331564**

Dated: MONDAY 23 NOVEMBER 2020

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/>

36/20 DISTRICT CCOUNCILLORS REPORT:

- a. SHDC are now in charge of distributing the Track & Trace payments of £500, they also have a discretionary fund. Full details of all the available grants and funding have been put on the local social media, a copy will be forwarded to Councillors with a request to share with all their contacts in addition to it being added to the website.
There will be a small number of vulnerable people who are shielding, if anyone needs help please contact the local support network or via South Hams District Council.
- b. Leisure centres have had to close again, for those paying monthly membership fees there will be a credit given.

WEST ALVINGTON PARISH COUNCIL

Minutes of Parish Council Meeting

- c. The Planning White Paper response from SHDC has been forwarded to all Councillors.
- d. Changes to rubbish collections: There have been some teething problems in the parish with the new system. SHDC are rising to the challenge and all missed collections are being attended to. If you are not sure of your collection day/bin type please see the SHDC website for further information. If your waste is not being collected please report it ASAP via the below link.
- e. New arrangements have been made with RingGo with the excess fee now being removed – meaning that you only pay the charge as shown on the pay machines.

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...

37/20 PLANNING, ENFORCEMENT & NEIGHBOURHOOD DEVELOPMENT PLAN

a) LIST OF APPLICATIONS RECEIVED

a. **2895/20/HHO, Tacket Wood House, Extensions, conversion & new swimming pool.**

The response to this application was delayed enabling Kingsbridge Town Council time to consider the details. **WAPC Support, approved unanimously** in line with the comments made by Kingsbridge Town Council in respect of the proposed swimming pool and tree cover.

b. **3246/20/TCA, Horsemans Close, Fell & Remove Trees.**

Councillors had been provided with a copy of the letter from the South Hams Society prior the meeting as it had not been uploaded to the South Hams District Council website.

Councillors were advised that the trees in question have all been viewed by a professional. Many of the trees are showing signs of disease and would need to be felled for this reason, other trees are causing considerable damage to the walls and banks. If any of these trees were to fail they would cause significant problems to the phone lines as well as being a danger to life if they were to fall on vehicle or pedestrian. Replacement trees and hedges that are easier to maintain will be planted following the felling.

WAPC Support, approved unanimously.

c. **2434/18/ARM, Baker Estates Construction Management Plan.**

It was resolved that the Clerk would act as the temporary WAPC representative until such time as the councillors agree otherwise.

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

NEIGHBOURHOOD PLANNING:

The West Alvington working group have undertaken some excellent work on Local Green Spaces, Important Views and Heritage Assets and thanks are given for their time.

38/20 BUSINESS TO BE DISCUSSED:

- a. S106 Project & WA Village Hall Committee – In the last month, a problem with the flooring in the village hall has been discovered. The old flooring will be taken up and a temporary new floor will be laid. The Committee are now looking to obtain quotes to replace the entire building.

WEST ALVINGTON PARISH COUNCIL

Minutes of Parish Council Meeting

A kit form type of replacement building is being considered, Simon Wright is investigating the options for hall replacement and associated funding and will be reporting back to the committee in due course. A recommendation was also made to ensure that the details are shared with residents to enable them to provide feedback too.

A proposal was made for the council to support the project to replace the hall using the S106 funding on the understanding that a better relationship is built between the parish/parish council and village hall committee. **Proposed Cllr Walster, seconded Cllr Rhymes, approved unanimously.**

- b. Village Overgrowth, P3 & Upkeep Tender – a list of areas across the parish thought to require attention will be forwarded to Councillors again for their comments. Once this has been finalised a tender document will be collated and issued.

A response has been received from the P3 team, each of the parish footpaths needs to be walked and a short report prepared. This will then be submitted to the Public Right of Way team with associated documentation required for the 2020/21 P3 grant.

The responsibilities for individual paths will be allocated once there is a full contingency of Councillors.

- c. Town Park Car Park hedge maintenance & potholes: Refer to 33/20 d. This will also be included on the document as mentioned in 38/20 b.
- d. Asset Register: a full list will be provided in November. Cllr Walster & the Clerk to specify the items in the shed. Cllrs Walster & Rhymes will provide photographs/report on the individual grit bins.
- e. Sustrans Project Kingsbridge to Salcombe path. No further developments have taken place since the last meeting.
- f. West Alvington Memorial Project: The second lockdown has caused issues with the memorial project as we are unable to display the details at any location where they can readily be seen. We will continue to monitor the situation and will provide an alternative opportunity for some kind of memorial service once restrictions are relaxed. Cllr Rhymes showed the Councillors the framed print of the memorial and thanked Cllr Long for all his assistance in bringing this project to fruition.

39/20 FINANCE & GOVERNANCE – Month 8

a. **Governance:**

- a. Councillor Vacancies & Responsibilities, further to the October meeting, no expressions of interest have been received. This leaves one vacancy to fill. An updated notice will be issued.
- b. Internal Audit Contract: Alison Marshall has signed and returned the internal audit contract for year ending March 2021.
- c. Police & Crime Commissioner Advocate Scheme. This item has been deferred.
- d. Website Compliance: The compliance statement requires slight alteration due to tables within some documents not always being accessible to less abled users. Cllr Lees will finalise the security of the site.
- e. A budget/precept review will take place in December.

b. **Receipts & Payments:** Month 8

Accounts to pay – November Clerk Salary/HMRC £514.31, SHDC Play Area Inspection £252, Manisty Car Park Rent £459.38.

Proposed: Cllr Chin Seconded Cllr Rhymes Approved unanimously.

Due to COVID-19 restrictions the payments sheet will be signed at the first possible opportunity.

40/20 NEXT MEETING & CHAIRMAN

Items for the December agenda will include:

- Councillor Responsibilities including Police & Crime Commissioner Advocate Scheme
- Defibrillator Signage

WEST ALVINGTON PARISH COUNCIL

Minutes of Parish Council Meeting

- Potential trim trail project
- Covid-19 Volunteer Group expenditure
- Town Park Car Park Lease Review
- Budget Review

The next meeting will take place on 3rd December 2020, 7.00pm, Zoom

A volunteer will be requested to act as Chairman for the next meeting (to be voted in on the night)

With there being no further business, the Chairman thanked all in attendance and the meeting closed at 20.52pm

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, Cllr Mark Long, WPC Pengilly, Tree Warden Shirley Worrall, 1 WAPC Notice Board

APPENDIX A

Category	Descriptor	Date	Month No. of Report to Council	ban ked	Paid In	Paid Out	Cash Book Balance
Cash Book Balance b/f from last financial year							6,385.11
Payment	July to September HMRC Payment		8	Y		- 168.00	9,518.50
Payment	October Clerks Salary	30/10/2020	8	Y		- 249.83	9,268.67
Payment	ICO Annual Fee	02/11/2020	8	Y		- 35.00	9,233.67
Receipt	October Gross Interest	09/10/2020	8	Y	0.05		9,233.72
Receipt	Donation from School for Defibrillator	04/11/2020	8	N	100.00		9,333.72
							9,333.72
TOTALS YTD Financial year 2020/21					£ 8,803.24	-£ 5,854.63	£ 9,333.72
RECONCILIATION CASH BOOK TO BANK							£
Cash book balance b/d				FY 2020/21 month	8		£ 9,333.72
Balance at bank at end :							
	Revenue Accounts						
	Unpresented Items				receipts	8,803.24	
					payments	- 5,854.63	
						£ 2,948.61	- 0.00
							Variance
	Operating Account	£1,636.89					
	Holding Account	£7,596.83					
ACCOUNTS FOR PAYMENT							
	<u>K Harrod Salary</u>				paid by direct transfer on 31st of each month		514.31
	<u>HMRC NIC</u>				paid quarterly		inc in above
							-
	SHDC Play Area Inspection						252.00
	Manisty Car Park Rent						459.38
	Meeting Sub Total						711.38
Receipts & PAYMENTS REPORT TO COUNCIL							
MEETING DATE					05/11/2020		
	Prepared By:				K Harrod for West Alvington Parish Council		
	Date:				05/11/2020		