

WEST ALVINGTON PARISH COUNCIL

Minutes of Parish Council Annual General Meeting

Date 5th September 2019		Venue & Time: West Alvington Village Hall 7pm
<u>Present:</u> Cllr Didi Alayli Cllr Liz Chin Cllr Gillian Green Cllr Gilly Rossetti (Chairman) Cllr Geoffrey Rossetti Cllr Tony Head Cllr John Walster	<u>In Attendance:</u> Kathy Harrod (Parish Clerk) 4 Parishioners Dist. Cllr Mark Long <u>Part meeting:</u> Dist. Cllr Judy Pearce	<u>Apologies:</u> CC Cllr Rufus Gilbert Cllr Graham Johns

REF 2019/20 MINUTES

03/19 WELCOME & APOLOGIES

05/19 DECLARATIONS OF INTEREST:

Further to the July meeting the Clerk has taken advice re Declarations of Interest. At the start of each meeting, Councillors are asked if they have any declarations of interest, it is the responsibility of each individual Councillor to declare if they have an interest or not. No other Councillor may declare an interest on another Councillors behalf. When an interest is declared the Councillor in question may not take part in that section of the meeting and should leave the room.

If no declaration is made and it is subsequently found that a Councillor did have an interest, that Councillor will be reported to the Monitoring Officer with a request for the harshest penalty for their actions of non-disclosure and potentially bringing the Council into disrepute.

Councillors were then asked if they had any declarations of interest to make. No declarations were advised.

06/19 MINUTES OF PREVIOUS PARISH COUNCIL MEETING

The minutes of the 4th July Parish Council meeting were agreed without alteration.

Proposed: Cllr G Rossetti, seconded: Cllr G Green agreed unanimously

07/19 ITEMS CARRIED FORWARD FROM PREVIOUS MEETING

1. The overgrown path owned by DCC was reported (footpath opposite the pub, along past bungalows at Town Park at the first field with a chain link fence with heavy vegetation growing through). Noted the footpath by Homefields is overgrown, this will also be reported.

08/19 POLICE CONTACTS & ADVICE

We would like to remind residents that there are many ways to contact their local police and would like to signpost them towards the force website for more information. They also have a very popular Facebook page which provides useful information and advice.

Additionally you can Ask Ned (<https://www.devon-cornwall.police.uk/askned>) a site for members of the public to find out useful information to a whole host of questions. And of course, there's the usual non-emergency telephone 101 or 999 for emergencies.

SIGN UP TO DEVON & CORNWALL ALERT HERE: <https://alerts.dc.police.uk/Join>

RESEARCH LOCAL CRIME FIGURES HERE: www.police.uk

09/19 COUNTY COUNCILLORS REPORT & HIGHWAYS

1. Town Park Car Park: Town Park needs attention as does the road leading up to it. It is presumed that a tarmac bund is required to prevent the gravel washing down the road. Quotes will be obtained for a tarmac bund. Clerk to investigate further. **ACTION: KH**

WEST ALVINGTON PARISH COUNCIL

Minutes of Parish Council Annual General Meeting

2. Blocked Drains: We have been in correspondence re the drainage issues affecting Midships. During poor weather the road floods and is causing issues to property as cars are constantly spraying the water over them.
WAPC will continue to speak with Highways to ensure action is taken.
Parishioners are requested to report all highways defects via the below link.
3. Road Reclassification & New Signage: A date has not been provided re the road reclassification, either WAPC or WATAG hope to meet with Adam Keay to discuss further.
4. WATAG: WATAG have not received any feedback re the report they produced and gave to Highways.

PLEASE report all highways issues ONLINE at:
<https://new.devon.gov.uk/roadsandtransport/report-a-problem/>
If you do not have internet access, please contact the Clerk on 07704 941150

10/19 DISTRICT COUNCILLORS REPORT

1. S106 update – Cllr Long advised that Alexis Huggins has been following up on the S106 and is talking with the developer about allocation of the monies, specifically with reference to works to the hall. Three quotes would be required. Quotes re fencing the play area and sorting out the footpath have been obtained (although some time ago), these need to be firmed up on. The original allocation of funds was largely to the privately-owned cricket club.
Firm quotes are required ASAP. Cllr Johns has been asked to draw up a schedule of required works to the hall, Cllr Head expressed that he would also like involvement with this. A working group of Councillors Alayli, Chin, Green and Walster will look at the external hall area and play area, obtaining quotes where appropriate, Cllr Chin to lead on this. Full council will then have to approve how to proceed.
2. Proposed Premier Inn Development - A questionnaire will be available on the town council website and via hard copy from the council. Full consultation will take place, the details of which are not currently available. KTC will then collate the responses and provide this information back to SHDC. Noted, the formula from the hotel leaseholder guarantees full occupancy for a set period, this would enable SHDC to repay their loan at a faster rate. No decision to proceed will be made until after the consultation.
3. Planning Training will take place at Malborough Village Hall on 15th & 29th October, appx 7pm – 9.30pm, Councillors will be invited to attend one of the two sessions, invitations will be forwarded in due course.
4. SHDC are now receiving daily Brexit briefings, the main concern for SHDC is to enable a continuity business plan to ensure that nothing shuts down.
5. Salcombe & South Milton Neighbourhood Plan Referendums took place on 25th July, both plans will be made at the Executive meeting in October.
6. A new homelessness strategy for rough sleepers was passed at the Scrutiny Meeting with a recommendation to the Executive to adopt it.
7. Two senior leadership posts are currently being appointed, the results of which will be announced soon.
8. A consultation re Polling Stations has been launched. West Alvington are not affected.

11/19 PLANNING, ENFORCEMENT & NEIGHBOURHOD DEVELOPMENT PLAN

a) LIST OF APPLICATIONS RECEIVED

- 1) 2063/19/CLE Mr Patrick, Lawful Development Certificate, Barn at Sandy Park. SHDC REFUSAL.
Councillors discussed the application and a strong objection will be sent to SHDC.

WEST ALVINGTON PARISH COUNCIL

Minutes of Parish Council Annual General Meeting

b) APPLICATIONS AWAITING SHDC DECISIONS (Determination Dates shown)

In an AONB the planning authority can refuse to accept an outline planning application within 30 days of its receipt and can insist on a full application being sent in. WAPC will always insist on a full application being submitted.

NOTE: All planning responses from WAPC will incorporate a request for:

- Sight of a letter from South West Water confirming that any increased sewage load will not adversely affect the existing sewage works in respect of new build properties and extensions incorporating bathrooms/kitchens.
- Damage caused to any infrastructure to be made good to a comparable standard.

c) SHDC DECISIONS –

- 1) 1589/19/HHO Mr G Johns, The Old Coach House (24/7) CONDITIONAL APPROVAL
- 2) 1655/19/OPA Mr & Mrs Horton, Outline Planning Permission (17/7) CONDITIONAL APPROVAL
- 3) 0042/19/FUL Mr & Mrs Thomas, Gerston Point (13/3). REFUSAL
- 4) 1603/19/FUL Langworthys Barn. REFUSAL

d) 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 will be reported to Enforcement.

e) NEIGHBOURHOOD PLANNING: No update.

12/19 BUSINESS TO BE DISCUSSED

1. Kingsbridge to Salcombe Feasibility Study: A 30-page report re the feasibility to link Kingsbridge & Salcombe via a cycle/walkway has been distributed to councillors for their comments.
Councillors felt that it was positive to see fresh ideas and, if it came to fruition, it would be lovely to have part of the route along the estuary. The theory of the study is all very well, however, the proposals made by Sustrans are impractical. Closure of roads would cause long detours. If the proposal is to be given further consideration there would have to be significant engagement with local landowners, businesses and the community.
2. School Pallet Request – Lisa and Katy (head of Academy) attended the meeting. Bryony from the school has requested that they be permitted to set up habitats for insects and bugs for the children to observe. Wooden pallets have been obtained for a base. They will be placed around the school and field to help the children to learn about insects and animals and contribute to the eco-system in our local community. With councillors permission they can add pallets at locations of their choosing on the field providing signage is displayed. Proposed: Cllr Chin Seconded: Cllr Alayli
3. Play Area Works – Sovereign Play have been delaying attending to this, however, following a strongly worded email they have now confirmed that an inspector is visiting the site and will provide a date by which works will be completed.
4. Defibrillator – we await final confirmation of quotes. Once obtained these will be forwarded to councillors for review and approval, this will then be ratified at the October meeting. Once in place an article will be provided to the local paper including our thanks to the local school for their fundraising efforts.
5. Noticeboards – the parish noticeboard is currently undergoing renovation. An aluminium board has been donated to the parish; this could offer a temporary solution. Simon Harrow has also donated a noticeboard and it was given to Joan Johns to arrange for the village noticeboard to be replaced – it was suggested that WAPC use this until the original board is back in place.

WEST ALVINGTON PARISH COUNCIL

Minutes of Parish Council Annual General Meeting

6. A dog owner (with three dogs) has been seen allowing the dogs to defecate on the school field. The details of this person will be reported to the Dog Warden. Notices will be added to show No Dogs!

13/19 CORRESPONDENCE & PARISHIONERS OPEN FORUM (Maximum 15 minutes)

1. Wills Week – 23-27th September, all practices taking part are listed on the charity's website southhamscab.org.uk, law practices across the South Hams waive their fees for will writing in return to a donation to Citizens Advice (suggested £100 for individual or £150 for joint). Appointments are vital so book ahead!
2. Road Closure 16th – 20th September, Oldaway – Woolston re Highways drainage
3. Action to prevent closure of Kingston Fire Service: We have been requested to support Kingston Fire Service via the completion of a questionnaire (details have been forwarded to Councillors for their completion if they see fit). WAPC will support the fire station by completing the questionnaire with a request that it remain fully operative. Proposed Cllr Chin, Seconded Cllr Head
4. There is a potential issue with the local pub receiving complaints from a parishioner. **ACTION: Clerk/Cllr Long to investigate.**
5. The parish is looking particularly scruffy with weed growth/overgrown hedges etc. The roads need to be made safe by reducing the higher hedge growth. The wall needs to have the weeds sprayed, plus some works to the wall to make safe. Wood lane (footpath 2) requires attention. Councillors also identified other areas that need works undertaking
SHDC grounds maintenance (who spray in Salcombe for STC) will be approached for a quote. A spray around Salcombe costs in the region of £900. This is usually undertaken twice annually but it was considered that once may be sufficient for WAPC if a work party is arranged. **ACTION: Clerk to speak with SHDC grounds maintenance.**
6. The old school playground is also in a particularly poor state. A letter will be sent to the diocese to request that attention is given to this as a matter of urgency. **ACTION: Clerk**
7. There is no notice on the other side of the village about the school, would this be beneficial to slow drivers down. **ACTION: Clerk to raise with Adam Keay**

04/19 FINANCE & GOVERNANCE –

a. Governance –

1. PAYE – an account has been set up; we await an activation code (ordered twice now)
2. Internal Audit – Alison Marshall has confirmed that she will undertake the WAPC internal audit for the 2019/20 period. Because she can undertake three audits with the Clerk, she has agreed a reduction in her expense costs and will charge the audit fee only.
3. Lloyds Bank Update: The bank access is still in the process of being updated, the Clerk has access to the two main accounts and with secondary authority can arrange payments online. Access is being arranged for the Parish Plan account. Proposed that this account is transferred into the Holding Account as monies in this account are allocated for expenditure. Proposed: Cllr Walster Seconded: Cllr G Rossetti
4. New Technology: Thanks to grants from Cllr Pearce, Cllr Long and Cllr Gilbert we are now in the process of updating the WAPC technology. A new laptop has been purchased for use by the Chairman, further purchases to be made in due course as previously agreed.
5. Website Upgrade: Cllr Rossetti is in the process of upgrading the website and we hope to have the new one online soon.
6. Council Tax Support Grant – we have been advised that the Council Tax Support Grant is due to be phased out and will be reduced from £174 to £87 next year and withdrawn in 2021/22.

WEST ALVINGTON PARISH COUNCIL

Minutes of Parish Council Annual General Meeting

b. **Receipts & Payments** – Month 6 SEE **APPENDIX A** Please note that the £499.68 from the Parish Plan account has not been incorporated within the finances as the Clerk does not yet have access to that account and therefore cannot confirm the exact balance. The balance shown in respect of this account has been taken from previous minutes.

Accounts to pay – Clerk Salary, as the PAYE has not yet been set up, interim payments are being made on 1st of the month. Actionwest for supply of laptop £430. Proposed Cllr G Rossetti Seconded Cllr J Walster

14/19 NEXT MEETING

Next Meeting **3rd October, 7th November & 5th December Venue: West Alvington Village Hall, 7.00pm**

With there being no further business, the Chairman thanked all in attendance and the meeting closed at 8.48pm

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, 1 WAPC Notice Board

WEST ALVINGTON PARISH COUNCIL
Minutes of Parish Council Annual General Meeting

APPENDIX A

Category	Descriptor	Date	Month No. of Report to Council	Paid In	Paid Out	Cash Book Balance
Cash Book Balance b/f from last financial year						6,611.94
Receipt	SHDC Precept 1st Tranche	09/04/2019	6	3,045.50		9,657.44
Receipt	April Gross Interest	09/04/2019	6	0.03		9,657.47
Receipt	May Gross Interest	09/05/2019	6	0.04		9,657.51
Receipt	June Gross Interest	10/06/2019	6	0.04		9,657.55
Payment	July Gross Interest	09/07/2019	6	0.03		9,657.58
Payment	Community First Trading Insurance Policy	31/07/2019	6		- 285.16	9,372.42
Payment	Clerk Interim Payment	01/08/2019	6		- 300.00	9,072.42
Payment	Mrs G Rossetti Stationery	07/08/2019	6		- 70.66	9,001.76
Receipt	SHDC Cllr Pearce Technology Payment	16/08/2019	6	200.00		9,201.76
Receipt	SHDC Cllr Long Technology Payment	30/08/2019	6	200.00		9,401.76
Receipt	DCC Cllr Gilbert Technology Payment	02/09/2019	6	250.00		9,651.76
Payment	Clerk Interim Payment	02/09/2019	6		- 300.00	9,351.76
Receipt	August Gross Interest	09/08/2019	6	0.06		9,351.82
						9,351.82
						9,351.82
TOTALS YTD Financial year 2019/20				£ 3,695.70	-£ 955.82	£ 9,351.82
RECONCILIATION CASH BOOK TO BANK						£
Cash book balance b/d			FY 2019/20 month		6	£ 9,351.82
Balance at bank at end :					02-Sep-19	
	Revenue Accounts					
	Unpresented Items			receipts		3,695.70
				payments		- 955.82
						£ 2,739.88
						- 0.00
	Parish Plan Account	£499.68				Variance
	Operating Account	£2,494				
	Holding Account	£6,857.52				
	Outstanding Payments:					
	J Johns final salary	£635.00				
	C Lee Handyman	£205.00				
	SHDC PAYE Fee	£120.00				
	Clerk Salary	£218.00				
		£1,178.00				