

WEST ALVINGTON PARISH COUNCIL

Minutes of Parish Council Meeting

Date 2nd March 2021		Venue & Time: Virtual Zoom Meeting, 7pm, Due to Coronavirus Regulations
<u>Present:</u> Cllr Liz Chin (in the Chair) Cllr Stephen Lees Cllr Kathryn Rawlinson Cllr Helen Rhymes	<u>In Attendance:</u> Kathy Harrod (Parish Clerk) DCC Cllr Rufus Gilbert Dist. Cllr Mark Long Dist. Cllr Judy Pearce Parishioners/Guests: 4	<u>Apologies:</u> Cllr Leanne Carr Cllr Ryan Kilgannon Cllr Andrew Pascoe Cllr John Walster

REF 2020/21 MINUTES

76/20 WELCOME & APOLOGIES

77/20 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 Chin was proposed as Chairman for the meeting by Cllr Lees, this was seconded by Cllr Rawlinson and voted through unanimously. Cllr Chin took the Chair.

78/20 DECLARATIONS OF PECUNIARY AND OTHER INTERESTS:

No Declarations of Interest were received.

79/20 MINUTES OF PREVIOUS COUNCIL MEETING:

The minutes from the meeting held on 4th February 2021 were approved without alteration.

Proposed Cllr Rawlinson, seconded Cllr Lees and approved unanimously.

80/20 CLERKS REPORT:

- Longfields Potholes: The potholes will be repaired once the weather improves.
- Cllrs Pascoe & Walster have obtained the materials for the Easton Hill bench, repairs will be finalised shortly.
- Works around the parish: Parishioners will have noticed various upkeep works taking place in the parish, this includes clearing Town Park Car Park, tidying the Lower Street ancient wall, spraying and weeding along the main road, works to the churchyard, clearing and cutting the path at Wood Lane. The road sweeper has also been out and about in the parish! Many thanks to South Hams District Council, the Parish Councillors and everyone who has very kindly volunteered their time and been involved with the improvements.
- Livewest Response: We now have a map of the areas owned by Livewest. They have also arranged to view the leak on 16th March and should then add it to their works schedule for repair.
- The Town Park Double Yellow lines have now been extended as per the original lines.
- Wood Lane Signage: A letter/email has been sent to all residents confirming that WAPC support the erection of appropriate signage.
- Village Hall Coffee Mornings: An email has been received from a member of the Village Hall Committee confirming that when the coffee mornings are allowed to recommence they will be managed and financed by the Committee.
- Temporary Traffic Order Information: Upton Cross to Hedgeswell Cross will be closed for between one and three days between 1st March to 31st October for surface dressing and associated works. Further information will be issued once received.
- Tree Works: Permission has been given to Birch Utility Services to prune trees growing within the school grounds to make them safe and clear of the powerlines on behalf of Western Power Distribution.
- Signage to replace the vandalised footpath signs is due to be delivered this week.

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81/20 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):

- Defibrillator signage in the noticeboard has been sun bleached and needs attention. Additional signage still needs to be displayed. This will be dealt with this month.
- S106 monies will lapse this year if they are not allocated. It is essential to ensure that the parish does not lose these funds.

The amounts allocated are £43,527 towards improvements to Sport and Recreation facilities at Kingsbridge Cricket Club at The Butts and/or West Alvington Village Hall. There is also a further £26,678 towards footway improvements to the play area and playing field at Townsend Lane and/or improvements to the play area and playing field itself.

The Parish Council will continue to work with the Village Hall Committee where possible to ensure that these funds are not lost. An Open Space Sport and Recreation Plan document is being created, this will detail projects that are suitable for S106 funding and will help to ensure that the monies are used to benefit the parish.

82/20 COUNTY COUNCILLORS REPORT & HIGHWAYS:

1. Climate change: DCC is a founding and principal partner of the Devon Climate Emergency (DCE) initiative and has signed the Devon Climate Declaration which commits to working collaboratively with partners, which is now starting to be done via a consultation draft interim Devon Carbon Plan.
2. £1.3M extra has been allocated for 21/22 budget with £600,000 for potholes and drainage plus £100,000 for work on maintenance of street furniture and a further £600,000 to top up the £1.5 M given to District Councils emergency fund last summer.
3. So far this fiscal year, we have used 50% more salt on the highways network totalling 15,000 tons.
4. Devon Highways budget is £28M which is about £100,000 per day to maintain the 12,966km of roads.
5. DCC has 65 farms totalling 9,555 acres
6. Various Covid and other information continues to be forwarded.
7. As previously mentioned, Cllr Gilbert will help with our VAS sign requirements.
8. The Clerk will write to Highways to request dates of the next gully clean.
9. Cllr Rawlinson will report various highways issues.
10. The recently resurfaced area that is failing at the base of Town Park will be dealt with under guarantee.

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/>

Cllr Gilbert Left the Meeting.

83/20 DISTRICT CCOUNCILLORS REPORT:

- a. The SHDC budget (which is balanced) has been passed with an increase of £5 per annum. This includes the hiring of four new seasonal Locality Officers who, between them, will be working seven days a week between 6am – 8pm. They will help reduce issues with bins, litter, dogs, public toilets etc. They can take enforcement action via the issuing of fines if necessary. They will be able to be clearly identified and will also have body cameras.
- b. All breaches of visitors/second homeowners should be reported to the local police. Noted that there are checks being undertaken at beach car parks as well as stops on the roads, particularly over weekends.

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Holiday accommodation including second homes is not due to open up until 12th April. If businesses are not operating within the guidelines this should be reported to SHDC.

- c. Elections will proceed in May. If you do not want to vote in person please request a postal vote via the SHDC website. In respect of elections no door to door canvassing or leaflet drops are allowed.
SHDC are looking to hire more people to help with manning poll booths, full information is available on the website. Following the election, SHDC will be working on a skeleton staff with other staff all working on vote counts and associated work.
- d. There is a new Team Devon initiative called Explore from Your Door – encouraging people to walk and not use their car.
- e. The new grant system will advise past applicants which grants they can now apply for. Regulations have also changed on certain grants to make them easier to obtain. Since 5th Nov over £2m has been paid out in grants with more grants being processed daily. Business owners are encouraged to revisit the site. If a previous applicant (from November onwards) logs on and inputs their unique reference number the system will advise which grants they are now eligible for. All applications must be made by end March with payments being made by end April.
- f. The new recycling service is now being rolled out and vehicles have started to be seen around the parishes. A letter has been issued providing full information about the new system. New boxes will be provided one week prior to the service commencing with full instructions as to what can be recycled. District Council operatives are in the process of identifying those narrow streets where it may not be possible to put out the boxes and will work with parishes to ensure suitable solutions are found.

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...

Cllr Pearce Left the Meeting

84/20 PLANNING, ENFORCEMENT & NEIGHBOURHOOD DEVELOPMENT PLAN

a) LIST OF APPLICATIONS RECEIVED

- 0387/21/CLE, Gerston Point, Lawful Development Certificate: **WAPC Unanimously Object.**
- 0401/21/VAR, Bachedona, Variation of Condition 2: **WAPC Unanimously Support.**
- 0412/21/TPO, Porch House, Ash deadwood removal: **WAPC Unanimously Support.**

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:

Prior to the meeting an update regarding the NDP had been provided to all Councillors.

The following is now required:

- 1) Councillors need to read and either approve or provide comments on V11 of the plan.
- 2) Councillors need to approve or provide comments on the final proposal for the parish description.
- 3) Councillors need to approve/object or make suggested amendments to a proposed policy in respect of the conversion of redundant agricultural buildings.
- 4) Confirmation to the NDP team that Councillors would like to see a caveat included in respect of a Principal Residents clause. To the effect of: When it can be evidenced that 21% or more properties in

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the parish are second homes/holiday homes or not permanently resided in, the following Principal Residents Clause will become operative:

- a) *New open market housing, excluding replacement dwellings, will only be supported where there is a restriction to ensure its occupancy as a principal residence guaranteed through a planning condition or legal agreement.*
 - b) *New unrestricted second homes will not be supported at any time.*
 - c) *A principal residence is defined as one occupied as the residents' sole or main residence, where the residents spend the majority of their time when not working away from home, and the condition or obligation on new open market homes will require that they be occupied only as the principal residence of those persons entitled to occupy them.*
 - d) *Occupiers of homes with a Principal Residence condition will be required to keep proof that they are meeting the obligation or condition and will be obliged to provide this proof if and when SHDC requests this information. Proof of Principal Residence includes but is not limited to residents being registered on the local electoral register and being registered for and attending local services including healthcare, and schools.*
- 5) An Open Space, Sports and Recreation Plan is required, the clerk will provide this.
- 6) A proposal was made to subscribe to Parish Online at £54 plus VAT.
Proposed Cllr Lees, seconded Cllr Chin, approved unanimously.
- 7) Landowners and Owners of Local Green Spaces and Local Heritage Assets must be contacted with proof of contact and response to be provided to the NDP Group as part of their evidence base.

85/20 BUSINESS TO BE DISCUSSED:

- a. A proposal was made to purchase a Vehicle Activated Sign. This item was deferred to the April meeting.
- b. A short discussion took place re Operation London Bridge, it was agreed that the Clerk would contact Kingsbridge Town Council to ascertain if West Alvington parishioners could be included in the Kingsbridge arrangements.
- c. Town Park Car Park Review: This item was deferred to the April meeting.
- d. Proposal to review the clerks hours.
A proposal was made to approve 104 additional flexible hours for the 2021/22 financial year, after which the flexible hours would reduce to a maximum of 52 hours per annum for subsequent years. This allows the Clerk to work, if required, an average of 7 hours per week for 2021/22 and an average of 6 hours per week thereafter. If additional hours in excess of this are needed they would have to be approved by the Councillors. Furthermore to focus the time more efficiently, the proposal includes that the August and December meetings would only be held for the purposes of determining responses for planning applications. It was confirmed that the budget is sufficient to cover this proposal.
Proposed Cllr Rhymes, seconded Cllr Chinn, approved unanimously.
- e. Village Hall Update: No VHC Committee Present.
- f. Village Upkeep Tender: Prior to the meeting the two draft tenders had been sent to all Councillors for review. Following a brief discussion it was agreed to issue these tenders with a view to awarding the contracts at the next meeting to be held on 1st April.

86/20 FINANCE & GOVERNANCE – Month 12

- a. **Receipts & Payments:** Month 12, see **APPENDIX A** for details
Accounts to pay – Clerk Salary & HMRC £456.63
Proposed: Cllr Lees seconded Cllr Chin approved unanimously.

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

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b. Governance:

- 1) Councillor Vacancies, further to the February meeting, no expressions of interest have been received. This leaves one vacancy to fill.
- 2) Councillor Training: Short webinars are available for the following topics:
Roles & Responsibilities, Powers, Duties & Precepts, Local Council Meetings
Councillors are to confirm if they would like to attend any of the sessions.

87/20 NEXT MEETING & CHAIRMAN

Meeting Ends **20.45hrs**

The next meeting will take place on **1st April 2021, 7.00pm, Zoom.**

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, 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	Seton Defibrillator Signage	10/02/2021	12	Y	-	91.31	5,776.67
Payment	Glasdon Grit Bins	10/02/2021	12	Y	-	355.66	5,421.01
Payment	February Clerks Salary	28/02/2021	12	Y	-	250.03	5,170.98
Receipt	February Gross Interest	09/02/2021	12	Y	0.06		5,171.04
TOTALS YTD Financial year 2020/21					£ 9,793.49	-£ 11,007.56	£ 5,171.04
RECONCILIATION CASH BOOK TO BANK							£
Cash book balance b/d					FY 2020/21 month	12	£ 5,171.04
Balance at bank at end :							
	Revenue Accounts				receipts	9,793.49	
	Unpresented Items				payments	- 11,007.56	
						-£ 1,214.07	-
							Variance