

SOUTH MILTON PARISH COUNCIL

Minutes of Parish Council Meeting;

Date: 3 rd May 2021		Venue & Time: Virtual Meeting, 18.00hrs
Present: Cllr Anne Berryman Cllr Paul Booker (in the Chair) Cllr Marion Brice Cllr Graham Collyer Cllr Graham Jinks Cllr Tim Lewis Cllr Nick Townsend	In Attendance: Katharine Harrod – Clerk & Minute taker Dist. Cllr Mark Long Dist. Cllr Judy Pearce Parishioners/Guests Present: 5	Apologies: County Cllr Rufus Gilbert

REF 2021/22 MINUTES

68 WELCOME & APOLOGIES

69 ELECTION OF CHAIRMAN

This being the AGM of the Parish Council, District Cllr Mark Long taking the Chair whilst the 2021/22 Chair of the Parish Council was elected. Cllr Booker was proposed as Chairman by Cllr Brice, seconded by Cllr Berryman and voted through unanimously. Cllr Booker took the Chair

70 ELECTION OF VICE CHAIRMAN

The Chair then called for nominations for Vice Chairman. Cllr Booker proposed Cllr Townsend; this was seconded by Cllr Brice and again approved by all.

71 ACCEPTANCE OF OFFICE & ADHERENCE TO THE CODE OF CONDUCT

Cllr Booker signed his acceptance of Office as Chair of the Parish Council for the 2021/22 year. All Councillors again undertook to abide by South Milton Parish Councils' Code of Conduct.

72 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 Collyer, seconded by Cllr Jinks and voted unanimously. This gave the mandate solely to Mrs Katharine Harrod. The Chairman outlined the following roles/liasons/leads on outside bodies and asked whether those concerned were content to continue. Proposed by Cllr Lewis and seconded by Cllr Collyer

- Police & N/Watch Liaison - Cllr Lewis
- Feoffees - Cllr Brice
- Tree Warden - Riccardo Carrelli
- Footpaths - Allocated between the Councillors
- Emergency Planning Officer- Clerk
- Flood Planning Officer - Cllr Townsend
- Village Hall - Cllr Berryman
- Neighbourhood Plan - Cllr Townsend
- Snow Wardens - Cllr Lewis
- Burial Ground - Cllr Brice
- GDPR Officer - Clerk
- Defibrillator Reports - Kate Ladd

73 DECLARATIONS OF INTEREST: Declarations of interest were made by Cllr Brice in respect of planning application 1263/21/FUL and Cllr Jinks in respect of planning application 1099/21/FUL, the Councillors withdrew from these discussions.

74 MINUTES OF PREVIOUS PARISH COUNCIL MEETING:

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The minutes of the Parish Council meetings of 22nd March were agreed without alteration and will be signed at the next available opportunity.

Proposed: Cllr Townsend Seconded: Cllr Berryman and agreed unanimously

75 CLERKS REPORT:

- a. Beach toilet refurbishment: The toilets have recently been refurbished, the property Maintenance team hit a snag in that the ceiling joists had wood worm and due to this the existing ceiling was in a poor state. However, the toilets were opened for the Bank Holiday weekend, the property maintenance team will be back this week to finish the work. The toilets now have the white easy clean panelling as the other toilets in the area, with all new whiteware plus a trough urinal. The doors have received a coat of paint and an external redecoration was also undertaken.
 - b. Improved dog bin signage: Following a parishioner request for improved signage, SHDC have confirmed that the Localities team have been tasked to make the improvements as required.
 - c. Lane End Hedge: We are in touch with the landowner re cutting back the hedge to increase visibility. A request will be made for a date of a cut of the opposite side of the road to Cllr Gilbert.
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76 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):

- a. A query was raised re the continued closure of Whitestrand Car Park. Cllr Pearce advised that the car park would be closed for the season as per last year following advice received from the Secretary of State.
 - b. A number of the properties did not have their recycling containers collected last week. Cllr Pearce advised it's important to report online the following day. Cllr Long has taken this up with the relevant teams.
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77 COUNTY COUNCILLORS REPORT: May/Year End

- a. The past year has been dominated by Covid-19 for DCC as it has for all of us. I have sent various weekly reports updating you on the situation which I hope you have found helpful.
- b. A 379 traffic lights and road works are ongoing, but hopefully all work will be completed soon. Edmeston looks to be near completion.
- c. Lane End drainage. Hopefully this has now been resolved. Next winter will tell.
- d. 2021/22 will prove financially challenging for DCC post covid with an emphasis on helping the economy get back on track.
- e. Post lockdown for coastal communities will create stresses this summer for local residents, with a quite probable larger than normal influx of visitors. DCC will do all it can to help, alongside SHDC.
- f. Shute Lane potholes.....some improvements been made.
- g. The bomb. All credit to Tim Lewis for his herculean efforts of which I have tried to contribute.
- h. Yellow Lines Link Court.....I'm hoping the mud and debris has now been cleared.

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

78 DISTRICT COUNCILLORS REPORT:

- a. Supersaver recycling service: there have been problems with the introduction of this service. Either containers have been delivered and the access is too narrow for the current operating vehicles or containers have not been delivered to some areas which should have them. It seems that from this weekend, at least one narrow vehicle is now on the road, so we hope the boxes left out will be collected soon, but this may not be until the next official collection day. If this still doesn't happen,

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then the failure to collect MUST be reported in online the NEXT DAY. Please ask anyone with a missed collection of containers or bags to copy Mark Long or me in so we can follow it up.

- b. Business Grants: Notification has been received from BEIS (the Government department responsible for the Business Grants) that they are extending the deadline for all the LRSG (Local Restriction Support Grant) and CBLP (Closed Business Lockdown Payment) schemes from today until Friday 14 May, but applications need to be in by 7 May. The Business Grants team are also working on the Restart Grants and will be working over the Bank Holiday weekend to get as many of these through as possible (the relevant fraud checks need to be made before payment).

The first payment run is scheduled to be on Tuesday 4 May. As of today, we have 1,086 applications for South Hams, with 87 already authorised for payment.

- c. Motorhome parking: a three-week consultation online has opened re the proposal to allow motorhomes to stay overnight on some council car parks, maximum two consecutive nights, camping cars and motorhomes must have full on-board facilities. This is a pilot for this summer to see if by regulating the situation we can avoid some of the anti-social behaviour experienced last summer. Cornwall and East Devon have been operating schemes for some time. Full details on the SHDC website, type motorhome consultation in the search box.
- d. Locality officers are working seven days a week covering 12-13 hours a day and there are extra crews emptying litter bins and generally trying to keep the street scene clean. Please report any problems to a locality officer if you see one or let Cllrs Pearce or Long know.
- e. Remote meetings: it is disappointing that the High Court determined legislation would be required for these to continue. Hopefully parish have now found a way to get round the problems until things open up at the end of June. We are still trying to find a satisfactory solution at South Hams but will have to hold at least our Annual Council in Tavistock where their council chamber is big enough for social distancing and has an outside air supply – neither of which obtain at Follaton House. Other meetings are still under review.
- f. Leisure Centres: Indoor groups and classes will recommence on 17 May. Learn to swim classes are now being held again – really important for children in a coastal area.
- g. Parish funding: South Hams has made £100k available for parishes as an ‘opening up’ offer, particularly for tourist areas. More details will be available very soon.

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...

79 PLANNING:

- a. **Applications** received by the Parish Council and under discussion and consideration for the last period. Any recommendation by the Parish Council to the Planning Department is noted after the application details. Those without comment remain under discussion.

NOTE: When providing a response to applications, the South Milton Neighbourhood Plan will be referenced.

- 1099/21/FUL, New Dwelling adjacent to Manor Cottage – **SMPC Support**
- 0839/21/LBC & 0838/21/HHO, Trutes Court, garage conversion to accommodation – **SMPC Support**
- 1263/21/FUL, Wakeham Farm, retrospective application and addition of two underground LPG tanks – **SMPC Support**

- b. **Enforcement issues:** Continue to be dealt with.

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Please will all parishioners 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

80 BUSINESS TO BE DISCUSSED:

a) Wakeham Update: **Refer Appendix B for proposed site plan.**

Councillors discussed the latest information provided by the developers on refurbishment of the existing properties and proposals for development of the rest of the site. It was noted that these discussions took place without prejudice and the development proposals will be considered in full when the planning application for development of the remainder of the site is submitted.

There is no definitive settlement boundary included in the Neighbourhood Plan. Councillors considered the site to be infill, it is surrounded on three sides by existing village properties and the logical conclusion is that this land is within the boundary.

Seven existing properties are being refurbished, this equates to three x two-bedroom properties, one x three-bedroom property, two x four-bedroom properties plus the old farmhouse which is four or five bedrooms depending on how it is configured.

Following completion, properties would be put on the open market via a local agent this is anticipated in the autumn.

The remainder of the site will comprise of four x four-bedroom properties with generous gardens. Noted: There were potential concerns about screening between Trutes Court and adjacent properties and these should be sorted out between neighbours. There is a potential issue with one of the properties location in relation to the boundary. The land around the properties would be landscaped and maintained. The developer is speaking with neighbouring properties about their preferences for the treatment of the existing boundaries and location of the buildings. A request for the landscaping strategy to be presented as part of the planning application was made to the developer, Richard Keen confirmed that this should not be an issue.

In summary, there will be seven properties coming to market with a further four in due course making a total of eleven. This is a lot for the village to absorb, however, it was considered that there was a good mix of properties. The new properties will not be subject to a principal residence clause and although there is no control over who purchases the properties it was hoped that long term these would be occupied full time and not as holiday/second homes.

81 FINANCE & GOVERNANCE:

a. The accounts month 2 - **Appendix A.** A mandate sheet and transaction record will be signed in respect of the payments at the earliest opportunity:

Accounts to pay – Clerks Salary including HMRC £245.30, SLCC £27.75, DALC Subscription £89.22, names.co.uk website domain renewal £15.99, Jeremy Bell Cemetery Maintenance £72, Alison Marshall Internal Audit £100, SHDC Payroll Services £120.

The payments were proposed by Cllr Townsend, seconded by Cllr Booker and approved unanimously.

b. **Governance:**

- i. Next Meeting Date & Delegated Authority: A proposal was made for the date of the next meeting to take place on 28th June 7.00pm. In the meantime, the Clerk is to be given delegated authority to make payments and respond to planning applications after receiving approval from the Chairman and Vice Chairman.

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Proposed: Cllr Lewis Seconded: Cllr Jinks, approved unanimously.

- ii. 2020/21 Audits: The Internal Audit report has now been received and forwarded to all Councillors. It will be uploaded to the website shortly. A proposal was made to renew the services of Alison Marshall for the 2021/22 Internal Audit.

Proposed: Cllr Booker Seconded: Cllr Lewis, approved unanimously.

- iii. Annual Governance & Accountability AGAR Part 2 – Certificate of Exemption. With gross income not exceeding £25,000 in the year of account ended 31 March 2021, South Milton Parish Council certified themselves exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. This approved unanimously.
- iv. Annual Governance & Accountability, Section 1 – Annual Governance Statement 2020/21 was reviewed, completed, and approved unanimously.
- v. Annual Governance & Accountability. Section 2 – Accounting Statements 2020/21 was reviewed and approved unanimously as being a true record of the 2020/21 accounts.
- vi. Review of Policies: Prior to the meeting the Councillors were asked to review the following policies –
- Code of Conduct
 - Financial Regulations
 - Standing Orders
 - Internal Controls
 - Risk Management

A proposal was made to accept the policies and review again in May 2022.

81b, items iii, iv, v & vi Proposed: Cllr Townsend Seconded: Cllr Berryman, approved unanimously.

- vii. Online Banking: The form has now been completed and requires signatures to finalise.
- viii. Cllr Berryman will organise hall keys for the Clerk.

MEETING ENDS 19.20 Hrs

DATES FOR THE DIARY: 28th June 2021, [South Milton Village Hall \(Covid Restrictions Allowing\), 19.30 hrs.](#)

Signed as a true record: _____

Print Name & Date: _____

Agenda Items and Updates; where possible please could these be submitted to Mrs Katharine Harrod by the 3rd Monday 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 Mrs Katharine Harrod for distribution) together with their apologies.

Distribution List

Cllrs Berryman, Booker, Brice, Collyer, Jinks, Lewis, Townsend

For Information: e-circulation to: County Cllr R Gilbert, Dist. Cllr Mark Long, Dist. Cllr Judy Pearce, South Milton Parish Council Notice Board, National Trust, Riccardo Carrelli, Jenny Brown.

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APPENDIX A: South Milton Parish Council Finance: Month 13 & Months 1&2

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							16,224.65
Payment	March Clerks Salary	22/03/2021	13	NO		- 196.10	16,324.26
Payment	March HMRC	22/03/2021	13	NO		- 49.20	16,275.06
Receipt	Gross Interest to 4/3	05/03/2021	13	Y	0.24		16,275.30
TOTALS YTD Financial year 2020/21					£ 5,083.63	-£ 5,032.98	£ 16,275.30
RECONCILIATION CASH BOOK TO BANK							£
Cash book balance b/d					FY 2020/21 month	13	£ 16,275.30
Balance at bank at end :							
Revenue Accounts							
Unpresented Items					receipts	5,083.63	
					payments	- 5,032.98	
						£ 50.65	- 0.00
							Variance
ACCOUNTS FOR PAYMENT							
					paid on 31st of each month		0.00
					paid quarterly		0.00
Meeting Sub Total							-
Receipts & PAYMENTS REPORT TO COUNCIL							
MEETING DATE					03/05/2021		
Prepared By:					K Harrod for South Milton Parish Council		
Date:					12/04/2021		

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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							16,275.30
Receipts	First Tranche Precept		2		2,278.50		18,553.80
Payment	April Clerks Salary	29/04/2021	2		-	196.30	18,357.50
Payment	April HMRC	29/04/2021	2		-	49.00	18,308.50
					-		18,308.50
TOTALS YTD Financial year 2020/21					£ 2,278.50	-£ 245.30	£ 18,308.50
RECONCILIATION CASH BOOK TO BANK							£
Cash book balance b/d					FY 2021/22 month	1 & 2	£ 18,308.50
Balance at bank at end :							
	Revenue Accounts				receipts	2,278.50	
	Unpresented Items				payments	- 245.30	
						£ 2,033.20	-
							Variance
<u>ACCOUNTS FOR PAYMENT</u>							
					Clerk Salary (& HMRC) paid on 31st of each month		-245.30
					SLCC Renewal	-	27.75
					DALC Renewal	-	89.22
					Domain Renewal	-	15.99
					J Bell Cemetary Maintenance	-	72.00
					Alison Marshall Audit	-	100.00
					SHDC PAYE	-	120.00
					Clerks May Salary 31st May	-	245.30
	Meeting Sub Total						- 915.56
Receipts & PAYMENTS REPORT TO COUNCIL							
MEETING DATE					03/05/2021		
	Prepared By:				<i>K Harrod for South Milton Parish Council</i>		
	Date:				29/04/2021		