

# SOUTH HUISH PARISH COUNCIL

## Minutes of Parish Council Annual General Meeting

<b>Date:</b> 8 <sup>th</sup> May 2019		<b>Venue &amp; Time:</b> Fisherman's Reading Room, 19.00hrs
<b><u>Present:</u></b>  Cllr Simon Coleman Cllr Sue Darke Cllr Paul Green Cllr Jo Hocking (in the chair) Cllr Ann Rossiter Cllr Alan Rundle	<b><u>In Attendance:</u></b>  Kathy Harrod (Parish Clerk)  6 Parishioners SHDC Cllr Judy Pearce	<b><u>Apologies:</u></b>  DCC Cllr Rufus Gilbert SHDC Cllr Mark Long

REF 2019/20 MINUTES

### 42/19 APOLOGIES:

**43/19 ELECTION OF CHAIR & VICE CHAIRMAN:** a. This being the AGM of the Parish Council, Clerk Katharine Harrod taking the Chair whilst the 2018/19 Chair of the Parish Council was elected.

Cllr Jo Hocking was proposed as Chairman by Cllr Green, seconded by Cllr Rossiter and voted through unanimously. Cllr J Hocking took the Chair

The Chair then called for nominations for Vice Chairman. Cllr Green proposed Cllr Rossiter; this was seconded by Cllr Coleman and again approved by all.

**ACCEPTANCE OF OFFICE & ADHERENCE TO THE CODE OF CONDUCT:** Cllr Hocking signed her acceptance of Office as Chair of the Parish Council for the 2018/19 year. Following the recent elections, all Councillors have been provided with an acceptance of Office and Register of Interests forms for completion. All Councillors undertook to abide by South Huish Parish Councils' Code of Conduct.

**44/19 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 Hocking, seconded by Cllr Rossiter and voted unanimously.

The Chairman outlined the following roles/liaisons/leads on outside bodies and asked whether those concerned were content to continue. Proposed by Cllr Green and seconded by Cllr Coleman.

- Police Liaison - Cllr Rossiter
- Tree Warden – POSITION VACANT –
- Neighbourhood Watch – POSITION VACANT
- Footpaths – Richard Pollard
- Street Furniture – Cllr Green
- Newsletter – Jan Carter
- General Data Protection Regulations – All queries in the first instance to Cllr Hayley Rutherford (MPC)
- Safeguarding Children – All queries in the first instance to Cllr Goodhead (MPC)
- Neighbourhood Plan - All Councillors
- Snow Wardens – Dave Illingworth
- Road Warden –POSITION VACANT.

**ACTION: Clerk**

**45/19 COUNCILLOR VACANCY** – Cllrs Brimmacombe and Williams had stepped down at the recent elections, leaving five councillors. The elections required seven councillors. Cllr Sue Darke submitted her papers in time for the election and automatically received a Councillor position. This left one position to be filled via co-option. The Councillors (under closed session) had considered those who had submitted an interest in the role and have asked Mark Taylor to fill the final position. **ACTION: Clerk to confirm position to MT**

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**46/19 DECLARATIONS OF INTEREST:** Cllr Coleman declared an interest in one of the planning applications and withdrew from all discussion in respect of the specific application.

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**47/19 MATTERS ARISING:**

- a) Outer Hope Sink Hole – We await further action, this item to remain on the agenda.
  - b) Coastguard Cottage Wall – Bank still to be reinstated. **ACTION: Clerk to report**
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**48/19 PARISHIONERS OPEN FORUM:**

- a) Lantern Lodge – no new plans have been submitted; councillors have no comments to make.
  - b) Bollard by the green triangle has been knocked over completely
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**49/19 POLICE BUSINESS & NEIGHBOURHOOD WATCH:**

No police report received.

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**50/19 DISTRICT COUNCILLORS REPORT:**

- a) Following the recent elections our new Ward Councillors are Cllr Mark Long and Cllr Judy Pearce. SHPC look forward to continuing to work with Cllr Pearce as we have done for some years, we also look forward to getting to know Cllr Mark Long and to working with him in the future.  
Cllr Simon Wright has now retired, we thank him for all his assistance and wish him the kindest regards for the future.
  - b) Land Adjacent to Hope & Anchor – No update at this time, a full report to be provided in June. **ACTION: Cllr Pearce**
  - c) Public Toilet Refurbishment. The toilets have had the pay machines installed.
  - d) A query re Whispers Edge was raised again. This will be reported. **ACTION: Clerk/Cllr Pearce**
  - e) The NDP will be checked to ensure Devon Bank Reinstatement on Private Residential properties is included. **ACTION: Clerk**
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**51/19 COUNTY COUNCILLORS REPORT:**

No report received

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**52/19 PLANNING:**

Cllr Pearce was asked how much it would cost to obtain paper copies of all? Cllr Pearce was also asked to request a download all option be added to the site and it was noted that the links provided by the planning team do not work and planning can only be accessed via the planning portal. **ACTION: Cllr Pearce to advise.**

**a) LIST OF APPLICATIONS RECEIVED**

- 1) **1344/19/FUL Beacon Reach**, No Objection
- 2) **3508/18/FUL Coastguard Readvertisement** REQUEST DELAY UNTIL JUNE
- 3) **1163/19/LBC Ackmans Cottage**, Noted Heritage people involved with the planning. No Objection
- 4) **0998/19/HHO Ackmans Cottage**, No Objection
- 5) **1215/19/HHO Brandy Rock**, A site meeting took place, large flat roof on rear of building. New footprint more than half again of original footprint. Considered to be overdevelopment, second home, insufficient parking area for number of beds. Loss of two large trees which screen other properties, the trees should be protected and preserved. The flat roof area is too large. The plans proposed do nothing to preserve the look of the area and are out of keeping. SHPC Object.
- 6) **0856/19/HHO Sundridge**, - The footprint is not larger but height increased, however, the property is not overlooked. No objections.
- 7) **1087/19/FUL Sunbay Hotel**, - Noted too close to neighbouring property. Query re heights & number of levels. REQUEST DELAY UNTIL JUNE

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- 8) **1247/19/HHO 23 Weymouth Park, -** Rendered wall, with decking & retaining sleepers on the front. SHPC No Objection
- 9) **0958/19/HHO Greentiles –** The plans are significantly larger than the existing footprint, the cottage on the plans and garage has been increased in size. Coastal conservation area. SHPC Object.
- 10) **1395/19/FUL Streamside East Parking,** REQUEST DELAY UNTIL JUNE
- 11) **Licensing notification re The Nest Market Garden.** No Objections

### **b) APPLICATIONS AWAITING SHDC DECISIONS (Determination Dates shown)**

1. **3508/18/FUL Coast Guard Station (new life boat storage & changing facility) (DT29/1)**
2. **3801/18/FUL Tamarisks (DT18/1)**
3. **3421/18/FUL Orchard Cottage (DT22/2)**
4. **1678/18/HHO Mr J Stabik, Sea Brook Readvertisement (DT28/3)**
5. **4166/18/CLE Field at SX696414, South Huish – Certificate of lawfulness re dry storage (DT 14/2)**
6. **0312/19/FUL A Griffin – Erection of detached dwelling opposite Methodist church (DT28/3)** SHPC Objection
7. **0196/19/TCA P Firth – Reduction of Acer & Lawson Cypress. Orchard Cottage (DT5/3)** SHPC No Objection
8. **4152/18/FUL T Rendle – The Holt, Erection of 3 dwellings (DT30/4)** SHPC Objection
9. **0253/19/VAR S Brooks – The Old Cider Barn, changes to approved plans (DT25/3)** SHPC conditional approval
10. **01294/19/HHO Ashleigh Readvertisement (DT15/5) –** SHPC Object as previous.
11. **0922/19/FUL Messrs D&P Darke (DT12/4)** Provision of livestock building. SHPC No Objections.
12. **0923/19/FUL Messrs D&P Darke (DT12/4)** Provision of livestock building. SHPC No Objections.

**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. SHPC will always insist on a full application being submitted.**

**NOTE: All planning responses from SHPC 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. **0134/19/FUL S Robinson Major – The Cove Café Bar new rear storage/seating SHPC fully support this application.** SHDC Conditional Approval
2. **3849/18/HHO O Farrell – Sundridge, remodel bungalow, raise roof, create 1st floor.** SHPC no objection, SHDC Conditional Approval
3. **0681/19/VAR 17 Channel View Drive, Removal of Condition 2 –** SHDC Conditional Approval

### **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:**

A draft Reg 14 has been created. A meeting took place on 26<sup>th</sup> April. The key action points from this were:

- PC to appoint a chair for the Neighbourhood Plan Group; preferably a Parish Councillor; Following discussion Cllr Jo Hocking agreed to be the chairman of the NDP. We are also seeking input from people within the parish who could provide advice.

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- Notify landowners and invite informal comments on the Plan;
  - Progress the appendices for LGS, Locally Important Views and Local Heritage Assets;
  - Speak to residents at South Huish.
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### **53/19 BUSINESS TO BE DISCUSSED:**

#### **a) Highways – Double Yellow Lines**

At the April meeting the following areas were identified as requiring double yellow lines:

- Double yellows (but preferably a yellow box) at the top of the Inner Hope Slip Way.
- Around Beachcomber and on the Hope & Anchor Forecourt side.
- Around the green triangle.

The Clerk is working with Highways, the Police and the lifeboat team to ensure that the best outcome is obtained. **ACTION: CLERK**

#### **b) Footpaths – Invasive species control. We continue to monitor invasive species in the area where possible.**

#### **c) Miscellaneous –**

- Ofcom Communications – updates have been delayed further, Cllr Gilbert to advise in due course.
  - Dogs on Beach & Signage – The timings of dogs allowed on the beach appears to have changed without consultation. Sign located on path that goes down onto the beach. Noted that a significant number of dogs have been on the beaches particularly when the tide is out. **ACTION: Clerk/Cllr Pearce**
  - Maine Wreck Propeller – a large propeller from the wreck of the Maine has been offered to the parish for siting in the area. Parishioners will be asked for suggestions. **ACTION: CLERK**
  - Methodist Church Signposts & Letter Re St Clements Curtilage – SHPC will speak with Highways specifically Cllr Gilbert to determine the most cost-effective way to achieve appropriate signage.
  - Re St Clements Curtilage, the owner of the adjoining property has been provided with the Chairman's contact details but has not been in touch. Clerk to obtain owner details and contact them. **ACTION: Clerk**
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### **54/19 FINANCE & GOVERNANCE –**

#### **a. Receipts & Payments – Month 2**

#### **b. Accounts to pay – Accounts to pay: Clerks Salary & Expenses £312.86, Viking Stationery £70.32. Full accounts details can be viewed in **Appendix A** Proposed Cllr Rossiter Seconded Cllr Coleman**

#### **c. Miscellaneous –**

##### **1) Review of Policies: The following policies/documents were reviewed and approved:**

- Standing orders
- Financial regulations
- Code of conduct a mention will be made of the Social Media Policy
- Risk Assessment Register
- Publication Scheme under FOI ACT
- Data Protection Policy
- Complaints procedure
- Social Media Policy
- Meeting Protocols
- Safeguarding Policy
- Grant Funding Policy

These policies along with information such as the Transparency code and details of the 2018/19 Accounts will be uploaded to the website in due course.

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- 2) The National Association of Local Councils annual Salary award effective 1<sup>st</sup> April has been received. The Clerk will receive the standard increase to the existing pay scale and a full salary review will take place during the September meeting.
- 3) The 2018/19 VAT return has now been submitted, a refund of £485.30 is expected within ten days.
- 4) The Internal Audit took place this morning (8<sup>th</sup> May) and was very positive, a full report will be provided shortly, there were issues identified with the transparency code – being that certain files are currently unable to be uploaded to the website, this will be investigated and remedied. **ACTION: Clerk**
- 5) Annual Governance & Accountability. Section 1 – Annual Governance Statement 2018/19 was reviewed, completed and signed.
- 6) Annual Governance & Accountability. Section 2 – Accounting Statements 2018/19 was reviewed and signed as being a true record of the 2018/19 accounts.
- 7) Candidate Spending forms were provided to Councillors, these must be returned ASAP.

At 20.45 hrs the Chairman declared the meeting closed

Next Meeting Dates **12<sup>th</sup> June, 11<sup>th</sup> July, 11<sup>th</sup> September . Venue: Galmpton Village Hall, 7.00pm**

Signed as a true record: \_\_\_\_\_

Print Name & Date: \_\_\_\_\_

Agenda Items and Updates; where possible please submit to the Clerk by the first 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

Clrs Coleman, Darke, Green, Hocking, Rossiter & Rundle **For Information to:** County Cllr R Gilbert, Dist. Cllr Judy Pearce, Cllr Mark Long, WPC Pengilly, PCSO O'Dwyer, 3 South Huish Parish Council Notice Boards, National Trust, Richard Pollard, Dave Illingworth

## APPENDIX A

Category	Descriptor	Date	Month No. of Report to Council	banked	cheque/BACS/deposit No.	Paid In	Paid Out	Cash Book Balance
<b>Cash Book Balance b/f from last financial year</b>								<b>3,260.71</b>
Receipt	Precept first tranche	09/04/2019	1	Y		4,363.50		7,624.21
Receipt	Holding Account Interest April 2019	09/04/2019	1	Y		0.15		7,624.36
Payment	AONB Planning Publication	12/04/2019	1	Y	1	-	10.00	7,614.36
Payment	DALC Membership Renewal	12/04/2019	1	Y	2	-	126.46	7,487.90
Payment	MPC Parish Newsletter Printing	12/04/2019	1	Y	3	-	88.20	7,399.70
Payment	April Clerk Salary & Expenses	15/04/2019	1	Y	Direct Transfer	-	297.73	7,101.97
Payment	Transfer to Holding Account/Holding existing fees	04/05/2019	2	Y	Direct Transfer	-	6,101.97	1,000.00
<b>TOTALS YTD Financial year 2019/20</b>						<b>£ 4,363.65</b>	<b>-£ 6,624.36</b>	<b>£ 1,000.00</b>
<b>RECONCILIATION CASH BOOK TO BANK</b>								<b>£</b>
<b>Cash book balance b/d</b>						<b>FY 2019/20 month</b>	<b>2</b>	<b>£ 7,101.97</b>
<b>Balance at bank at end :</b>							<b>04-May-19</b>	
							<b>7,101.97</b>	
						receipts	-	
						payments	-	
						<b>£ 7,101.97</b>		<b>-</b>
<b>ACCOUNTS FOR PAYMENT</b>								<b>Variance</b>
						paid by direct transfer on 15th of each month		
								<b>312.86</b>
Plus	Viking Stationery & Newsletter Paper							70.32
<b>Meeting Sub Total</b>								<b>70.32</b>
<b>HOLDING ACCOUNT FUNDS:</b>								
1,425.00	Maintenance							
150.00	Website							
680.94	NDP							
524.42	P3							
250.00	Snow Warden/Gritter							
250.00	Election							
2,821.61	General through to 2nd tranche of precept being received							
<b>6,101.97</b>	<b>TOTAL</b>							
<b>Receipts &amp; PAYMENTS REPORT TO COUNCIL</b>								
<b>MEETING DATE</b>						<b>08/05/2019</b>		
Prepared By:						<b>K Harrod for South Huish Parish Council</b>		
Date:						<b>04/05/2019</b>		