

# WEST ALVINGTON PARISH COUNCIL

## Minutes of Parish Council Meeting

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<b>Date 4<sup>th</sup> February 2021</b>		<b>Venue &amp; Time: Virtual Zoom Meeting, 7pm, Due to Coronavirus Regulations</b>
<b><u>Present:</u></b> Cllr Leanne Carr Cllr Liz Chin (in the Chair) Cllr Ryan Kilgannon Cllr Stephen Lees Cllr Kathryn Rawlinson Cllr Helen Rhymes	<b><u>In Attendance:</u></b> Kathy Harrod (Parish Clerk)  DCC Cllr Rufus Gilbert Dist. Cllr Mark Long Dist. Cllr Judy Pearce  Parishioners/Guests: 3	<b><u>Apologies:</u></b>  Cllr Andrew Pascoe Cllr John Walster

REF 2020/21 MINUTES

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### 65/20 WELCOME & APOLOGIES

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### 66/20 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 Kilgannon and voted through unanimously. Cllr Chin took the Chair.

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### 67/20 DECLARATIONS OF PECUNIARY AND OTHER INTERESTS:

No Declarations of Interest were received.

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### 68/20 MINUTES OF PREVIOUS COUNCIL MEETING:

The minutes from the meeting held on 14<sup>th</sup> January 2021 were approved without alteration.  
Proposed Cllr Lees, seconded Cllr Chin and approved unanimously.

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### 69/20 CLERKS REPORT:

- a. Longfields Potholes: The potholes will be repaired once the weather improves.
- b. Cllrs Pascoe & Walster have obtained the materials for the Easton Hill bench, repairs will be finalised shortly.
- c. Kingsbridge Town Council have confirmed that a new battery pack was required for the West Alvington Hill Vehicle Activated Sign. Once it has been fitted the sign will work properly.
- d. The works to the burial ground and street maintenance have been confirmed to SHDC, we await commencement dates.
- e. The new grit bins are now in place, one at West Alvington Village Hall and a second at Town Park Car Park. They have been filled with fresh grit. The small bin from the village hall has been moved to opposite the Ring O'Bells. Two grit scoops will be ordered.
- f. Defibrillator signage is being displayed at the pub and on the parish noticeboard. The remaining signs will be sited in due course.
- g. The Parish Paths Project (P3) documentation has now been submitted and confirmation of receipt received. We now await news of any funding for the 2021/22 financial year.
- h. Police Representative: The clerk is now receiving monthly updates from the local police, the next update takes place on 26<sup>th</sup> February.
- i. Citizen Science Project, all Councillors have received and email regarding this project which is part of Saving Devon's Treescapes.
- j. All Councillor names and email contacts are now on the website.
- k. The Public Right of Way Team have received full information regarding the vandalised signs, we hope to receive confirmation of replacement shortly.

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## Minutes of Parish Council Meeting

---

**70/20 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):

- Footpath 4 requires attention. The land is understood to be owned by Livewest, the clerk will request copy of title documents from them
- to confirm.

A leak is coming out of ground next to the footpath, believed to be a problem with surface water, drainage is constantly running down the footpath. The developer was previously made aware of the issue and are aware that any surface water coming off the main highway should dispel in the middle of the nearby field. WAPC have been provided with a video of the leak.

- Collapit Road potholes were raised, refer to minute reference 71/20/f for the response.
- The school representative confirmed they have the lease for the land opposite and would be happy to work with local organisations and groups to make better use of it and improve it for the rest of the village.

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**71/20 COUNTY COUNCILLORS REPORT & HIGHWAYS:**

### **DCC Finances:**

- DCC Council tax share now makes up 80% of its income.
- DCC employees 2010/11 = 6,600 & in 2020 = 4,500 increasing a little for Covid
- Covid funding from Govt = £80 Million which basically covers DCC Covid expenditure.
- Budget for DCC 2020/21 = £541M with Adult social care £260M and children's services £146M
- Budget proposed for DCC 2021/22 = £578M = £11M/week or £1.5M/day
- DCC earmarked reserves = £120M (March 2020) being in middle of UK upper tier authorities.

### **Recycling depot privately registered vehicles** (now) permitted free of charge & without a permit:

- Cars, Pickups, Camper vans fully fitted, Minibuses fully fitted, People carriers, Hired vans to a private household, Motability type vans/vehicles.
- Any *privately registered panel van* will require a permit giving up to twelve visits a year free of charge. You can apply online.

- a. Covid related information** including vaccination information and a weekly video link continues to be forwarded as released.
- b. Elections:** Police commissioner and County Council elections still set for May 6<sup>th</sup>.
- c. A 379 Edmeston** road works have started with some night closures from 19.00 hours.
- d. Vas sign:** I and highways will do what we can to assist in achieving a VAS sign at West end of village.
- e. Town Park:** Details re the double yellow lines that require correction will be sent to Highways, as will a reminder in respect of the area where the new tarmac joins the main road.
- f. Collapit Bridge to Gerston:** Potholes on the highway – there is a budget allocation for works and the order has been submitted. The work will be completed this calendar year.

### **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.**

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**72/20 DISTRICT CCOUNCILLORS REPORT:**

# WEST ALVINGTON PARISH COUNCIL

## Minutes of Parish Council Meeting

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- a. The new recycling vehicles have started to be seen around the parishes. Full information about the new system will be provided in writing to all properties. Prior to commencement, new boxes will be provided with full instructions as to what can be recycled. The rollout of the new service will commence in March, by 1<sup>st</sup> May everyone in the area will be on the new service.
- b. Elections are still due to proceed on 6<sup>th</sup> May although there are concerns about the logistics given the pandemic rules and regulations we have to adhere to.
- c. The Census takes place in March, every household will receive a letter giving details of how to complete the details online.
- d. A request has been made to the local police to deal with the large number of vehicles parking at beach carparks.
- e. SHDC are anticipating a very busy summer season. Seasonal Locality Officers will be engaged to monitor the area to circumvent a lot of the problems experienced last summer.
- f. There is a new grant system that 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 5<sup>th</sup> Nov £6.2m has been paid out in grants to 3,490 applicants with approximately 100 grants now being processed daily. Parishioners and business owners are encouraged to revisit the site. If a previous applicant (from November onwards) logs on and inputs their reference number the system will advise which grants they are now eligible for.
- g. Pay to use toilets across the district have been made free of charge for the period of lockdown.

**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**

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#### **73/20 PLANNING, ENFORCEMENT & NEIGHBOURHOOD DEVELOPMENT PLAN**

##### **a) LIST OF APPLICATIONS RECEIVED**

1. [0045/21/HHO, 1 Butts Cottages, Erection of Outbuilding](#). **WAPC Support subject to conditions regarding use.**

##### **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](http://www.southhams.gov.uk/article/3043/Report-a-Planning-Breach)

**NEIGHBOURHOOD PLANNING:** In the absence of Cllr Walster this item is deferred to March 2021.

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#### **74/20 BUSINESS TO BE DISCUSSED:**

- a. A proposal was made to obtain quotes for a Vehicle Activated Sign.  
**Proposed Cllr Rawlinson, seconded Cllr Rhymes, approved unanimously.**
- b. A proposal was made to investigate the feasibility and potential costs for a village Trim Trail.  
**Proposed Cllr Lees, seconded Cllr Kilgannon, approved unanimously.**
- c. We have received a response from Highways that Wood Lane is a private road and therefore not their responsibility. WAPC support the erection of signage by the parishioners and will write a letter to confirm.  
**Proposed Cllr Lees, seconded Cllr Rhymes, approved unanimously.**
- d. Village Hall Update: The Clerk read out the following on behalf of Simon Wright and the Village Hall Committee.

# WEST ALVINGTON PARISH COUNCIL

## Minutes of Parish Council Meeting

---

With another lock-down the pace forward has been difficult and slow.

Work has been done analysing previous bookings. We need to understand who uses the hall and why. As we look forward we need to provide a hall that is "fit for purpose" not just for the Parish but others that use and make the hall sustainable.

We are in discussions with a local architect in the hope we can share some early design ideas in the very near future. In the meantime the Village Hall Facebook page will be enhanced to provide a focus point for information sharing.

- e. Parish Council Newsletter: It was proposed that the distribution of the newsletter be delayed as the current rules and regulations do not allow delivery by parish volunteers.

**Proposed Cllr Rawlinson, seconded Cllr Lees, approved unanimously.**

- f. Continued funding of coffee mornings at the village hall.

It was proposed that the council will advise the village hall committee that the coffee mornings will be put on hold for the immediate future. Once some semblance of normality returns the council will discuss potential future bookings with the committee.

**Proposed Cllr Kilgannon, seconded Cllr Lees, approved by all.**

- g. Village Upkeep Tender:

A draft tender has been produced and commented on. Following discussion the Councillors agreed to split the tender into areas meaning that more than one contract can be granted. Feedback will be incorporated into the draft which will then be forwarded for final approval.

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### 75/20 FINANCE & GOVERNANCE – Month 11

- a. **Receipts & Payments:** Month 11, see **APPENDIX A** for details

Accounts to pay – Clerk Salary & HMRC £312.43, Glasdon Grit Bins £355.66, Seton Defibrillator Signage £91.31

**Proposed: Cllr Lees seconded Cllr Rawlinson approved unanimously.**

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

- b. **Governance:**

- 1) Councillor Vacancies, further to the January meeting, no expressions of interest have been received. This leaves one vacancy to fill.
- 2) Precept Submission: Further to the January meeting the precept submission has been confirmed, this has been noted by SHDC reference RP46726.

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### 76/20 NEXT MEETING & CHAIRMAN

Meeting Ends 20.42hrs

The next meeting will take place on **4<sup>th</sup> March 2021, 7.00pm, Zoom.**

With there being no further business, the Chairman thanked all in attendance and the meeting closed at 21.23pm

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

**WEST ALVINGTON PARISH COUNCIL**  
**Minutes of Parish Council Meeting**

**APPENDIX A**

Category	Descriptor	Date	Month No. of Report to Council	ban		Paid In	Paid Out	Cash Book Balance
<b>Cash Book Balance b/f from last financial year</b>								<b>6,385.11</b>
Receipt	December Gross Interest	09/12/2021	10	Y		0.06		8,210.95
Receipt	Devon County Council Car Park Localities Claim	17/12/2021	10	Y		990.00		9,200.95
Payment	December Clerk Salary	30/12/2021	10	Y			250.03	8,950.92
Payment	<b>TOWN PARK CAR PARK REPAIRS</b>	<b>03/12/2021</b>	<b>10</b>	<b>N</b>		<b>- 2,280.00</b>		<b>6,670.92</b>
Payment	123 Reg Domain Renewal	22/01/2021	11	Y			14.39	6,656.53
Payment	LexisNexis Reference Book	22/01/2021	11	Y			119.99	6,536.54
Payment	HMRC Quarterly Payment	26/01/2021	11	Y			227.80	6,308.74
Payment	Mayne Gallery Framing	26/01/2021	11	Y			97.00	6,211.74
Payment	GoMobile & Top up - Covid Phone	26/01/2021	11	Y			50.00	6,161.74
Payment	<b>Clr Pascoe Bench Repairs</b>	<b>14/01/2021</b>	<b>11</b>	<b>N</b>		<b>- 44.00</b>		<b>6,117.74</b>
Receipt	January Gross Interest	11/01/2021	11	Y		0.07		6,117.81
Payment	January Clerks Salary	30/01/2021	11	Y			249.83	5,867.98
<b>TOTALS YTD Financial year 2020/21</b>						<b>£ 9,793.43</b>	<b>-£ 10,310.56</b>	<b>£ 5,867.98</b>
<b>RECONCILIATION CASH BOOK TO BANK</b>								<b>£</b>
Cash book balance b/d							<b>11</b>	<b>£ 5,867.98</b>
<b>Balance at bank at end :</b>								
	<b>Revenue Accounts</b>					receipts	<b>9,793.43</b>	
	<b>Unpresented Items</b>					payments	<b>- 10,310.56</b>	
							<b>-£ 517.13</b>	<b>0.00</b>
								<b>Variance</b>
<b>FUNDS:</b>						<b>ACCOUNTS FOR PAYMENT</b>		
						Clerk	Via DD	<b>-312.43</b>
						HMRC		<b>incd in above</b>
						Plus		
						Glasdon Grit Bins		<b>355.66</b>
						Seton Defibrillator Signage		<b>91.31</b>
-	759.40	Current Month O/S Payment						
-	2,115.28	O/S Maintenance as per Dec Minues 50/20/g						
	5,867.98	Total holdings as at 01/02/21						
	<b>2,993.30</b>	<b>TOTAL AFTER ABOVE EXPENDITURE FOR 2020/21</b>						
						<b>Meeting Sub Total</b>		<b>- 759.40</b>
<b>Receipts &amp; PAYMENTS REPORT TO COUNCIL</b>								
<b>MEETING DATE</b>						<b>04/02/2021</b>		
	Prepared By:					<b>K Harrod for West Alvington Parish Council</b>		
	Date:					<b>01/02/2021</b>		