

WEST ALVINGTON PARISH COUNCIL

Minutes of Parish Council Meeting

Date 3 rd September 2020		Venue & Time: Virtual Zoom Meeting, 7pm, Due to Coronavirus Regulations
<u>Present:</u> Cllr Liz Chin Cllr Stephen Lees Cllr Andrew Pascoe Cllr Sarah Read Cllr John Walster	<u>In Attendance:</u> Kathy Harrod (Parish Clerk) DCC Cllr Rufus Gilbert Dist. Cllr Mark Long Dist. Cllr Judy Pearce Parishioners/Guests: 3	<u>Apologies:</u> Cllr Kathryn Rawlinson

REF 2020/21 MINUTES

18/20 WELCOME & APOLOGIES

Since the August Meeting the council have confirmed co-option of Cllrs Sarah Read and Kathryn Rawlinson. Cllr Read was welcomed to the meeting, we look forward to meeting Cllr Rawlinson in October.

19/20 ELECTION OF CHAIRMAN

It was agreed 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 Pascoe was proposed as Chairman by Cllr Walster, this was seconded by Cllr Chin and voted through unanimously. Cllr Pascoe took the Chair.

20/20 DECLARATIONS OF PECUNIARY AND OTHER INTERESTS:

No Declarations of interest were received.

21/20 MINUTES OF PREVIOUS COUNCIL MEETING:

The minutes from the meetings held on 23rd July 2020 and 28th August 2020 were approved without alteration. Proposed Cllr Lees, seconded Cllr Walster and approved unanimously.

22/20 CLERKS REPORT:

- The laptop, parish keys and documents have been collected. The previous Clerk still holds the burial ground documentation by mutual agreement, this will be retrieved in due course.
- A Freedom of Information request has been received. To fulfil this the old minute books need to be retrieved from Devon Archives. The additional workload is significant.
- New insurance has now been incepted following approval by the Councillors.
- The Information Commissioners Membership has been completed and the form for the payments has been submitted.
- The school fencing has been completed; Councillors are aware that they may need to add an additional board to the bottom of the fence to prevent balls slipping through. In time, the end fence post may require repositioning, we will continue to monitor it and liaise with the school.
- The school previously undertook some fundraising towards the costs of the new defibrillator, at their request we have provided them with a letter to enable them to release the monies.
- The Annual Governance return was signed and submitted on Friday 28th August; we have received email confirmation of receipt. All documentation relating to the 2019/20 parish finances can be found on the website.
- I have attended a Local Outbreak Management Plan session this week, the priority for the area is prevention of spread of disease through social distancing, the wearing of masks (if possible) and regular handwashing. A document is required that can be used as a local reference tool in the event of an outbreak, a rough draft will be compiled before being sent to Councillors to fill in the "blanks".

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23/20 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).

No issues were raised by those attending the meeting.

2420 COUNTY COUNCILLORS REPORT & HIGHWAYS:

COVID-19

Devon is 148th now out of 150 areas at risk in England. So, at present extremely low risk.

The government has placed responsibility for local Covid-19 outbreaks with upper tier authorities. Devon (DCC) has an advanced 'Local Outbreak Management Plan' LOMP in place, should it be necessary.

ECONOMY.

About 30% of workers in Devon have been furloughed or made redundant, with up to 90% in tourism.

Tourism = 5.5% of Devon's economy and employs 12% of the workforce being about 63,000.

DCC Economy (my portfolio) is working hard to restart, regrow and reset the economy with the main sectors being Tourism, Retail, Construction and Agriculture food & drink.

OTHER MATTERS.

Richard Jackson of Highways has declined to meet with the Parish Council to discuss the speeding issues in the village, stating that the speed and accident evidence does not warrant any further investigation.

An agreement was made for Cllr Gilbert and Adam Keay (plus representatives from Baker Estates) to meet with councillors and discuss the situation properly. A brief discussion re the installation and funding of a Vehicle Activated Sign took place. The ultimate outcome is to change drivers perception of the village and encourage them to behave in a different, more respectful manner.

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/>

Localities Funding: Cllr Gilbert has some funding available and kindly offered to provide some support for relevant small projects.

25/20 DISTRICT CCOUNCILLORS REPORT:

Cllr Pearce:

There is news about changes to the waste collection that will take place commencing second week in October. West Alvington will be affected in the following ways:

1. There are 247 properties which have changed collection week AND changed the collection day to Wednesday, these are TQ7 3BH,TQ7 3BQ, TQ7 3EE, TQ7 3ER, TQ7 3ES,TQ7 3JB,TQ7 3JP,TQ7 3PG,TQ7 3PH,TQ7 3PJ,TQ7 3PL,TQ7 3PN,TQ7 3PP,TQ7 3PQ,TQ7 3PR,TQ7 3PS,TQ7 3PT,TQ7 3PV,TQ7 3PW,TQ7 3PY,TQ7 3PZ,TQ7 3QA,TQ7 3QB,TQ7 3QB, TQ7 3QD,TQ7 3QE,TQ7 3QF,TQ7 3QG
2. There are 68 properties which have not changed week but the day of collection has changed to Friday, these are ,TQ7 3AY,TQ7 3AZ,TQ7 3BA,TQ7 3BB,TQ7 3BD,TQ7 3BE,TQ7 3BG,TQ7 3BL,TQ7 3BN,TQ7 3JB,TQ7 3JE,TQ7 3LL,TQ7 3LN,TQ7 3PX,TQ7 3QQ

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- SHDC has had discussions re their budget, in order to balance the budget, they have had to spend some of their reserves. The council is not in any financial difficulty but it does mean that some future projects may be delayed.
- There have been issues regarding the overflow of bottle banks over the bank holiday weekend. Overall, the team have been better at responding to full banks, it is unfortunate that they were unable to keep up with demand over the final weekend.
- Local Outbreak Management Plan – It was suggested that the volunteers and the vulnerable people who were helped over the lockdown are noted in the WA local management plan to ensure a speedy response in the event of any further lockdown restrictions.
Devon County Council has a page with full details of local outbreaks and statistics.
- The Gerston Point application is currently awaiting an AONB report prior to a decision being made. It is understood that a decision will be forthcoming in the near future.

26/20 PLANNING, ENFORCEMENT & NEIGHBOURHOOD DEVELOPMENT PLAN

a) LIST OF APPLICATIONS RECEIVED

- 2434/18/ARM, Readvertisement, Allocated Site K5. **WAPC Majority Approval (3:2) subject to conditions.**
- 3918/19/LBC & 3917/19/HHO, The Stable, Longbrook Farm, new sunroom & replace rear porch. **WAPC Unanimous Support.**
- 2367/20/FUL, Barn at Cholwells Farm, double garage/log store & amendment to domestic curtilage. **WAPC Unanimous 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:

Cllr Walster advised there have been no developments. The next meeting is due to take place in October.

27/20 BUSINESS TO BE DISCUSSED:

- a. S106 Project & WA Village Hall Committee – The Clerk has approached the VH Committee to confirm the support that Councillors have for the venue. A request has been made for a member of WAPC to attend a meeting to discuss what the committee want for the future of the hall. We await their response.
- b. Village Overgrowth, P3 & Upkeep Tender – The details have now been received and will be put in order and forwarded to the Councillors for review.
- c. Asset Register: The Asset Register items require review, the condition of the benches should be assessed, a breakdown of shed contents should be provided, plus any new additions such as the laptop/school fence.
- d. Consultations: Local Flood Risk Management Strategy, Licensing Policy: Details of both policies had been added to the website prior to the meeting. Councillors agreed that a request would be made to Kingsbridge Town Council for any survey into surface water flooding to consider the area by Tacket Wood.

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- e. Play Area Agreement – a new agreement has been received stating that for the annual fee of £210 plus VAT SHDC will inspect and provide public liability insurance in respect of the play area. This agreement needs to be signed and returned. A proposal was made to accept the agreement and to approve signature by the RFO. Proposed Cllr Chin Seconded Cllr Read, agreed unanimously. We have received an inspection report that suggests there may be a defect but no issue has been specified. The Clerk is currently investigating.
- f. Sustrans Project Kingsbridge to Salcombe path. Kingsbridge have requested a meeting with Salcombe, Marlborough and West Alvington during September to take the next steps in respect of this project. Cllr Chin agreed to be the Parish Representative and will liaise with the Clerk to attend a meeting and report back to Councillors next month.

28/20 FINANCE & GOVERNANCE –

a. Governance:

- Councillor Vacancies & Responsibilities, further to the August meeting SHDC had confirmed that no requests for an election had been received. Further to this, both Kathryn Rawlinson and Sarah Read had been offered and accepted the position of Councillor. Two further expressions of interest had been received and forwarded to the Councillors who agreed unanimously that positions would be offered to both candidates. This leaves one vacancy to fill.

Cllr Long expressed how pleased he was that the council is back together again and is going from strength to strength.

Councillor Responsibilities to be approved:

1. Police Liaison Officer
2. Tree Warden – Shirley Worrall
3. Footpaths/P3/Maintenance
4. Street Furniture
5. General Data Protection Regulations
6. Neighbourhood Plan – Cllr Walster
7. Snow Wardens
8. WATAG – Cllr Pascoe/Peter Everitt
9. Defibrillator Monitor - Clerk
10. Estuary Forum
11. Village Hall Liaison – two representatives
12. Play Area/School Liaison & Safeguarding Children

It was agreed that the positions would not be finalised until a full contingency of councillors is in place.

- Lloyds Bank Update: A mandate will be completed at the October meeting to request deletion of ex councillors and the addition of the new Council.
- Website Compliance: The website is currently being reviewed and updated in line with feedback from the Internal Audit and the new Compliance regulations. Cllr Lees will review once completed.
- Clerks Hours & NALC annual salary review. NALC have now provided their annual salary review, the clerk is currently employed for five hours per week giving a monthly payment of £303.98, the increased salary level rises to £312.43 per calendar month. The September payment is slightly higher as the salary increase is backdated to April 2020. A request for additional hours to be worked by the clerk was made in view of the anticipated additional workload previously mentioned. Proposed Cllr Lees Seconded Cllr Walster.

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b. Receipts & Payments – Month 6

Accounts to pay – September Clerk Salary/HMRC £326.73, Actionwest Laptop £374, Alison Marshall Internal Audit £130, Michelmore Hughes Town Park Car Park Rent £447.68.

Proposed: Cllr Lees, Seconded Cllr Chin, Approved unanimously.

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

29/20 NEXT MEETING & CHAIRMAN

The next meeting will take place on **1st October 2020, 7.00pm, Venue TBC**
The Chairman for the next meeting will be Cllr Pascoe with Cllr Walster acting as Vice Chairman (to be voted in on the night)

With there being no further business, the Chairman thanked all in attendance and the meeting closed at 21.15pm

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

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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	DALC Annual Subscription	13/08/2020	5	Y	-	131.01	10,481.54
Payment	SHDC PAYE Charge 2019/20	13/08/2020	5	Y	-	60.00	10,421.54
Payment	SHDC Election Recharge	13/08/2020	5	Y	-	82.62	10,338.92
Payment	Clerk July Payment Interim	30/07/2020	5	Y	-	168.00	10,170.92
Payment	Clerk August Payment	30/08/2020	5	Y	-	243.38	9,927.54
Payment	Newton Gardening Services	02/09/2020	5	Y	-	2,170.00	7,757.54
Payment	Came & Company Insurance Renewal	02/09/2020	5	Y	-	378.13	7,379.41
Payment	West Alvington Village Hall & Defib Installation	02/09/2020	5	Y	-	787.65	6,591.76
Payment	August Gross Interest	10/08/2020	5	Y	0.20		6,591.96
							6,591.96
TOTALS YTD Financial year 2020/21					£ 4,395.64	-£ 4,188.79	£ 6,591.96
RECONCILIATION CASH BOOK TO BANK							£
Cash book balance b/d					FY 2020/21 month	4	£ 6,591.96
Balance at bank at end :							
	Revenue Accounts						
	Unpresented Items				receipts	4,395.64	
					payments	- 4,188.79	
						£ 206.85	-
							Variance
	Operating Account	£995.23					
	Holding Account	£5,596.73					
ACCOUNTS FOR PAYMENT							
	<u>K Harrod Salary</u>				paid by direct transfer on 31st of each month		326.73
	<u>HMRC NIC</u>				paid quarterly		inc in above
							-
	Actionwest Laptop						374.00
	Alison Marshall Internal Payment						130.00
	Michelmores Hughes Town Park Car Park Rent						447.68
	Meeting Sub Total						951.68
Receipts & PAYMENTS REPORT TO COUNCIL							
MEETING DATE					03/09/2020		
	Prepared By:				K Harrod for West Alvington Parish Council		
	Date:				02/09/2020		