

HITTISLEIGH PARISH COUNCIL

Minutes of the Parish Council Meeting held on Tuesday 27th November 2018 at 7.30 pm in the Village Hall

Present: Cllrs Mark Brown, Bernard Curtis, Brian Howell, Gill Fisher, Richard Gard (chairman), Libby Turrell (vice chair), Cathy Wetherden and Ruth Curtis (clerk); MDDCllr Derek Coren; MDDC Peter Heal; DCCLlr Nick Way and Kathryn Tebbey MDDC Legal Services and Monitoring Officer

1. **Apologies:** none
2. **Declarations of interest:** none
3. **Minutes of the last meeting held on 26th September 2018** were approved and signed as a true record.
4. **Matters Arising**
 - 4.1 Highways
 - Highways Maintenance Community Enhancement Fund (HMCEF)/flooding at West Studham – DCC have been in touch to request a case study of the work undertaken with the grant (flooding remedial work at West Studham). MDDCllr Coren has liaised with the landowner and ordered the pipe. The work is in hand and is due to be finished by the end of the week, weather permitting.
 - Two areas where there are serious fall aways – 1) the road warden has been clearing ditches and drains on the road along from Coltsfoot. We now have the new pipe to put in under the road by the 1 metre drop marked with the 3 hazard cones (near the Woods for Sale sign). This is being done in next few days. 2) the road warden has also cleared leaves and debris on the road past Easterbook towards Spreyton where there are now serious drop aways to prevent further flooding but this needs Highways input. DCCLlr Way will remind Steve Tucker (ST) at his next meeting.
 - Road between Pitton and Hittisleigh Cross - DCCLlr Way confirmed that all drains were jetted in April and grates replaced but they need unblocking again. ST waiting on additional funds to order this. Cllr Fisher mentioned that the drains opposite Trenna Farm are not functioning at all, water is bypassing them and causing flooding to nearby property.
 - Ditch and drain above the Hittisleigh village sign towards Whiddon Down – Cllr Brown confirmed a digger is needed to clear out ditch and the drain as lorries going closely into the side have caused debris to block it up.
 - Road salt – Cllr Brown will put salt bags out as needed.
 - 4.2 Bonfires – since January MDDC are clamping down on the burning of plastics. MDDC distinguish between two different sets of bonfires, X and black smoke. MDDC are offering collection of materials such as plastics etc. Differentiation between nuisance and environmental impact. Burning on farms is governed by Defra rules. MDDCllr to pass on any relevant information for distribution to parish. Cllr Gard encouraged cllrs to look on the website.
 - 4.3 Other matters arising – second quotes are being secured for the community garden project. The clerk to submit S106 application when this is received.

5. Registers of Interest & MDDC data protection

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Elections are taking place next year (2nd May 2019). Cllr Gard hoped councillors will consider continuing and asked everyone to let him or the clerk know if they intend to stand for re-election by the January meeting. Cllr Curtis confirmed he will retire at the next election.

Register of Interests (ROI) process and obligations - Kathryn Tebbey (KT) confirmed the process for completing the register of interests (ROI) forms (within 28 days of appointment as councillor) and reminded everyone that keeping the register updated is an ongoing legal obligation. Any changes affecting the ROI need to be declared within 28 days of the change and amended or new forms sent to the Monitoring Officer. Blank forms can be obtained from MDDC or the clerk or councillors can download the existing ROI from the MDDC website, print it out and make changes on the form, initialling and dating it, and then returning the form to MDCC either in paper copy or scanned and emailed.

It is a statutory requirement for MDDC to publish the ROIs and to publish them online. Hittisleigh parish councillors' ROIs are included on the Hittisleigh page of the MDDC website as scanned pdfs and can also be access via the Hittisleigh Parish Council website.

KT took councillors through the ROI and gave helpful examples and explanations of the headings for the first part of the form (disposable pecuniary interests). KT confirmed that the second part of the form (the personal interests section) is completed in accordance with the guidelines set out in parish councils' code of conduct.

Sensitive interests - some information - for example occupation, properties held - may be considered sensitive. This can be included on the main ROI or can be submitted on a separate 'sensitive interests' form, copies of which were distributed. Where there is real possibility of violence, threats or intimidation to a councillor and/or their family as a result of a sensitive interest, information can be redacted. Councillors need to contact the Monitoring Officer and set out the reasons why there is the threat or potential threat to themselves and/or the family. Redacted information will not be published or available for public consultation.

ROIs and data protection - KT confirmed that ROIs (full versions and redacted versions) are held with MDDC Member Services in a locked filing cabinet. The MDDC Monitoring Officer, two deputy Monitoring Officers and their assistants have access. The public is entitled to inspect the register - this will be the redacted version if sensitive interests involved.

Feedback to MDDC from Hittisleigh parish councillors - councillors felt it would be a useful reminder to include a note on the ROI form that the information is going on to be published on the MDDC website. It would be good to include the sensitive interest form with the usual ROIs.

District and parish boundary reviews will take place before the election. It is not yet known whether this will impact on Hittisleigh.

Councillors thanked KT for coming to the meeting and for a very helpful and informative session.

6. Planning

- JW Mann Ltd 2701/18/FUL (West Devon) - Development of new farm shop and ancillary cafe with supporting secondary areas

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consisting of storage, WCs, offices and kitchen space (resubmission of 1255/18/FUL) – there is a new planning officer at WDDC. The application is going to planning committee but it is not known when, perhaps in December. Cllr Howell will let councillors know the date.

- Barton Farm, construction of a farm track ref: 18/01625/PNAG (prior notification) – noted
- Construction of an on-farm anaerobic digestion plant and associated infrastructure on land at NGR 285024 100245 (East of Lords Meadow Industrial Estate), ref: 18/01800/MFUL (Crediton Hamlets) – comments by 13 December. MDDCllr Heal confirmed this is a re-application from 2.5 yrs ago, smaller scale and in a better location. All material for the digester will travel on farmland not highways and the system will have capacity to put gas back into the gas main which runs across the property (Downes). Councillors had no comments to make on the application.

7. Precept 2019/20

- Budget 2019 – councillors considered the budget presented, the potential additional costs for an election year, the effect of the ending of the Council Tax Reduction grant and the funds in hand. After discussion, it was resolved to make a 10% increase in the clerk salary effective from 1 April 2019 making a budget total of £1748 for 2019.
- Asset Register – councillors reviewed the register and noted that there were no changes. The parish council doesn't own the village hall.

It was resolved to request a precept of £1850 in support of the budget agreed.

8. Correspondence

8.1 For response

- MDDC managing illegal encampments consultation – 7th Dec (pdfs). Cllr Gard to review and draft response to councillors.
- MDDC S106 governance arrangements consultation – 5th Jan (word & pdfs). Cllr Weatherden to review and circulate draft response to councillors.

8.2 For information

- Checkers shop/site Cheriton Bishop – the premises is up for sale. The shop will be remaining as a shop.
- Yeoford pub – re-opening as the Duck @ Yeoford in the New Year.
- Rural Service Network grant listing – community garden grant. Cllr Howell to pass on details to the village hall.
- Parish Council old minutes books and records – the clerk to bring these along to the January meeting so councillors can review and decide whether we want to put any into the Devon Records Office

8.3 New correspondence – none

Next parish council meeting Tuesday 29th January 2019