

HITTISLEIGH PARISH COUNCIL

Minutes of the Parish Council Annual Meeting held on Tuesday 29th May 2018 at
7.30 pm in the Village Hall

Present: Cllrs Mark Brown, Bernard Curtis, Gill Fisher, Richard Gard (chairman), Libby Turrell (vice chair) and Cathy Wetherden; Ruth Curtis (clerk); MDDCllrs Derek Coren & Peter Heal; Apologies: Cllr Brian Howell, DCCLr Nick Way and 2 members of the public

1. **Election of parish council chair** – Cllr Gard indicated his willingness to be re-elected, proposed by Cllr Turrell, seconded Cllr Fisher and agreed by all. Cllr Gard accepted his office.
2. **Election of parish council vice chair** – Cllr Turrell indicated her willingness to be re-elected, proposed by Cllr Fisher, seconded Cllr Gard and agreed by all. Cllr Turrell accepted her office.
3. **Election of planning committee** – Cllrs Brown and Wetherden were re-elected to the committee. Clerk to confirm with Cllr Howell that he wishes to also join the committee. All in agreement with the reappointments.
4. **Declarations of interest** – none
5. **Minutes of the last meeting held on 27th March 2018** were approved and signed as a true record.

6. **Matters Arising**

Highways:

Salt – Cllr Brown confirmed we have plenty of salt and bags will be collected in and put under cover.

Our road warden has been building good relationships with Highways and liaising to ensure additional work completed by him best fits with their planned work and maximises best use of collective resources. Various comments from recent work on the stretch of road from Road Down to Swallow Tree – 1) vehicles are too big – where the road isn't 8ft wide some work is not completed. DCC's view is that it is the contractor (Skanska's) problem. 2) Lack of co-ordination of works - chippings arrived from the wrong direction and at the wrong time and had to be sent back; roads closed at either end but not in the middle at Easterbook so vehicles ended up in way; preparation work for the resurfacing saw the road being edged and swept several times and with some edging being done after sweeping resulting in mud being deposited back all over road. No manager in control on the day of the works – only beforehand in setting up. Cllr Gard and DCCLr Way took a tour of the parish to look at recent work done and passed on these comments to senior people in DCC. Cllr Gard read out a thank you note from residents for the work completed prior to the road resurfacing. Clerk to write letter of thanks to the road warden.

Blocked drain on Easterbrook road – this has now been jetted and cleared but road has been eroded. Cllr Howell has done a costing (approx £900 materials with work to be completed by volunteers) and DCCLr Way has asked ST for funding support from the Highway Maintenance Community Fund. Invest in Devon could be an alternative.

Adopt a drain proposal – Cllr Gard encouraged councillors to 'adopt' a drain near to them and to ask members of the community to do the same. Also to look out for and clear drains when out walking. A drain map will be produced, marking up where drains are and where they go to – as this isn't always obvious. Cllr Curtis mentioned that the ditch which drains into

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bottom of Bowacre field has been filled up in the recent Highways work on that stretch of road.

West Studham – passed to flooding team who will be in touch with Cllr Gard. We have funds from Highways Enhancement Management Fund

- 6.1 Community Garden S106 project – Cllrs Turrell and Fisher have met with the garden designer to put together a more detailed plan for the garden and commission a garden design. To liaise with clerk to put together the quotes and details for application.
- 6.2 Speed signs & lorry restriction signs – Cllr Gard received an objection from a member of the public to the siting of the lorry restriction sign at Cheriton Bishop. Cheriton Bishop Parish Council have no objection to the location. Speed signs – clerk advised that the final cost likely to be approx £75 per sign and councillors agreed this sum.
- 6.3 Outside notice board – Cllr Heal will drop board to Cllr Gard
- 6.4 GDPR – new legislation. Clerk reported on the new legislation and recent confirmation that parish councils will not now need a designated Data Protection Officer. The clerk will produce a sign-up sheet for people to opt-in to receive information from the parish council. Further updates will be given at the next meeting.

7. Planning

- 7.1 Bowacre 18/00266/FULL Change of use of land to allow siting of 2 timber mobile cabins for year-round low impact visitors accommodation – permitted with holiday let conditions
- 7.2 VB Farms Retail Ltd 1255/18/FUL shop & café and soft play Whiddon Down (West Devon) – councillors discussed the application and the points raised at the meeting organised by Drewsteignton parish council and agreed to object. Cllr Gard proposed a response focussing on specific highways matters and this was agreed by all (attached).

8. Governance & Accounting for year ending 31 March 2018

- 8.1 Appointment of external auditors – the clerk reported the new arrangements
- 8.2 Asset Register review – there were no changes. It was agreed in future to review annually at November meeting with the budget.
- 8.3 Risk Register review – minor changes were agreed.
- 8.4 Statement of internal control review – amend to reflect Nov date for asset register review.
- 8.5 Financial regulations review – minor changes were agreed.
- 8.6 Internal audit report – the report was received and reviewed. Regarding item F, petty cash, it was noted that there is none held and that there is no need to change this arrangement.
- 8.7 Review and approve the annual governance statements – councillors resolved to approve the statements
- 8.8 Approve the annual accounting statements – councillors resolved to approve the accounts presented
- 8.9 Certificate of exemption from external audit – councillors resolved to certify the parish council as exempt from external audit via the Certificate of Exemption and it was duly signed
- 8.10 National Joint Council for Local Government pay scales 2018-19 – noted

9. Payments

- 9.1 Insurance renewal £160.65
- 9.2 Hittisleigh Village Hall meeting room hire 2018 £42
- 9.3 DALC subscription 2018 £59.85

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9.4 FOSACH (Friend of St Andrew's Church Hittisleigh) - (tabled)- councillors agreed a donation of £100 towards the upkeep of the cemetery. It was agreed to request more detailed financial information from FOSACH and to see whether there might be opportunities for collaboration on funding via the parish council for cemetery work.

10. Correspondence

- 10.1 For response – councillors had no comments on these items.
- 10.2 For information – no comments on items circulated.

11. AOB

- Cllrs congratulated MDCCllr Heal on his re-election as MDDC Chairman for a further 12 months