

Minutes of the Council Meeting held 04/07/19, 19:30 at Witheridge Parish Hall

PRESENT:

Cllr Harvey	Chairman	Cllr Dorow	Cllr Pryn	Cllr J Yabsley (part meeting)
Cllr Martin	Vice Chairman	Cllr Goodwin	Cllr Searles	
		Cllr Northam	Cllr Smith	

In Attendance:

District & County Cllr J Yabsley
1 member of public

P G Dunn - Clerk

1. Public Session (maximum 3 mins per subject overall max. 15 minutes).

Mr Dorow introduced himself and expressed an interest in co-option to the council vacancy.

2. To Approve Apologies for Absence.

RESOLVED: Apologies approved from Cllr Wells.

3. To consider any applications for co-option.

Councillors considered Mr Dorow's application for co-option.

RESOLVED: Cllr Goodwin proposed, Cllr Yabsley seconded and all were in favour co-option Mr Dorow.

Mr Dorow completed the relevant forms and was welcomed to the council.

4. To receive the following Reports (strictly maximum 15 minutes – long reports should be submitted in advance to the clerk to circulate to councillors prior to the meeting):-

4.1. Police.

None.

4.2. District and County.

Cllr Yabsley reported:-

- Attendance at a community police liaison meeting.
 - Cannington Road open space enforcement action was awaiting NDC resource allocation.
 - Background to the current Fire Service consultation circulated to councillors by the clerk.
- Clerk to agenda** for consideration by council at the next meeting.

Cllr Northam queried the status of the disabled parking bay in the Square. Cllr Yabsley outlined the process for the creation and subsequent use of a space. It was noted any vehicle displaying a disabled badge could use the space.

The Chairman thanked Cllr Yabsley for his report. Cllr Yabsley excused himself to attend a further meeting.

4.3. Public Rights of Way.

The clerk reported the hedgerow on the Two Moors Way down from the parish hall had been cut.

5. Minutes.

5.1. 06/06/19. To sign if approved, minutes of the Council.

6. To consider Code of Conduct Matters:-

6.1. Written councillor dispensation requests arising.

None.

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6.2. Declarations of Interests not declared in the Register of Interests.

Agenda	Councillor	Type	Reason	Dispensation
7.1 (66813)	Cllr Harvey	DPI	Neighbour	n/a
8.2.18	Cllr Harvey	Personal	Recipient	n/a
8.3	Cllr Dorow	Prejudicial	Knights of Witheridge member	n/a
8.3	Cllr Northam	Prejudicial	Witheridge in Bloom Coordinator	n/a
8.3	Cllr Smith	Prejudicial	Parish Hall Committee member	n/a

7. To consider the following Planning Matters.

7.1. Planning list.

See report appended.

7.2. Planning applications received following agenda publication.

None.

7.3. Delegation of planning applications' responses during recess to the clerk in consultation with councillors.

RESOLVED: Cllr Searles proposed, Cllr Goodwin seconded and all were in favour delegation to the clerk in liaison with councillors.

7.4. Community Priorities for Open Space (\$106 Funding) & Guidance (to include new development considerations).

Councillors considered NDC correspondence dated 29/05/19 and 31/05/19 alongside planning consent and section 106 agreement for the development adjacent to Butts Close circulated with meeting papers.

RESOLVED: To host an informal meeting with representatives from the Parish Hall Committee and Tennis Club prior to the next council meeting commencing 19:00. **Invitations to be extended by Cllr Smith (Parish Hall Committee and Cllr Martin (Tennis Club). Chairman and Cllr Northam to arrange initial site visits from playground providers** to discuss refurbishment of the Adventure Playground and additional open space to be contributed by the developer. **Clerk to agenda.**

7.5. Enforcement Issues Arising.

None.

8. To consider the following Finance & Policy matters:-

8.1. Finance update circulated to councillors' for review.

Noted.

8.2. Sanction payment schedule appended & instruct cheque signatories.

RESOLVED: Cllr Pryn proposed, Cllr Martin seconded and all were in favour settlement accounts 8.2.1 through 8.2.20, with Cllrs Goodwin and Martin to sign. **Clerk to action.**

8.3. Annual parish grant applications.

The clerk reported receipt of a grant award to the council from Knights of Witheridge. Cllr Dorow declared an interest and left the meeting. Councillors discussed the cheque and the subsequent grant application from the Knights of Witheridge.

RESOLVED: Cllr Pryn proposed, Cllr Searles seconded and all were in favour the following:-

- Writing to the Knights expressing the council's thanks for the £500 grant cheque however it was agreed by the council that the Knights should retain the monies to further their charitable work in the parish.

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- Grant Awards:-

Group	Award (£)	Left for item
8.3.1. Citizens Advice	50	
8.3.2. Toddler Group	300	
8.3.3. Witheridge in Bloom	250	Cllr Northam
8.3.4. St Johns Fair	500	Cllr Martin
8.3.5. Parish Hall	400	Cllr Smith

Clerk to action.

8.4. NDC CoC Training Presentation.

The clerk circulated with councillors' papers the training slides for the NDC Code of Conduct training seminar for councillors attended by the Chairman and Cllr Wells. **Clerk to re-circulate and print hard copies** for the Chairman and Cllr Prynne.

9. To consider the following Property/Environment matters:-

9.1. Highways & Drainage Issues Reports.

It was reported all drains in the village had been cleaned.

9.2. Commencement of NDC Dog Waste Bin Servicing Contract.

The clerk reported the new service would be commence first week of July.

9.3. Public Toilet Signage.

The Chairman reported issues arising following the opening of the new public toilet which included damage to the locking mechanism and the disabled alarm cord pull. Repairs had been actioned which necessitated a replacement door lock timer which also malfunctioned.

Cllr Northam reported the costs to provide a sign indicating opening times.

RESOLVED: Councillors approved the purchase costed at under £10. **Cllr Northam to action.**

9.4. Office Lettings update.

Councillors considered the Chairman's report of meetings with two letting agents and their recommendations.

RESOLVED: To progress the letting without an agent on the terms discussed, to include:-

- 3 year tenancy – **Cllr Searle agreed to identify a leasing agreement.**
- Recommended weekly rate.
- Responsibility for Non-Domestic Rates.
- Responsibility for 80% of electricity charges.
- £50 credit check charge.
- Responsibility for decoration and repairs.
- Quarterly invoicing payable in advance.

Clerk to write to those who had expressed an interest. The clerk advised he would draft a letter for review by the Chairman and Vice-Chairman.

Clerk to review buildings insurance with council insurer.

9.5. NDC Green Waste Bin annual concession application.

RESOLVED: Cllr Martin proposed, Cllr Prynne seconded and all were in favour submitting a renewal application. **Clerk to action.**

9.6. Litter Pick 14/06/19 Risk Assessment.

RESOLVED: To note the RA submitted.

9.7. Xmas Lights quote.

Councillors considered a quotation.

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RESOLVED: Cllr Martin proposed, Cllr Cllr Northam seconded and all were in favour placing an order for additional lights costing £611.52. **Chairman to action, VAT invoice addressed to Parish Council care of clerk.**

10. Correspondence / Consultations Received for consideration:-

10.1. Witheridge Parish Hall – Trustee Forms.

RESOLVED: Cllr Prynne proposed, Cllr Northam seconded and all were in favour Cllr Searles be appointed to the Parish Hall Committee.

Cllr Searles and Smith completed trustee forms. **Clerk to submit to Hall Secretary.**

10.2. Resident – Concerns state of Adventure Playground.

Councillors considered a letter dated 17/06/19. The clerk explained the playgrounds were cleaned weekly by the caretaker and suggested perhaps this could be undertaken twice per week during the summer months with the agreement of the caretaker.

RESOLVED: Cllr Prynne proposed, Cllr Goodwin seconded and all were in favour the playgrounds being cleaned twice per week during the summer months. **Clerk to action and respond to resident.**

10.3. Devon Communities - Neighbourhood Planning.

Noted.

10.4. Bank – FSC Scheme information.

Noted.

11. Dates of Next meetings recommended:-

11.1. Parish Council - 05/09/19 – agenda deadline noon 25/08/19.

11.2. Agenda Items for consideration by the next meeting.

Noted.

Meeting closed 21:50.

WITHERIDGE PARISH COUNCIL

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Planning

Application No.	Description
66813	PRIOR APPROVAL FOR CHANGE OF USE FROM AGRICULTURAL BUILDING TO A DWELLINGHOUSE UNDER CLASS Q (B) AT BARN AT NGR 283648 115693 NEWLAND CROSS DOWN HILL TIVERTON Recommended: No Objection
66545	RETROSPECTIVE APPLICATION FOR THE DEMOLITION OF REAR EXTENSION, ERECTION OF CONSERVATORY & CREATION OF RAISED PATIO AREA AT CAP KNAP 10 DRAYFORD LANE WITHERIDGE TIVERTON EX16 8PR Decision: Granted

Payment Schedule

Item	Chq Ref	Payee	Purpose	£
8.2.1.	2614	S Sandland	Toilet Management & Cleaning Contract	195.00
8.2.2.	2615	Hooper Services (£1506)	Grounds Maint. 4909	630.00
8.2.3.			Grounds Maint. 4959	180.00
8.2.4.			Grounds Maint. 4929	696.00
8.2.5.	DD	EDF Energy	Council building electricity charges	123.00
8.2.6.	2616	Witheridge Voice	Annual premium 1 page x 4 editions	102.00
8.2.7.	2617	A Wells	Mileage - Training Tiverton	10.80
** Staff Salaries & Expenses **				
8.2.8.	SO	Devon County Council Pension Fund	Employer & Employee Contributions	167.81
8.2.9.	2618	Caretaker (£138.97)	Salary - June	135.47
8.2.10.			Bin sacks	3.50
8.2.11.	2619	Clerk (£624.33)	Salary - June	593.89
			Reimbursements - May + June	
8.2.12.			Mileage	13.05
8.2.13.			Postage	9.24
8.2.14.			Stationary	3.35
8.2.15.			iNet Telecoms Ltd ***5034 ***5747	4.80
8.2.16.	2620	Caretaker	Salary - July (Recess payment)	53.37
8.2.17.	2622	Clerk	Salary - July (Recess payment)	593.89
To Ratify:-				
8.2.18.	2611	J Harvey	Mileage - CoC Training Brysworthy Barnstaple	23.85
8.2.19.	2612	PHS Group	3534 - Toilet Services Installation	288.30
8.2.20.	2613	PHS Group	2740 - 6 boxes Toilet Paper	210.58

Signed:

Chairman.

Dated: