

SOUTH TAWTON PARISH COUNCIL

Minutes of the Annual General Meeting of Parish Council held at Victory Hall, South Zeal, on Monday 21st May 2012 at 7.30pm

Councillor A White
Councillor W Cann
Councillor J Jecks
Councillor M Watkins
Councillor I Guscott
Councillor C Coombs

Councillor C Critcher
Councillor A Sampson
Councillor J White

Dr P Brotherton (Clerk)

12/041 **Apologies for absence.**

Apologies were received from councillor Woolland. The chairman (councillor A White) congratulated councillor Cann on his election as Deputy Mayor for West Devon Borough Council and welcomed Mr. Guscott to his first council meeting.

12/042 **Election of officers.**

a. **Election of Chairman.**

Council were pleased to know that councillor A White was willing to stand as chairman for the present meeting and to chair the Annual Parish Meeting on May 28th. However, it was understood that he would then resign from the chairmanship of South Tawton Parish Council. Proposed by councillor Sampson and seconded by councillor Coombs, councillor A White was elected chairman of South Tawton Parish Council until May 29th 2012. Councillor A White accepted the position.

b. **Election of Vice Chairman.**

Councillor Jecks nominated and councillor Coombs seconded councillor J White as Vice Chairman of the council. Councillor J White was willing to stand. There being no other nominations, all agreed that councillor J White be elected Vice Chairman of South Tawton Parish Council for the coming year. Councillor J White accepted the position. It was further proposed by councillor Sampson and seconded by councillor Watkins that the Vice Chairman (councillor J White) act as chairman of council from May 29th 2012 until the council meeting on Monday June 25th 2012, at which meeting a new chairman would be appointed.

12/043 **Adoption of the Code of Conduct.**

Proposed by councillor Cann and seconded by councillor J White (Vice chairman) the present Code of Conduct was adopted until such time as the present arrangements changed.

12/044 **Completion of documentation on Declaration of Acceptance of Office and Undertaking to Observe the Code of Conduct.**

These forms were completed, signed by councillors and returned to the clerk.

12/045 **Collection of the completed Register of Councillors' Interests.**

These forms were completed, signed by councillors and returned to the clerk.

12/046 **Declaration of Interest for items on the agenda.**

There were no declarations of interest and no councillor wished to update his or her register of interests.

12/047 **Minutes of the last meeting.**

Minutes of the meeting held on Monday 23rd April 2012 were circulated, read, confirmed as a correct record and signed by the Chairman.

12/048 **Nomination of councillors to various bodies.**

a. **Nomination of councillors to various committees.**

Proposed by councillor Jecks and seconded by councillor Cann and agreed by all, the following Councillors were appointed as Council delegates to the designated committees.

- i. The Victory Hall committee. Councillors Cann, Sampson and A White
- ii. South Tawton Charities committee. Councillor J White.
- iii. Dartmoor National Park Consultative Forum. Councillor Cann.
- iv. Eastern Links Committee. Councillors Woolland and Critcher.
- v. Den Brook Community Liaison Group. Councillors Cann, Coombs and Jecks.
- vi. Church House Committee. Councillor Coombs.

b. **Nomination of councillors to form the Internal Financial Control Group.**

Proposed by councillor Coombs and seconded by councillor Watkins, councillors Critcher and J White (Vice Chairman) were elected as the Internal Financial Control Group of Councillors. All agreed.

c. **Nomination of Internal Auditor.**

Proposed by councillor J White (Vice chairman) and seconded by councillor Cann, Mrs. J Davey, who had kindly volunteered her services again, was elected as the Internal Auditor. All agreed. Council wished to thank Mrs. Davey for her expert advice and help in this capacity.

d. **Nomination of councillor(s) to consider planning applications.**

After discussion it was proposed by councillor Cann and seconded by councillor Watkins that a group of four councillors lead by Councillor Sampson and drawn from the councillors who volunteered to help with these matters, namely councillors J White, Cann, Sampson, Coombs, Woolland, Critcher, Guscott and Watkins, would address most planning applications and present their recommendations to council at the next full meeting. In the event that a recommendation on an application be required between council

meetings, Councillor Sampson would contact all available councillors before reaching a decision based on received advice and communicate this to the clerk. All agreed.

e. **Nomination of councillors to form a document appraisal group.**

Councillor Jecks kindly agreed to undertake analysis of documents sent to council for consideration from time to time.

f. **Decision on the membership of the First committee.**

It was agreed that as and when such a committee was needed it would be constituted from any two appropriate councillors and the clerk and chaired by either the Chair or Vice Chair of the council. It was agreed that this committee had no devolved authority.

12/049 **Update of Councillors' Contact Details.**

These documents were updated by councillors.

12/050 **Update of mandate to draw cheques without prior consultation.**

The clerk reminded council of this document and asked that five new elements be added to it. Proposed by councillor Cann and seconded by councillor A White (chairman), all agreed that this document, with its controls, be adopted. All agreed.

12/051 **Clerk's Report.**

The clerk had no report to make.

12/052 **Questions from parishioners.**

There were no questions.

12/053 **Correspondence**

a. **Email from Mr. S. Dawe, Highways Superintendent.**

The chairman (councillor A White) and the clerk explained that following a series of emails and phone calls, a very profitable meeting had been held with Mr. S. Dawe (DCC Highway Neighbourhood Officer). The results of this meeting were listed. These included:

- i. permission for a parishioner to provide hard-standing at the West-bound bus stop at Ford Cross,
- ii. the provision of protection from traffic for the installation of the missing boundary stone on the A3124,
- iii. information about the frequency of urban grass cut,
- iv. provision of warning signs on Shelly Road either side of the road subsidence and plans to mend this defect,
- v. the restoration of the finger post at Oxenham Cross,
- vi. inspection and improvement of drainage problems in School Lane and towards Gooseford,
- vii. the collection of information about parking and other traffic problems which could be used to request a Traffic Order to control such matters,
- viii. a timetable for the Lengthman's visits,
- ix. a survey to investigate flooding of the road near Olditch,
- x. a timetable for the gullies in the villages to be cleaned out,
- xi. and several other minor matters were addressed.

Mr. Dawe had emphasized the need for parishioners to use 'My Devon' as a way of recording such parish problems as all individual reports were logged. The cumulative effect of this strongly influenced the response that DCC Highways would make.

12/054 **Agenda Items for discussion and resolution**

a. **Tasks for the parish lengthsman.**

It was regretted that the Lengthsman had visited the parish without any prior warning being given.

b. **Letters offering services for the advertised role of 'Handyman'**

The clerk presented four letters offering various services as a handyman and councillor Cann added a fifth. After discussion it was proposed by councillor Sampson and seconded by councillor Critcher that all five names should be put on a council's list of preferred contractors who's skills would be called upon as appropriate.

c. **Request from the History Group for a grant of £500 towards a new notice board in the Recreation Ground.**

After discussion and examination of the application form it was proposed by councillor Cann and seconded by councillor Watkins that the History Group be awarded a grant of £500. Councillor Jecks offered to contact 'Image Makers' to find out the cost for replacing the interpretation board on Ramsley.

d. **Councillors biennial Footpath and Bridleway inspection. Concerns about use of FP 9 (Water Cleaves)**

Councillors were asked for a progress report.

When asked, one councillor reported that he had made a start on the assessment of his paths. Problems associated with the use of Footpath 9 (Water Cleaves) were discussed. Following lengthy debate it was reluctantly agreed that council felt unable to offer any advice on the matter as the topic was considered ultra vires.

e. **Electronic distribution of agenda and minutes.**

The clerk asked if any other councillor would allow agenda, minutes and other information to be passed to him or her by email and the list was updated.

f. **Review of the council contract for the cleaning of the toilet block in the Recreation Ground.**

Council were informed that this was in hand.

- g. **Reports from councillors Coombs and Cann on communications with West Devon Homes.**
Councillor Coombs described the outcome of her conversation with Mr. David Slade (Senior Technical Officer for West Devon Homes). It was reported that W.D.Homes had done some work on the car park drains at Hillcrest, but that much still needed to be done. Council asked that the police be contacted to provide advice on the 'abandoned' car. It was also reported that Mr. Slade was pessimistic that much could be done to alleviate the parking problems on Croft/Hillfield. Councillor Cann presented an email from the WDBC solicitor for Land and Property outlining the possibility of transferring some of the Green Spaces on Croft and Hillfield Estates from WDBC which might help with car parking problems. Further clarification is awaited.
- h. **Report from councillor Cann on progress to modify the Croft bus shelter.**
Councillor Cann reported that he had contacted Mr. Koslowski and awaited his response.
- i. **Report from the Jubilee working group.**
The Jubilee working group referred to their minutes of 9th May and updated council on the considerable progress made with regards to food and drink, fireworks and the brazier to be used in the Recreation Ground. It was hoped that Miss Geikie might light it using her Olympic Torch. It was reported that the presentation money boxes had been delivered and council liked the example brought to the meeting. Another meeting of the Working Group was scheduled for Wednesday 23rd May.
- j. **Report from councillors Critcher and Woolland on a recent 'Superlink' committee meeting.**
This report, written by councillor Critcher, had been circulated. Councillor Critcher outlined the salient points and answered questions on matter arising from his report. He felt that were council to consider bidding for some of the Town and Parishes Fund money then consultation with neighbouring parishes or towns was vital since money would only be released for joint ventures agreed between groups of councils bidding together. Council thought that perhaps Weed Control or Grass Cutting were topics that could be explored. Councillor Critcher was thanked for his report and the clerk asked to contact Sticklepath and Belstone parish clerks to ask for their thoughts and advice.
- k. **Report from councillors Coombs and Jecks on matters concerning Den Brook Wind Farm.**
Councillor Jecks and Coombs reported that at long last agreement as to how the funds would be distributed had been reached between the four parishes and North Tawton parish council. The formula that would be used was explained and using this it was stated that with a population of around 1284, South Tawton parish council would received funding of £8458 per annum. The next task for the Den Brook Community Council was to agree a constitution. Councillor Cann thanked councillors Jecks and Coombs for their work on the Den Brook committees. Councillor Jecks informed council that she thought much of the success of the committees was due to the outstanding skills of the chairman, councillor M Bostock.
- l. **The Annual Parish Meeting.**
The chairman (councillor A white) asked that councillors attend this important meeting.
- m. **Consideration to adopt a draft South Tawton Parish Council Fixed Asset Register.**
The clerk introduced this document which had been constructed in response to the Internal Auditor's report to council for 2011. Proposed by councillor Jecks and seconded by councillor Cann, this Register was adopted.
- n. **Request to increase the insurance premium with Aon Ltd. to from £544.00 to £580.89.**
In response to the construction of the Fixed Asset Register he clerk asked that council's annual insurance be raised. Proposed by councillor Coombs and seconded by councillor Watkins, all agreed to allow this increase.
- o. **Consideration to adopt a draft South Tawton Parish Council Risk Management policy.**
The clerk introduced this document which had been constructed in response to the Internal Auditor's report to council for 2011. Proposed by councillor J White (Vice Chairman) and seconded by councillor Guscott, this Risk Management policy was adopted.

12/055

Planning

- a. **DNPA (Louise Smith, 22nd May, 2012) 1st South Zeal Scout Group, The Scout Hut, r/o The Maltsters, South Tawton. Full Planning Permission.** Extension, new disabled access ramp, porch, covered veranda. Proposed by councillor Critcher, seconded by councillor J White(Vice Chairman) , all agreed to support this application.
- b. **DNPA 0249/12 (Jon Holmes, 1st June 2012) Mrs V. Shaw, East Ash Manor, Whiddon Down. Listed Building Consent.** External and internal alterations to rear extension. Proposed by councillor A White (Chairman) and seconded by councillor Coombs, a majority agreed to support this application.
- c. **DNPA 0249/12 (Jon Holmes, 1st June, 2012) Mrs V. Shaw, East Ash Manor, Whiddon Down. Listed Building Consent.** Internal alterations to bedroom. Proposed by councillor Sampson and seconded by councillor A White (Chairman) , all agreed to support this application.

12/056

Determination

- a. **DNPA 0639/11 (Jo Burgess, 2nd April, 2012) Mr. T Capps, Oxenham Manor, South Tawton. Full Planning Permission.** Installation of 3.90 kw. of solar panels in field. Refused. Reasons:by reason of its ...location within an historic (medieval) agricultural landscape, will have a detrimental impact on the character and appearance of this part of the Dartmoor National Park.. policies quoted. An appeal has been lodged by Mr. T. Capps with the Secretary of State against the refusal of full planning permission for installation of 3.90kw solar panels in field.

- b. **DNPA 0147/12 (Louise Smith, 9th April, 2012) Mr. and Mrs. Diffey, Coopers Ash, Whiddon Down. Full Planning Permission.** Installation of 18 photovoltaic panels on roof of outbuilding.
Granted. Conditions: Solar panels and supporting structure to be removed if panel system becomes redundant.
- c. **DNPA 0149/12 (Louise Smith, 9th April, 2012) Mr. R Tancock, Verbena, Throwleigh Road, South Zeal, Full Planning Permission.** Extension and erection of garage/carport/wood store.
Granted. Conditions: Comply to bat and nesting birds survey. Finish of roof and walls to match existing. Nailed slates. Flue pipe to be painted black. Samples of stained timber to be submitted for approval.
- d. **DNPA 0167/12 (Jo Burgess. 23rd April 2012) Mr A Williams, Southcott, Whiddon Down. Initial Consultation.** Erection of stable and feed/tack room.
Granted. Conditions: For private and domestic equestrian purposes only. Not for livery, riding lessons, commercial equine breeding or commercial use of any kind.
- e. **WDBC 02435/2012 (Mr. Louis Dulling, 13th April 2012) Mr. P. Dennis, Wickington Farm, Taw Green. Full Planning Permission.** Proposed erection of a livestock building and slurry store.
Granted. Conditions: To be carried out strictly in accordance with the drawings. FP No. 60 shall remain available and unobstructed during the development. Notice of archaeological finds to be made.

12/057

Accounts

- a. **Presentation and adoption of accounts for the year ended 31st March 2012.**
The following accounts and documents were presented to council and various details explained. Having done so, it was proposed by councillor Sampson and seconded by councillor A White (Chairman) that these various documents be adopted. All agreed.
- i. **Receipts and Payments for the year ended 31st March 2012.**
 - ii. **Statement of Funds for the year ended 31st March 2012.**
 - iii. **Statement of VAT claim pending for the year ended 31st March 2012.**
 - iv. **Statement of balance Hoare and Emergency Accounts for the year ended 31st March 2012.**
- b. **Presentation and approval of Audit Commission Accounting Statement for year to 31st March 2012.**
Following explanation, it was proposed by councillor J White (Vice Chairman) and seconded by councillor Coombs, that the Audit Commission return be adopted. All agreed.
- c. **Presentation and approval of Audit Commission Annual Governance Statement for the year ended 31st March 2012.**
Following explanation and discussion, it was proposed by councillor Sampson and seconded by councillor Guscott that the Audit Commission Annual Governance Statement for the year ended 31st March 2011 be approved. All agreed.
- d. **Presentation of Internal Auditor's Report for the year ended 31st March 2011.**
The clerk read the comments from the Internal Auditor's report which were welcomed by the meeting.
- e. **Presentation and adoption of the budget for 2012/2013 to date.**
Following discussion, it was proposed by councillor Cann and seconded by councillor Watkins that the budget be adopted for the year. All agreed.
- f. **Presentation and adoption of accounts for April 1st to May 11th 2012.**
Proposed by councillor Jecks, seconded by councillor Cann, all agreed that the these accounts be adopted.

01-Apr-12	Balance brought forward		£ -		£ 10,679.62
02-Apr-12	NatWest Bank	Voucher STMNT Fee. March	£ 3.25	£ -	£ 10,676.37
03-Apr-12	West Devon Borough C	First half of Precept - £241.53	£ -	£ 5,758.47	£ 16,434.84
06-Apr-12	West Devon Borough C	Queen's Jubilee. License.	£ 21.00	£ -	£ 16,413.84
08-Apr-12	Mr. T.Sanderson	Toilet cleaning. March 2012	£ 85.00	£ -	£ 16,328.84
08-Apr-12	DALC	Affiliation Fee	£ 241.53	£ -	£ 16,087.31
08-Apr-12	Devon Playing Fields Assoc.	Membership fee	£ 36.50	£ -	£ 16,050.81
19-Apr-12	West Devon Borough C	Refund by WDBC for Precept.	£ -	£ 241.53	£ 16,292.34
01-May-12	NatWest Bank	Voucher STMNT Fee. April	£ 3.25	£ -	£ 16,289.09
05-May-12	CPRE	Annual grant	£ 29.00	£ -	£ 16,260.09
05-May-12	West Devon Borough C	Emptying 2 Dog Bins (26 wks)	£ 64.90	£ -	£ 16,195.19
05-May-12	Moor Leisure	Queen's Jubilee. Bouncy Castle	£ 224.00	£ -	£ 15,971.19
05-May-12	Jimmy's Fireworks Ltd.	Queen's Jubilee. Fireworks	£ 295.00	£ -	£ 15,676.19
05-May-12	Makro. To Cllr. J. Jecks x 3	Queen's Jubilee. Consumables	£ 123.58	£ -	£ 15,552.61
05-May-12	Mr. T.Sanderson	Toilet cleaning. April 2012	£ 85.00	£ -	£ 15,467.61
09-May-12	Mugs4Coffee	Queen's Jubilee. Money boxes	£ 756.00	£ -	£ 14,711.61
09-May-12	Mugs4Coffee	Queen's Jubilee. Carriage	£ 75.00	£ -	£ 14,636.61
10-May-12	Mr. A White	Toilets: Consumables	£ 7.16	£ -	£ 14,629.45
11-May-12	Mrs. J Davey	Annual internal auditor fee	£ 100.00	£ -	£ 14,529.45

The chairman (councillor A White) adjourned the meeting at 10.00pm.