

IDEFORD PARISH COUNCIL

NOTICE OF MEETING

You are hereby invited to attend the next meeting of **Ideford Parish Council** which will be held on **Wednesday, 5 April 2017**, at the Village Hall, Ideford, at **6.30pm** for the purpose of transacting the following business. In accordance with the Public Bodies (Admission to Meetings) Act 1960 members of the public are welcome to attend.

019/17 WELCOME AND APOLOGIES FOR ABSENCE

020/17 MINUTES OF THE LAST MEETING - Minutes of the meeting held on 1 Mar 17 to be agreed and signed

021/17 DECLARATION OF INTERESTS - To receive declarations of personal and disclosable pecuniary interests (DPI's) in respect of items on this agenda.

022/17 REPORTS County Councillor District Councillor Police Community Support Officer

023/17 PARISH MATTERS

023.1 To receive any Ideford Parish Plan Action Updates from Portfolio Holders - All Councillors

023.2 To discuss quotes for asset maintenance work and resolve next steps – Cllr French

023.3 To receive update following CPRE Meeting on 7 Mar 17 – Cllr Carter-Woodward

023.4 To receive update following SW Regional Conference and Training Workshops on 16 Mar 17 - Clerk

023.5 To receive update following TALC Meeting on 30 Mar 17 – Cllr French

023.6 To receive update on Grants and Funding and to resolve Rural Aid Grant Submission for 2017

023.7 To confirm response requirements for recent consultations and notifications

1. Greater Exeter Strategic Plan Consultation (including call for land)

2. Public Consultation on the draft South Hams Special Area of Conservation Mitigation Strategy (Heart of Teignbridge and Bovey Tracey)

3. Public Consultation on the NA1 Houghton Barton Draft Development Framework Plan

024/17 PUBLIC PARTICIPATION

025/17 PLANNING

026/17 CLERK'S REPORT AND FINANCE

026.1 Balance of Accounts as at 31 Mar 17

026.2 To request approval and signature of Monthly and Year End Bank Reconciliation dated 31 March 17

026.3 To provide a quarterly and end of year update on expenditure against budget for FY 16/17

026.4 To request approval for BACS Payments

026.5 To approve and sign the Summary Receipts and Payments Account for year ended 31 Mar 17

026.6 To approve Variance Identification, Explanation and Earmarked Reserves for Year Ending 31 Mar 17

026.7 To confirm that all Councillors have an up to date Declaration of Interests

026.8 To resolve that all Council Standing Orders, Regulations and Procedures are up to date

026.8 To provide update on Legal and Administrative matters

027/17 DATE OF NEXT MEETING - The Annual Parish Meeting will take place on Wednesday, 19 Apr 17 at 6pm. The Annual Meeting of the Parish Council will take place on Wednesday, 3 May 17 at 6.30pm

Ashley Lamb

Ashley Lamb
Clerk to Ideford Parish Council
Tel: 07860 157687
Email: idefordclerk@hotmail.co.uk

Date 30 Mar 17

IDEFORD PARISH COUNCIL
Minutes of the Meeting held on Wednesday, 5 April 2017

Present:	Cllr Angie Carter-Woodwark Cllr Anthony French Cllr Helen Bellamy Cllr David Fox Cllr Julian Hull	Chairman Vice-Chairman
In Attendance	Cllr Beryl Austen Mrs Ashley Lamb 3 Members of the Public	District Councillor Parish Clerk

Item (a)	Discussion and Decisions (b)
019/17	WELCOME AND APOLOGIES FOR ABSENCE The Chairman opened the meeting at 1830 and apologies for absence were received from Cllr Liz Hill and Cllr Tom Hill. The resignation of Cllr Mike Walters, due to ill health was also noted.
020/17	MINUTES OF THE LAST MEETING It was unanimously agreed that the minutes of the 1 Mar 17 meeting be signed as a true and accurate record.
021/17	DECLARATION OF INTERESTS As the Deputy Chairman of the Village Hall Committee, Cllr Carter-Woodwark declared an interest in business relating to the Village Hall. As a Trustee of the Millennium Green, Cllr French declared an interest in any business relating to the Green.
022/17	REPORTS County Councillor – Cllr Tony Dempster Cllr Dempster gave an overview of the following points: <ul style="list-style-type: none"> • An additional £4.6 million has been added to Devon County Council's budget for transport improvements for the coming financial year. This has been added to a £24.5 million package of schemes for its Transport Capital programme for 2017/18. The additional funding includes £4 million from the National Productivity Fund grant. £2 million of these funds will be used to enable the first phase delivery of the Tiverton Eastern Urban Extension A361 junction, which will unlock over 1,000 dwellings. £1 million will also see work starting on new urban cycle routes in Exeter, Newton Abbot and Barnstaple. • The 50 Mph speed limit on the South Devon Highway is to be made permanent. • Arts Council England (ACE) has awarded Libraries Unlimited £245,330 as part of the Libraries Opportunities for Everyone Innovation Fund. The funds will enable Libraries Unlimited, which runs the county's libraries on Devon County Council's behalf, to develop and implement innovative new library services across rural communities in North Devon and Torridge, offering a range of exciting literacy and digital literacy facilities. Barnstaple Library will be home to a new Fab Lab PLUS, equipped with specialist digital machinery such as 3D printers and laser cutters, as well as providing training, workshops, and courses on creative writing and digital content creation including vlogs, blogs and videos. • Road closures and bridge work that may affect the Parish. District Councillor – Cllr Beryl Austen An application has been lodged for three permanent additional gypsy and traveller sites at the Haldon Ridge Travellers Site. Since it was established it has been a big improvement on the previous ramshackle arrangement. It has a site manager who can keep the site tidy and has proved to be a better arrangement than in the past. A programme to protect the dunes from erosion at Dawlish Warren is now well under way as are the improvements to the sea front protective walls at Teignmouth. These environmental works are so important for the future of each place as a tourist centre and to protect the environment. Apart from the continuing concerns about the application for an increase in housing numbers at the top of Penns Mount no planning matters of concern arise in our wards. Councillor Walters has now resigned and the East Ward will be electing their new Councillor for the remaining two years of the term at the County Council Elections. I would like to express my thanks to him for working closely with me over many years to look after our Ward. Our political views were never an issue when it came to working together for the best interests of our community.

023/17	<p>PARISH MATTERS</p> <p>023.1 - To receive Ideford Parish Plan Action Updates from Portfolio Holders There were no specific updates from Portfolio Holders.</p> <p>023.2 - To discuss quotes for asset maintenance work and resolve next steps This matter was deferred until written quotations could be obtained.</p> <p>023.3 - To receive update following Teignbridge Campaign to Protect Rural England (CPRE) Meeting Cllr Carter-Woodwork gave an overview of the CPRE Meeting that was held on 7 Mar 17. There were no matters that would immediately affect the Parish.</p> <p>023.4 - To receive update following SW Regional Conference and Training Workshops on 16 Mar 17 The Clerk gave an overview of the SW Conference and the workshops held during the day. Key Speakers included the new Chairman of the National Association of Local Councils and Sasha Morgan the head of the Smaller Authorities Team at the Department for Communities and Local Government. Having attended a workshop on the Local Council Award Scheme the Clerk asked if Councillors would be interested in Ideford Parish Council working towards a Foundation Award? It would cost £50 to register and £50 to submit and the award is valid for 4 years. Of the 357 Member Councils of DALC only 4 Parish Councils and 4 Town Councils have a quality award. It was unanimously resolved that Ideford Parish Council should work towards the Foundation Award. Cllr Fox would work with the Clerk to progress the application.</p> <p>023.5 - To receive update following TALC Meeting on 30 Mar 17 Cllr French gave an overview of the TALC Meeting that was held on 30 Mar 17. Speakers included DSupt Alex Dawson, Digital Capabilities Unit and Laura Cowie, Cyber Protect Officer, Devon and Cornwall Police talking about Cyber Crime and Nick Davies, TDC Business Manager for Strategic Place and Tamsin Cook, TDC Planning Support Manager giving an update on Paperless Planning, the progress towards change.</p> <p>023.6 - To receive update on Grants and Funding and to resolve Rural Aid Grant Submission for 2017 The Clerk advised Councillors that an application for £246 from the DCC Highways Community Enhancement Scheme had been successful and that the money would be used to purchase litter picking and personal protection equipment. Councillors went on to consider two application for 2017/18 Rural Aid assistance. The Millennium Green Trustees requested £4000 towards a modular marquee system and the Village Hall Trustees, £1000 towards a Laptop, Projector and Screen. Having considered each application and the terms and conditions of the Rural Aid Fund, Councillors agreed by majority to support and application from the Millennium Green Trustees. It was further resolved that the Clerk should would with the Trustees to complete the application form.</p> <p>023.7 - To confirm response requirements for recent consultations and notifications Having considered documentation during the month, Councillors unanimously resolved that Ideford Parish Council had no points or concerns that they wished to raise about the following consultations:</p> <ol style="list-style-type: none"> 1. Greater Exeter Strategic Plan Consultation 2. Public Consultation on the draft South Hams Special Area of Conservation Mitigation Strategy for the Heart of Teignbridge and Bovey Tracey 3. Public Consultation on the NA1 Houghton Barton Draft Development Framework Plan 								
024/17	<p>PUBLIC PARTICIPATION</p> <p><i>Standing Orders were suspended</i> A parishioner asked if the Council would be providing any refresher CPR or Defibrillator training. Councillors agreed that this should be considered and would agenda an item for a future meeting.</p> <p><i>Standing Orders were reinstated</i></p>								
025/17	<p>PLANNING – No planning applications had been received for consideration.</p>								
026/17	<p>CLERK'S REPORT AND FINANCE</p> <p>026.1 - Balance of Accounts as at 31 Mar 17</p> <table border="0"> <tr> <td>Parish Current Account</td> <td>£7182.70</td> </tr> <tr> <td>Request for Payment Authorisation</td> <td>£386.16</td> </tr> <tr> <td>Remaining Cash at Bank</td> <td>£6796.54</td> </tr> <tr> <td>HWCEF Grant</td> <td>£246.00 to arrive (£7042.54)</td> </tr> </table> <p>026.2 - To request approval and signature of Monthly Reconciliations for March / End of FY 16/17 It was resolved unanimously that the monthly bank reconciliation for March (End of Financial Year 16/17) should be signed by the Chairman.</p> <p>026.3 - To provide quarterly update/year end update on expenditure against budget for FY 16/17 The Clerk provided an overview and written documentation on the overall expenditure against budget following the end of FY 16/17. Figures provided did not include the error payment of £7000 from TDC. There were no questions from Councillors and it was unanimously resolved that information provided showed a</p>	Parish Current Account	£7182.70	Request for Payment Authorisation	£386.16	Remaining Cash at Bank	£6796.54	HWCEF Grant	£246.00 to arrive (£7042.54)
Parish Current Account	£7182.70								
Request for Payment Authorisation	£386.16								
Remaining Cash at Bank	£6796.54								
HWCEF Grant	£246.00 to arrive (£7042.54)								

true reflection of the Parish Council Finances and Account.

026.4 - To request approval for BACS and Cheque Payments

It was unanimously **agreed and resolved** that the following payment could be made via BACS Transfer:

£295.20	Helping Hands	Adult Tidy Up Kits
£90.96	DALC	NALC & DALC Affiliation Fees

026.5 - To approve and sign the Summary Receipts and Payments Account for year ended 31 Mar 17

It was **unanimously resolved** that with the Summary of Receipts and Payments for year ending 31 Mar 17 could be signed by the Chairman and RFO.

026.6 - To approve Variance Identification, Explanation & Earmarked Reserves and Fixed Asset Register for Year Ending 31 Mar 17

Councillors **unanimously resolved** that the Variance Identification, Explanation & Earmarked Reserves were a true reflection of the Parish Council accounts as at 31 Mar 17 and that the Fixed Asset Register and supporting statements could be signed by the Chairman and Parish Clerk.

026.7 - To confirm that all Councillors have an up to date Declaration of Interests

All Parish Councillors present at the meeting confirmed that they have an up to date Declaration of Interests.

026.8 To resolve that all Council Standing Orders, Regulations and Procedures are up to date

Further to Minute 017.4.1/17 Councillors **unanimously resolved** that the following Orders, Regulations and Policies remained current and should be used to guide, inform, regulate or conduct Parish Council business:

1. Standing Orders
2. Code of Conduct
3. Financial Regulations: Revised 14 March 2016
4. Data Protection – Freedom of Information and Model Publication Scheme
5. Protocol on the Filming and Recording of Parish Council Meetings
6. Policy on Training and Development
7. Delegation Scheme
9. Complaints Procedure
9. Disciplinary Policy
10. Grievance Policy
11. Bullying & Harassment Policy
12. General Power of Competence Policy

026.9 - To provide update on Legal and Administrative matters

The Clerk mentioned the recent passing of Ideford resident, Reg Olver. The thoughts and heartfelt condolences of the Parish Council are with his wife Eve and his family.

The following dates were discussed:

13 Apr 17 - Residents must be registered to vote by this date

21 Apr 17 - Ideford Parish Council Internal Audit @ 0930 with Mr Henry Merritt

4 May 17 - District & County Councillor Elections (our County Councillor will now also cover Bishopsteignton)

1 Jul 17 - Ideford Rural Skip Confirmed

027/17 DATE OF NEXT MEETING – Monthly Meeting of Ideford Parish Council, Wednesday, 3 May 17 at 6.30pm

The Chairman closed the meeting at 2000

Signed:

Dated:

3 May 17

IDEFORD PARISH COUNCIL

NOTICE OF MEETING

You are hereby invited to attend the next meeting of **Ideford Parish Council** which will be held on **Wednesday, 3 May 2017**, at the Village Hall, Ideford, at **6.30pm** for the purpose of transacting the following business. In accordance with the Public Bodies (Admission to Meetings) Act 1960 members of the public are welcome to attend.

034/17 ELECTION OF CHAIRMAN AND SIGNATURE OF ACCEPTANCE OF OFFICE

035/17 ELECTION OF VICE CHAIRMAN

036/17 WELCOME AND APOLOGIES FOR ABSENCE

037/17 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 5 Apr 17 to be agreed and signed

The minutes of the Annual Parish Meeting on 19 Apr 17 to be noted (for signature on 18 Apr 18)

038/17 DECLARATION OF INTERESTS

039/17 REPORTS County Councillor District Councillor Police Community Support Officer

040/17 PARISH MATTERS

040.1 To confirm acceptance of Representative Roles

040.2 To identify and approve any Parish Councillor Training Needs

040.3 To receive Ideford Parish Plan Action Updates from Portfolio Holders – All Councillors

040.4 To receive update following Parish Council Internal Audit

040.5 To approve the payment of 12 hours' overtime (Accounts & Audit) for the Parish Clerk

040.6 To approve and sign the Accounting Statements for 2016/17

040.7 To approve and sign the Annual Governance Statement for 2016/17

040.8 To review and approve the Parish Council Insurance requirements for 2017/18

041/16 PUBLIC PARTICIPATION

042/16 PLANNING

17/00923/FUL – Highland View, Ideford Combe, TQ12 3GR – Application by Mr Burman

Replacement garage including annexe

043/16 CLERK'S REPORT AND FINANCE

043.1 Balance of Accounts as at 30 Apr 17

043.2 To request approval and signature of Monthly Bank Reconciliation for April

043.3 To request approval for BACS Payments

043.4 To provide a Legal and Administrative Update

046/16 DATE OF NEXT MEETING - Monthly Meeting of the Parish Council, Wednesday, 7 Jun 17 at 6.30pm

Ashley Lamb

Ashley Lamb

Clerk to Ideford Parish Council

Tel: 07860 157687

Email: idefordclerk@hotmail.co.uk

Date 27 Apr 17

IDEFORD PARISH COUNCIL

Minutes of the Annual Meeting held on Wednesday, 3 May 2017

Present:	Cllr Angie Carter-Woodwark Cllr Anthony French Cllr Helen Bellamy Cllr David Fox Cllr Liz Hill Cllr Tom Hill Cllr Julian Hull	Chairman Vice-Chairman
In Attendance	Mrs Ashley Lamb 3 Members of the Public	Parish Clerk

Item (a)	Discussion and Decisions (b)
034/16	ELECTION OF CHAIRMAN The retiring Chairman asked if any Councillor wished to stand for election as Chairman. Cllr Fox and Cllr Carter-Woodwark declared that they wished to be considered. It was voted by majority that Cllr Carter-Woodwark be elected as the Chairman for 2017/18. A declaration of acceptance of the office of Chairman was duly signed and witnessed.
035/15	ELECTION OF VICE CHAIRMAN There being no nominations for the position of Vice Chairman, Cllr French stated that he was content to continue in the position. The election of Cllr French was agreed unanimously.
036/17	WELCOME AND APOLOGIES FOR ABSENCE The Chairman opened the meeting at 1835 and apologies for absence were received from Cllr Beryl Austen.
037/17	MINUTES OF THE LAST MEETING It was unanimously agreed that the minutes of the 5 Apr 17 meeting be signed as a true and accurate record. The minutes of the Annual Parish Meeting held on 19 Apr 17 were also noted with no amendment required.
038/17	DECLARATION OF INTERESTS There were no declarations of interest.
039/17	REPORTS District Councillor – Cllr Beryl Austen (Read by Parish Clerk) Police have issued a warning about illegal taxi drivers operating in our area. These vehicles have not been approved or vetted by the Council, nor are drivers permitted to take money for journeys and they are not insured for passengers. A couple of suspects are being investigated by the police but the public are asked to be aware when accepting the offer of transport that the taxi is properly marked as an approved vehicle. Because of the approaching County and National elections meetings of Teignbridge have been less than expected. The next planning meeting is on 9 May 17 and there are no local applications on the agenda. The planning meeting for early June has been cancelled because of the General Election and moved to 13 Jun 17. No applications for community funding may be made by Councillors for the purdah period which ends after the elections. Work is ongoing at CDS Phase 2 with the providers to improve internet connections in our area. Devon and Somerset are working together to achieve a better service. Teignbridge have been commended for the efficiency and quality of their Housing Benefit service. Not a lot to report this time. Back to normal, no doubt, after the two elections. Police and Community Support Officer Report (Report from PC Rob Harvey read by Parish Clerk) There were no reported crimes during the period from 5 Apr 17 to 3 May 17 Other matters It is that time of year again when the garden tools come out and the thieves start snooping around sheds and outbuildings looking for easy pickings. Please take care of your belongings. Property mark them and make a note somewhere of the make, model and serial numbers of expensive items where appropriate. Please report any suspicious people or vehicles, taking time to write down vehicle registrations and inform the police as it is happening, as opposed to a day or so after. Don't be afraid to use the 999 number if it is appropriate. <i>PC Harvey arrived at 1845, there being no questions from Councillors or members of the public he excused himself and left to attend another meeting.</i>

040/17	<p>PARISH MATTERS</p> <p>040.1 - To confirm acceptance of Representative Roles. The following representative roles were confirmed: Teignbridge Association of Local Councils - Cllr French Snow Warden - Cllr French Campaign to Protect Rural England - Cllr Carter-Woodward and Cllr Liz Hill Bank and Cheque Signatories - Cllr Carter-Woodward, Cllr Tom Hill and Cllr French It was resolved that Cllr Fox should be added to the Bank Signatory List. Clerk to prepare the paperwork.</p> <p>040.2 – To identify and approve any Parish Councillor Training Needs A list of training courses had been circulated to all Councillors. Cllr Carter-Woodward requested a place on the 11 Jul 17 Chairmanship Course. Cllr Fox also requested a place on this course once his availability could be confirmed. The Clerk informed Councillors that she would be attending a Social Media Course (at no cost) on 23 May 17.</p> <p>040.3 - To receive Ideford Parish Plan Action Updates from Portfolio Holders Cllr Liz Hill provided details of several Flood Help Information telephone numbers and details of some self-help websites. It was resolved that the Clerk should turn the information into an article for the Parish Newsletter for use later in the year. Cllr Bellamy provided details of a change in Neighbourhood Highways Officer. Details had been circulated to all Councillors. There were no other specific updates from Portfolio Holders.</p> <p>040.4 - To receive update following Parish Council Internal Audit Cllr Carter-Woodward and Cllr Fox were present with the Clerk at the Parish Council Internal Audit that took place on 21 Apr 17. The Auditors report confirmed that the Parish Council Accounting System was efficient and effective and meets the necessary accounting requirements. The associated record keeping is in excellent order and the overall finances of the Parish Council are in good order. The Chairman thanked the Clerk for all her hard work in preparing for the Audit.</p> <p>040.5 - To approve the payment of 12 hours’ overtime (Accounts & Audit) for the Parish Clerk It was unanimously resolved that the Clerk should be paid 12 hours’ overtime for time spent preparing the end of year accounts and internal audit documentation.</p> <p>040.6 - To Approve and Sign the Annual Governance Statement for 2016/17 Councillors unanimously agreed with the proposed responses to each of the governance statements and resolved that the document could be signed by the Chairman and Clerk.</p> <p>040.7 - To Approve and Sign the Accounting Statements for 2016/17 Councillors unanimously resolved to approve the document. No comments were made and no amendment was required. The document was duly signed by the Chairman and Clerk as Responsible Financial Officer.</p> <p>040.8 - To review and approve the Parish Council Insurance requirements for 2017/18 Having received a copy of the renewal documentation during the month, Councillors unanimously resolved that the Parish Council insurance for 2017/18 was fit for purpose and no amendments were required.</p>
041/17	<p>PUBLIC PARTICIPATION</p> <p><i>Standing Orders were suspended</i> A parishioner commented on the poor state of the top end of the Watery Lane Bridleway. Once again, heavy rain has washed away all the top soil and it is now very difficult to pass and is very stony. The Clerk would contact the P3 Coordinator for an opinion and liaison with DCC PROW regarding drainage and remediation.</p> <p>A parishioner commented on the current inconsistency in service at the Brunel Road Recycling Centre. Security Guards have been issuing tickets and denying access to people doing good deeds for others and who were acting in a reasonable manner. This question was also raised at the APM and is with the District Councillor for comment. A parishioner also commented on the size and severity of the traffic calming (sleeping policemen) at the site.</p> <p><i>Standing Orders were reinstated</i></p>
042/17	<p>PLANNING</p> <p>17/00923/FUL – Highland View, Ideford Combe, TQ12 3GR – Application for Mr Burman Replacement garage including annexe Councillors resolved unanimously to support the application submitted by Mr Burman.</p>

043/17	<p>CLERK'S REPORT AND FINANCE</p> <p>043.1 - Balance of Accounts as at 30 Apr 17</p> <table><tr><td>Parish Current Account</td><td>£9629.54</td></tr><tr><td>Request for Payment Authorisation</td><td>£518.00</td></tr><tr><td>Remaining Cash at Bank</td><td>£9111.54</td></tr><tr><td>VAT Refund</td><td>£72.96 to arrive (£9184.50)</td></tr></table> <p>043.2 - To request approval and signature of Monthly Reconciliations for April</p> <p>It was resolved unanimously that the monthly bank reconciliation for April should be signed by the Chairman.</p> <p>043.3 - To request approval for BACS and Cheque Payments</p> <p>It was unanimously resolved that £126 should be vired from the CPAD earmarked reserve of £1641.50 to cover the cost of the annual support subscription. This would leave £1515.50 to support the project and to fund a future replacement device. It was unanimously agreed and resolved that the following payment could be made via BACS Transfer:</p> <table><tr><td>£126.00</td><td>Community Heartbeat Trust</td><td>Annual Membership and CPAD Support Costs</td></tr><tr><td>£280.00</td><td>Came and Company</td><td>Insurance Renewal (Year 2 of LTA)</td></tr><tr><td>£52.00</td><td>Henry Merritt</td><td>Internal Audit Fee</td></tr><tr><td>£60.00</td><td>NALC</td><td>Local Council Award Scheme Registration</td></tr></table> <p>043.4 - To provide update on Legal and Administrative matters</p> <p>The Clerk commented that the large metal noticeboard near the Royal Oak would no longer be used for Parish Council information. This was due to the safety issue of single person operation, continued dog fouling of the area and ease of reading due to excessive condensation. All information would be displayed on the new Bus Shelter Notice Board.</p> <p>The Clerk confirmed that the Rural Aid Application made on behalf of the Millennium Green was submitted to Teignbridge District Council in a timely manner and all subsequent supplementary questions have been answered by the Millennium Green Trustees. Decisions will be made on 12 Jul 17.</p> <p>The Rural Skip Service has now been confirmed for Saturday, 1 Jul 17.</p>	Parish Current Account	£9629.54	Request for Payment Authorisation	£518.00	Remaining Cash at Bank	£9111.54	VAT Refund	£72.96 to arrive (£9184.50)	£126.00	Community Heartbeat Trust	Annual Membership and CPAD Support Costs	£280.00	Came and Company	Insurance Renewal (Year 2 of LTA)	£52.00	Henry Merritt	Internal Audit Fee	£60.00	NALC	Local Council Award Scheme Registration
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£60.00	NALC	Local Council Award Scheme Registration																			
044/17	<p>DATE OF NEXT MEETING – Monthly Meeting of Ideford Parish Council, Wednesday, 7 Jun 17 at 6.30pm</p>																				

The Chairman closed the meeting at 1920

Signed:

Original Copy Signed

Dated:

7 Jun 17

IDEFORD PARISH COUNCIL

You are hereby summonsed under the Local Government Act 1972 Sch.12s.10 to attend a meeting of Ideford Parish Council for the purpose of transacting the following business.

Agenda for the Annual Meeting of Ideford Parish Council to be held at the Village Hall, Ideford On Wednesday, 7 June 2017 at 6.30pm

045/17 WELCOME AND APOLOGIES FOR ABSENCE

046/17 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 3 May 17 to be agreed and signed

047/17 DECLARATION OF INTERESTS

048/17 REPORTS County Councillor District Councillor Police Community Support Officer

049/17 GUEST SPEAKER - AFFORDABLE HOUSING OPTIONS FOR IDEFORD – Mary Ridgway, TDC Rural Housing Enabler

050/17 PARISH MATTERS

050.1 To resolve next steps for Affordable Housing Project in Ideford

050.2 To receive Ideford Parish Plan Action Updates from Portfolio Holders – All Councillors (if required)

050.3 To discuss Parish CPR and Defibrillator Training Event and resolve next steps

050.4 To discuss quotations for Parish Bench Maintenance and resolve next steps

050.5 To discuss Parish Council involvement on Rural Skip Day (1 Jul 17) and resolve next steps

050.6 To resolve acceptance of a free 12 month off site back up service via Datacenta Secure Hosting

050.7 To resolve that all the criteria of the Local Council Award Scheme Foundation Level have been met

050.8 To provide update on concerns raised by Parishioners

051/16 PUBLIC PARTICIPATION

052/16 PLANNING

17/01110/FUL – Primrose Bank, Ideford – Application by Mr & Mrs Oxenham

Demolish existing garage and car port, remove, lower and extend roof to create integral garage and additional living accommodation to include accommodation at first floor level

17/01215/CLDE - Rixford Manor, Ideford, TQ13 0BP – Application by Mr R Toghil

Certificate of Lawfulness for existing use of land as residential curtilage

053/16 CLERK'S REPORT AND FINANCE

053.1 Balance of Accounts as at 31 May 17

053.2 To request approval and signature of Monthly Bank Reconciliation for May

053.3 To request approval for BACS Payments

053.4 To request permission to attend Clerks Training Course & Update at DCT on 6 Jul 17

053.5 To provide a Legal and Administrative Update – Councillor Training and Audit Inspection

054/16 DATE OF NEXT MEETING - Monthly Meeting of the Parish Council, Wednesday, 5 Jul 17 at 6.30pm

Ashley Lamb

Ashley Lamb

Clerk to Ideford Parish Council

Tel: 07860 157687

Email: idefordclerk@hotmail.co.uk

Date 31 May 17

This notice must be left at or sent to the usual place of residence of every member of the council, at least three clear days before the meeting.

IDEFORD PARISH COUNCIL

Minutes of the Annual Meeting held on Wednesday, 7 June 2017

Present:	Cllr Angie Carter-Woodwark Cllr Helen Bellamy Cllr David Fox Cllr Liz Hill Cllr Tom Hill Cllr Julian Hull	Chairman Arrived at 1840
In Attendance	Cllr Ron Peart Mary Ridgway Mrs Ashley Lamb 4 Members of the Public	County & District Councillor Teignbridge Rural Housing Enabler Parish Clerk

Item (a)	Discussion and Decisions (b)
045/17	WELCOME AND APOLOGIES FOR ABSENCE <p>The Chairman opened the meeting at 1830 and apologies for absence were received from Cllr Beryl Austen, Cllr Anthony French, PC Rob Harvey and PCSO Saul Bunce. Parish Councillor reasons for absence were accepted. The Chairman welcomed Mary Ridgway, TDC Rural Housing Enabler and Cllr Ron Peart to the Meeting. The recent passing of Bishopsteignton Parish Councillor, Jim Grimble was also mentioned and a letter of condolence to his family and Council colleagues was duly signed.</p>
046/17	MINUTES OF THE LAST MEETING <p>It was unanimously agreed that the minutes of the 3 May 17 meeting be signed as a true and accurate record.</p>
047/17	DECLARATION OF INTERESTS <p>There were no declarations of interest.</p>
048/17	REPORTS County & District Councillor – Cllr Ron Peart <p>Cllr Peart introduced himself and said that as the newly elected County Councillor for Kingsteignton & Teign Estuary and District Councillor for Kingsteignton East, he very much looked forward to working with the Parish. Currently undertaking County Councillor induction and training, Cllr Peart gave an overview of the DCC Budget, Expenditure, cutbacks and savings and staff reductions for FY 17/18. Standing orders were suspended to allow members of the public to ask Cllr Peart questions. A Parishioner asked if the Parish Sweepers were still active. The Clerk advised that the Parish receives 2 programmed days per year and the Sweeper had been in part of the Parish earlier today. There being no other questions Standing Orders were reinstated and Cllr Peart left the meeting at 1840.</p> District Councillor – Cllr Beryl Austen (Read by Parish Clerk) <p>As previously arranged I will be holding the fort at Kingsteignton until Ron gets back from your meeting so that he can introduce himself to the Parish. There have been very few meetings at Teignbridge because of the election. The appeal regarding Penn's Mount was recently heard by the Inspector for three days. The result is not expected for some weeks, possibly three weeks at the least. Planning permission was given for the development of 80 houses and green space previously but the appeal is against the later application for 90 homes with a large part of the allocated green space taken for that purpose. Local opposition has been very determined against this new application and Teignbridge engaged very skilled witnesses to state our case. Teignbridge has received a national award for its provision of housing for the district which has exceeded its targets and provided new initiatives for self-build. I look forward to seeing you all next month.</p> Police and Community Support Officer Report (Report from PC Rob Harvey read by Parish Clerk) <p>There was one crime during the period from 3 May 17 to 5 Jun 17</p> <p>Theft from motor vehicle – Mobile phone stolen from a car parked and unattended in the car park at Ideford Common. The phone had been used as a Sat Nav and was hanging on full display from the sun visor. There was damage to the door lock where entry had been gained. No leads.</p> Other matters <p>Please take care of your belongings and do not leave them on public display. Property mark them and make a note somewhere of the make, model and serial numbers of expensive items where appropriate. If you've got a mobile phone that for some reason you plan to leave unattended, please consider installing a security app that includes the facility to track your device should it be stolen.</p>

	<p>Please report any suspicious people or vehicles, taking time to write down vehicle registrations and inform the police as it is happening, as opposed to a day or so after. Don't be afraid to use the 999 number if it is appropriate.</p>
049/17	<p>CONTINUED DISCUSSION ON AFFORDABLE HOUSING OPTIONS IN IDEFORD</p> <p>Councillors were joined by Mary Ridgway a Teignbridge District Council Housing Enabler. Mary gave an overview of the new Community Led Housing Fund Grant that has been awarded to Local Authorities. The criteria for use is not too prescriptive and funding must be used for Community Led Affordable Housing Projects with the option to use money to overcome some of the barriers such as legal advice, ecological surveys or project management. Teignbridge are now also a lead Authority Nationally for self-build. Mary also gave an overview of the process and status of Ideford. While advanced in community consultation and engagement and having previously identified (subject to negotiation) a potential area for a site the problem is a low level of notified need now. In planning terms, this would not fit within statutory guidelines for an exception site. Devon Home Choice registration is another way of identifying need. There are a variety of options that Ideford could now pursue:</p> <ul style="list-style-type: none"> • How do you identify people in need that may not be registered with Devon Home Choice or who did not complete the recent survey? • What sort of housing is needed – Community Land Trust, Self-Build or Housing Association rented product • Is there scope for forming a partnership with neighbouring parishes? <p>Standing orders were suspended for members of the public to ask questions and for a general open debate on the subject. The Chairman thanked Mary for attending the meeting, standing orders were reinstated and Mary departed at 1915.</p>
050/17	<p>PARISH MATTERS</p> <p>050.1 - To resolve next steps for Affordable Housing Project in Ideford</p> <p>Following the earlier discussions Councillors resolved unanimously to conduct some additional targeted engagement and to consider setting up an additional informal meeting with interested individuals to include Mary Ridgway, Janice Alexander from DCT and Charles Acland the TDC Self-Build Officer. The Clerk was to contact Bishopsteignton and Chudleigh to see if they had a greater identified need.</p> <p>050.2 - To receive Ideford Parish Plan Action Updates from Portfolio Holders</p> <p>Cllr Bellamy gave an update on the 30 Mph Repeater signs and there were no other specific updates from Portfolio Holders.</p> <p>050.3 – To discuss Parish CPR and Defibrillator Training Event and resolve next steps</p> <p>Cllr Carter-Woodward has been speaking to the daughter of a Parish resident who is a qualified First Aider and Trainer who would be willing to provide a CPR and Defibrillator Training session. She has kindly offered 2 dates during August when she would be available on a Wednesday evening to provide training. It was unanimously resolved to consider an event on Wednesday, 9 Aug 17 starting at 7pm. The Clerk is to post something on Social Media to gauge interest and to make a provisional booking for the Village Hall.</p> <p>050.4 - To discuss quotations for Parish Bench Maintenance and resolve next steps</p> <p>In the absence of Cllr French, this item was deferred to the July Meeting.</p> <p>050.5 - To discuss Parish Council involvement on Rural Skip Day (1 Jul 17) and resolve next steps</p> <p>Following the parking and traffic flow issues last year it was resolved that an information leaflet should be placed on cars parked in the Pound area of Ideford at the beginning of week commencing 26 Jun 17 to let owners know about the skip and to ask if they might be able to keep the area clear on 1 July. It was also resolved that the Clerk or a Councillor (on a rota basis) should be available on site during the day. Details of what items can be accepted has been posted on Social Media and in the June edition of the Parish Newsletter.</p> <p>050.6 - To resolve acceptance of a free 12 month off site back up service with Datacenta Secure Hosting</p> <p>Having received a briefing on the Company, what they can provide and the potential benefits of an off-site backup, Councillors unanimously resolved to accept a one year trial subscription to provide a secure off-site backup and disaster recovery copy of all Parish Council computer data with Dataset Secure Hosting. Following the trial period consideration would be given to a follow-on contract costing £99 +VAT pa.</p> <p>050.7 - To resolve that all the criteria of the Local Council Award Scheme Foundation Level have been met</p> <p>Councillors unanimously resolved that items 1 to 15 of the Portfolio are published on line and that items 16 to 23 are in place. Councillors further resolved that the Portfolio should now be submitted for consideration and Local Council Award Scheme Foundation Level Accreditation. The Chairman thanked the Clerk for her work in compiling the Portfolio submission.</p>

	<p>050.8 - To provide update on concerns raised by Parishioners</p> <p>Watery Lane – In early 2015 a small load of hard-core was tipped on the path which made a temporary repair, filling up the area eroded by the rainwater run-off from the concrete road. It was thought that this would only be a short-term solution and that rainwater drainage does need to be sorted to cure the problem long term. As the path drops away quite steeply from the road, Devon County Council (DCC) were asked if we could consider making some long shallow steps at the same time as putting in a drain gulley and ducting for the water. Our Parish Paths Partnership (P3) Co-ordinator who has looked at the area believes the long-term need has not changed and will now get in touch with our DCC Public Rights of Way Officer to see if we can move things forward to make a more permanent job.</p> <p>Brunel Recycling Centre – Following concerns raised at the Annual Parish Meeting and during recent public participation sessions, the Clerk had spoken with the Senior Waste Manager at DCC Waste Management Team. A DCC Form A61c can now be found on the DCC website that gives comprehensive information for Waste Depositors using sites such as Brunel. Security Staff do have the right to turn trade or overly frequent domestic users away but a ban would usually involve some sort of DCC involvement. If depositors explain what they are doing to staff, a way forward can usually be achieved.</p> <p>The guidance can be found at: https://new.devon.gov.uk/wasteandrecycling/recycling-centres/policies/</p> <p>Drones – The Clerk gave an overview of the current laws and regulations relating to Drones. Information had also been forwarded to the Parishioner who raised the concern.</p> <p>Broadlands – A concern had been raised about the current maintenance and repair of the Broadlands access area. The Clerk had confirmed ownership of all associated areas with TDC and Teign Housing and has spoken to Head of Asset Management and Development at Teign Housing. A surveyor will be sent to site to assess the area and will report back on the findings and proposed next steps.</p>						
051/17	<p>PUBLIC PARTICIPATION</p> <p><i>Standing Orders were suspended</i></p> <p>A parishioner commented asked if the new PCSO and Beat Manager could be invited to attend Parish Council Meetings, especially as they no longer hold monthly surgeries. The Chairman explained that whenever possible the Police do attend PC Meetings but shifts and on duty commitments may not always allow. Other Parishes also meet on the same evening as Ideford. Details of our Police Team is published in the Parish Newsletter, on the Website and there is a notice in the Bus Shelter. A prompt response or attendance is forthcoming whenever an issue has been raised. The decision to cancel surgeries was taken following a reduction of staffing, extra commitments and because in a 24-month period only 1 person had ever attended and it wasn't for a Police issue.</p> <p>A Clerk asked if the Parish Council had considered supporting the Fete on the 15 Jul 17 in any way? Following a brief discussion Councillors unanimously resolved to cover Millennium Green equipment hire charges and Village Hall venue hire costs to allow the Parochial Church Council to maximise their fundraising. Expenditure was capped at £100 Total.</p> <p><i>Standing Orders were reinstated</i></p>						
052/17	<p>PLANNING</p> <p>17/01110/FUL – Primrose Bank, Ideford – Application by Mr & Mrs Oxenham</p> <p>Demolish existing garage and car port, remove, lower and extend roof to create integral garage and additional living accommodation to include accommodation at first floor level</p> <p>Councillors resolved unanimously to support the application submitted by Mr & Mrs Oxenham</p> <p>17/01215/CLDE - Rixford Manor, Ideford, TQ13 0BP – Application by Mr R Toghill</p> <p>Certificate of Lawfulness for existing use of land as residential curtilage</p> <p>Councillors resolved unanimously to support the application submitted by Mr Toghill.</p>						
053/17	<p>CLERK'S REPORT AND FINANCE</p> <p>053.1 - Balance of Accounts as at 31 May 17</p> <table> <tr> <td>Parish Current Account</td> <td>£9184.50</td> </tr> <tr> <td>Request for Payment Authorisation £</td> <td>36.25</td> </tr> <tr> <td>Remaining Cash at Bank</td> <td>£9148.25</td> </tr> </table> <p>053.2 - To request approval and signature of Monthly Reconciliations for May</p> <p>It was resolved unanimously that the monthly bank reconciliation for May should be signed by the Chairman.</p>	Parish Current Account	£9184.50	Request for Payment Authorisation £	36.25	Remaining Cash at Bank	£9148.25
Parish Current Account	£9184.50						
Request for Payment Authorisation £	36.25						
Remaining Cash at Bank	£9148.25						

053.3 - To request approval for BACS and Cheque Payments

It was **unanimously resolved** that the following payment could be made via BACS Transfer:

£36.25	Village Hall Trustees	Hire Charges from Dec to May
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053.4 - To request permission to attend Clerks Training Events

The Clerk requested permission to attend a SLCC Webinar to summarise the new General Data Protection Regulation (GDPR) and provide information on how we can ensure that our council is compliant. The cost is £25 + VAT for SLCC members. Councillors agreed unanimously that the Clerk could attend.

053.5 - To provide update on Legal and Administrative matters

The Clerk provide and update to Councillors on the following matters:

- For many years 'persons interested' have had a right to inspect accounting records, including 'all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records', during the statutory inspection period of 30 working days including the first 10 working days in July. The Local Audit (Public Access to Documents) Act 2017, now extends this right to 'any journalist'. 'Journalist' is defined as 'any person who produces for publication journalistic material (whether paid to do so or otherwise)' and so includes a 'citizen journalist' who blogs without payment. The Act comes into force on 27 June 2017 and so will be in force for this year's compulsory inspection period.
- At the Teignbridge Executive Meeting on 30 May 17 the intention to charge for Pre-Submission Planning Advice wef 1 Jul 17 was approved.
- Devon County Council's Cabinet has agreed recommendations to award its highways term maintenance contract to Skanska Construction UK Limited. The contract, will run from 1 April 2017 to 31 March 2024, with extension options for a further three years. The Cabinet decision is subject to usual council procedures, and subject to the decision not being "called-in" for further consideration, all the bidders will be notified of the outcome and the County Council will enter "standstill" period before Skanska Construction can be formally appointed. The County Council's current highways term maintenance contract with South West Highways Ltd, which covers routine, reactive, emergency and planned highway maintenance work, expired at the end of March 2017.

054/17**DATE OF NEXT MEETING – Monthly Meeting of Ideford Parish Council, Wednesday, 5 Jul 17 at 6.30pm**

The Chairman closed the meeting at 2000

Signed:

original copy signed

Dated:

5 Jul 17

IDEFORD PARISH COUNCIL

NOTICE OF MEETING

You are hereby invited to attend the next meeting of **Ideford Parish Council** which will be held on **Wednesday, 5 July 2017**, at the Village Hall, Ideford, at **6.30pm** for the purpose of transacting the following business. In accordance with the Public Bodies (Admission to Meetings) Act 1960 members of the public are welcome to attend.

055/17 WELCOME AND APOLOGIES FOR ABSENCE

056/17 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 7 Jun 17 to be agreed and signed

057/17 DECLARATION OF INTERESTS

058/17 REPORTS County Councillor District Councillor Police Community Support Officer

059/17 PARISH MATTERS

059.1 To receive Ideford Parish Plan Action Updates from Portfolio Holders – All Councillors

059.2 To discuss Parish CPR and Defibrillator Training Event and resolve next steps – Cllr Carter-Woodwark

059.3 To receive update following TALC Meeting held on 29 Jun 17 – Cllr French & Cllr Fox

060/16 PUBLIC PARTICIPATION

061/16 PLANNING

17/01511/AGR– Town Farm, Ideford – Application by Mr S Jervis
Agricultural storage building

Decision Notice - 17/01110/FUL – Primrose Bank, Ideford – Application by Mr & Mrs Oxenham
Demolish existing garage and car port, remove, lower and extend roof to create integral garage and additional living accommodation to include accommodation at first floor level

Decision Notice - 17/00923/FUL – Highland View, Ideford Combe – Application by Mr Burman
Replacement garage including annexe

062/16 CLERK'S REPORT AND FINANCE

062.1 Balance of Accounts as at 30 Jun 17

062.2 To request approval and signature of Monthly Bank Reconciliation for June

062.3 To request approval for BACS Payments

062.4 To provide a Legal and Administrative Update (if required)

063/16 DATE OF NEXT MEETING - Monthly Meeting of the Parish Council, Wednesday, 6 Sep 17 at 6.30pm

Ashley Lamb

Ashley Lamb
Clerk to Ideford Parish Council
Tel: 07860 157687
Email: idefordclerk@hotmail.co.uk

Date 01 Jul 17

IDEFORD PARISH COUNCIL
Minutes of the Annual Meeting held on Wednesday, 5 July 2017

Present:	Cllr Angie Carter-Woodwark Chairman Cllr Helen Bellamy Cllr David Fox Cllr Liz Hill Cllr Tom Hill Arrived at 1835 Cllr Julian Hull
In Attendance	Mrs Ashley Lamb Parish Clerk 5 Members of the Public

Item (a)	Discussion and Decisions (b)
055/17	WELCOME AND APOLOGIES FOR ABSENCE The Chairman opened the meeting at 1830 and apologies for absence were received from Cllr Ron Peart, Cllr Beryl Austen and Cllr Anthony French. Parish Councillor reasons for absence were accepted.
056/17	MINUTES OF THE LAST MEETING It was unanimously agreed that the minutes of the 7 Jun 17 meeting be signed as a true and accurate record.
057/17	DECLARATION OF INTERESTS There were no declarations of interest.
058/17	REPORTS There were no reports from the County or District Councillors or from the Police and Community Support Officer.
059/17	PARISH MATTERS 059.1 - To receive Ideford Parish Plan Action Updates from Portfolio Holders Cllr Bellamy gave an update on the 30 Mph Repeater signs and there were no other specific updates from Portfolio Holders. 059.2 – To discuss Parish CPR and Defibrillator Training Event and resolve next steps Having advertised the possibility of holding a CPR and Defibrillator Training session during August on social media, on the Parish Website and by speaking to Parishioners, there had been little or no appetite to continue. 059.3 - To receive an update following the TALC Meeting held on 29 Jun 17 The Clerk gave an overview of the TALC Meeting. The Key Speaker was Alison Hernandez, Police & Crime Commissioner, Devon, Cornwall and IoS. Draft minutes would be forwarded to all Councillors in due course.
060/17	PUBLIC PARTICIPATION <i>Standing Orders were suspended</i> A parishioner commented that there was a bulge in the road near the Village Pound. The Clerk would report the matter to SWW or DCC Highways as appropriate. <i>Standing Orders were reinstated</i>
061/17	PLANNING Decision Notice - 17/01511/AGR– Town Farm, Ideford – Application by Mr S Jervis Application Granted - Agricultural storage building Decision Notice - 17/01110/FUL – Primrose Bank, Ideford – Application by Mr & Mrs Oxenham Application Granted - Demolish existing garage and car port, remove, lower and extend roof to create integral garage and additional living accommodation to include accommodation at first floor level Decision Notice - 17/00923/FUL – Highland View, Ideford Combe – Application by Mr Burman Application Granted - Replacement garage including annexe
062/17	CLERK’S REPORT AND FINANCE 062.1 - Balance of Accounts as at 30 Jun 17 Parish Current Account £9148.25 Request for Payment Authorisation £ 99.32 Remaining Cash at Bank £9048.93

	<p>062.2 - To request approval and signature of Monthly Reconciliations for June</p> <p>It was resolved unanimously that the monthly bank reconciliation for June should be signed by the Chairman. It was further resolved that the Chairman and RFO could sign the quarterly Expenditure v Budget Sheet as at the end of Q1.</p> <p>062.3 - To request approval for BACS Payments</p> <p>It was unanimously resolved that the following payment could be made via BACS Transfer:</p> <table><tr><td>£27.92</td><td>DALC</td><td>8 Copies of the 2017 Good Councillor Guide</td></tr><tr><td>£30.00</td><td>SLCC</td><td>27 Jun 17 – SLCC GDPR Training Webinar</td></tr><tr><td>£41.40</td><td>SLCC</td><td>SLCC South West Training Event on 27 Sep 17 (BACS on receipt of invoice)</td></tr></table> <p>062.4 - To provide update on Legal and Administrative matters</p> <p>The Clerk provide and update to Councillors on the following matters:</p> <ul style="list-style-type: none">• The Local Council Award Scheme Panel members were very pleased with the application for Foundation status from Ideford Parish Council. They made many complimentary comments, and had no problem recommending that the council be awarded the Foundation level under the Award Scheme.• Councillors were asked to notify the Clerk if they wished to attend the 12 Sep 17 DALC Planning Course or the 10 Oct 17 DALC AGM & Conference. Full details would be forwarded to all Councillors.	£27.92	DALC	8 Copies of the 2017 Good Councillor Guide	£30.00	SLCC	27 Jun 17 – SLCC GDPR Training Webinar	£41.40	SLCC	SLCC South West Training Event on 27 Sep 17 (BACS on receipt of invoice)
£27.92	DALC	8 Copies of the 2017 Good Councillor Guide								
£30.00	SLCC	27 Jun 17 – SLCC GDPR Training Webinar								
£41.40	SLCC	SLCC South West Training Event on 27 Sep 17 (BACS on receipt of invoice)								
063/17	<p>DATE OF NEXT MEETING – Monthly Meeting of Ideford Parish Council, Wednesday, 6 Sep 17 at 6.30pm</p>									

The Chairman closed the meeting at 1845

Signed:

Original copy Signed

Dated:

6 Sep 17

IDEFORD PARISH COUNCIL

Minutes of the Annual Meeting held on Wednesday, 6 September 2017

Present:	Cllr Anthony French Cllr Helen Bellamy Cllr David Fox Cllr Liz Hill Cllr Tom Hill Cllr Julian Hull	Vice Chairman Arrived at 1840
In Attendance	Mrs Ashley Lamb 5 Members of the Public	Parish Clerk

Item (a)	Discussion and Decisions (b)
064/17	WELCOME AND APOLOGIES FOR ABSENCE Cllr French assumed the role of Chairman and opened the meeting at 1830. Apologies for absence were received from Cllr Ron Peart and Cllr Carter-Woodwork. Parish Councillor reasons for absence were accepted.
065/17	MINUTES OF THE LAST MEETING It was unanimously agreed that the minutes of the 5 Jul 17 meeting be signed as a true and accurate record.
066/17	DECLARATION OF INTERESTS For the discussion on grant applications at item 068.5, Cllr French declared his appointment as a Trustee of the Millennium Green (MG), Cllr Liz Hill advised that her husband was the Treasurer of the Village Hall and the MG and Cllr Fox advised that his Wife was the Chairman of the Village Hall Committee.
067/17	REPORTS District Councillor – Cllr Beryl Austen Teignbridge Group Leaders have been discussing a way of attracting new candidates to stand as Councillors at the next election in May 2019. A trial will be held to start meetings at 4pm in October and November to ascertain if this is more convenient for Councillors and some general awareness sessions will be held to promote wider public knowledge of opportunities to stand for office nearer the time. The Planning Committee passed an application for 175 houses at Kingskerswell last week. Teignbridge has met all the required housing targets set for the District and has been highly commended as an Outstanding Strategic Local Authority of the Year. If the targets are not met, fines can be imposed. There are Councillors, including myself, who are not overjoyed at the loss of our green fields and open spaces. Developers won the appeal last month for the increase of housing numbers at Penn's Mount Kingsteignton and the resulting loss of open space for the community. Meetings are back to normal for Town and District now and there will be more to report at future meetings.
068/17	PARISH MATTERS 068.1 - To receive Ideford Parish Plan Action Updates from Portfolio Holders It was unanimously resolved that the Parish Plan Action List should now be closed. Several of the items would continue to be covered as normal Council business and items such as the provision of better Broadband or Affordable Housing would remain as specific projects. A final update of the Action Plan can be viewed at: http://www.ideford-parish.co.uk/PDFs/ParishPlan/ppActionUpdate2017September06.pdf 068.2 – To discuss quotations for Parish Bench Maintenance and resolve next steps Several quotations have now been received to maintain the 5 Parish Benches. Due to the request to remove them to another location for maintenance or due to the excessive price quoted it was resolved that the Clerk should put something in the Parish Newsletter to see if a volunteer could be found to help do the work. 068.3 - To receive update following the Campaign to Protect Rural England Meeting on 5 Sep 17 Cllr Carter-Woodwork and Cllr Liz Hill had been unable to attend the 5 Sep 17 meeting. 068.4 - To receive update following Conferences or Training Events During July Cllr Bellamy and the Clerk were asked by the Senior Public Health and Equality Officer to speak at Devon County Council Gypsy & Traveller Conference. The session had been well received and resulted in follow up discussions with Mid Devon Planners. On 11 Jul 17 Cllr Carter-Woodwork and Cllr Fox attended a Chairmanship Course and on 15 Aug 17 the Clerk had been asked by DALC to attend the Devon County Council Strategic Plan Focus Group. The next training event would be a DALC Planning Course on 12 Sep 17; Cllr Bellamy, Cllr French and Cllr Fox will attend.

	<p>068.5 - To consider options for 2017/18 Elector Fund Applications and resolve next steps Having considered passed applications and ideas submitted for this year, Councillors unanimously resolved that the Clerk should submit two applications. £200 in support of the Messy Events for Parish Children and £200 towards the replacement of the fridges in the Village Hall.</p> <p>068.6 - To start the discussion on priorities and budget requirements for FY 18/19 The help inform the 2018/19 budget planning process, the Clerk asked Councillors to consider what the priorities, focus and objectives of the Parish Council would be during the next FY. Having a month to consider the matter it was resolved that this topic should be added to the agenda for the meeting on 4 Oct 17.</p>															
069/17	<p>PUBLIC PARTICIPATION</p> <p><i>Standing Orders were suspended</i></p> <p>A parishioner commented that there was a bulge in the road near the Village Pound. The Clerk would report the matter to SWW or DCC Highways as appropriate.</p> <p><i>Standing Orders were reinstated</i></p>															
070/17	<p>PLANNING</p> <p>17/02158/FUL – 11 Woodlands, Higher Sandygate – Application by Mrs A Hennessey Single storey rear extension and extension to the existing garage Councillors resolved unanimously to support the application submitted by Mrs Hennessey.</p>															
071/17	<p>CLERK’S REPORT AND FINANCE</p> <p>071.1 - Balance of Accounts as at 31 Aug 17 Parish Current Account £9090.33 Request for Payment Authorisation £ 1574.85 Remaining Cash at Bank £7515.48</p> <p>071.2 - To request signature of Monthly Bank Reconciliation for June due to Typo. It was resolved unanimously that the monthly bank reconciliation for June should be signed by the Chairman.</p> <p>071.3 - To request approval and signature of Monthly Bank Reconciliation for July and August 2017 It was resolved unanimously that the monthly bank reconciliations for July and August should be signed by the Chairman.</p> <p>071.4 - To request approval for BACS Payments It was unanimously resolved that the following payments could be made via BACS Transfer:</p> <table><tr><td>£60.00</td><td>DALC</td><td>Chairmanship Short Course for Cllr Carter-Woodwark & Cllr Fox</td></tr><tr><td>£50.00</td><td>Ideford Millennium Green</td><td>Equipment Hire for Parish Fete on 15 Jul 17</td></tr><tr><td>£50.00</td><td>Ideford Village Hall</td><td>Venue Hire for Parish Fete on 15 Jul 17</td></tr><tr><td>£1393.85</td><td>Mrs Ashley Lamb</td><td>Apr to Sep 17 – Wages, Expenses, Mileage and Reimbursement</td></tr><tr><td>£21.00</td><td>HMRC</td><td>PAYE Payment</td></tr></table> <p>071.5 - To provide update on Legal and Administrative matters</p> <p>071.5.1 Public Space Protection Order (PSPO) The Clerk gave an overview of the TDC Strategy work looking at introducing a new power called a Public Space Protection Order (PSPO) that will help to enforce dog fouling and control issues more consistently across the district. Before considering the introduction of the PSPO, TDC are running a survey. The survey accessed via www.teignbridge.gov.uk/dogsurvey closes on 29 Sep 17. Details have been published in the Parish Newsletter, on notice boards and using social media.</p> <p>071.5.2 Future Conferences and Events The Clerk asked if any Councillor wished to attend the DALC AGM & Conference on Tues 10 Oct 17 or the Devon Community Resilience Forum Event on Wed, 22 Nov 17. Cllr Fox will attend on 22 Nov 17.</p> <p>071.5.3 Public Rights of Way (PROW) Following concerns raised by a Parishioner, the Clerk had contacted the Forestry Commission (FC) Area Forester regarding unsafe or fallen trees in the “Muddy Bottoms” / Well Covert area of the Parish. Having checked records it was confirmed that this PROW is inspected on a 5-year cycle and is due for another inspection next year. As concerns have been raised they will ask that an ad-hoc inspection is carried out in the next few months. The FC have also asked that in future, prior to any self-help clearance work we give them a call first.</p>	£60.00	DALC	Chairmanship Short Course for Cllr Carter-Woodwark & Cllr Fox	£50.00	Ideford Millennium Green	Equipment Hire for Parish Fete on 15 Jul 17	£50.00	Ideford Village Hall	Venue Hire for Parish Fete on 15 Jul 17	£1393.85	Mrs Ashley Lamb	Apr to Sep 17 – Wages, Expenses, Mileage and Reimbursement	£21.00	HMRC	PAYE Payment
£60.00	DALC	Chairmanship Short Course for Cllr Carter-Woodwark & Cllr Fox														
£50.00	Ideford Millennium Green	Equipment Hire for Parish Fete on 15 Jul 17														
£50.00	Ideford Village Hall	Venue Hire for Parish Fete on 15 Jul 17														
£1393.85	Mrs Ashley Lamb	Apr to Sep 17 – Wages, Expenses, Mileage and Reimbursement														
£21.00	HMRC	PAYE Payment														

	<p>The Clerk also provide an update to Councillors on the following matters:</p> <ul style="list-style-type: none"> • With effect from 1 Sep 17 the Village Hall Rental Charge will increase from £5 per hour to £6 per hour. • Following the recent by-election in Bishopsteignton the Mr Henry Merritt our current internal auditor had been the successful candidate. Mr Merritt has confirmed the if reappointed by Ideford Parish Council, he would be happy to conduct future internal audits. • DCC & TDC are holding “Home Composting Roadshows” by the Clock Tower in Newton Abbot on 8 & 22 Sep 17 from 0900 until 1530. Low cost compost bins for sale, advice and a chance to win a hamper of goodies
072/17	DATE OF NEXT MEETING – Monthly Meeting of Ideford Parish Council, Wednesday, 4 Oct 17 at 6.30pm

The Chairman closed the meeting at 1930

Signed:

Original Copy Signed

Dated:

4 Oct 17

IDEFORD PARISH COUNCIL

You are hereby summonsed under the Local Government Act 1972 Sch.12s.10 to attend a meeting of Ideford Parish Council for the purpose of transacting the following business.

Agenda for the Monthly Meeting of Ideford Parish Council

to be held at the Village Hall, Ideford

On Wednesday, 4 October 2017 at 6.30pm

073/17 WELCOME AND APOLOGIES FOR ABSENCE

074/17 MINUTES OF THE LAST MEETING - Minutes of the meeting held on 6 Sep 17 to be agreed and signed

075/17 DECLARATION OF INTERESTS

076/17 REPORTS County Councillor District Councillor Police Community Support Officer

077/17 PARISH MATTERS

077.1 To resolve Parish Council Objectives and Priorities for FY 18/19

077.2 To resolve meeting dates for 2018 and to consider a change of day or week

077.3 To receive update following the TALC Meeting 29 Sep 17 – Cllr French

077.4 To receive update following Conferences or Training Events

077.5 To resolve next steps for Autumn / Winter Defibrillator Training Event – Cllr Carter-Woodward

078/16 PUBLIC PARTICIPATION

079/16 PLANNING

17/01849/FUL - Higher Colleybrook Farm, Ideford, TQ13 OBG Application by Ms J Burman

Alteration and extension of existing buildings to create a dwelling, including ancillary accommodation, change of use of land to create enlarged residential curtilage and creation of new access driveway

17/02152/NPA - Barn 1, Lower Colleybrook, Ideford, TQ13 OBG Application by Mr R Coombes

Application for Prior Approval under Part 3 Class Q (a) and (b) and paragraph W of the GDPO change of use of agricultural building to a dwelling

17/02153/NPA - Barn 2, Lower Colleybrook, Ideford, TQ13 OBG Application by Mr R Coombes

Application for Prior Approval under Part 3 Class Q (a) and (b) and paragraph W of the GDPO change of use of agricultural building to a dwelling

17/02267/FUL - Ash Barn, Ideford Combe, TQ12 3GS Application by Mrs L Edwards

Change of use from agricultural land to extension of residential curtilage and erection of polytunnel

17/02158/FUL – Ash Barn, Coombe Farm, Ideford Combe, TQ12 3GS –Application by Mrs L Edwards

Extension to lounge and new rear porch

080/16 CLERK'S REPORT AND FINANCE

080.1 Balance of Accounts as at 30 Sep 17

080.2 To request approval and signature of Monthly Bank Reconciliation for September

080.3 To provide a quarterly update on expenditure against budget for FY 17/18 – End of Q2

080.4 To request approval for BACS Payments

080.5 To provide a Legal and Administrative Update

080.5.1 CIL Clarification

080.5.2 Conferences and Events

080.5.3 Notice of Conclusion of External Audit

081/16 DATE OF NEXT MEETING - Monthly Meeting of the Parish Council, Wednesday, 1 Nov 17 at 6.30pm

Ashley Lamb

Ashley Lamb

Clerk to Ideford Parish Council

Tel: 07860 157687

Email: idefordclerk@hotmail.co.uk

Date 28 Sep 17

This notice must be left at or sent to the usual place of residence of every member of the council, at least three clear days before the meeting.

IDEFORD PARISH COUNCIL

Minutes of the Annual Meeting held on Wednesday, 4 October 2017

Present:	Cllr Angie Carter-Woodwark Cllr Anthony French Cllr Helen Bellamy Cllr David Fox Cllr Liz Hill Cllr Tom Hill Cllr Julian Hull	Chairman Vice Chairman Arrived at 1845
In Attendance	Mrs Ashley Lamb 11 Members of the Public	Parish Clerk

Item (a)	Discussion and Decisions (b)
073/17	WELCOME AND APOLOGIES FOR ABSENCE The Chairman opened the meeting at 1830. Apologies for absence were received from Cllr Ron Peart and PCSO Saul Bunce.
074/17	MINUTES OF THE LAST MEETING It was unanimously agreed that the minutes of the 6 Sep 17 meeting be signed as a true and accurate record.
075/17	DECLARATION OF INTERESTS There were no declarations of interest.
076/17	REPORTS District Councillor – Cllr Beryl Austen The Planning Committee turned down an application to build an industrial site on 12 acres of land not included in the Local Plan on the outskirts of Exminster. The area already suffers from traffic problems and it was contrary to highways policies. It was felt that the transport issues had not been dealt with adequately and existing residents would have even greater problems with access. Despite officers advising that the appeal would succeed with the usual threats of costs being awarded etc. if the application was refused, Councillors made a stand in the interests of the authority of the Local Plan and very real concerns about transport provision. The Council however approved £1.9m for the Market Walk Improvement Plan. Part of the plan is to remove the kiosks. I was a bit concerned about this as that space has become an area where people meet socially. Most of the time all the chairs and tables are occupied with people just enjoying company. It is to be hoped that there will be some facilities for seating when the market is not held after the renovations. Other aspects of the plan would make the market square a more attractive shopping venue. Apart from a complaint about neighbourhood noise in Kingsteignton no matters of concern have been raised.
079/17	PLANNING Due to the number of applicants present at the meeting the Chairman re ordered the agenda to consider all applications before moving on to Parish Matters. 17/001849/FUL – Higher Colleybrook Farm, Ideford, TQ13 0BG - Application by Ms J Burman Alteration and extension of existing buildings to create a dwelling, including ancillary accommodation, change of use of land to create enlarged residential curtilage and creation of new access driveway. Standing orders were suspended to allow the applicant to answer questions from Councillors relating to the height of the proposed building and about the drainage system that would be installed. Once standing orders had been reinstated, Councillors resolved unanimously to support the application submitted by Ms Burman 17/02152/FUL – Barn 1, Lower Colleybrook, Fore Street, Ideford, TQ13 0BE - Application by Mr R Coombes Application for Prior Approval under Part 3 Class Q (a) and (b) and paragraph W of the GDPO change of use of agricultural building to a dwelling. Councillors resolved unanimously to support the application submitted by Mr Coombes 17/02153/FUL – Barn 2, Lower Colleybrook, Fore Street, Ideford, TQ13 0BE - Application by Mr R Coombes Application for Prior Approval under Part 3 Class Q (a) and (b) and paragraph W of the GDPO change of use of agricultural building to a dwelling Councillors resolved unanimously to support the application submitted by Mr Coombes

	<p>17/02267/FUL – Ash Barn, Coombe Farm, Ideford Combe, TQ12 3GS – Application by Mrs L Edward Change of use from agricultural land to extension of residential curtilage and erection of polytunnel</p> <p>Councillors resolved unanimously to support the application submitted by Mrs Edwards</p> <p>17/01926/FUL – Ash Barn, Coombe Farm, Ideford Combe, TQ12 3GS – Application by Mrs L Edward Extension to lounge and new rear porch</p> <p>Councillors resolved unanimously to support the application submitted by Mrs Edwards</p>						
077/17	<p>PARISH MATTERS</p> <p>077.1 - To resolve Parish Council Objectives and Priorities for FY 18/19 Councillors considered priorities and objectives for FY 17/18 to help inform the preparation of the budget and precept request. The maintenance of Parish assets either by tender or volunteer participation was discussed and it was resolved that Councillors would email the Clerk or come to the meeting next month with any other matters for inclusion.</p> <p>077.2 – To resolve meeting dates for 2018 and to consider a change of day or week Councillors discussed moving the day and date of Parish Council Meetings to enable full attendance by County and District Councillors. It was resolved that the Clerk should contact Cllr Peart and Cllr Austen to see if the 2nd Thursday or each month would be convenient. A final decision would be taken at the meeting on 1 Nov 17 with changes being implemented in 2018.</p> <p>077.3 - To receive update following the TALC Meeting on 29 Sep 17 – Cllr French Cllr French gave an overview of the meeting where the key speakers had been Meg Booth, DCC Acting Highways Manager talking about road closures and policy matters and Phil Shears, TDC Interim Head of Paid Services talking about TDC organisation and Strategic Alliances.</p> <p>077.4 - To receive update following Conferences or Training Events Tues 10 Oct 17 - DALC AGM & Conference – Clerk to attend Wed 22 Nov 17 - Devon Community Resilience Forum Event - Cllr Fox to attend Tue 28 Nov 17 - Annual Parish Paths Partnership (P3) Workshop – Mr Aylmore P3 Rep will attend Tue 28 Nov 17 - Teignbridge Housing Services Stakeholder Event – Cllr Carter-Woodwark & Cllr Fox will attend The Clerk also asked if any Councillor wished to attend the Devon Highways Parish & Town Council Conference. It was resolved that the list of available dates should be recirculated to all Councillors.</p> <p>077.5 - To resolve next steps for Autumn / Winter Defibrillator Training Event – Cllr Carter-Woodwark Having received no specific interest in a training event it was resolved to defer the matter until Spring 2018.</p>						
078/17	<p>PUBLIC PARTICIPATION</p> <p><i>Standing Orders were suspended</i></p> <p>A parishioner asked who was responsible for cutting the hedges on the approach to Olchard. Cllr French and the Clerk provided contact details for the Landowner.</p> <p>A parishioner commented on the Millennium Green Oak Tree, should it be protected and would it be affected by any building work in the area if planning approval was granted. The Clerk took an action to contact the Millennium Green Trustees.</p> <p>A parishioner commented that the Green is often used by dog walkers, that don't always clean-up after their dogs. Excessive uncollected dog faeces is often found near the play area. There had also been an incident during the summer when a girl was bitten by a dog that was accompanied by a young boy. Had exclusion of dogs from the Green either completely or during the summer school holiday ever been considered? The Clerk took an action to contact the Millennium Green Trustees.</p> <p>A parishioner asked who was responsible for clearing the Colleybrook in the area of the bridge and near the Pound, as it was currently full of silt and what is the benefit of the boards – could they be removed? The Clerk will contact the NHO and Bridge Officer.</p> <p><i>Standing Orders were reinstated</i></p>						
080/17	<p>CLERK'S REPORT AND FINANCE</p> <p>080.1 - Balance of Accounts as at 30 Sep 17</p> <table> <tr> <td>Parish Current Account</td><td>£10061.08</td></tr> <tr> <td>Request for Payment Authorisation £</td><td>1002.38</td></tr> <tr> <td>Remaining Cash at Bank</td><td>£ 9058.70</td></tr> </table>	Parish Current Account	£10061.08	Request for Payment Authorisation £	1002.38	Remaining Cash at Bank	£ 9058.70
Parish Current Account	£10061.08						
Request for Payment Authorisation £	1002.38						
Remaining Cash at Bank	£ 9058.70						

080.2 - To request approval and signature of Monthly Bank Reconciliation for September 2017

It was **unanimously resolved** that the bank reconciliation for September should be signed by the Chairman.

080.3 - To provide a quarterly update on expenditure against budget for FY 17/18 – End of Q2

It was **unanimously resolved** that end of Q2 budget v expenditure update could be signed by the Chairman.

080.4 - To request approval for BACS Payments & Invoice Signatures

It was **unanimously resolved** that the following payments could be made via BACS Transfer:

£133.00	DALC	Planning Course – Cllr Bellamy, French & Fox. AGM/Conference for Clerk
£129.38	Mrs Ashley Lamb	Expenses Incurred & Reimbursement
£200.00	Lesley Brown	Annual Hosting & Parish Council Contribution
£540.00	Millennium Green	Annual Contribution towards Insurance Costs
£41.40	SLCC	Invoice Signature Only – Previously Authorised 5 Jul 17 Min 062.3 Refers

080.5 - To provide update on Legal and Administrative matters**080.5.1 CIL Clarification**

As requested the Clerk had contacted the Senior Planning Support Officer at TDC regarding CIL Liability. When CIL payments are received by the District, they will pass on 15% (it would be 25% if we had a Neighbourhood Plan) to the Parish.

TDC would pay the Parish Council by 28 April for receipts collected from 1 October to 31 March, and by 28 October for receipts collected between 1 April and 30 September. CIL payments are made in 4 instalments with the first one 6 months after commencement, then at 12, 18 and 24 months after commencement. The parish will receive their percentage of what has been received in the previous six months, rather than get it all at the end. If the project is a self-build, exemption from CIL can be requested so TDC & the Parish would receive nothing.

080.5.2 Future Conferences and Events

Tues 10 Oct 17 @ Exeter Racecourse - Key note speakers, workshops and exhibitors. £25 per Delegate

Wed 15 Nov 17 – Save the date for the Devon Highways - Parish & Town Council Conference

There are also other dates in November but the venues are in Mid or North Devon. They are inviting any suggestions you may have for either the discussion sessions or the presentation time.

Wed 22 Nov 17 - Devon Community Resilience Forum Event Kenn Centre, Exeter Road, Kennford, Exeter, EX6 7UE (Cllr Fox attending)

Tue 28 Nov 17 - Annual Parish Paths Partnership (P3) Workshop at the Watermark in Ivybridge.

David Aylmore will be attending.

Tue 28 Nov 17 - Teignbridge Housing Services Stakeholder Event Buckland Football Club 1000 until 1200

Meet the team, see progress and plans for 2018, share ideas and network with others

080.5.3 - Notice of Conclusion of External Audit

Notice of Conclusion of Audit had now been posted. The only comment made by the External Auditor was that the Announcement of Period for the Exercise of Electors Rights had been posted too early. All FY data has now been added to the Parish Website in accordance with Transparency and Audit Regulations. The Clerk also advised that she had disputed the proposed £100 invoice for Audit as the only reason Ideford had moved into an over £10,000 charging bracket was due to a £7000 error payment by TDC. Awaiting response to this letter.

081/17**DATE OF NEXT MEETING – Monthly Meeting of Ideford Parish Council, Wednesday, 1 Nov 17 at 6.30pm**

The Chairman closed the meeting at 1955

Signed:

Original copy signed

Dated:

1 Nov 17

IDEFORD PARISH COUNCIL

You are hereby summonsed under the Local Government Act 1972 Sch.12s.10 to attend a meeting of Ideford Parish Council for the purpose of transacting the following business.

Agenda for the Monthly Meeting of Ideford Parish Council to be held at the Village Hall, Ideford On Wednesday, 1 November 2017 at 6.30pm

- 082/17 WELCOME AND APOLOGIES FOR ABSENCE**
- 083/17 MINUTES OF THE LAST MEETING** - Minutes of the meeting held on 4 Oct 17 to be agreed and signed
- 084/17 DECLARATION OF INTERESTS**
- 085/17 REPORTS** County Councillor District Councillor Police Community Support Officer
- 086/17 PARISH MATTERS**
- 086.1 To receive update and resolve any further action following concerns raised by Parishioners
- 086.2 To resolve meeting dates for 2018 and to consider a change of day or week
- 086.3 To receive update following the CPRE Meeting on 23 Oct 17 – Cllr Carter-Woodwark & Cllr Liz Hill
- 086.4 To resolve amendments to the 1st Draft of the Budget for 2018/2019
- 087/16 PUBLIC PARTICIPATION**
- 088/16 PLANNING**
- 17/02158/FUL – Ash Barn, Coombe Farm, Ideford Combe, TQ12 3GS –Application by Mrs L Edwards**
Decision Notice – Application Granted - Extension to lounge and new rear porch
- 17/02158/FUL – 11 Woodlands, Higher Sandygate – Application by Mrs A Hennessey**
Decision Notice – Application Granted - Single storey rear extension and extension to the existing garage
- To provide notification of any other decision notices that have been received since the publication of the agenda
- 089/16 CLERK’S REPORT AND FINANCE**
- 089.1 Balance of Accounts as at 31 Oct 17
- 089.2 To request approval and signature of Monthly Bank Reconciliation for October
- 089.3 To request approval for continued use of Direct Debit Payments
- 089.4 To request approval for BACS and Cheque Payments
- 089.5 To provide update on Funding and Grant Applications and request permission for Transfer
- 089.6 To provide a Legal and Administrative Update
- 090/16 DATE OF NEXT MEETING - Monthly Meeting of the Parish Council, Wednesday, 6 Dec 17 at 6.30pm**

Ashley Lamb

Ashley Lamb
Clerk to Ideford Parish Council
Tel: 07860 157687
Email: idefordclerk@hotmail.co.uk

Date 27 Oct 17

This notice must be left at or sent to the usual place of residence of every member of the council, at least three clear days before the meeting.

IDEFORD PARISH COUNCIL

Minutes of the Annual Meeting held on Wednesday, 1 November 2017

Present:	Cllr Angie Carter-Woodwark Cllr Anthony French Cllr Helen Bellamy Cllr David Fox Cllr Liz Hill Cllr Tom Hill Cllr Julian Hull	Chairman – Arrived at 1845 Vice Chairman Arrived at 1835
In Attendance	Mrs Ashley Lamb 2 Members of the Public	Parish Clerk

Item (a)	Discussion and Decisions (b)
082/17	WELCOME AND APOLOGIES FOR ABSENCE Cllr French assumed the role of Chairman and opened the meeting at 1830. Apologies for absence were received from Cllr Ron Peart and PC Rob Harvey. Apologies for delayed arrival from Cllr Carter-Woodwark were also noted.
083/17	MINUTES OF THE LAST MEETING It was unanimously agreed that the minutes of the 4 Oct 17 meeting be signed as a true and accurate record.
084/17	DECLARATION OF INTERESTS Cllr Tom Hill joined the meeting at 1835 and there were no declarations of interest.
085/17	REPORTS District Councillor – Cllr Beryl Austen The Regulatory and Appeals Committee, of which I am a member, hears appeals from residents regarding Tree Preservation Orders, employment issues, and regulates the taxi services in the area granting Licences to operate as taxis and monitoring the quality and accuracy of that service. There has been a significant increase in applications for taxi licenses, many from immigrant drivers. There is also an element of vehicles for hire which have not been licensed and moves are afoot to have large coloured signs on taxis to ensure that they are readily identified as licensed by the District Council. A Licence involves police checks and regular vehicle inspections, and some obvious sign would make the public aware of what is or is not a licensed taxi. Concern is considerable regarding a recent alleged criminal offence by a Councillor which has been brought to our notice in the last few days. Questions are already being asked about removal of a convicted criminal from public service. At the moment that is not relevant however, Councillors can be removed after six months absence. Devon and Cornwall Constabulary – PC Rob Harvey – Read by the Clerk. Reported crimes from 06 Jun 17 to 5 Jul 17 Theft from motor vehicle – Laptop stolen overnight from a car parked and unattended in the Church Rd. Owner unsure if car was secure or not. This occurred in the same timeframe as two other theft from motor vehicles in the area. No leads. Theft from motor vehicle – Bank card, aftershave and a pair of shoes stolen overnight from a car parked and unattended in the Church Rd. Owner unsure if car was secure or not. This occurred in the same timeframe as two other theft from motor vehicles in the area. No leads. Reported crimes from 06 Jul 17 to 1 Nov 17 – No Crimes Reported Other matters As you will see from the only two or three crimes we had over the months, even they could have been avoided if vehicles were left secure, alarmed and with no valuables inside. Please take care of your belongings and do not leave them on public display. Property mark them and make a note somewhere of the make, model and serial numbers of expensive items where appropriate. If you've got a mobile phone that for some reason you plan to leave unattended please consider installing a security app that includes the facility to track your device should it be stolen. Please report any suspicious people or vehicles, taking time to write down vehicle registrations and inform the police as it is happening, as opposed to a day or so after. Don't be afraid to use the 999 number if it's appropriate.

	<p>On a lighter note.....a very big thank you to one of your residents who super sleuthed their way to uncovering thirteen cannabis plants that were being grown in the open air on Ideford Common!!! They did follow my advice above to write down the vehicle registration for the people involved, unfortunately they wrote it on their hand and by the time they got home it had rubbed off to the point that we couldn't identify a likely match. Never mind, at least we've spoilt their fun!</p>
086/17	<p>PARISH MATTERS</p> <p>086.1 - To receive update and resolve any further action following concerns raised by Parishioners Following the 4 Oct 17 Parish Council Meeting the Clerk had emailed the concerns raised about the Millennium Green (MG) to the Chairman and Secretary of the Trustees. The Clerk and Cllr French attended the MG meeting on 19 Oct 17 and Trustees took all the issues raised very seriously.</p> <p>MG Oak Tree It was recognised that this is an important and highly visible tree within the Parish. The Trustees are committed to looking after all the trees within and associated with the green and have recently commissioned a comprehensive Arboriculture Report. Actions highlighted by the report will be carried out in due course. This work can be done in a timely manner as the Oak Tree is not specifically protected by a Tree Preservation Order (TPO) and is not a Conservation Area (CA). If it was, an application would need to be made to TDC for permission to undertake any future work on the tree, every time that it was required. Although fees would not be charged for works to Trees protected under TPOs or in a CA it would be an extended process with a 6 to 8 weeks approval window every time any work was to be undertaken.</p> <p>MG Dog Ban / Dog Faeces Trustees felt that banning dogs from the MG would be unfair on responsible owners or people who take children and pets to the Green at the same time. Reminding owners of their responsibility with new and more visible signage should be the first step. There was also a discussion about a children's competition in the New Year to design a new sign. The Parish Council may be approached in the to request funding towards any new signage. In the short term the Clerk has requested some No Fouling Stickers from Teignbridge.</p> <p>Colleybrook Flooding / Blockages Clerk has spoken with the DCC Bridge Inspector and can confirm that clearance work is scheduled for on or around 9 Nov 17. Question also asked about the need for 5 boards as part of the silt trap. The Bridge Inspector thinks that it would be best to keep the boards in place and he will continue to monitor the situation through his inspections. The bridge is inspected every 2 years and silt is removed from the area annually. However, if the silt trap becomes full we can contact DCC to request clearance.</p> <p>086.2 – To resolve meeting dates for 2018 and to consider a change of day or week Councillors discussed moving the day and date of Parish Council Meetings to enable full attendance by County and District Councillors. It was unanimously resolved that starting in 2018 Parish Council Meetings will be held on the 2nd Thursday of each month and will start at the slightly later time of 7.00pm.</p> <p>086.3 - To receive update following the CPRE Meeting on 23 Oct 17 Cllr Liz Hill gave an overview of the latest CPRE Meeting. The Clerk will forward a copy of the minutes to all Councillors for information.</p> <p>086.4 - To resolve amendments to the 1st Draft of the Budget for 2018/19 Cllr Carter-Woodward joined the meeting at 1845 and Councillors discussed the 1st draft of the Budget for FY 2018/19. Each line entry and associated comment was considered and minor amendments made. The Clerk will circulate the amended draft to all Councillors and present the final copy at the 6 Dec 17 Meeting, requesting resolution for approval and adoption prior to the precept request being submitted to the District Council.</p>
087/17	<p>PLANNING</p> <p>17/01926/FUL – Ash Barn, Coombe Farm, Ideford Combe, TQ12 3GS – Application by Mrs L Edward Decision Notice – Application Granted - Extension to lounge and new rear porch</p> <p>17/02158/FUL – 11 Woodlands, Higher Sandygate – Application by Mrs A Hennessey Decision Notice – Application Granted - Single storey rear extension and extension to the existing garage</p>
088/17	<p>PUBLIC PARTICIPATION</p> <p><i>Standing Orders were suspended</i></p> <p>A parishioner asked if a Mirror could be placed at the junction of Olchard Lane and Longthorn Road to aid visibility when using the junction. The Chairman commented that caution should be used at the junction and if approved, placement of a mirror would set a precedent for many other junctions.</p>

	<p>Cllr Carter-Woodwork commented on the disparity of SWW assistance following the burst main in Chudleigh and lack of water supply in central Ideford. The Clerk is to write to SWW to seek guidance on consolidated assistance request if required for future outages and to seek clarification on the provision of water bowsers for commercial businesses.</p> <p>Standing Orders were reinstated</p>									
089/17	<p>CLERK’S REPORT AND FINANCE</p> <p>089.1 - Balance of Accounts as at 31 Oct 17</p> <p>Parish Current Account £9058.70</p> <p>Request for Payment Authorisation £ 192.00</p> <p>Remaining Cash at Bank £8866.70</p> <p>089.2 - To request approval and signature of Monthly Bank Reconciliation for October 2017</p> <p>It was unanimously resolved that the bank reconciliation for October should be signed by the Chairman.</p> <p>089.3 - To request approval for continued use of Direct Debit Payments</p> <p>It was unanimously resolved that Direct Debit Payments for annual subscriptions to the ICO (£35) and CPRE (£36) could continue to be used.</p> <p>089.4 - To request approval for BACS & Cheque Payments</p> <p>It was unanimously resolved that the following payments could be made via BACS Transfer:</p> <table><tr><td>£192.00</td><td>David Wright</td><td>Annual Grass Cutting and Strimming (Cheque No 000459)</td></tr></table> <p>089.5 - To provide update on Funding and Grant Applications</p> <p>£1840 Village Hall - Rural Aid Payment authorised before completion of New Front Door & Windows.</p> <p>£1000 Village Hall - Locality Funding approved for old Kitchen vent removal and roof/leak repairs/make good.</p> <p>£200 Village Hall - Elector Funding granted towards the purchase of 2 new under counter fridges.</p> <p>£200 Messy Church - Elector Funding granted to continue with events for Children.</p> <p>Request permission to transfer following amounts once the funding has been received by the Parish Council:</p> <p>£200.00 Village Hall Transfer of Elector Fund Grant (once received by Parish Council)</p> <p>£200.00 PCC for Messy Church Transfer of Elector Fund Grant (once received by Parish Council)</p> <p>It was unanimously resolved that the following Elector Funding could be transferred once received:</p> <table><tr><td>£200.00</td><td>Village Hall</td><td>Transfer of Elector Fund Grant (towards cost of new fridges)</td></tr><tr><td>£200.00</td><td>PCC</td><td>Transfer of Elector Fund Grant (towards cost of Messy Church Events)</td></tr></table> <p>089.6 - To provide update on Legal and Administrative matters</p> <p>There were no legal or administrative updates.</p>	£192.00	David Wright	Annual Grass Cutting and Strimming (Cheque No 000459)	£200.00	Village Hall	Transfer of Elector Fund Grant (towards cost of new fridges)	£200.00	PCC	Transfer of Elector Fund Grant (towards cost of Messy Church Events)
£192.00	David Wright	Annual Grass Cutting and Strimming (Cheque No 000459)								
£200.00	Village Hall	Transfer of Elector Fund Grant (towards cost of new fridges)								
£200.00	PCC	Transfer of Elector Fund Grant (towards cost of Messy Church Events)								
090/17	<p>DATE OF NEXT MEETING – Monthly Meeting of Ideford Parish Council, Wednesday, 6 Dec 17 at 6.30pm</p>									

The Chairman closed the meeting at 1920

Signed:

Original copy Signed

Dated:

6 Dec 17

IDEFORD PARISH COUNCIL

You are hereby summonsed under the Local Government Act 1972 Sch.12s.10 to attend a meeting of Ideford Parish Council for the purpose of transacting the following business.

Agenda for the Monthly Meeting of Ideford Parish Council to be held at the Village Hall, Ideford on Wednesday, 6 December 2017 at 6.30pm

- 091/17 WELCOME AND APOLOGIES FOR ABSENCE**
- 092/17 MINUTES OF THE LAST MEETING** - Minutes of the meeting held on 1 Nov 17 to be agreed and signed
- 093/17 DECLARATION OF INTERESTS**
- 094/17 REPORTS** County Councillor District Councillor Police Community Support Officer
- 095/17 PARISH MATTERS**
- 095.1 To consider a request for assistance from the Millennium Green Trustees
- 095.2 To discuss and resolve Budget and to set Precept for 2018/19
- 095.3 To receive update following Resilience Forum Event on 22 Nov 17 – Cllr Fox
- 095.4 To receive update following TDC Housing Event on 28 Nov 17 – Cllr Fox
- 095.5 To receive update following the CPRE Meeting on 28 Nov 17 – Cllr Hill / Cllr Carter-Woodwark
- 095.6 To receive update following the TALC Meeting on 30 Nov 17 – Cllr French
- 095.7 To resolve next steps in relation to the 4 Parish Boundary Stone upgrade or replacement
- 095.8 To receive Colleybrook maintenance update - Clerk
- 095.9 To request approval to attend DALC GDPR Training Event - Clerk
- 096/17 PUBLIC PARTICIPATION**
- 097/17 PLANNING**
- 17/02670/FUL – Little Haven, Higher Sandygate, TQ12 3PU –Application by Ms L Randle**
New horticultural building and access drive
- 17/01849/FUL - Higher Colleybrook Farm, Ideford, TQ13 0BG Application by Ms J Burman**
Decision Notice Due - Alteration and extension of existing buildings to create a dwelling, including ancillary accommodation, change of use of land to create enlarged residential curtilage and creation of new access driveway
- 17/02267/FUL - Ash Barn, Ideford Combe, TQ12 3GS Application by Mrs L Edwards**
Decision Notice - Change of use from agricultural land to extension of residential curtilage and erection of polytunnel
- 098/17 CLERK'S REPORT AND FINANCE**
- 098.1 Balance of Accounts as at 30 Nov 17
- 098.2 To request approval and signature of Monthly Bank Reconciliation for November
- 098.3 To request approval for BACS Payments and signature of previously approved invoices
- 098.4 To provide a Legal and Administrative Update
- 099/17 DATE OF NEXT MEETING - Monthly Meeting of the Parish Council, Thursday, 8 Feb 18 at 7.00pm**

PART II – PRIVATE - Councillors only to attend

It is proposed that in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act of 1960, the Press and Public will be excluded from the following items, having due regard to the confidential nature of the business to be transacted.

- 100/15 PERSONNEL & POLICY – Replacement or Retention of the Parish Clerk**

Ashley Lamb

Ashley Lamb
Clerk to Ideford Parish Council
Tel: 07860 157687
Email: idefordclerk@hotmail.co.uk

Date 29 Nov 17

This notice must be left at or sent to the usual place of residence of every member of the council, at least three clear days before the meeting.

IDEFORD PARISH COUNCIL

DRAFT - Minutes of the Annual Meeting held on Wednesday, 6 December 2017 - DRAFT

Present:	Cllr Angie Carter-Woodwark Cllr Anthony French Cllr Helen Bellamy Cllr David Fox Cllr Liz Hill Cllr Tom Hill Cllr Julian Hull	Chairman Vice Chairman Arrived at 1840
In Attendance	Mrs Ashley Lamb 2 Members of the Public	Parish Clerk

Item (a)	Discussion and Decisions (b)
091/17	WELCOME AND APOLOGIES FOR ABSENCE The Chairman opened the meeting at 1830. Apologies for absence were received from Cllr Ron Peart, Cllr Beryl Austen, PC Rob Harvey and PCSO Saul Bunce.
092/17	MINUTES OF THE LAST MEETING It was unanimously agreed that the minutes of the 1 Nov 17 meeting be signed as a true and accurate record.
093/17	DECLARATION OF INTERESTS Cllr Liz Hill declared an interest in agenda item 095.1 as her husband is the Treasurer of the Millennium Green. Cllr French declared that he is a Trustee of the Millennium Green.
094/17	REPORTS District Councillor – Cllr Beryl Austen – Read by Clerk Teignbridge has received a National award for its provision of housing and meeting targets set by Government. There are, however, Councillors, including myself, who do not approve of the continuing intrusion into our green fields and designated countryside. Published figures also reveal that just over 20 per cent of those properties built go to our long-term residents and their families. However, we live in a quite remarkably beautiful part of the country and we must continue to work together to keep it so. Planning Applications for new developments of many houses are dealt with at most planning meetings and rarely refused. If Councils do not meet targets over the current five-year period they can be fined. So that is the dilemma - Save the countryside or pay the price. Devon and Cornwall Constabulary – PC Rob Harvey – Read by the Clerk. Reported crimes from 2 Nov 17 to 4 Dec 17 (2 Crimes) Assault (ABH) – Offender, neighbour to victim has assaulted them causing minor injuries. Victim unsure at present whether they wish to press charges. Public order offence – Victim saw offender eating and drinking whilst driving along the A380. The victim challenged the offender over this resulting in the offender making rude gestures and driving aggressively towards the victim, causing distress. No further action as it was one word against another with no independent witnesses. Other matters Please be aware that door knockers from Middlesbrough have been reported in the Bishopsteignton area. As per usual they offer to sell cleaning products but we've received reports that they are being abusive. In addition, they are often suspected of either scouting for unattended premises, or committing distraction type burglaries. Please take care of your belongings and do not leave them on public display. Property mark them and make a note somewhere of the make, model and serial numbers of expensive items where appropriate. If you've got a mobile phone that for some reason you plan to leave unattended please consider installing a security app that includes the facility to track your device should it be stolen. Please report any suspicious people or vehicles, taking time to write down vehicle registrations and inform the police as it is happening, as opposed to a day or so after. Don't be afraid to use the 999 number if it's appropriate. All the best and have a very happy Christmas.

095.1 - To consider request from Millennium Green Trustees

Councillors considered a letter dated 23 Nov 17 from the Millennium Green Trustees requesting full reimbursement for insurance costs for this and future financial years. A copy of the Statement of Accounts for year ending 31 Dec 16 had also been provided. The current premium (renewed on 21 Oct 17) is £721.80 including IPT with the Parish Council providing £540 towards the total cost. Having already prepared the draft budget for 2018/19 to reflect a 0% Council Tax rise for Parishioners, it was **resolved by majority** that the Parish Council contribution should remain at £540 for FY 18/19 with no additional payment being made for FY 17/18. To increase to the full premium during the next FY would require a 4.9% Council Tax increase. It was **resolved** that the Clerk should draft a response to the letter and forward it to all Councillors for comment.

095.2 - To discuss and resolve Budget and to set Precept for 2018/19

Following on from agenda item 086.4. Councillors considered the amended budget for FY 18/19. The following points were resolved unanimously:

1. The Chairman's Allowance will be reduced from £150 to £50.
2. A continued contribution of £540 will be made towards the Millennium Green insurance premium.
3. £100 would be allocated for Parish Website Hosting and an additional £100 payment would be made to the Webmaster for maintaining and uploading the Parish Council Transparency data.
4. The grass cutting contract will increase from £16 to £17 per cut.
5. The Parish Clerk will be paid 4 hours per week at NJC SCP 15 or NJC SCP 16 if CILCA qualified. Current SCP 16 rate is £9.054 per hour.
6. The 2018/19 Budget was now ratified as amended and could be signed by the Chairman and RFO
7. The precept request could be submitted to TDC by the Clerk requesting £5097 (Precept of £4917 and CTS Grant of £180). This would represent a 0% increase on the previous year.

095.3 To receive update following Resilience Forum Event on 22 Nov 17 – Cllr Fox

Cllr Fox gave an overview of the DCC Resilience Forum Event including details of a DCC scheme that offers households a grant of up to £5000 for property level resilience measures, such as flood doors, anti-flood air bricks and other measures designed to protect homes from flooding. It was **resolved** that details of the scheme should be advertised to Parishioners via the website, social media and next available Parish Newsletter.

095.4 To receive update following TDC Housing Event on 28 Nov 17 – Cllr Fox

Cllr Fox gave an overview of the Housing Event and associated workshops.

095.5 To receive update following the CPRE Meeting on 28 Nov 17 – Cllr Hill / Cllr Carter-Woodwark

Due to prior commitments no representative of Ideford Parish Council could attend the meeting. Cllr Hill will forward a recent video by Peter Finch the Devon CPRE Chairman to all Councillors for information.

095.6 To receive update following the TALC Meeting on 30 Nov 17 – Cllr French

Cllr French and Cllr Fox gave an overview of the TALC Meeting. Key speakers were Cllr John Hart, Leader of Devon County Council talking about Devon CC Budget Matters. This was followed by a presentation from Graham Davey, TDC Housing Enabling Officer and Sue Southwell from the Rural Housing Team at Devon Communities Together on Community Led Affordable Housing. A copy of the TALC minutes has been forwarded to all Councillors for information.

Following the meeting an email had been received from the Housing Team with the offer to meet and speak with members of the community to discuss housing need. The aim of the session would be to understand if there is a need (that wasn't identified in the recent survey) and what that need is, as well as raising general awareness of how to register and the options available.

It was **unanimously resolved** that a Community Session should be organised in the New Year and the matter would be added to the Agenda for the next meeting. Cllr Fox and Cllr French to lead.

095.7 To resolve next steps in relation to the 4 Parish Boundary Stone upgrade or replacement

Following the presentation for Mr Martyn in March 2017, email correspondence from 2 other Councils had been received regarding the progression of this matter. It was confirmed that there was no wish from Ashcombe to replace the current stone and Bishopsteignton and Chudleigh were supportive of the intention and willing to assist financially to a certain extent if other Parishes had a strong desire to progress the matter further. It was unanimously resolved that the current stone was fit for purpose and should not be replaced at this time.

	<p>095.8 To receive Colleybrook maintenance update – Clerk</p> <p>Silt Trap was due to be cleared on 9 Nov 17, then rescheduled to 20/21 Nov 17 but the work has not yet been completed. Skanska advise that the delay is because when tested, the water and silt in the area contained some form of contamination. This will have an impact risk assessment for workman clearing the area and where the removed silt can be disposed. A rescheduled date will be provided by Skanska as soon as possible.</p> <p>095.9 To request approval to attend DALC GDPR Training Event – Clerk</p> <p>It was unanimously resolved that the Clerk could attend the DALC General Data Protection Regulations Training at Exeter Racecourse on either Tue 13 Mar 18 or Thurs 19 Apr 18.</p>																								
096/17	<p>PUBLIC PARTICIPATION</p> <p>There were no comments from members of the public</p>																								
097/17	<p>PLANNING</p> <p>17/02670/FUL – Little Haven, Higher Sandygate, TQ12 3PU –Application by Ms L Randle New horticultural building and access drive</p> <p>Councillors discussed the application and concerns that had been raised by Parishioners living in Higher Sandygate. Concerns related to work currently underway at the application site, increased vehicular access, ownership of all the land within the application and flooding and rainwater run off issues. It was unanimously resolved that the Clerk should highlight the concerns in a letter to the TDC Planning Department.</p> <p>17/02267/FUL - Ash Barn, Ideford Combe, TQ12 3GS Application by Mrs L Edwards - Decision Granted Change of use from agricultural land to extension of residential curtilage and erection of polytunnel</p>																								
098/17	<p>CLERK’S REPORT AND FINANCE</p> <p>098.1 - Balance of Accounts as at 30 Nov 17</p> <table><tr><td>Parish Current Account</td><td>£8866.70</td></tr><tr><td>Request for Payment Authorisation £</td><td>27.50</td></tr><tr><td>Remaining Cash at Bank</td><td>£8839.20</td></tr></table> <p>098.2 - To request approval and signature of Monthly Bank Reconciliation for November 2017</p> <p>It was unanimously resolved that the bank reconciliation for November should be signed by the Chairman.</p> <p>098.3 - To request approval for BACS & Cheque Payments</p> <p>It was unanimously resolved that the following payments could be made via BACS Transfer:</p> <table><tr><td>£35.00</td><td>ICO via DD</td><td>Invoice Signature Only – Previously Authorised 1 Nov 17 Min 089.3 Refers</td></tr><tr><td>£200.00</td><td>PCC</td><td>Transfer Signature Only – Previously Authorised 1 Nov 17 Min 089.5 Refers</td></tr><tr><td>£200.00</td><td>Village Hall</td><td>Transfer Signature Only – Previously Authorised 1 Nov 17 Min 089.5 Refers</td></tr><tr><td>£27.50</td><td>David Aylmore</td><td>P3 Co-ordinator mileage and parking expenses for Autumn Workshop</td></tr></table> <p>It was unanimously resolved that the following Invoices could be paid on receipt by the Clerk:</p> <table><tr><td>£50.00 (Max)</td><td>Village Hall</td><td>Rental Charges</td></tr><tr><td>£100.00 (Max)</td><td>PCC</td><td>Parish Council contribution to Newsletter Printing Costs</td></tr></table> <p>098.4 - To provide update on Legal and Administrative matters</p> <p>098.4.1 - The following report had been received from Mr David Aylmore the Parish Paths Coordinator:</p> <p>I attended the P3 Autumn workshop on 28th November to represent Ideford Parish. The agenda was very informative and helpful with lots of practical advice to assist with maintaining the footpaths & bridleways in the parish. One of the main benefits of these events is to be able to meet face to face with the local DCC Paths wardens and other PROW staff. Our warden is Johnathan Rowlands who I have found to be very helpful over the years. We had a chat about Watery Lane (Bridleway 25) which he knows well, having been involved with the major improvement work carried out a couple of years ago. The North end of the path now needs some work and we agreed that a series of shallow steps, each one being approx. 1M long would be installed to upgrade the first 10 – 12 meters of the path. He will arrange for some 2m long sleepers to be supplied, along with fixing pegs and I agreed to organise a working party of volunteers to install them. Much of the infill for the steps will come from the stream bed below the work area, but if needed Johnathan will supply a load of scalplings to top the surface off.</p>	Parish Current Account	£8866.70	Request for Payment Authorisation £	27.50	Remaining Cash at Bank	£8839.20	£35.00	ICO via DD	Invoice Signature Only – Previously Authorised 1 Nov 17 Min 089.3 Refers	£200.00	PCC	Transfer Signature Only – Previously Authorised 1 Nov 17 Min 089.5 Refers	£200.00	Village Hall	Transfer Signature Only – Previously Authorised 1 Nov 17 Min 089.5 Refers	£27.50	David Aylmore	P3 Co-ordinator mileage and parking expenses for Autumn Workshop	£50.00 (Max)	Village Hall	Rental Charges	£100.00 (Max)	PCC	Parish Council contribution to Newsletter Printing Costs
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	<p>Whilst he could not give a firm commitment, I believe that there will be a minimal (if any) cost to the Parish for the materials. However, I did say that if needed we did have funds available to contribute up to £100.</p> <p>We also spoke briefly about footpath 20 at Towns End. This is a short but very pretty path, and for some time, I have been thinking of approaching the land owner at the South end of the path to see if the 2 existing stiles could be upgraded to gates. This would allow easier access for pushchairs and for anyone with mobility problems. However, the other end of the path has suffered with surface water runoff from fields and the adjoining stables which results in deep mud at times.</p> <p>Hopefully with the planned re-development of the stables, these problems of surface drainage can be dealt with and it will be worth moving forward with the upgrade to the stiles. Johnathan was in full agreement and when the time comes, will be happy to discuss the supply of the necessary furniture. I estimate that the existing P3 funds will be sufficient to cover the cost of this work. At the present time, I see no need to apply for any P3 grants for 2018.</p> <p>098.4.2 - Devon Countryside Access Forum</p> <p>It was confirmed that no Councillor wished to be considered for membership of the Forum.</p> <p>098.4.3 - Auditor appointments for smaller authorities for the five financial years from 2017/18 to 2021/22</p> <p>On 30 November 2016 Smaller Authorities' Audit Appointments Ltd (SAAA) announced the conclusion of its procurement process and the award of limited assurance review contracts for five years to the successful external audit firms. Responsibilities under the new contracts will relate to accounts for the financial year beginning on 1 April 2017. For Devon the auditor will be PKF LITTLEJOHN LLP</p> <p>There are scales of audit fees for smaller authorities that complete their Annual Returns fully and accurately within the required timescales, and provide the necessary supporting information and any explanations sought. For Ideford Parish Council this would be £200. However, an authority with neither income nor expenditure exceeding £25,000 will have the right to certify that it is an exempt authority and in normal circumstances no fee will be payable (provided they meet a set list of criteria). The Annual Return will now be known as the "Annual Governance and Accountability Return" and will need to be completed in accordance "proper practices" as set out in 'Governance and Accountability for Smaller Authorities in England, a Practitioners' Guide', and then be published in accordance with the applicable Transparency Codes.</p> <p>The Clerk also advised that she was still waiting for a response from Grant Thornton regarding the disputed £100 invoice for this years' Audit. The Auditor had been notified that the only reason Ideford had moved into an over £10,000 charging bracket was due to a £7000 error payment made by TDC.</p>
099/17	DATE OF NEXT MEETING – Monthly Meeting of Ideford Parish Council, Thursday, 8 Feb 18

The Chairman closed the meeting to the Public at 1945 and Councillors remained for a Part II discussion.

Signed: _____

Dated: _____

8 Feb 18

IDEFORD PARISH COUNCIL

You are hereby summonsed under the Local Government Act 1972 Sch.12s.10 to attend a meeting of Ideford Parish Council for the purpose of transacting the following business.

Agenda for the Monthly Meeting of Ideford Parish Council to be held at the Village Hall, Ideford on Thursday, 8 February 2018 at 7.00pm

001/18 WELCOME AND APOLOGIES FOR ABSENCE

002/18 MINUTES OF THE LAST MEETING - Minutes of the meeting held on 6 Dec 17 to be agreed and signed

003/18 DECLARATION OF INTERESTS

004/18 REPORTS County Councillor District Councillor Police Community Support Officer

005/18 PARISH MATTERS

- 005.1 To receive update following GESP Event on 19 Jan 17 - Cllr Hill / Cllr Carter-Woodwark
- 005.2 To receive update following the CPRE Meeting on 22 Jan 18 – Cllr Hill / Cllr Carter-Woodwark
- 005.3 To receive update following the TALC Meeting on 25 Jan 18 – Cllr Fox
- 005.4 To receive the draft Internal Policy Control Statement for comment
- 005.5 To receive the draft Asset & Internal Audit Risk Assessments for comment
- 005.6 To review PKF Training and resolve the appointment of an Internal Auditor for FY 17/18 inspection
- 005.7 To consider a request from Ideford Parochial Church Council - Parish Newsletter Accounting
- 005.8 To reallocate representative roles (TALC & Snow Warden)
- 005.9 To resolve next steps with the maintenance of Parish Assets
- 005.10 To consider a National Tidy Up Event within the Parish
- 005.11 To resolve next steps with “Housing in Ideford” Event or Meeting
- 005.12 To resolve items for discussion at Parish Clerk Meeting with MP or during National Lobby Day
- 005.13 To receive update on 4 Parish Boundary Stone upgrade or replacement
- 005.14 To receive Colleybrook maintenance update
- 005.15 To resolve responses (if required) to recent Consultations and Surveys

006/17 PUBLIC PARTICIPATION

007/17 PLANNING

17/02278/FUL – Sands Copse, Ideford Combe – Application by Mr J Hull

Erection of store and workshop building associated with landscaping company

18/00045/FUL – Plot 2, Higher Colleybrook Farm, Ideford – Application by Mr I Williams

Erection of two poly tunnels

17/02895/FUL – Land Adjacent to Colleybrook Farm, Ideford – Application by Mr D Dunn

Erection of stables

17/02670/FUL – Little Haven, Higher Sandygate, TQ12 3PU –Application by Ms L Randle

Decision Notice Due - New horticultural building and access drive

17/01849/FUL - Higher Colleybrook Farm, Ideford, TQ13 0BG Application by Ms J Burman

Decision Notice Due - Alteration and extension of existing buildings to create a dwelling, including ancillary accommodation, change of use of land to create enlarged residential curtilage and creation of new access driveway

008/17 CLERK'S REPORT AND FINANCE

008.1 Balance of Accounts as at 31 Jan 18

008.2 To request approval and signature of Monthly Bank Reconciliation for December & January

008.3 To provide a quarterly update on expenditure against budget for FY 16/17

008.4 To request approval for BACS Payments and signature of previously approved invoices

008.5 To provide a Legal and Administrative Update (if required)

009/17 DATE OF NEXT MEETING - Monthly Meeting of the Parish Council, Thursday, 8 Mar 18 at 7.00pm

Ashley Lamb

Ashley Lamb

Clerk to Ideford Parish Council

Tel: 07860 157687

Email: idefordclerk@hotmail.co.uk

Date 2 Feb 18

This notice must be left at or sent to the usual place of residence of every member of the council, at least three clear days before the meeting.

IDEFORD PARISH COUNCIL

Minutes of the Annual Meeting held on Thursday, 8 February 2018 at 7pm

Present:	Cllr Angie Carter-Woodwark Cllr Anthony French Cllr Helen Bellamy Cllr David Fox Cllr Liz Hill Cllr Tom Hill Cllr Julian Hull	Chairman Vice Chairman
In Attendance	Cllr Ron Peart Cllr Beryl Austen Mrs Ashley Lamb 1 Member of the Public	County & District Councillor District Councillor Parish Clerk

Item (a)	Discussion and Decisions (b)
001/18	WELCOME AND APOLOGIES FOR ABSENCE The Chairman opened the meeting at 1900. Apologies for absence were received from PC Rob Harvey and PCSO Saul Bunce.
002/17	MINUTES OF THE LAST MEETING It was unanimously agreed that the minutes of the 6 Dec 17 meeting be signed as a true and accurate record.
003/17	DECLARATION OF INTERESTS Cllr Hull declared an interest in the Sands Copse Planning application to be discussed at agenda item 007/18. Cllr Liz Hill declared that her property is adjacent to Planning Applications 17/02895/FUL and 18/00045/FUL. Cllr Carter-Woodward declared her membership of the Parochial Church Council Committee for agenda item 005.7.
004/18	REPORTS County Councillor – Cllr Ron Peart Before giving his report, Cllr Peart thanked Parish Councillors for changing the day and time of their meetings to enable him to attend on a more regular basis. Cllr Peart gave an overview of the Devon County Council consultation on the Viridor licence renewal application and variations to the original planning permission for proposed integrated waste management facility consisting of dry recycle and commercial and industrial waste materials recycling facilities, incorporating small vehicle transfer station, enclosed composting facility, fitter's workshop and associated infrastructure together with a 3 million cubic metres of additional residual water disposal capacity. Original conditions for the Fosterville Site stated that landfill operations shall cease by 31 Jan 18, or upon achieving the pre-settlement restoration levels and profiles, whichever is sooner. As the pre-settlement levels have not been achieved, an extension of time for landfilling until 31 Dec 23 is sought. District Councillor – Cllr Beryl Austen Some of you may be aware that Phil Shears has been appointed Managing Director of Teignbridge by a recent Meeting of the Full Council. Phil has been working at the District office for 25 years and was the deputy Chief Executive to Nicola Bulbeck, who left us and is now working in Sussex. He is very knowledgeable in all matters concerning our district and is very approachable. Any Parish or Town wishing to talk to him about local issues will find him most receptive. Meetings have been on hold in January so not a great deal to be report. Some of you may be aware that Ron and I are trustees of The Kingsteignton Youth Centre Trust. The building has undergone some acoustic work and the main hall has now no echo and is suitable for all kinds of meetings, children's parties, senior citizens etc. The Youth Club has so many activities. It is a fun place where young people can try something they have never done before, such as archery, barbecues, cookery, arts and crafts singing and dancing, knife throwing and much more. Over 11s have day trips and younger members have organised stay awake overnight sessions to raise funds. KYC is seeking to increase membership. Research tells us that we can help young people face challenges such as stress in a healthy way by providing opportunities for them to make friends and engage in activities to build confidence and skills. They are also encouraged to take responsibility and help other young people to plan and deliver activities that everyone will enjoy. Thursday sessions are for 8-11year olds, Wednesday and Friday 11years and over. For information contact kyc.m.whatty@gmail.com Devon and Cornwall Constabulary – PC Rob Harvey – Read by the Clerk.

	<p>Reported crimes from 4 Dec 17 to 7 Feb 18 (2 Crimes)</p> <p>Criminal Damage to vehicle – Minor damage caused to a vehicle by a known offender following a dispute. Under investigation but likely to be dealt via Community Resolution.</p> <p>Misuse Communications Act – Threats and insults towards victim on Facebook. Connected to the above crime and will be resolved together.</p> <p>Other matters Please report any suspicious people or vehicles, taking time to write down vehicle registrations and inform the police as it is happening, as opposed to a day or so after. Don't be afraid to use the 999 number if it's appropriate.</p>
005/18	<p>PARISH MATTERS</p> <p>005.1 - To receive update following Greater Exeter Strategic Plan Event on 19 Jan 17 Cllr Carter-Woodward and Cllr Liz Hill gave an overview of the GESP Event. A copy of the presentation link has been sent to all Councillors.</p> <p>005.2 - To receive update following the Campaign to Protect Rural England Meeting on 22 Jan 18 Cllr Liz Hill gave an overview of the latest CPRE Meeting. Once received a copy of the minutes would be circulated to all Councillors.</p> <p>005.3 - To receive update following the Teignbridge Association of Local Councils Meeting on 25 Jan 18 Cllr Fox gave an overview of the TALC Meeting with key speakers Victoria Booty from the Office of the Police & Crime Commissioner talking about the new Councillor Advocate Scheme and Martin Flitcroft, TDC Interim CFO talking about the Teignbridge Budget for 2018/19. A copy of the draft minutes has been forwarded to all Councillors.</p> <p>005.4 - To receive the draft Internal Policy Control Statement for comment Councillors were asked to consider the draft Policy Statement. It was resolved that any comments on the draft document should be made to the Clerk via email during February. The finalised document would be presented for adoption and signature at the meeting on 8 Mar 18.</p> <p>005.5 - To receive the draft Asset & Internal Audit Risk Assessments for comment Councillors were asked to consider the draft Asset & Internal Audit Risk Assessments prepared by the Clerk in consultation with Cllr French and Cllr Fox. It was resolved that any comments on the draft documents should be made to the Clerk via email during February. The finalised documents would be presented for approval and signature at the meeting on 8 Mar 18.</p> <p>005.6 - To review PKF Training and resolve the appointment of an Internal Auditor for FY 17/18 inspection The Clerk gave an overview of the new Annual Governance and Accountability Return for Smaller Authorities with a GROSS income and GROSS expenditure below £25k. It was unanimously resolved that Mr Henry Merritt be appointed as the Ideford Parish Council Internal Auditor to review the FY 2017/18.</p> <p>005.7 - To consider a request from Ideford Parochial Church Council (PCC) - Parish Newsletter Accounting The Parish Council had received a request for assistance from the Editor of the Parish Newsletter: <i>As you will be aware the Parish News is run as a joint venture between the Parish Council and St. Mary's PCC. Historically, I collect the advertising fees and pay them into the church bank account, the church pays the printing invoice each month, and at the end of the year, the Parish Council is invoiced for 50% of any deficit.</i> <i>"As you may also be aware, St Mary's PCC doesn't have a Treasurer at the present time, which could cause a few problems for the newsletter. After discussing this with Rev. Stephen West we wonder whether the Parish Council would consider a change to the routine. Would it be feasible for me to pay advertising fees into the Parish Council bank account, the Parish Council would then pay the monthly printing costs, with the church being invoiced for 50% of the deficit at the end of the year?"</i> It was unanimously resolved that the Parish Council would accept receipts on behalf of the Parish Newsletter and that the Clerk would work with the Editor of the Newsletter to ensure that monthly invoices from the printer were paid. It was further resolved that the PCC should remain liable for 50% of any deficit between income and expenditure at the end of any year and that the arrangement would be reviewed on the appointment of a new PCC Treasurer.</p> <p>005.8 - To reallocate representative roles - Teignbridge Association of Local Councils (TALC) & Snow Warden Cllr French asked for the roles of Snow Warden and TALC Representative to be reallocated. It was unanimously resolved that Cllr Fox would take on the responsibility for TALC and that the Clerk should</p>

	<p>place an advert in the Parish Newsletter to see if a Snow Warden volunteer could be found.</p> <p>005.9 - To resolve next steps with the maintenance of Parish Assets</p> <p>Councillors discussed the maintenance of the Ideford Pound and the Parish Benches. In the absence of any volunteer help and considering previous high-priced quotations it was resolved that the Clerk should approach a local Garden Services company to see if they would provide a quotation for consideration.</p> <p>005.10 - To consider a National Tidy Up Event within the Parish</p> <p>The Clerk asked if the Parish Council wished to consider an event to coincide with Keep Britain Tidy's National Great British Spring Clean which takes place between Friday 2 Mar 18 and Sunday 4 Mar 18.</p> <p>It was unanimously resolved to consider a litter picking event later in the year when the weather was better.</p> <p>005.11 - To resolve next steps with "Housing in Ideford" Event or Meeting</p> <p>Following on from Minute 095.6/17 from the 6 Dec 17 Meeting, Councillors discussed providing another Housing Event. The aim of the session would be to understand if there is a need (that wasn't identified in the last survey) and what that need is, as well as raising general awareness of how to register and the options available.</p> <p>It was unanimously resolved that a Community Session should be organised to coincide with the Annual Parish Meeting on 12 Apr 18. The Clerk should liaise with Cllr French, Teignbridge District Council and Devon Communities Together to draw up and advertise a suitable programme.</p> <p>005.12 - To resolve items for discussion at Parish Clerk Meeting with MP or during National Lobby Day</p> <p>Councillors were asked to email any question to the Clerk that they would like raised with Anne Marie Morris MP at either the MP/Parish Clerks Meeting on 15 Feb 18 or as part of National Lobby Day on 20 Mar 18.</p> <p>005.13 - To receive update on 4 Parish Boundary Stone upgrade or replacement</p> <p>The Clerk advised that Bishopsteignton Parish Council (BPC) and the Bishopsteignton Heritage Group (BHG) would like to be involved with the project originally suggested by Mr Martyn. BPC will contact the Ugbrooke Estate for permission to work around the current stone. An interpretation board to the value of £500 would be provided by the BHG and the granite for a second boundary stone would be provided by Cllr Davey from BPC. The additional 4 parish stone would be inscribed and placed without the need for financial help from Chudleigh, Ashcombe or Ideford.</p> <p>005.14 - To receive Colleybrook maintenance update</p> <p>The Colleybrook Silt Trap was due to be cleared on 9 Nov 17 however, the work has still not been completed. The Clerk has spoken to Skanska who hope to have a revised date within the next couple of weeks.</p> <p>005.15 - To resolve responses (if required) to recent Consultations and Surveys</p> <p>Consultations and surveys on the following topics have been circulated to all Councillors:</p> <p>NALC's Diversity Commission Survey (individual Councillors to complete)</p> <p>DCC Task Group Broadband & Mobile Connectivity Survey (Clerk has submitted a response)</p> <p>Draft Teignbridge Design Guide Consultation – 26 Jan to 9 Mar 18.</p> <p>It was unanimously resolved that there was no specific response to the Teignbridge Design Guide Consultation.</p>
006/18	<p>PUBLIC PARTICIPATION</p> <p>There were no comments from members of the public</p>
007/18	<p>PLANNING</p> <p>17/02278/FUL – Sands Copse, Ideford Combe – Application by Mr J Hull</p> <p>Erection of store and workshop building associated with landscaping company</p> <p>Councillors agreed unanimously to support the application submitted by Mr J Hull.</p> <p>18/00045/FUL – Plot 2, Higher Colleybrook Farm, Ideford – Application by Mr I Williams</p> <p>Erection of two poly tunnels</p> <p>Councillors agreed unanimously to support the application submitted by Mr I Williams</p> <p>17/02895/FUL – Land Adjacent to Colleybrook Farm, Ideford – Application by Mr D Dunn</p> <p>Erection of stables</p> <p>Councillors discussed the application and it was unanimously resolved that the Clerk should highlight the</p>

	<p>following concerns in a letter to the TDC Planning Department:</p> <ul style="list-style-type: none">• While appreciating the need for safe and secure stabling, Councillors wish to question the size and scale of the building proposed within this application.• Will any development of this area have an impact on the integrity and protection of one of the three remaining original and historic village lime kilns?						
008/18	<p>CLERK’S REPORT AND FINANCE</p> <p>008.1 - Balance of Accounts as at 31 Jan 18</p> <p>Parish Current Account - £8760.20</p> <p>008.2 - To request approval & signature of Monthly Bank Reconciliation for December 2017 & January 2018</p> <p>It was unanimously resolved that the bank reconciliations for December 2017 and January 2018 should be signed by the Chairman.</p> <p>008.3 - To provide a quarterly update on expenditure against budget for FY 16/17</p> <p>It was unanimously resolved that the Q3 budget v expenditure update could be signed by the Chairman.</p> <p>008.4 - To request signature of previously approved invoices</p> <p>It was unanimously resolved that the following invoices could be signed as prior approval for payment was given at the meeting on 6 Dec 17 – Minute 098.3 refers.</p> <table><tr><td>£38.75</td><td>Village Hall</td><td>Rental Charges</td></tr><tr><td>£5.25</td><td>PCC</td><td>Parish Council contribution to Newsletter Printing Costs</td></tr></table> <p>008.5 - To provide update on Legal and Administrative matters</p> <p>008.5.1 – Funeral Arrangements for Bishopsteignton Parish Councillor</p> <p>The Clerk advised that the funeral of Cllr Hazel Stuckey would take place at the Church of St John the Baptist, Church Road, Bishopsteignton on Friday, 23 Feb 18 at 1345. A letter of condolence on behalf of Ideford Parish Council has been sent to the Chairman of BPC.</p> <p>008.5.2 - Appointment of a Data Protection Officer – NALC Guidance ahead of GDPR</p> <p>A copy of the NALC Legal Topic Notice L10-17 providing advice ahead of the new General Data Protection Regulations (GDPR) on the appointment of a Data Protection Officer (DPO) has been copied to all Councillors. Based on the drafting of GDPR and the guidance from the Article 29 Working Party, it is NALC’s view that most Clerks and RFOs cannot be designated as a Council’s DPO.</p> <p>It was unanimously resolved that the Clerk should contact the Internal Auditor, Henry Merritt, to see if he would be willing to undertake the DPO role for Ideford Parish Council. A place has been booked for the appointed DPO on the DALC Training Course at Exeter Racecourse on Tue 13 Mar 18.</p>	£38.75	Village Hall	Rental Charges	£5.25	PCC	Parish Council contribution to Newsletter Printing Costs
£38.75	Village Hall	Rental Charges					
£5.25	PCC	Parish Council contribution to Newsletter Printing Costs					
009/18	<p>DATE OF NEXT MEETING – Monthly Meeting of Ideford Parish Council, Thursday, 8 Mar 18 at 7pm</p>						

The Chairman closed the meeting at 2045

Signed:

Original Copy Signed

Dated:

8 Mar 18

IDEFORD PARISH COUNCIL

You are hereby summonsed under the Local Government Act 1972 Sch.12s.10 to attend a meeting of Ideford Parish Council for the purpose of transacting the following business.

Agenda for the Monthly Meeting of Ideford Parish Council to be held at the Village Hall, Ideford on Thursday, 8 March 2018 at 7.00pm

010/18 WELCOME AND APOLOGIES FOR ABSENCE

011/18 MINUTES OF THE LAST MEETING - Minutes of the meeting held on 8 Feb 18 to be agreed and signed

012/18 DECLARATION OF INTERESTS

013/18 REPORTS County Councillor District Councillor Police Community Support Officer

014/18 PARISH MATTERS

014.1 To approve and sign the Internal Policy Control Statement

014.2 To approve and sign the Asset & Internal Audit Risk Assessments

014.3 To consider quotations and resolve next steps with the maintenance of Parish Assets & Pound

014.4 To resolve next steps for the Annual Parish Meeting & Housing in Ideford Events

014.5 To resolve attendance at the DCT "Making Planning Work for You" Workshop on 27 Mar 18.

014.6 To confirm arrangements for Ideford Parish Council Internal Audit.

015/18 PUBLIC PARTICIPATION

016/18 PLANNING

17/01849/FUL - Higher Colleybrook Farm, Ideford, TQ13 0BG Application by Ms J Burman

Decision Notice - Alteration and extension of existing buildings to create a dwelling, including ancillary accommodation, change of use of land to create enlarged residential curtilage and creation of new access driveway

017/18 CLERK'S REPORT AND FINANCE

017.1 Balance of Accounts as at 28 Feb 18

017.2 To request approval and signature of Monthly Bank Reconciliation for February

017.3 To request approval for BACS Payments

017.4 To provide a Legal and Administrative Update (if required)

018/17 DATE OF NEXT MEETING - Housing Event, Annual Parish Meeting and Monthly Meeting of the Parish Council, Thursday, 12 Apr 18 at 6.00pm

PART II – PRIVATE - Councillors only to attend

It is proposed that in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act of 1960, the Press and Public will be excluded from the following items, having due regard to the confidential nature of the business to be transacted.

019/15 PERSONNEL – Parish Clerk Vacancy

019.1 To resolve next steps with the Parish Clerk Vacancy

Ashley Lamb

Ashley Lamb

Clerk to Ideford Parish Council

Tel: 07860 157687

Email: idefordclerk@hotmail.co.uk

Date 02 Mar 18

This notice must be left at or sent to the usual place of residence of every member of the council, at least three clear days before the meeting.

IDEFORD PARISH COUNCIL

Minutes of the Ideford Parish Council Meeting held on Thursday, 8 March 2018 at 7pm

Present:	Cllr Angie Carter-Woodwark Cllr Helen Bellamy Cllr David Fox Cllr Liz Hill Cllr Tom Hill	Chairman Arrived at 1904 Arrived at 1911
In Attendance	Cllr Ron Peart Mrs Ashley Lamb 1 Member of the Public	County & District Councillor Parish Clerk

Item (a)	Discussion and Decisions (b)
010/18	WELCOME AND APOLOGIES FOR ABSENCE The Chairman opened the meeting at 1900. Apologies for absence were received from Cllr Beryl Austen, Cllr French, PC Rob Harvey and PCSO Saul Bunce. Councillor reasons for absence were accepted and approved. Cllr Hull failed to attend.
011/17	MINUTES OF THE LAST MEETING It was unanimously agreed by those present that the minutes of the 8 Feb 18 meeting be signed as a true and accurate record.
012/17	DECLARATION OF INTERESTS There were no declarations of interest.
013/18	REPORTS County Councillor – Cllr Ron Peart Cllr Peart gave an update on the Viridor licence renewal application and variations to the original planning permission for the proposed integrated waste management facility consisting of dry recyclate and commercial and industrial waste materials recycling facilities, incorporating small vehicle transfer station, enclosed composting facility, fitter's workshop and associated infrastructure together with a 3 million cubic metres of additional residual water disposal capacity. Residents of Kingsteignton, Chudleigh Knighton and Hennock have concerns over the renewal. Previously allocated as a Delegated Planning Approval District Councillors have now requested that the matter goes to Committee for consideration (this will take place at some time during June). As a member of the Devon Educational Trust, Cllr Peart gave an overview of the organisation and their aims and objectives. The Trust was established in 1988 and is run by a team of Trustees who meet three times each year to assess applications and grant awards. The aims of this trust are to provide financial support to young people under the age of 25 years who live in Devon and need financial help with their education and social development. Cllr Peart asked if details of the organisation could be publicised throughout the Parish. Cllr Peart asked the Clerk if it would be possible to take up the offer of a tour around the Parish at some point. District Councillor – Cllr Beryl Austen A recent Planning Committee was taken up largely with an application to build an Aldi Store on the old railway site at Brunel. A strong lobby of railway conservationists opposed the application. The building in question had been considered for listing as of historical significance but despite three applications Listing had been considered inappropriate. This was therefore not a planning ground for refusal of the application. Plans showed a sympathetic approach to retaining some of the character of the surrounding railway with red brick and arched windows. After lengthy consideration and the fact that the area surrounding within a few miles already has seven supermarkets, permission for the superstore was granted. Teignbridge was back to normal on Monday after an early closure on Thursday and limited hours and staff on Friday. Devon and Cornwall Constabulary – No report received.
014/18	PARISH MATTERS 014.1 - To approve and sign the Internal Policy Control Statement for FY 17/18 Having considered the draft document provided at the February Meeting, Councillors unanimously agreed that the Internal Policy Control Statement could be signed by the Chairman and Clerk. 014.2 - To approve and sign the Asset & Internal Audit Risk Assessments for FY 17/18

	<p>Having considered the draft documents provided at the February Meeting, Councillors unanimously agreed that the Asset and Internal Audit Risk Assessments could be signed by the Chairman and Vice-Chairman.</p> <p>014.3 - To consider quotations and resolve next steps with the maintenance of Parish Assets</p> <p>Councillors discussed the maintenance of the Ideford Pound and the Parish Council owned Benches. In the absence of any volunteer help and having discounted previous high-priced quotations, the Clerk had approached a local Garden Services company.</p> <p>It was unanimously resolved to accept a quotation of £100 for the annual care and maintenance of the Ideford Village Pound.</p> <p>It was unanimously resolved to accept a quotation of £100 for the stripping, repainting and any restoration work to 4 Parish Council owned benches (adjacent to steps at St Mary's Church, at Larcombe Bridge, within the Bus Shelter and near the Oak Tree by the Bus Shelter). The contractor will be approached to ask if they will provide the paint, treatment or wood stain for the benches and add it to the invoice or if they would prefer the Parish Council to make the purchase.</p> <p>014.4 - To resolve next steps for the Annual Parish Meeting and "Housing in Ideford" Event on 12 Apr 18</p> <p>The Annual Parish Meeting and Housing Event will take place at the Village Hall, Ideford on Thurs, 12 Apr 18. Outline for the evening (with approximate timings for Annual Parish and Monthly Council Meetings) will be:</p> <p>6.00pm – Refreshments available for all attendees</p> <p>6.15pm - Community discussion, questions and answers with Rural Housing Enablers from Devon Communities Together and Teignbridge District Council, covering housing need, what are the different housing options, Custom, Affordable and Self-Build.</p> <p>7.00pm – Annual Parish Meeting</p> <p>8.00pm – Monthly Meeting of the Parish Council</p> <p>The Housing Event will then be followed up with an opportunity for individuals or families to attend a drop-in session for a one to one discussion with one of the Rural Housing Enablers to consider their own individual circumstances or concerns. Any discussion would be private and confidential between individuals and the Enabler and is nothing to do with the Parish Council. The second stage of the Housing Event will take place in the Village Hall, Ideford on Wednesday, 25 Apr 18 from 3.30pm until 7.30pm.</p> <p>014.5 - To resolve attendance at the DCT "Making Planning Work for You" Workshop on 27 Mar 18</p> <p>There was no Parish Council interest in this event.</p> <p>014.6 - To confirm arrangements for the Internal Audit for FY 17/18</p> <p>Following his appointment at Minute Reference 005.6/18, the Clerk confirmed that Mr Merritt would conduct the Ideford Parish Council Internal Audit of FY 17/18 on Monday, 16 Apr 18 at starting at 0930.</p>						
015/18	<p>PUBLIC PARTICIPATION</p> <p>There were no comments from members of the public.</p>						
016/18	<p>PLANNING</p> <p>17/01849/FUL - Higher Colleybrook Farm, Ideford, TQ13 0BG Application by Ms J Burman</p> <p>Decision Notice – Application Granted</p> <p>Alteration and extension of existing buildings to create a dwelling, including ancillary accommodation, change of use of land to create enlarged residential curtilage and creation of new access driveway</p>						
017/18	<p>CLERK'S REPORT AND FINANCE</p> <p>017.1 - Balance of Accounts as at 28 Feb 18</p> <table> <tr> <td>Parish Current Account</td><td>£8784.20</td></tr> <tr> <td>Request for Payment Authorisation</td><td>£1149.07</td></tr> <tr> <td>Remaining Cash at Bank</td><td>£7635.13</td></tr> </table> <p>017.2 - To request approval & signature of Monthly Bank Reconciliation for February 2018</p> <p>It was unanimously resolved that the bank reconciliation for February 2018 should be signed by the Chairman.</p>	Parish Current Account	£8784.20	Request for Payment Authorisation	£1149.07	Remaining Cash at Bank	£7635.13
Parish Current Account	£8784.20						
Request for Payment Authorisation	£1149.07						
Remaining Cash at Bank	£7635.13						

	<p>017.3 - To request approval for BACS payments</p> <p>It was unanimously resolved that the following invoices could be paid via BACS:</p> <table><tr><td>£1057.87</td><td>Mrs Ashley Lamb</td><td>Oct to Mar 18 – Wages, Expenses, Mileage and Reimbursement</td></tr><tr><td>£21.20</td><td>HMRC</td><td>PAYE Payment</td></tr><tr><td>£70.00</td><td>ABS Design & Printing</td><td>March Parish Newsletter Invoice for PCC</td></tr></table> <p>017.4 - To provide update on Legal and Administrative matters</p> <p>017.4.1 – Colleybrook Bridge Update</p> <p>The Clerk advised that the silt trap near the Fore Street Bridge had now been cleared. Skanska apologised for the delay in completing the work previously scheduled to take place in Nov 17. 20 Tonnes of silt was removed.</p> <p>017.4.2 - Appointment of a Data Protection Officer – NALC Guidance ahead of GDPR</p> <p>As requested the Clerk had contacted the Internal Auditor, Henry Merritt, to see if he would be willing to undertake the DPO role for Ideford Parish Council. Mr Merritt would like some time to consider this request.</p>	£1057.87	Mrs Ashley Lamb	Oct to Mar 18 – Wages, Expenses, Mileage and Reimbursement	£21.20	HMRC	PAYE Payment	£70.00	ABS Design & Printing	March Parish Newsletter Invoice for PCC
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£21.20	HMRC	PAYE Payment								
£70.00	ABS Design & Printing	March Parish Newsletter Invoice for PCC								
018/18	<p>DATE OF NEXT MEETING – Annual Parish Meeting and Housing Event followed by the Monthly Meeting of Ideford Parish Council, Thursday, 12 Apr 18 starting at 6pm.</p>									

The Chairman closed the meeting at 2000

Signed:

Dated:

12 Apr 18