

# IDEFORD PARISH COUNCIL

You are hereby summoned 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, 12 April 2018 on completion of the Annual Parish Meeting

**027/18** **WELCOME AND APOLOGIES FOR ABSENCE**

**028/18** **MINUTES OF THE LAST MEETING** - Minutes of the meetings held on 8 Mar 18 to be agreed & signed

**029/18** **DECLARATION OF INTERESTS**

**030/18** **REPORTS** County Councillor District Councillor Police Community Support Officer

**031/18** **PARISH MATTERS**

031. To resolve the appointment of a new Parish Clerk & resolve the proposed handover actions required.

031. To approve the provision of a mobile telephone and dedicated number for the Parish Clerk.

031. To receive an update following the CPRE Meeting on 26 Mar 18 – Cllr Liz Hill / Cllr Carter-Woodwork

031. To receive an update following the TALC Meeting on 29 Mar 18 – Cllr Fox

031. To resolve next steps with DCC Snow Warden Scheme, remuneration & appointed representative.

031. To discuss and resolve next steps with possible Colleybrook safety measures.

031. To confirm arrangements for 2018 Rural Skip Service.

031. To consider applications for 2018/19 Rural Aid Grant Scheme and resolve support for submission.

031. To approve the Income & Expenditure (against Budget) Spreadsheet for 2017/18

031. To approve & sign the Summary of Receipts & Payments Account for Year Ended 31 Mar 18

031. To approve & sign the Fixed Asset Register and Supporting Statement for Year ending 31 Mar 18

031. To approve & sign a Certificate of Exemption from limited assurance review - Year ending 31 Mar 18

031. To confirm arrangements for Ideford Parish Council Internal Audit

031. To note Section 1 – Annual Governance Statement for 2017/18 (*to be signed post Internal Audit*)

031. To note Section 2 – Accounting Statements for 2017/18 (*to be signed post Internal Audit*)

031. To note the Annual Return Variance Identification, Explanation & Ear Marked Reserves

**032/18** **PUBLIC PARTICIPATION**

**033/18** **PLANNING**

### For Parish Council Comment:

<a href="#"><u>18/00453/NPA</u></a>	Lower Colleybrook Farm, Fore Street, Ideford, TQ13 0BG	Application for Prior Approval under Part 3 Class Q (a) and (b) and paragraph W of the GDPO change of use of agricultural buildings to three dwellings
<a href="#"><u>18/00687/FUL</u></a>	Higher Colleybrook Farm Fore Street, Ideford, TQ13 0BG	Provision of dwelling with basement, new access track and associated works at higher Colleybrook Farm. (Design amended from previously approved application 17/01849/FUL)

### Application Granted:

[18/00045/FUL](#) - Erection of 2 polytunnels

### Awaiting TDC Decision Notices:

[17/02895/FUL](#) - Erection of stables

[17/02278/FUL](#) - Erection of store and workshop associated with landscaping company

[17/02670/FUL](#) - New horticultural building and access driveway

**034/18 CLERK'S REPORT AND FINANCE**

034.1 Balance of Accounts as at 31 Mar 18

034.2 To request approval and signature of the Monthly Bank Reconciliation for March /End of FY 17/18

034.3 To request approval for BACS Payments

034.4 To provide a Legal and Administrative Update

    034.4.1 GDPR Update – Email and Data Audit

    034.4.2 To confirm that all Council Standing Orders, Regulations and Procedures are up to date:

- Standing Orders (*Revised 6 Aug 14*)
- Code of Conduct (*Adopted 25 Jul 12*)
- Financial Regulations (*Revised 14 Mar 16*)
- Data Protection – FoI and Model Publication Scheme (*To be amended on change of Clerk*)
- Protocol on the Filming and Recording of Parish Council Meetings
- Training and Development
- Delegation Scheme
- Complaints Procedure (*To be amended on change of Chairman or Clerk*)
- Disciplinary Policy
- Grievance Policy
- Bullying & Harassment Policy

034.4.3 To confirm that all Councillors have up to date Declarations of Interest

034.4.4 Preparation for Annual Meeting of the Parish Council - Elected Representatives

**035/17 DATE OF NEXT MEETING - Annual Meeting of the Parish Council, Thursday, 10 May 18 at 7.00pm**

*Ashley Lamb*

Ashley Lamb  
Clerk to Ideford Parish Council  
Tel: 07860 157687  
Email: [idefordclerk@hotmail.co.uk](mailto:idefordclerk@hotmail.co.uk)

Date 05 Apr 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, 12 April 2018 at 9.15pm**

**This Monthly Parish Council Meeting followed the Annual Parish Meeting**

Present:	Cllr Angie Carter-Woodwork 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 Mr Will Page 2 Members of the Public	Parish Clerk Parish Clerk (Desig)

Item (a)	Discussion and Decisions (b)
027/18	<b>WELCOME AND APOLOGIES FOR ABSENCE</b> The Chairman opened the Monthly Meeting at 2115, on conclusion of the Annual Parish Meeting and following a presentation to the outgoing Parish Clerk. Apologies for absence were received from Cllr Beryl Austen, PCSO Saul Bunce and PC Rob Harvey.
028/17	<b>MINUTES OF THE LAST MEETING</b> It was <b>unanimously agreed</b> that the Minutes of the Part I and Part II Meeting held on 8 Mar 18 be signed as a true and accurate record.
029/17	<b>DECLARATION OF INTERESTS</b> Cllr Liz Hill declared and interest for agenda item 033/18 as the owner of a property that bordered the land in application 18/00687/FUL. Cllr Tom Hill declared and interest for agenda item 033/18 as the owner of a property that the vicinity of application 18/00453/NPA.
030/18	<b>REPORTS</b> Having received a report for our County and District Councillor, Cllr Peart and from the Neighbourhood Beat Manager, PC Rob Harvey during the Annual Parish Meeting, there were no additional reports for consideration.
031/18	<b>PARISH MATTERS</b> <p><b>031.1 - To resolve the appointment of new Parish Clerk &amp; resolve the proposed handover actions required.</b> Councillors <b>unanimously resolved</b> to appoint Mr William Page as the Parish Clerk and Responsible Financial Officer for Ideford with effect from 1 May 18. Mr Page will be paid at the current NJC 16-18 SCP 15 Pay Scale. It was further <b>resolved</b> that Mr Page can be given access to all Parish Council hardcopy and electronic data and the log on details for the Parish Clerk email account prior to 1 May 18 to add the handover process. It was further <b>resolved</b> that Mr Page could be added to the Parish Council Banking Mandate prior to 1 May 18.</p> <p><b>031.2 - To approve the provision of a mobile telephone and dedicated number for the Parish Clerk.</b> Councillors <b>unanimously resolved</b> that a mobile telephone and associated number for the new Parish Clerk could be purchased. Councillors also committed to cover the monthly contract, top up or usage expenses.</p> <p><b>031.3 - To receive update following the CPRE Meeting on 26 Mar 18</b> Cllr Liz Hill and Cllr Carter-Woodwork had been unable to attend the CPRE Meeting on 26 Mar 18. It was resolved that once received, the Clerk should distribute the minutes to all Councillors.</p> <p><b>031.4 - To receive an update following the TALC Meeting on 29 Mar 18 – Cllr Fox</b> Key speakers Matt Barrow from CDS &amp; Mary Pearce from Heritage Assets were unable to attend. A discussion on a type of Self Building Housing model had been delivered by Reg Winsor. It was resolved that upon receipt the Clerk should distribute a copy of the minutes and the latest CDS Briefing to all Councillors. The next TALC meeting will take place on 28 Jun 18.</p> <p><b>031.5 - To resolve next steps with DCC Snow Warden Scheme, remuneration &amp; appointed representative.</b> It was <b>unanimously resolved</b> that the Parish of Ideford should remain within the DCC Snow Warden Scheme. It was further <b>resolved</b> that Cllr Hull would take over the role of Parish Snow Warden. Cllr Hull will be supported by Cllr Tom Hill and Cllr Anthony French. Cllr French also offered his continued help to house the gritter and a small supply of salt.</p>

The Clerk advised that when required Cllr French has always been available to help with "jobs" around the parish in the absence of DCC or TDC input or when we have been hit by adverse weather. At no point has remuneration ever been requested or made for any expenses incurred (diesel or any materials required). Examples of work carried out include: Moving grit boxes, clearing drainage gully's, refilling grit boxes with previously stored salt, removing fallen trees or debris, hedge trimming, clearance or hedge laying.

It was **unanimously resolved** that £200 should be vired from the Snow Warden Reserve to make a discretionary one-off payment to Cllr French towards expenses incurred when working for the benefit of the Parish.

It was **further resolved** that the costs of any preauthorised work, by any Councillor, that is undertaken on behalf of the Council could be repaid on provision of correct receipts.

**031.6 - To discuss and resolve next steps with possible Colleybrook safety measures.**

Following the recent clearance of the Colleybrook silt trap and due to the large amount of water from rain or snow melt, it was noted that at times the water in this area could be 4ft deep. Although not usually this deep, consideration was given to some type of advisory or safety signage.

It was **unanimously resolved** that the Clerk should bring some examples and estimated costs of signage to the next meeting. Consideration would also be given to providing similar safety signage for the Millennium Green brook areas.

**031.7 - To confirm arrangements for 2018 Rural Skip Service.**

The Rural Skip will return to Ideford again this year, at no charge to the Parish. Date will be Saturday, 30 Jun 18 from 1000 – 1600. It was **resolved** that a Litter Picking Event should be considered for the same date and that the idea should be added to the agenda for further discussion at the next Parish Council Meeting. Cllr Liz Hill would be the lead for any Litter Collection Event and has some draft Risk Assessments prepared.

**031.8 - To consider applications for 2018/19 Rural Aid Grant Scheme and resolve support for submission.**

With no specific Village Hall, Millennium Green or Parish Council Projects in the pipeline it was **unanimously resolved** that Ideford would not submit a bid for Rural Aid 2018/19 consideration.

**031.9 - To approve the Income & Expenditure (against Budget) Spreadsheet for 2017/18**

Councillors **unanimously resolved** to approve the Q4 and End of Year Spreadsheet. The printout was duly signed by the Chairman and RFO.

**031.10 - To approve & sign the Summary of Receipts & Payments Account for Year Ended 31 Mar 18**

Councillors **unanimously resolved** to approve the Summary of Receipts and Payments for Year Ending 31 Mar 18. The Statement was duly signed by the Chairman and RFO.

**031.11 - To approve & sign the Fixed Asset Register and Supporting Statement for Year ending 31 Mar 18**

Councillors **unanimously resolved** to approve the Fixed Asset Register and Supporting Statement for Year Ending 31 Mar 18. The Statement was duly signed by the Chairman and RFO.

**031.12 - To approve & sign Certificate of Exemption from limited assurance review - Year ending 31 Mar 18**

Councillors **unanimously resolved** to approve the Certificate of Exemption from Limited Assurance Review. The Statement was duly signed by the Chairman and RFO and would be submitted to SAAA Ltd for consideration.

**031.13 - To confirm arrangements for Ideford Parish Council Internal Audit**

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. The audit would take place at the Clerks home address and any Councillor would be welcome to attend.

**031.14 - To note Section 1 – Annual Governance Statement for 2017/18 (to be signed post Internal Audit)**

Councillors noted Section 1 with no required amendment. The document would be presented for signature at the meeting on 10 May 18 and following the Internal Audit.

**031.15 - To note Section 2 – Accounting Statements for 2017/18 (to be signed post Internal Audit)**

Councillors noted Section 2 with no required amendment. The document would be presented for signature at the meeting on 10 May 18 and following the Internal Audit.

**031.16 - To note the Annual Return Variance Identification, Explanation & Ear Marked Reserves**

Councillors **unanimously approved** the Variance, Explanation and Earmarked Reserves information as presented.

**032/18 PUBLIC PARTICIPATION**

A Parishioner asked when the new Chairman for the Parish Council would be elected. The Clerk and Chairman

	explained that the first agenda item for the Annual Meeting of the Parish on 10 May 18 would be the election of a new Chairman. The Chairman would be one of the current 7 Elected Councillors.								
033/18	<b>PLANNING</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px; text-align: center;"><u>18/00453/NPA</u></td> <td style="width: 25%; padding: 5px; text-align: center;">Lower Colleybrook Farm, Fore Street, Ideford, TQ13 0BG</td> <td style="width: 50%; padding: 5px; text-align: center;">Application for Prior Approval under Part 3 Class Q (a) and (b) and paragraph W of the GDPO change of use of agricultural buildings to three dwellings</td> </tr> </table>			<u>18/00453/NPA</u>	Lower Colleybrook Farm, Fore Street, Ideford, TQ13 0BG	Application for Prior Approval under Part 3 Class Q (a) and (b) and paragraph W of the GDPO change of use of agricultural buildings to three dwellings			
<u>18/00453/NPA</u>	Lower Colleybrook Farm, Fore Street, Ideford, TQ13 0BG	Application for Prior Approval under Part 3 Class Q (a) and (b) and paragraph W of the GDPO change of use of agricultural buildings to three dwellings							
	<p>Councillors considered the Application for Lower Colleybrook Farm and while agreeing in principle to the retention and re-use of previously redundant buildings, <b>resolved</b> that the following questions should be sent to the TDC Planning Department:</p> <ol style="list-style-type: none"> <li>1. Is Prior Approval under Part 3 Class Q (a) and (b) and paragraph W of the GDPO the correct type of application for this collection of barns as there is uncertainty as to when they were last used for agricultural purposes.</li> <li>2. Concern was raised about the existing exit from the site onto Fore Street. There is little or no visibility to see what traffic might be approaching from the East (looking to the right when exiting).</li> <li>3. The site plan also shows an alternate access route to the South East of the site using a lane that passes 5 other parish properties. Is the applicant the owner of this lane and therefore responsible for its upkeep?</li> <li>4. If intending to use this South East Access would the bottom of the lane be reinstated?</li> </ol> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px; text-align: center;"><u>18/00687/FUL</u></td> <td style="width: 25%; padding: 5px; text-align: center;">Higher Colleybrook Farm Fore Street, Ideford, TQ13 0BG</td> <td style="width: 50%; padding: 5px; text-align: center;">Provision of dwelling with basement, new access track and associated works at higher Colleybrook Farm. (Design amended from previously approved application 17/01849/FUL)</td> </tr> </table>			<u>18/00687/FUL</u>	Higher Colleybrook Farm Fore Street, Ideford, TQ13 0BG	Provision of dwelling with basement, new access track and associated works at higher Colleybrook Farm. (Design amended from previously approved application 17/01849/FUL)			
<u>18/00687/FUL</u>	Higher Colleybrook Farm Fore Street, Ideford, TQ13 0BG	Provision of dwelling with basement, new access track and associated works at higher Colleybrook Farm. (Design amended from previously approved application 17/01849/FUL)							
	<p>Having previously supported Planning Application 17/01849/FUL for the conversion of this barn to create a single dwelling with associated access and garden, Councillors considered the new submission 18/00687/FUL.</p> <p>While agreeing in principle to the redevelopment of redundant buildings, Councillors <b>resolved</b> that the following questions regarding the new application be submitted to the TDC Planning Department:</p> <ol style="list-style-type: none"> <li>1. Does the new hard standing and perimeter track fall within the approved domestic curtilage of the development and not encroach further into the countryside or "Green Space"?</li> <li>2. With all the extra excavation will there be any adverse impact on the area with water run off? Will the sustainable drainage systems and soakaways be adequate enough to prevent flooding in the surrounding area and onto a nearby Public Right of Way?</li> <li>3. The original application was for a single dwelling however; the new application shows a retained mobile home. Will the mobile home remain for the duration of the build and then be removed or will it be used as a potential second dwelling? Some Councillors felt unable to support an application if it was for more than one dwelling.</li> </ol>								
	<p>Councillors noted that the following applications had now been granted by the TDC Planning Department:</p> <p>18/00045/FUL - Erection of 2 polytunnels</p> <p>17/02278/FUL - Erection of store and workshop associated with landscaping company</p>								
034/18	<b>CLERK'S REPORT AND FINANCE</b> <p><b>034.1 - Balance of Accounts as at 31 Mar 18</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Parish Current Account</td> <td style="width: 50%; padding: 5px; text-align: right;">£7713.54</td> </tr> <tr> <td style="width: 50%; padding: 5px;">Request for Payment Authorisation</td> <td style="width: 50%; padding: 5px; text-align: right;">£301.16</td> </tr> <tr> <td style="width: 50%; padding: 5px;">Remaining Cash at Bank</td> <td style="width: 50%; padding: 5px; text-align: right;">£7432.38 (£20 just received for Newsletter Advertising)</td> </tr> </table> <p><b>034.2 - To request approval &amp; signature of Monthly Bank Reconciliation for March / End of FY 17/18.</b></p> <p>It was <b>unanimously resolved</b> that the bank reconciliation for March 2018 and the End of Financial Year 2017/18 should be signed by the Chairman.</p> <p><b>034.3 - To request approval for BACS payments</b></p> <p>It was <b>unanimously resolved</b> that the following invoices could be paid via BACS:</p>			Parish Current Account	£7713.54	Request for Payment Authorisation	£301.16	Remaining Cash at Bank	£7432.38 (£20 just received for Newsletter Advertising)
Parish Current Account	£7713.54								
Request for Payment Authorisation	£301.16								
Remaining Cash at Bank	£7432.38 (£20 just received for Newsletter Advertising)								

		£70.00	ABS Design & Printing	April Parish Newsletter Invoice on behalf of PCC	
		£93.05	DALC	NALC & DALC Annual Subscriptions	
		£138.11	Mrs Ashley Lamb	Parish Council expenses incurred	
<p>The Clerk advised Councillors that she was continuing to dispute the £120 Grant Thornton Invoice for 2016/17 Internal Audit Services as it had been a Teignbridge District Council £7000 payment in error that had pushed Ideford into the Audit charging bracket.</p>					
<p><b>034.4 - To provide update on Legal and Administrative matters</b></p>					
<p><b>034.4.1 – GDPR Update and Email and Data Audit</b></p>					
<p>The Clerk gave an overview of the TDC GDPR Training session that was held on 3 Apr 18. Future things to consider will include an updated Data &amp; Email Retention Policy and consideration of Council specific email accounts for all elected members. The appointment of DPOs and who that should be for a small Parish Council is still being discussed. TDC have appointed the Data Protection Advisory Service (Exeter) Ltd as their GDPR Consultant and may offer a service to Councils within the District. A briefing note to all Councils will be sent out in due course. As part of the handover process the Clerk and Clerk (Desig) have been reviewing data retention and will be securely disposing of any unrequired historic data.</p>					
<p><b>034.4.2 - To confirm that all Council Standing Orders, Regulations and Procedures are up to date:</b></p>					
<p>Councillors resolved that the following Orders, Policies and Procedures were fit for purpose and unless specified required to amendment. It was resolved that contact detail changes could be made during May following the appointment of the new Clerk and Chairman:</p> <ul style="list-style-type: none"> <li>• Standing Orders (Revised 6 Aug 14)</li> <li>• Code of Conduct (Adopted 25 Jul 12)</li> <li>• Financial Regulations (Revised 14 Mar 16)</li> <li>• Data Protection – Fol and Model Publication Scheme (To be amended on change of Clerk)</li> <li>• Protocol on the Filming and Recording of Parish Council Meetings</li> <li>• Training and Development</li> <li>• Delegation Scheme</li> <li>• Complaints Procedure (To be amended on change of Chairman or Clerk)</li> <li>• Disciplinary Policy</li> <li>• Grievance Policy</li> <li>• Bullying &amp; Harassment Policy</li> </ul>					
<p><b>034.4.3 - To confirm that all Councillors have up to date Declarations of Interest</b></p>					
<p>Councillors confirmed that they all had current and up to date Declarations of Interest. The Clerk reminded Councillors that it was their legal responsibility to update TDC of any change within 28 days of occurrence.</p>					
<p><b>034.4.4 Preparation for Annual Meeting of the Parish Council - Elected Representatives</b></p>					
<p>The Clerk reminded Councillors that a new Chairman would be elected at the meeting on 10 May 18. Any Councillor who was considering the role could contact the Clerk if they required any additional information.</p>					
<b>035/18</b>	<b>DATE OF NEXT MEETING – Annual Meeting of Ideford Parish Council, Thursday, 10 May 18 starting at 7pm.</b>				

**The Chairman closed the meeting at 2240**

**Signed:**

**Dated:**

**10 May 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 Annual Meeting of Ideford Parish Council to be held at the Village Hall, Ideford on Thursday, 10 May 2018 at 7.00pm

**036/18** ELECTION OF CHAIRMAN AND DECLARAION OF ACCEPTANCE OF OFFICE

**037/17** ELECTION OF VICE CHAIRMAN

**038/18** WELCOME AND APOLOGIES FOR ABSENCE

**039/18** MINUTES OF THE LAST MEETING  
Minutes of the meeting held on 12 Apr 18 to be agreed and signed.  
The minutes of the Annual Parish Meeting on 12 Apr 18 to be noted (for signature on 11 Apr 19)

**040/18** DECLARATION OF INTERESTS

**041/18** REPORTS County Councillor District Councillor Police Community Support Officer

**042/18** PARISH MATTERS  
042.1 To receive an update following the Parish Council Internal Audit on 16 Apr 18.  
042.2 To approve and sign Section 1 – Annual Governance Statement for 2017/18.  
042.3 To approve and sign Section 2 – Accounting Statements for 2017/18  
042.4 To resolve dates for the Exercise of Electors Rights following FY 17/18  
042.5 To resolve the adoption of revised Standing Orders following NALC Revision – April 2018  
042.6 To resolve the adoption of a revised Data Protection & FoI Policy and revised Complaints Procedure  
042.7 To approve the Annual Parish Council Insurance Cover and resolve renewal.  
042.8 To approve the NJC Salary Award for FY 18/19  
042.9 To resolve next step following Housing Event that was held on 25 Apr 18  
042.10 To resolve next steps following concerns raised about speeding & parking in central Ideford  
042.11 To discuss and resolve next steps with possible Colleybrook safety measures or signage.  
042.12 To confirm arrangements for 2018 Rural Skip Service & resolve next steps for Litter Picking & Tidy Up  
042.13 To confirm attendance at 17 May 18 Community Safety Partnership Form

**043/18** PUBLIC PARTICIPATION

**044/18** PLANNING

**Decision Notice:**  
[18/00453/NPA](#) Part 3 Class Q(A) & (B) & Para W of the GDPO Change of Use of Agricultural Buildings to 3 Dwellings

**Awaiting TDC Decision Notices:**  
[17/02895/FUL](#) Erection of stables  
[17/02670/FUL](#) New horticultural building and access driveway

**045/18** CLERK'S REPORT AND FINANCE  
045.1 Balance of Accounts as at 30 Apr 18  
045.2 To request approval and signature of the Monthly Bank Reconciliation for April 2018  
045.3 To request approval for BACS Payments  
045.4 To provide a Legal and Administrative Update

**046/17** DATE OF NEXT MEETING - Monthly Meeting of the Parish Council, Thursday, 14 Jun 18 at 7.00pm

*Will Page*

Will Page  
Clerk to Ideford Parish Council  
Tel: 07731 145077  
Email: [idefordclerk@hotmail.co.uk](mailto:idefordclerk@hotmail.co.uk)

Date 05 May 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 of Ideford Parish Council**  
**Held on Thursday, 10 May 2018 at 1900**

Present:	Cllr Angie Carter-Woodwork Cllr Anthony French Cllr Helen Bellamy Cllr David Fox Cllr Liz Hill Cllr Tom Hill Cllr Julian Hull (late)	Vice-Chairman
In Attendance	Cllr Ron Peart Mr Will Page 3 Members of the Public Ashley Lamb	County & District Councillor Parish Clerk Outgoing Parish Clerk

Item (a)	Discussion and Decisions (b)
<b>036/18</b>	<b>ELECTION OF CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE</b>  Councillor Carter-Woodwork opened the meeting at 1900 and asked if any councillor wished to stand as chairman.  Cllr Fox was proposed by Cllr French and seconded by Cllr L. Hill. He was unanimously elected as chairman and signed the declaration of office.  ACTION 1: Clerk to file declaration of office.
<b>037/18</b>	<b>ELECTION OF VICE CHAIRMAN</b>  Cllr Anthony French was re-elected unanimously as vice chairman. He was proposed by Cllr Carter-Woodwork and seconded by Cllr Bellamy.
<b>038/18</b>	<b>WELCOME AND APOLOGIES FOR ABSENCE</b>  Councillor Fox welcomed everybody to the meeting. Apologies for absence were received from Cllr Beryl Austen and the Police Community Support Officer.
<b>039/18</b>	<b>MINUTES OF THE LAST MEETING</b>  It was <b>unanimously agreed</b> that the Minutes of the Part I and Part II Meeting held on the 12 <sup>th</sup> of April 2018 be signed as a true and accurate record.
<b>040/18</b>	<b>DECLARATION OF INTERESTS</b>  There were no declarations of interest.
<b>041/18</b>	<b>REPORTS</b> <b>County Councillor – Cllr Ron Peart</b>  Cllr Peart advised the meeting that he had nothing to report.
<b>042/18</b>	<b>PARISH MATTERS</b>  <b>042.1 - To receive an update following the Parish Council Internal Audit on 16 Apr 18.</b>  The Annual Internal Audit of the Parish Council Accounts and associated records for 2017/18 has been successfully completed.  The auditor commented that the accounting system is efficient and effective and meets the necessary accounting requirements. The associated record keeping is in excellent order and a credit to the Parish Clerk and Parish Council. The overall finances of the Parish Council are in good order.  The auditor made two recommendations: 1. The 2017/18 Annual Accounts are adopted by the Parish Council. 2. The Audit Commission Return is signed and submitted.  Council unanimously approved the independent auditors report.

<p><b>042.2 - To approve and sign Section 1 – Annual Governance Statement for 2017/18.</b></p> <p>Following a successful independent audit on the 16th April 2018 a certificate of exemption from PKF Littlejohn External Audit Limited Assurance Review was submitted and accepted. This now cancels the random sample audit requirement.</p> <p>Council unanimously approved section 1 of the Annual Governance Statement for 2017/18. The document was signed.</p> <p><b>042.3 - To approve and sign Section 2 – Accounting Statements for 2017/18</b></p> <p>Council unanimously approved section 2 of the Annual Governance Statement for 2017/18. The document was signed.</p> <p><b>042.4 - To resolve dates for the Exercise of Electors Rights following FY 17/18</b></p> <p>Council unanimously approved Monday the 4th June to Friday 13th July for electors to view the accounts by appointment. Parishioners wishing to do so should contact the Parish Clerk.</p> <p><b>042.5 - To resolve the adoption of revised Standing Orders following NALC Revision – April 2018</b></p> <p>Council received a revised copy of the standing orders, following revisions by the National Association of Local Councils. Council unanimously approved the new standing orders and they were adopted.</p> <p><b>042.6 - To resolve the adoption of a revised Data Protection &amp; FOI Policy and revised Complaints Procedure</b></p> <p>Council unanimously approved revisions to these documents to reflect the election of a new chairman and the appointment of a new parish clerk.</p> <p>ACTION 4: Clerk to update as appropriate.</p> <p><b>042.7 - To approve the Annual Parish Council Insurance Cover and resolve renewal.</b></p> <p>The renewal of the Parish Council insurance was unanimously approved by council. Councillors were content with the current level of cover</p> <p>ACTION 5: Clerk to renew the insurance.</p> <p><b>042.8 - To approve the NJC Salary Award for FY 18/19</b></p> <p>Councillors approved an uplift in the hourly rate paid to the Parish Clerk, reflecting the national agreement for 2018/19. The basic rate at SCP 15 was increased from £8.873 per hour to £9.341 per hour and the CiLCA qualified rate at SCP16 was increased from £9.054 to £9.521 per hour.</p> <p><b>042.9 - To resolve next step following Housing Event that was held on 25 Apr 18</b></p> <p>Councillors noted that a successful and well attended event was held on 25 Apr 18. 16 people came to speak with the TDC &amp; DCT Rural Housing Enablers and the TDC Self-Build Project Officer. A few additional forms were also sent out following the event.</p> <p>TDC &amp; DCT Rural Housing Enablers will submit a report to Ideford Parish Council and would like to come to the Parish Council Meeting on Thursday, 12 Jul 18 to discuss the findings, identified need and potential next steps.</p> <p>Council approved the invite, and that the meeting would start at 1830.</p> <p>ACTION 6: Clerk to issue invites as appropriate.</p> <p><b>042.10 - To resolve next steps following concerns raised about speeding &amp; parking in central Ideford</b></p> <p>Council noted the concerns raised by parishioners about vehicle speeds in Fore Street and speeding &amp; parking issues in Church Road. The clerk sought comment from the Neighbourhood Highways Officer and the Police Community Support Officer, who responded as follows:</p> <p><i>Neighbourhood Highways Officer:</i>  <i>"With regards to perceived speeding within the village: Devon County Council will only undertake intervention at those sites where there is an evidenced speed problem. We evidence this by collecting speed data over a period of time and using this in conjunction with the accident record provided to us by the police. This evidence is then discussed at our SCARF (Speed Compliance Action Review Forum) meeting which is a joint partnership between ourselves, the Road Safety Team and the Police.</i></p> <p><i>I've checked the speed data that we have for Ideford and can see that the last speed recording that was undertaken (on Longthorn Road, just prior to the village entry) showed mean speeds of 17.6 mph. This would</i></p>
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<p><i>suggest that the majority of motorists are driving with care. As with anything you will always get those drivers that do not drive in the manner they should and unfortunately these drivers are those unlikely to take heed of any change to speed limits. The introduction of traffic calming measures such as speed bumps has a cost associated with it. With such a limited budget for these kinds of works we must be sure that we are prioritising those sites that meet the criteria through our SCARF process. Having checked the accident record for Ideford I can confirm that there have been no speed related accidents in the last 5 years. As such the site would not be suitable to take forward through the SCARF process.</i></p> <p><b>Neighbourhood Policing Team:</b></p> <p><i>I conducted several speed checks at peak (daylight) times and have often been driving through the village at other times of the day in an unmarked car. As per our previous communications about this and that Highways had conducted an historic speed survey in the village in which they found the average speed of vehicles to be under the speed limit, I have found no evidence of there being an issue with speeding through the village.</i></p> <p><i>As I said before, quite often perceptions of speed are affected by different things. Narrow sections of road often give pedestrians the impression that vehicles are travelling over the speed limit. Noisy vehicles (exhausts) and large vehicles also give an impression of speed.</i></p> <p><i>This brings me on to the comment made about noisy and speeding vehicles along Church Rd. I've been advised that there is at least one local vehicle that has a noisy exhaust and that it may often give the impression that it is speeding.</i></p> <p><i>I am by no means saying that no vehicles speed through the village, especially in the late evenings or during the night, but I can see no practical resolution to this.</i></p> <p><i>Regarding parking issues. We no longer deal with parking matters unless there is an obstruction of the highway. This would also cover obstructions to private driveways but it must be noted that a partial obstruction ie. it's inconvenient and annoying but you can still get your vehicle in or out would not merit police intervention.</i></p> <p><i>End of response.</i></p> <p>Councillors felt that the speed limit was being broken at various points around the outskirts of Ideford village. There were also concerns raised about cyclists not slowing down near horses. Councillors discussed other traffic calming measures such as the introduction of signs to encourage drivers to slow for horses and children in the Parish.</p> <p>Council suspended standing orders to allow parishioners to raise concerns about narrow roads and people walking.</p> <p>Councillor Tom Hill noted that some thought was required to address car parking in Ideford and the lack of a pavement. Council accepted it was an issue and agreed with the concerns that were raised.</p> <p>Council suggested that the village hall committee update their booking terms and conditions and place a reminder in the newsletter to encourage responsible parking. The clerk was asked to contact the bell ringers to see if they were willing to issue a reminder as well.</p> <p><b>ACTION 7:</b> Parish Clerk to contact the Highways Officer to explore signage options.</p> <p><b>ACTION 7:</b> Parish Clerk to contact the village hall and bell ringers committees to ask them to encourage responsible parking in Ideford village.</p> <p><b>042.11 - To discuss and resolve next steps with possible Colleybrook safety measures or signage</b></p> <p>Council unanimously agreed to pay for a water depth varies sign and for this to be installed appropriately near the Colleybrook.</p> <p>Cllr Hull suggested contacting the Environment Agency or South West Water to see if they had some spare signs.</p> <p><b>ACTION 8:</b> Parish Clerk to contact the Environment Agency and South West Water to see if they had spare signs. If not, to proceed with the quoted price.</p> <p><b>ACTION 9:</b> Parish Clerk to arrange for a sign to be installed.</p> <p><b>042.12 - To confirm arrangements for 2018 Rural Skip Service &amp; resolve next steps for Litter Picking &amp; Tidy Up</b></p> <p>Councillor Liz Hill volunteered to organise a Tidy Up Event on the 30<sup>th</sup> June 2018 to coincide with the visit of the rural skip. Cllr Bellamy suggested teas and coffees at the village hall for volunteers.</p> <p><b>ACTION 10:</b> Cllr Liz Hill to liaise with the Parish Clerk to organise, including a risk assessment and insurance cover.</p> <p>Council suggested that polite notices be placed on cars in the Pound area during early part of that week to ask</p>
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	<p>them to keep the area clear for arrival and placement of Skip.</p> <p>ACTION 11: Cllr Fox and Cllr Liz Hill to organise.</p> <p>It was noted that last year a parishioner kindly let people pull in to the Lower Colleybrook area when dropping off items for Skip during busy times. Cllr French offered to contact the Parishoner in question.</p> <p>ACTION 12: Cllr French to action.</p> <p><b>042.13 - To confirm attendance at 17 May 18 Community Safety Partnership Form</b></p> <p>No one was free to attend this event. The clerk would endeavour to obtain and circulate any relevant information afterwards.</p> <p>ACTION 13: Parish Clerk to obtain and circulate information.</p>																																	
043/18	<p><b>PUBLIC PARTICIPATION</b></p> <p>The village hall chairman offered to put a sign up on the village hall noticeboard to encourage considerate parking. The offer was welcomed by the council.</p> <p>Concerns were raised about the condition of the hedges and fences around Olchard as cattle were regularly escaping into the lane. Councillor French suggested that we write to the landowner to politely enquire about the maintenance schedule for these field boundaries.</p> <p>Action 14: Parish Clerk to arrange for communication with the landowner.</p>																																	
044/18	<p><b>PLANNING</b></p> <p><b>Decision Notice:</b> 18/00453/NPA Part 3 Class Q(A) &amp; (B) &amp; Para W of the GDPO Change of Use of Agricultural Buildings to 3 Dwellings. <b>Application Refused</b> – From the information submitted it has not been demonstrated that the 3 buildings are capable of conversion in their current state without the need for new structural elements.</p>																																	
045/18	<p><b>CLERK'S REPORT AND FINANCE</b></p> <p><b>045.1 Balance of Accounts as at 30 Apr 18</b></p> <table> <tbody> <tr> <td>Parish Current Account</td> <td>£9875.88</td> </tr> <tr> <td>Request for Payment Authorisation</td> <td>£ 940.54</td> </tr> <tr> <td>Remaining Cash at Bank</td> <td>£8935.34</td> </tr> </tbody> </table> <p>The accounts were unanimously approved by council.</p> <p><b>045.2 To request approval and signature of the Monthly Bank Reconciliation for April 2018</b></p> <table> <thead> <tr> <th>Account Type:</th> <th>Treasurers Account</th> </tr> </thead> <tbody> <tr> <td>Date of Statement</td> <td>30-Apr-18</td> </tr> <tr> <td>Opening Balance</td> <td>£7,713.54</td> </tr> <tr> <td>Receipts Paid In</td> <td>£2,663.50</td> </tr> <tr> <td>Payments Paid Out</td> <td>-£501.16</td> </tr> <tr> <td>Closing Balance</td> <td>£9,875.88</td> </tr> </tbody> </table> <p>Council unanimously approved that the reconciliation could be signed by the chairman.</p> <p><b>045.3 To request approval for BACS Payments</b></p> <table> <tbody> <tr> <td>£200</td> <td>Mr Anthony French</td> <td>Snow warden expenses. Requesting 2<sup>nd</sup> Invoice Signature Only (Cllr Fox or Cllr Tom Hill)</td> </tr> <tr> <td>£55.00</td> <td>Mr Henry Merritt</td> <td>16 Apr 18 – Internal Audit Fee</td> </tr> <tr> <td>£291.20</td> <td>Came &amp; Company</td> <td>Annual Insurance Premium (12 Jun 18 – Last Year of LTA)</td> </tr> <tr> <td>£380.84</td> <td>Mrs Ashley Lamb</td> <td>Parish Clerk – Final Invoice Salary &amp; Overtime</td> </tr> <tr> <td>£126.00</td> <td>Community Heartbeat Trust</td> <td>Annual Support (Year 3) – Vire money from Earmarked Reserve</td> </tr> </tbody> </table>	Parish Current Account	£9875.88	Request for Payment Authorisation	£ 940.54	Remaining Cash at Bank	£8935.34	Account Type:	Treasurers Account	Date of Statement	30-Apr-18	Opening Balance	£7,713.54	Receipts Paid In	£2,663.50	Payments Paid Out	-£501.16	Closing Balance	£9,875.88	£200	Mr Anthony French	Snow warden expenses. Requesting 2 <sup>nd</sup> Invoice Signature Only (Cllr Fox or Cllr Tom Hill)	£55.00	Mr Henry Merritt	16 Apr 18 – Internal Audit Fee	£291.20	Came & Company	Annual Insurance Premium (12 Jun 18 – Last Year of LTA)	£380.84	Mrs Ashley Lamb	Parish Clerk – Final Invoice Salary & Overtime	£126.00	Community Heartbeat Trust	Annual Support (Year 3) – Vire money from Earmarked Reserve
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	£87.50	ABS Design & Printing	April Parish Newsletter Invoice for PCC
	£82.50	Village Hall Trustees	Prior approval to pay BACS on receipt of invoice
All of the requests were unanimously approved by council.			
<b>045.4 To provide a Legal and Administrative Update</b>			
The council approved a resolution to remove Parish Council Banking Authority for Mrs Lamb (Online Banking & Signatory)			
The council approved a resolution to make Mr Page the primary point of contact for all Parish Council Banking.			
<b>046/18</b>	<b>DATE OF NEXT MEETING – Monthly meeting of Ideford Parish Council, Thursday, 14 June 18 starting at 1900</b>		

The Chairman closed the meeting at 2015

Signed: *Original Copy Signed* Dated: 14 Jun 18

**Commented [AL1]:** Invoice was for May Edition  
See minute in 8 Nov 18 Minutes for amendment approval.

## 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 Thursday, 14 June 2018 at 7.00pm

**047/18** **WELCOME AND APOLOGIES FOR ABSENCE**

**048/18** **MINUTES OF THE LAST MEETING** - Minutes of the Annual Meeting of the Parish Council held on 10 May 18 to be agreed and signed

**049/18** **DECLARATION OF INTERESTS**

**049/18** **REPORTS** County Councillor District Councillor Police Community Support Officer

**050/18** **PARISH MATTERS**

050.1 To resolve Parish Response to Teignbridge District Council Local Plan Review

050.2 To resolve the introduction of official Parish Councillor email addresses

050.3 To receive update on the litter picking and skip event on 30 June 2018

050.4 To approve purchase of a hard drive for the electronic storage of Ideford Documentation

050.5 To receive an update on traffic issues in the village, including a further complaint about speeding

050.6 To discuss a new complaint about littering at the A380 junction.

050.7 Notification from the chairman on a grant submission

**051/18** **PUBLIC PARTICIPATION**

**052/18** **PLANNING**

**Planning Application Consultation 18/00915/FUL.**

Location: Ideford, Rydal, Ideford Combe.

Proposal: Detached garage and fencing

**053/18** **CLERK'S REPORT AND FINANCE**

053.1 Balance of Accounts as at 11 June 2018

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

053.3 To request approval for BACS Payments

053.4 To provide a Legal and Administrative Update

**054/18** **DATE OF NEXT MEETING - Monthly Meeting of the Parish Council, Wednesday, 12 July 18 at 6.30pm**

*Will Page*

Will Page  
Clerk to Ideford Parish Council  
Tel: 07731 145077  
Email: [idefordclerk@hotmail.co.uk](mailto:idefordclerk@hotmail.co.uk)

Date 06 June 2018

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 a Parish Council Meeting**  
**Held on Thursday, 14 June 2018 at 1900**

Present:	Cllr David Fox Cllr Anthony French Cllr Liz Hill Cllr Tom Hill	Chairman Vice-Chairman
In Attendance	Cllr Ron Peart Mr Will Page 2 Members of the Public	County & District Councillor Parish Clerk

Item (a)	Discussion and Decisions (b)
<b>047/1</b> <b>8</b>	<b>WELCOME AND APOLOGIES FOR ABSENCE</b>  Councillor Fox welcomed everybody to the meeting. Apologies for absence were received from Cllr Beryl Austen, Cllr Julian Hull, Cllr Helen Bellamy, Cllr Angie Carter-Woodwork and the Police Community Support Officer.
<b>048/1</b> <b>8</b>	<b>MINUTES OF THE LAST MEETING</b>  It was unanimously agreed that the Minutes of the Annual Meeting of the Parish Council held on the 10 <sup>th</sup> of May 2018 be signed as a true and accurate record.  All of the actions from the meeting were complete or on target.
<b>049/1</b> <b>8</b>	<b>DECLARATION OF INTERESTS</b>  There were no declarations of interest.
<b>050/1</b> <b>8</b>	<b>REPORTS</b> <b>Police Report for Ideford Parish Council</b>  The clerk read out a written report submitted by the Police Community Support Officer.  Reported crimes from 11/05/18 – 13/06/18 (2 crimes) <ul style="list-style-type: none"> <li>• Burglary – Residential burglary where victim is claiming that their vehicle keys were stolen from within their insecure home overnight and the vehicle was subsequently stolen. The vehicle was seen by police on the same night and it was suspected the driver was under the influence. They made off from police and the vehicle was later found abandoned. Investigation ongoing.</li> <li>• Theft – Theft of a large (1m+) garden gnome. No leads or witnesses. Please keep an eye out as it should be fairly easy to spot!</li> </ul> Please report any suspicious activities, 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.  <b>District Councillor Report</b> Cllr Ron Peart gave an update on some of the issues around Grenfell Tower, which is currently an important issue for councils. When the building was the first built it was safe, but over time

	<p>modifications were made, such as the cladding, which made the building unsafe. Lessons are being learnt from the investigation.</p> <p>The councillor had also attended a crowdfunding workshop and kindly offered to share the information with the parish.</p>
<b>051/1</b>	<p><b>PARISH MATTERS</b></p> <p><b>8</b></p> <p>051.1 To resolve Parish Response to Teignbridge District Council Local Plan Review</p> <p>The Teignbridge Local Plan Review Issues Consultation is underway and will run until <b>5pm on 16<sup>th</sup> July 2018</b>. Any comments received after this time will not be considered.</p> <p>They will be sending out posters for us to display. Council discussed whether we should respond as a parish council. It was felt that we should raise some of this issues in our community plan, particularly around affordable housing and traffic.</p> <p>ACTION 1 - Clerk to submit short response based on the community plan.</p> <p>ACTION 2 – Clerk to arrange for posters to be displayed.</p> <p>051.2 To resolve the introduction of official Parish Councillor email addresses</p> <p>This item was postponed to the next council meeting, with an action for the clerk to check what contact details for councillors were available on the parish website.</p> <p>ACTION 3 – Clerk to check what contact information is available on the parish website.</p> <p>051.3 To receive update on the litter picking and skip event on 30 June 2018</p> <p>Cllr Liz Hill updated the meeting on the litter picking event. Volunteers will be meeting at the village hall at 10am. Refreshments would be served from 11am-1pm.</p> <p>ACTION 4 - Clerk to submit paperwork to TDC for bag collection and check that bags are supplied.</p> <p>051.4 To approve purchase of a hard drive for the electronic storage of Ideford Documentation</p> <p>To ensure the security of our electronic records it's important to have the files stored twice, so that if one storage system fails the documents are still secure. The previous clerk had the parish documents stored on their computer and backed up through a free trial of cloud software.</p> <p>The clerk currently has the documents stored on a free trial of One Drive and on their new laptop.</p> <p>The clerk suggested that we invest in a password protected external hard drive to act as a long term storage solution, which would not require any software. This also means that, in the event of the parish clerk being incapacitated, it will be easier for the parish council to access the electronic records. The password for the hard drive will be shared with the chairman and the vice-chairman.</p> <p>Council approved the purchase of a 120GB External hard drive for £19.95 + 4.95 postage.</p> <p>ACTION 5 – Clerk to purchase hard drive and arrange a password to be shared with the chairman and vice-chairman.</p> <p>051.5 To receive an update on traffic issues in the village, including a further complaint about speeding</p> <p>Council had received an update from Highways, as follows:</p> <p>"As far as options available... Devon County Council will only allow changes to be made to the public highway if they meet policy, even if these are third party funded, so you would not be able to make any alterations to the highway signage or create any traffic calming. What may be of interest to the Parish is something similar to what Hennock Parish Council have recently carried out. They have recently upgraded their village gateway signs into Hennock, Teign Village and Chudleigh Knighton. Whilst they have the same message of "Please Drive Carefully" on them, the renewal has certainly re-highlighted them and made the message fresh again.</p>

	<p>If the Parish wished to carry out something similar, we at DCC would be fully supportive."</p> <p>Council responded positively to the suggestion of signs at the entrance to the village and asked the clerk to explore costings with Highways.</p> <p>ACTION 6 - Clerk to contact Highways suggesting horses and children signs for village entrances and to explore costings.</p> <p>051.6 To discuss a new complaint about littering at the A380 junction. Concerns were discussed about littering at the A380 junction to Ideford.</p> <p>ACTION 7- Clerk to take advice from County Secretary on how to proceed on this issue.</p> <p>050.7 Notification from the Chairman on a grant submission</p> <p>The Chairman alerted Councillors that from time to time the Village Hall or Millennium Green may at times submit bids to our District or County Councillors for funding towards their projects. As his wife was the current chairman of the Village Hall Trustees, he is aware that they were currently submitting a bid to the District Councillor. He reiterated that not all applications have to be submitted with Parish Council support and he just wanted to mention it for information as it could be perceived that he had an interest in the granting of the application.</p>
<b>052/1 8</b>	<b>PUBLIC PARTICIPATION</b> Parishioners shared concerns about parking and speeding in the village with the Council.
<b>053/1 8</b>	<b>PLANNING</b> <b>Planning Application Consultation 18/00915/FUL.</b> Location: Ideford, Rydal, Ideford Combe. Proposal: Detached garage and fencing No objections were raised by Councillors. ACTION 8 – Clerk to notify Teignbridge District Council.
<b>054/1 8</b>	<b>CLERK'S REPORT AND FINANCE</b> <b>054.1 Balance of Accounts as at 31 May 18</b> Parish Current Account £8970.84 Request for Payment Authorisation £96.20 Remaining Cash at Bank £8874.64 The accounts were unanimously approved by council.  <b>054.2 To request approval and signature of the Monthly Bank Reconciliation for May 2018</b>

Date of Statement		31-May-18
Opening Balance		£9,875.88
Receipts Paid In		£118.00
Payments Paid Out		-£1,023.04
Closing Balance		£8,970.84
Account Statement	Balance	£8,970.84

Council unanimously approved that the reconciliation could be signed by the chairman.

**054.3 To request approval for BACS Payments**

£19	Will Page	Reimbursement for mobile phone purchase
£10	Will Page	Mobile phone credit
£67.20	ABS Design & Printing	April Parish Newsletter Invoice for PCC

All of the requests were unanimously approved by council.

**Commented [AL1]:** ABS Design & Printing Invoice was for June not April  
See Minutes for 8 Nov 18 for amendment authorisation

**045.4 To provide a Legal and Administrative Update**

The Devon Association of Local Councils (DALC) have formally signed off on paying for my CiLCA and I will start on the 1<sup>st</sup> of July. I will be able to attend the relevant training sessions on DALC time.

<b>055/1 8</b>	<b>DATE OF NEXT MEETING – Monthly meeting of Ideford Parish Council, Thursday, 12 July 2018 starting at 1830</b>
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The Chairman closed the meeting at 2000

Signed: *Original Copy Signed* Dated: 12 Jul 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 Annual Meeting of Ideford Parish Council to be held at the Village Hall, Ideford On Thursday, 12 July 2018 at 6.30pm

Please note the earlier start time of 6.30pm

**055/18 WELCOME AND APOLOGIES FOR ABSENCE**

**056/18 MINUTES OF THE LAST MEETING** - Minutes of the Annual Meeting of the Parish Council held on 14 June 18

**057/18 DECLARATION OF INTERESTS**

**058/18 REPORTS** County Councillor District Councillor Police Community Support Officer

**059/18 PARISH MATTERS**

059.1 To receive an update on affordable housing in the Parish from Devon Communities Together and Teignbridge District Council

059.2 To resolve the introduction of official Parish Councillor email addresses

059.3 To receive an update on traffic issues in the village

059.4 To provide an update on littering at the A380 junction.

059.5 Councillors undertaking volunteering on behalf of the Parish

059.6 Update on the TALC meeting 28<sup>th</sup> June

**060/18 PUBLIC PARTICIPATION**

**061/18 PLANNING**

None to consider

**062/18 CLERK'S REPORT AND FINANCE**

062.1 Balance of Accounts as at 30 June 2018

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

**063/18 DATE OF NEXT MEETING** - Monthly Meeting of the Parish Council, Thursday, 13 September 18 at 7.00pm

*Will Page*

Will Page  
Clerk to Ideford Parish Council  
Tel: 07731 145077  
Email: [idefordclerk@hotmail.co.uk](mailto:idefordclerk@hotmail.co.uk)

Date 06 July 2018

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**  
**Approved Minutes of a Parish Council Meeting**

**Held on Thursday, 12 July 2018 at 1830**

Present:	Cllr David Fox Cllr Anthony French Cllr Tom Hill Cllr Julian Hull Cllr Angie-Carter Woodwork Cllr Helen Bellamy	Chairman Vice-Chairman
In Attendance	Cllr Ron Peart <span style="background-color: yellow;"><b>Cllr Beryl Austen</b></span> Mr Will Page 11 Members of the Public	County & District Councillor <span style="background-color: yellow;"><b>District Councillor</b></span> Parish Clerk A staff member from the Devon Communities Together Housing Team (DCT) A staff member from Teignbridge District Council Housing Team (TDC)

**Commented [AL1]:** Cllr Beryl Austen attended the meeting and has therefore been added to the attendance list. Please see Minutes of 8 Nov 18 for amendment authorisation.

Item (a)	Discussion and Decisions (b)
<b>055/1 8</b>	<b>WELCOME AND APOLOGIES FOR ABSENCE</b> Councillor Fox welcomed everybody to the meeting. Apologies for absence were received from <span style="background-color: yellow;"><b>Cllr Beryl Austen</b></span> , Cllr Liz Hill and the Police Community Support Officer.
<b>056/1 8</b>	<b>MINUTES OF THE LAST MEETING</b> It was unanimously agreed that the Minutes of the Parish Council meeting held on the <span style="background-color: yellow;">12<sup>th</sup> of July 2018   14 Jun 18</span> be signed as a true and accurate record. All of the actions from the meeting were complete or on target.
<b>057/1 8</b>	<b>DECLARATION OF INTERESTS</b> There were no declarations of interest.
<b>059.1/ 18</b>	<b>PARISH MATTERS</b> 059.1 To receive an update on affordable housing in the Parish from Devon Communities Together and Teignbridge District Council. (The chairman moved this item forward so that staff from Devon Communities Together and Teignbridge District Council could present first.) The staff member from DCT reported that there had been a significant increase in housing need in the parish since the previous survey, with the total need now being 7. 3 of these households would need affordable rent and 4 would need self build or custom build options. The next step in the process would be to find a suitable site. TDC and DCT had worked to identify 3 potential sites on the edge of the village. They had spoken to all of the landowners to see if they were developable and were working to see if they were cost effective locations. DCT requested that if anyone had any suggestions for further sites they should get in touch. They also asked to do a walk round the parish with a councillor to identify further sites. TDC explained that there would be a fair process for assessing potential sites and that they wanted to make sure the process was seen as being fair. If one site was not clearly the best, TDC would carry out a community consultation to see which one people preferred. It was explained that one site would be better, rather than two, because of economies of scale. TDC wouldn't rule out two sites being used.

**Commented [AL2]:** Cllr Beryl Austen attended the meeting so apologies have been removed. Please see Minutes of 8 Nov 18 for amendment authorisation.

**Commented [AL3]:** Minutes dated 14 Jun 18 should have been listed. Please see Minutes of 8 Nov 18 for amendment authorisation.

ACTION 1: Councillor French volunteered to assist walking TDC and DCT round the parish. Questions were invited from the parishioners who were present.

A parishioner said that concerns were raised at the housing fair which the report did not reflect. Issues were raised with traffic and parking which would create problems for the centre of the village. There were also concerns raised about the capacity of the local school and buses.

A parishioner identified that the village envelope could expand eventually.

TDC said that there would be plenty of opportunities for people to contribute their views through the consultation and the planning process,

A parishioner asked why their views were not included in the report.

DCT answered that the focus of the report was to look at housing need, not at the surrounding issues.

A parishioner asked what work had been done to identify a housing need.

Councillor Carter-Woodwork answered that a number of surveys had been carried out over the years, the drop in session had been organised because not everyone was able to complete a survey.

The parishioner said that they were still not clear on what evidence there was for a need.

TDC stated that the parish council had asked for support based on feedback from parishioners. TDC outlined that there was a group of people who did not qualify for affordable rent but who could not afford the prices of houses on the open market. These schemes existed to fill these gaps. TDC outlined the importance of family connections in rural areas, including the challenges to do with ageing populations.

The parishioner asked for a summary of the criteria for applicants.

TDC explained that the criteria included income, current housing and location connections. DCT explained that this methodology had been used across Devon for a number of years and was used across the whole of England.

TDC explained that a survey was normally carried out every four years, but a community can request surveys in intervening years.

A parishioner asked what the next step was.

DCT answered that the next step was a call for sites.

A parishioner asked if a new development would definitely happen.

TDC answered that it was not that simple as it's not a linear process. A suitable site would need to be found, as well as funding and planning. After you have considered these factors you would then go for a steer on planning. You then work this into a planning application which goes online.

Before then a wider community engagement survey would normally be carried out. This is under a greater level of scrutiny then you would normally see for a private application.

A parishioner asked who finances it.

TDC said that the private sector would not finance it. We would need to bid for grants to fund it. Increasingly there is money back on the table for small rural developments. The maximum payment is £10k per plot. They are piloting front funding for consented service plots where you build out the shell and then sell it on to the self-builder. It's sold on a not for profit basis. There are restrictions on who could live on the property and its value, so it remains affordable in perpetuity. There might be some uplift in the value but only to reflect the increase in the value.

DCT said that the affordable housing properties could also be taken on by housing associations.

Councillor Bellamy asked who makes the final decision. TDC said that the parish council

	<p>would decide if it was 50/50. DCT said there were a lot of factors to consider which made a 50/50 decision unlikely.</p> <p>TDC said they would work hard to address any fears that anyone might have. Not everyone would agree but we should have the consultation. It needs to be an honest consultation so that problems could be addressed.</p> <p>Parishioners with further questions could contact the TDC Housing team on <a href="mailto:housing@teignbridge.gov.uk">housing@teignbridge.gov.uk</a> or the DCT Housing team on <a href="mailto:sue@devoncommunities.org.uk">sue@devoncommunities.org.uk</a></p>
<b>058/1</b> <b>8</b>	<p><b>REPORTS</b></p> <p><b>District Councillor Report</b></p> <p>The Councillor reported back on Stover Country Park. Run off from the nearby A38 was causing the lakes to silt up and he was supporting their funding application. Highways England were also providing financial support to the site.</p> <p>The councillor shared some maps showing some trees that were being cleared. A sludge trap was being installed and special reeds to act as a secondary filter system.</p> <p>The smaller lakes have been cleared already, the lilies and dragonflies have come back.</p> <p>They are also in the process of filling in the land around Forches cross which will also be handed over to the nature reserve, a cycle path would also be installed.</p> <p>The councillor mentioned that this was on the agenda for the next District Council meeting. Support for the project would be required.</p> <p>DCC were providing funding as well.</p> <p>Councillor French asked about the Viridor landfill site. There was a mixture of opinions on the council about this issue. The Cllr would keep people updated.</p>
<b>059/1</b> <b>8</b>	<p><b>PARISH MATTERS CONTINUED</b></p> <p>059.2 To resolve the introduction of official Parish Councillor Email addresses</p> <p>The Clerk explained that it was recommended as good practice for councillors to have official council email addresses, rather using personal email addresses for council business.</p> <p>The Chairman reported that he had been to a TALC meeting who advised that fines could be issued for data breaches and as a result he was going to use an official parish council address.</p> <p>Council decided that those who wished to have official email addresses could have them, and that new councillors would be given when they started.</p> <p>ACTION 2: Clerk to set up individual email addresses for councillors as appropriate and to ensure these were set up for any new councillors.</p> <p>059.3 To receive an update on traffic issues in the village</p> <p>The Clerk had contacted TDC and establish that no funding was available from DCC for signage on the entry to the village. The Clerk had contacted Hennock to see how they had introduced signs and would provide some options to the Council at the next meeting.</p> <p>ACTION 3: Clerk to draft options for next meeting.</p> <p>059.4 To provide an update on littering at the A380 junction</p> <p>The Clerk had reported concerns over littering to Teignbridge District Council using their report littering website page. As a result, the District Council were going to install signs, which had been effective elsewhere. Councillors and parishioners were encouraged to report any instances to the District Council as the response had been swift.</p> <p>059.5 Councillors undertaking volunteering on behalf of the Parish</p> <p>Whilst volunteering to strim back hedges in the parish Cllr French hit a stone which damaged a car</p>

	<p>window at a cost of £175. The Parish Insurance has an excess of £250 so it would not cover this cost. Councillors were advised to email the clerk in advance of any activity they are carrying out so that we can ensure that insurance cover is in place.</p> <p>As the Councillor had attended the Devon County Council strimmer course the clerk was asked to contact them, as this should be covered under their insurance.</p> <p>ACTION 4: Clerk to contact DCC.</p> <p>ACTION 5: Councillors to tell clerk in advance of any activity they are undertaking on behalf of the parish.</p> <p>059.6 Update on the TALC meeting 28<sup>th</sup> June This was covered under 59.2</p>																														
<b>060/1 8</b>	<b>PUBLIC PARTICIPATION</b> A parishioner asked how they would submit a freedom of information request to the District Council. The clerk advised that this would be explained on their website.																														
<b>061/1 8</b>	<b>PLANNING</b> No planning matters were submitted to the meeting.																														
<b>062/1 8</b>	<b>CLERK'S REPORT AND FINANCE</b> <p><b>054.1 062.1</b> Balance of Accounts as at 30 June 18</p> <table> <tr> <td>Parish Current Account</td> <td>£8970.84</td> <td>£8990.84</td> </tr> <tr> <td>Request for Payment Authorisation</td> <td colspan="2">£84.00</td> </tr> <tr> <td>Remaining Cash at Bank</td> <td>£8790.84</td> <td>£8906.84</td> </tr> </table> <p>The accounts were unanimously approved by council.</p> <p><b>054.2 062.2</b> To request approval and signature of the Monthly Bank Reconciliation for June 2018</p> <table border="1"> <tr> <td>Date of Statement</td> <td></td> <td>30-Jun-18</td> </tr> <tr> <td>Opening Balance</td> <td></td> <td>£8,970.84</td> </tr> <tr> <td>Receipts Paid In</td> <td></td> <td>£20.00</td> </tr> <tr> <td>Payments Paid Out</td> <td></td> <td>£0.00</td> </tr> <tr> <td>Closing Balance</td> <td></td> <td>£8,990.84</td> </tr> <tr> <td>Account Statement</td> <td>Balance</td> <td>£8,990.84</td> </tr> </table> <p>Council unanimously approved that the reconciliation could be signed by the chairman.</p> <p><b>054.3 062.3</b> To request approval for BACS Payments</p> <table border="1"> <tr> <td>£84.00</td> <td>ABS Design &amp; Printing</td> <td>April Jul/Aug Parish Newsletter Invoice for PCC</td> </tr> </table>	Parish Current Account	£8970.84	£8990.84	Request for Payment Authorisation	£84.00		Remaining Cash at Bank	£8790.84	£8906.84	Date of Statement		30-Jun-18	Opening Balance		£8,970.84	Receipts Paid In		£20.00	Payments Paid Out		£0.00	Closing Balance		£8,990.84	Account Statement	Balance	£8,990.84	£84.00	ABS Design & Printing	April Jul/Aug Parish Newsletter Invoice for PCC
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	All of the requests were unanimously approved by council.  <b>045-4 062.4 To provide a Legal and Administrative Update</b> Nothing to report
063/1 8	<b>DATE OF NEXT MEETING – Monthly meeting of Ideford Parish Council, Thursday, 13 September 2018 starting at 1900</b>

The Chairman closed the meeting at 1940

Signed: *Original Copy Signed* Dated: 13 Sep 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 Annual Meeting of Ideford Parish Council to be held at the Village Hall, Ideford On Thursday, 13 September 2018 at 7.00pm

**068/18 WELCOME AND APOLOGIES FOR ABSENCE**

**069/18 MINUTES OF THE LAST MEETING**

069.1 Minutes of the Annual Meeting of the Parish Council held on 12 July 18

069.2 Minutes of the Extraordinary Parish Council held on 9 August 18

**070/18 DECLARATION OF INTERESTS**

**071/18 REPORTS** County Councillor District Councillor Police Community Support Officer

**072/18 PARISH MATTERS**

072.1 To approve the display of the call for sites poster provided by Teignbridge District Council

072.2 To discuss and provide feedback to Teignbridge District Council on the Site Assessment Process for Exception Sites

072.3 Consultation on the draft Wolborough Development Framework (NA3)

**073/18 PUBLIC PARTICIPATION**

**074/18 PLANNING**

074.1 Planning Decision Notice, 18/00687/FUL, IDEFORD - Higher Colleybrook Farm, Fore Street

074.2 Planning Decision Notice, 18/01371/FUL, IDEFORD - 4 Broadlands

074.3 Planning Decision Notice, 18/01374/NPA, IDEFORD - Lower Colleybrook Farm, Fore Street

**075/18 CLERK'S REPORT AND FINANCE**

075.1 Balance of Accounts as at 31 August 2018

075.2 To request approval and signature of Monthly Bank Reconciliation for August 18

075.3 To request approval for BACS Payments

075.4 To provide a Legal and Administrative Update

075.5 To provide an update an FOI request that was received by the parish.

### 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.

**076/18 PERSONNEL – Parish Clerk Vacancy**

076.1 To resolve next steps with the Parish Clerk Vacancy

**077/18 DATE OF NEXT MEETING - Monthly Meeting of the Parish Council, Thursday, 11 October 18 at 7.00pm**

*Will Page*

Will Page  
Clerk to Ideford Parish Council  
Tel: 07731 145077  
Email: [idefordclerk@hotmail.co.uk](mailto:idefordclerk@hotmail.co.uk)

Date 07/09/18

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 a Parish Council Meeting**

**Held on Thursday, 13 September 2018 at 1900**

Present:	Cllr David Fox Cllr Anthony French Cllr Tom Hill Cllr Julian Hull Cllr Angie-Carter Woodwork Cllr Helen Bellamy	Chairman Vice-Chairman
In Attendance	Mr Will Page	Parish Clerk

Item (a)	Discussion and Decisions (b)
<b>068/18</b>	<p><b>WELCOME AND APOLOGIES FOR ABSENCE</b>  Councillor Fox welcomed everybody to the meeting. Apologies for absence were received from Cllr Ron Peart, Cllr Beryl Austen, Cllr Liz Hill and the Police Community Support Officer.</p>
<b>069/18</b>	<p><b>MINUTES OF THE LAST MEETING</b>  069.1 Councillor Carter-Woodwork asked for the date to be corrected for the minutes approved in June. After this change, it was agreed that the Minutes of the Parish Council meeting held on the 14<sup>th</sup> of June 2018 be signed as a true and accurate record.</p> <p>069.2 It was agreed that the Minutes of the Extraordinary Parish Council meeting held on the 9<sup>th</sup> of August 2018 be signed as a true and accurate record.</p>
<b>070/18</b>	<p><b>DECLARATION OF INTERESTS</b>  There were no declarations of interest.</p>
<b>071/18</b>	<p><b>Reports</b>  <b>Police Community Support Officer Written Report – June/July/August 2018 – Read by the Clerk</b>  <b>Reported crimes from 14/06/18 – 13/09/18</b></p> <p><b>Ideford (4 crimes)</b></p> <ul style="list-style-type: none"> <li>Common Assault – Road rage incident on A380 following some tailgating. Victim didn't note the registration of the offender's vehicle therefore police unable to progress. NFA.</li> <li>Harassment – Female offender constantly messaging another and making false accusations to other agencies. Offender issued words of advice to cease as per the wishes of the victim.</li> <li>Disqualified Driving – Male offender witnessed by police driving on the A380 even though he had been disqualified. Arrested and charged.</li> <li>Possession of Class A drugs – Following an RTC on the A380 the driver has abandoned his vehicle at the scene and made off. A small quantity of class A drugs were found within. Investigation ongoing.</li> </ul> <p><b>Ideford Combe Sandygate (1 crime)</b></p> <ul style="list-style-type: none"> <li>Theft – Sign stolen from car park and later found dumped in a field towards Exeter. Damage caused to sign. No witnesses or leads. NFA.</li> </ul> <p><b>Lindridge (1 crime)</b></p> <ul style="list-style-type: none"> <li>Theft from Motor Vehicle – Vehicle parked overnight in communal car park. Entry gained by smashing a window. Wallet stolen that had been left inside containing money and numerous bank cards. Alarm sounded and victim saw a car drive off but unable to identify any details of make/model/registration. Victim's bank cards used in ASDA, Newton Abbot soon afterwards but CCTV was unable to identify the offenders. No further leads. NFA.</li> </ul> <p><b>Other matters</b>  Please report any suspicious activities, 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. Please don't leave valuables unattended in vehicles, either during daylight hours or overnight.</p>
<b>072/18</b>	<p><b>PARISH MATTERS</b>  072.1 - To approve the display of the call for sites poster provided by Teignbridge District Council</p> <p>Council unanimously resolved that the Parish Clerk promote the call to sites poster via the Parish noticeboard, Facebook and the website. Proposed by Cllr Carter-Woodwork and seconded by Cllr French.</p>

	<p>072.2 To discuss and provide feedback to Teignbridge District Council on the Site Assessment Process for Exception Sites</p> <p>Council unanimously resolved to approve the document and feed this back to TDC. Proposed by Cllr French and seconded by Cllr Fox.</p> <p>072.3 - Consultation on the draft Wolborough Development Framework (NA3)</p> <p>Cllr Carter-Woodwork proposed that this was moved to the agenda of the next meeting and this was agreed.</p>																									
073/18	<p><b>PUBLIC PARTICIPATION</b></p> <p>No members of the public were present.</p>																									
074/18	<p><b>PLANNING</b></p> <p>074.1 <b>Granted</b> - Planning Decision Notice, 18/00687/FUL, IDEFORD - Higher Colleybrook Farm, Fore Street The clerk had contacted Teignbridge for a clarification regarding the status of this application and would share this when it was received. Cllr Carter-Woodwork noted that there was still some concern about the positioning of the soak away. The enforcement officer had been to visit. <b>Councillors noted that soakaways and building work had caused issues with the water table in the past and would keep an eye on any issues.</b></p> <p>074.2 <b>Granted</b> - Planning Decision Notice, 18/01371/FUL, IDEFORD - 4 Broadlands No issues were raised.</p> <p>074.3 <b>Refused</b> - Planning Decision Notice, 18/01374/NPA, IDEFORD - Lower Colleybrook Farm, Fore Street Councillors felt that it was a shame that this application had been turned down. Councillors noted that vehicles were being stored at the site and that applications at this site were continually rejected. Council resolved that the Parish Clerk should draft a letter to Teignbridge District Council to be circulated through the chairman regarding their concerns on this site. Proposed by Cllr Carter-Woodwork and Seconded by Cllr French.</p>																									
075/18	<p><b>CLERKS' REPORT AND FINANCE</b></p> <p><b>075.1 Balance of Accounts as at 31 August 18</b></p> <table> <tbody> <tr> <td>Parish Current Account</td> <td>£8930.64</td> </tr> <tr> <td>Request for Payment Authorisation</td> <td>£0 <b>£776.26</b></td> </tr> <tr> <td>Remaining Cash at Bank</td> <td><b>£8930.64 £8154.38</b></td> </tr> </tbody> </table> <p>The accounts were unanimously approved by council.</p> <p><b>075.2 To request approval and signature of the Monthly Bank Reconciliation for August 2018</b></p> <p>Council unanimously approved that the reconciliation could be signed by the chairman.</p> <table border="1"> <thead> <tr> <th>Date of Statement</th> <th>31-Aug-18</th> </tr> </thead> <tbody> <tr> <td>Opening Balance</td> <td>£8,850.64</td> </tr> <tr> <td>Receipts Paid In</td> <td>£80.00</td> </tr> <tr> <td>Payments Paid Out</td> <td></td> </tr> <tr> <td>Closing Balance</td> <td>£8,930.64</td> </tr> </tbody> </table> <p><b>075.3 To request approval for BACS Payments</b></p> <table border="1"> <tbody> <tr> <td>£81.50</td> <td>ABS Design &amp; Printing</td> <td>September Parish Newsletter Invoice for PCC</td> </tr> <tr> <td>£19.95</td> <td>Will Page</td> <td>Reimbursement for Hard Drive purchased for the Parish</td> </tr> <tr> <td>£674.81</td> <td>Will Page</td> <td>Clerk Salary</td> </tr> </tbody> </table> <p>All of the requests were approved by council.</p> <p><b>075.4 To provide a Legal and Administrative Update</b></p> <p>Nothing to report</p>	Parish Current Account	£8930.64	Request for Payment Authorisation	£0 <b>£776.26</b>	Remaining Cash at Bank	<b>£8930.64 £8154.38</b>	Date of Statement	31-Aug-18	Opening Balance	£8,850.64	Receipts Paid In	£80.00	Payments Paid Out		Closing Balance	£8,930.64	£81.50	ABS Design & Printing	September Parish Newsletter Invoice for PCC	£19.95	Will Page	Reimbursement for Hard Drive purchased for the Parish	£674.81	Will Page	Clerk Salary
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076/18	<p><b>PART II – PRIVATE - Councillors only to attend</b></p> <p>076.1 - To resolve next steps with the Parish Clerk Vacancy</p> <p>Council asked the Parish Clerk to update the job advert for a new Parish Clerk with the hours listed as "To be confirmed". Council asked the Parish Clerk to promote the vacancy via Facebook, the Parish Newsletter, Parish Website and DALC.</p>
077/18	<p><b>DATE OF NEXT MEETING – Monthly meeting of Ideford Parish Council, Thursday, 11 Oct 18 starting at 1900</b></p>

**The Chairman closed the meeting at 1950**

**Signed:**

*Original Copy Signed*

**Dated:**

**8 Nov 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, 11 October 2018 at 7.00pm

**078/18 WELCOME AND APOLOGIES FOR ABSENCE**

**079/18 MINUTES OF THE LAST MEETING** - Minutes of meeting held on 13 Sep 18 to be agreed and signed

**080/18 DECLARATION OF INTERESTS**

**081/18 REPORTS**   County Councillor      District Councillor      Police Community Support Officer

**082/18 PARISH MATTERS**

082.1 To resolve appointment of a Locum Clerk with immediate effect and set working hours and pay scale

082.2 To resolve handover arrangements, banking changes and employment end date of current clerk

083.3 To discuss outstanding actions and amendments and resolve next steps.

082.4 To receive update following the CPRE Meeting on 20 Sep 18 – Cllr Liz Hill & Cllr Carter-Woodwork

082.5 To receive update following the TALC Meeting on 27 Sep 18 – Cllr Fox

082.6 To receive update following DALC AGM & Conference on 3 Oct 18 – Cllr Fox & Cllr Carter-Woodwork

082.7 To receive update and resolve attendance at the Affordable Housing Site Visits with DCC & TDC

082.8 To resolve next steps following continued concerns raised by Parishioner (Vehicle Speeds & Planning)

082.9 To discuss Communities Together Fund (formally Elector Fund) Applications and resolve next steps

082.10 To resolve Parish Council Objectives and Priorities for FY 19/20 to enable draft budget preparation

082.11 To resolve meeting dates for 2019 and to confirm day and week to be used.

**083/18 PUBLIC PARTICIPATION**

**084/18 PLANNING**

**Decision Notice – 18/00915/FUL – Rydal, Ideford Combe**  
Garage and Fencing

**Decision Notice - 18/01499/CLDE - Mobile Home, Rixford Bungalow**  
Certificate of Lawfulness for Existing use of the Mobile Home as a Residential Dwelling

**085/18 CLERK'S REPORT AND FINANCE**

085.1 Balance of Accounts as at 30 Sep 17

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

085.3 To provide a quarterly update on expenditure against budget for FY 18/19 – End of Q1 & Q2

085.4 To request approval for BACS & Cheque Payments

085.5 To provide a Legal and Administrative Update

085.5.1 Purchase of CAB 11<sup>th</sup> Edition

085.5.2 To resolve approval & request signature of a GDPR Awareness Checklist for Councillors

085.5.3 To request approval to start Election Information advertising

085.5.4 To resolve attendance at upcoming events (Crowdfunding & Resilience)

**086/18 DATE OF NEXT MEETING - Monthly Meeting of the Parish Council, Thursday, 8 Nov 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.

### **087/18      PERSONNEL**

087.1      To discuss applications for the role of Parish Clerk & resolve next steps.

*Will Page*

Will Page

Clerk to Ideford Parish Council

Tel: 07731 145077

Email: [idefordclerk@hotmail.co.uk](mailto:idefordclerk@hotmail.co.uk)

Date 07 Oct 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

**DRAFT - Minutes of the Monthly Meeting held on Thursday, 11 October 2018 at 7.00pm - DRAFT**

Present:	Cllr David Fox Cllr Anthony French Cllr Helen Bellamy Cllr Angie Carter-Woodwork Cllr Liz Hill Cllr Tom Hill Cllr Julian Hull	Chairman Vice Chairman
In Attendance	Cllr Ron Peart Cllr Beryl Austen Mr Will Page Mrs Ashley Lamb 2 Members of the Public	County/District Councillor District Councillor Parish Clerk (Outgoing) Parish Clerk (Locum)

Item (a)	Discussion and Decisions (b)
<b>078/18</b>	<b>WELCOME AND APOLOGIES FOR ABSENCE</b> The Chairman opened the Monthly Meeting at 1900 by congratulating the Clerk and his wife on the safe arrival of their son Leo Johan Page who was born on 30 Sep 18 weighing 8lbs 10oz. Apologies for absence were received from PCSO Saul Bunce and PC Rob Harvey.
<b>079/18</b>	<b>MINUTES OF THE LAST MEETING</b> Cllr Carter-Woodwork requested an amendment to item 074.1/18 from the minutes of the 13 Sep 18. It was resolved that the wording should be corrected, and the minutes presented for signature at the next meeting.
<b>080/19</b>	<b>DECLARATION OF INTERESTS</b> As Item 082.9 will cover potential grant funding to Parish organisations the following Interests were declared: Cllr Fox – Wife is the Chairman of the Village Hall Trustees Cllr French is a member of the Millennium Green Committee & PCC Cllr Liz Hill – Husband is the Treasurer for the Millennium Green & Village Hall Cllr Tom Hill – Wife is a member of the Millennium Green Committee & PCC Cllr Carter-Woodwork is a member of the Village Hall Committee & PCC
<b>081/18</b>	<b>REPORTS</b> <b>County Councillor – Cllr Ron Peart</b> Cllr Peart gave an update following a recent Conference that looked at Food Waste Prevention opportunities across Devon. The idea for the conference came from a joint working group of Devon Local Authorities and the Devon Strategic Waste Committee that is made up of members from DCC, Torbay Council and representatives from the 8 District Councils. The Waste Committee is set up to achieve the aims and objectives of the Resource and Waste Management Strategy for Devon that is due to be updated early next year when the Government publishes their own Strategy. The aim of the conference was to get participants involved in developing the food waste prevention element of the strategy.  During October 2017 an analysis of 1800 Black Bags & Bins was carried out. The results showed that despite nearly all districts and authorities collected food waste separately, 30% of the rubbish in those black bags was food waste. Overall, 40.8% of the residual contents was also found to be recyclable with the current systems in place. The cost of sending this type of material to disposal instead of recycling was in the region of £6.7M.  This discovery has led to behavioural change campaign work focussed on helping householders to reduce their food waste, for example using the Guilty Food Waste Secrets Campaign and by messages communicated by the Recycle Devon team in schools, at roadshows or via social media.  Devon has consistently been one of the top four recycling counties in the UK over several years. However, all Town and Parish Councils should be asked to help by pushing messages out to residents such as: <ul style="list-style-type: none"><li>▪ Recycle more bathroom or cleaning product items. 24% of plastic shampoo and shower gel bottles and 19% of cleaning product bottles aren't recycled.</li><li>▪ Any cooked or food waste, including bones and carcasses can be put in your food waste collection containers or used for composting</li></ul>

	<p>Cllr Peart shared details for road closure details in central Bishopsteignton during the period 22 – 29 Oct 18. He also commented that he would be providing extra Grit Bins for Bishopsteignton and that he may have funding available for Ideford if that was something that the Parish Council wished to consider.</p> <p><b>ACTION 1:</b> Clerk to publish additional recycling guidelines via the Parish Newsletter and Social Media</p> <p><b>ACTION 2:</b> Clerk to investigate the process to request additional Grit Bins for Ideford. Councillors to confirm the locations required (Town's End was the initial thought)</p> <p><b>District Councillor – Cllr Beryl Austen</b></p> <p>Meetings restarted in mid-September and I attended two Planning meetings and one Regulatory and Appeals Committee neither of which related to any matters in my Ward.</p> <p>I am sorry to see our Head of Planning Nick Davis leaving Teignbridge at the end of this month, but he has been appointed a Government planning inspector, which is of course quite important and good to know there is such a knowledgeable chap there.</p> <p>Political balance is an issue at the moment. One Conservative councillor is threatening to resign, and this would give the opposition the same number of members as the existing governing party. Interesting to see what happens.</p> <p>I am now back full time at all my committees, charitable trusteeships and chairing the Youth Club and am feeling well. Thanks for the kindness I experienced from you and all those other caring people.</p> <p>Cllr Austen also gave an overview of the role of the Regulatory and Appeals Committee.</p> <p><b>Devon &amp; Cornwall Constabulary – PC Rob Harvey – Read by the Clerk</b></p> <p><b>Reported crimes from 14 Sep 18 to 10 Oct 18 (Ideford - 1 crime)</b></p> <p>Harassment – Domestic related. Unwanted and threatening contact from ex. Under investigation.</p> <p><b>Other matters</b></p> <p>Please report any suspicious activities, 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. Please don't leave valuables unattended in vehicles, either during daylight hours or overnight.</p>
082/18	<p><b>PARISH MATTERS</b></p> <p><b>082.1 To resolve appointment of a Locum Clerk with immediate effect &amp; set working hours and pay scale.</b></p> <p>Councillors <b>unanimously resolved</b> to appoint Mrs Ashley Lamb as the Parish Clerk and Responsible Financial Officer for Ideford with immediate effect. The Locum will be paid for 6 hours per week at the current NJC SCP 16 rate of £9.521 as she is CiLCA qualified. Councillors further resolved that salary payments would be back dated to 1 Oct 18 to recognise work already undertaken on behalf of the Council. At this point in the meeting Mrs Lamb assumed responsibility for the Clerking and minuting of the meeting.</p> <p><b>082.2 - To resolve handover arrangements, banking changes and employment end date of current clerk</b></p> <p>Councillors <b>unanimously resolved</b> that the last working and salary date for Mr Page should be 31 Oct 18. At the end of the meeting all Council hardcopy documentation, a soft copy of all electronic data, the mobile telephone and a full back up copy of the HMRC PAYE data would be handed to the Locum.</p> <p>The Chairman and Mr Page checked the 3 Banking Mandate forms for accuracy. It was <b>unanimously resolved</b> that the Mandate to add Mrs Lamb as a Full Account Signatory and to give access to online business Internet Banking should be signed by 2 Councillors with account signature rights. Cllr Fox and Cllr Carter-Woodwork signed the 3 mandate documents.</p> <p>It was further <b>resolved</b> that additional mandate amendments to remove Mr Page as a signatory and to remove access to Business Online Banking should be signed.</p> <p>It was <b>resolved</b> that Mr Page would continue to make on line payments for the Parish Council until the Locum had been granted full account and online access.</p> <p><b>ACTION 3:</b> Clerk to submit account addition mandate forms to Lloyds Bank as soon as possible</p> <p><b>ACTION 4:</b> Clerk to submit signature and access removal forms for the outgoing Clerk to Lloyds Bank as soon as possible having confirmed that Locum access has been satisfactorily made.</p> <p><b>ACTION 5:</b> Clerk to check all documentation received and set up a Council home office with access to incoming email. All changes of Clerk and address to be submitted as soon as possible.</p> <p><b>082.3 - To discuss outstanding actions and amendments and resolve next steps</b></p> <p>Councillors discussed the current outstanding actions following recent Council Meetings.</p> <p>The Clerk would work with Mr Page and Councillors to ensure that all actions were completed in a timely</p>

manner and should provide an update at the following meeting.

**ACTION 6:** Clerk to provide status of all outstanding actions at the next Parish Council Meeting.

**082.4 - To receive update following the CPRE Meeting on 20 Sep 18**

Cllr Liz Hill and Cllr Carter-Woodwork had been unable to attend the CPRE Meeting on 20 Sep 18. Subsequent Minutes from the meeting had been distributed to all Councillors by email.

**082.5 - To receive an update following the TALC Meeting on 27 Sep 18**

Cllr Fox had been unable to attend the meeting where key speakers had been:

Matt Barrow the Connecting Devon and Somerset Stakeholder Engagement Officer

Jo Scarrott the Gigaclear Project Director for CDS Region

Estelle Skinner the Green Infrastructure Officer for Teignbridge District Council

It was confirmed that copies of the subsequent minutes and all presentations had been sent to Councillors for information. The next TALC meeting will take place on 29 Nov 18 when it was likely that the Leader of Devon County Council would be present.

**082.6 - To receive update following DALC AGM & Conference on 3 Oct 18**

Cllr Fox, Cllr Carter-Woodwork and the Clerk had attended this event. During the morning and afternoon breakout sessions they attended workshops on GDPR, Election Preparation, Gypsy & Traveller issues and with the Chief Constable for Devon & Cornwall. Key Points from the DALC AGM had included:

- The cost of DALC Training Course would be set to rise
- NALC/DALC Subscriptions will increase by 2%
- Ideford mentioned in Annual Report as one of only 5 Council in Devon to receive an LCAS Award in 17/18.

**ACTION 7:** Once available, links to all the presentation materials via the DALC Website should be sent to all Councillors

**082.7 - To receive update and resolve attendance at the Affordable Housing Site Visits with DCC & TDC**

The Clerk provided an update the current Affordable Housing work being undertaken for Ideford. The Landowners Call for Site request deadline had been extended to 7 Oct 18 to allow more time for Parishioners or Landowners to apply to TDC. Information outlining the request had been posted on the Parish Website, Noticeboard and Facebook. As at 11 Oct 18, TDC & DCT have received a total of 4 applications.

On Thursday, 1 Nov 18 from 0930 until 1200 there will be a walk-through of the Parish to look at the application sites that have been submitted. Attendees on 1 Nov 18 will include:

- TDC Neighbourhood Planning Officer
- DCC Highways Development Management Officer with responsibility for TDC
- Rural Housing Enabler for Devon Communities Together
- Housing Enabling Officer for Teignbridge District Council
- 2 x Ideford Parish Councillors
- 1 x District/Ward Councillor
- Parish Clerk

Desktop analysis work of the submitted sites was currently being undertaken at TDC and joining instruction for 1 Nov 18 will be issued to Councillors in due course. Cllr Bellamy, Cllr Carter-Woodwork and Cllr French all expressed an interest in being involved on 1 Nov 18.

**ACTION 8:** Clerk to forward details of the 2009/2010 Desk Top Study to the TDC Housing Enabler for info.

**ACTION 9:** Clerk to book a room in the Village Hall for 1 Nov 18 and to liaise with the TDC Enabler facilitating the event.

**082.8 - To resolve next steps following concerns raised by Parishioner (Vehicle Speeds & Planning Issues)**

The Clerk provided an overview of the information received so far from the Neighbourhood Highways Officer and Neighbourhood Policing Team regarding this issue.

Previous Council discussions had also mentioned "Gateway Signage" including bespoke artwork that had been installed by another Parish. Although the DoT issues design criteria for this type of installation it was felt that this measure should be discounted due to the cost (circa £3500) and safe and unrestricted location to install such a feature.

The use of electric or solar powered LED flashing warning lights was also discounted due to the expense to purchase and install a sign and an opinion that if people ignore the statutory signs and limits will they do the same for an LED sign. Safe position for such a sign in central Ideford was also a concern.

	<p>As there has been no formally evidenced speed or record of accidents occurring in central Ideford, the Parish would not be eligible for consideration as part of the Devon County Council (DCC) Speed Compliance Action Review Forum process or to participate in the Police Community Speed Watch Programme.</p> <p>DCC will only allow changes to be made to the public highway if they meet policy, even if these are third party funded, so the Parish would not be able to make any alterations to the highway signage or create any of its own traffic calming measures.</p> <p>However, the safety of all residents, children, cyclists and riders should be of the upmost importance and all drivers should transit through the area in a safe and considerate manner.</p> <p>The Clerk asked if Councillors would consider some form of locally produced signage that could be adhered to Wheeble Bins in the areas of concern. Cllr Tom Hill give an overview of an area where he seen this method being used.</p> <p><b>ACTION 10:</b> Clerk to provide options and costs for Wheeble Bin safety notices for the next meeting. A polite reminder notice about vehicular safety should be added to the next Parish Newsletter.</p> <p><b>ACTION 11:</b> Clerk to contact the resident who raised the matter to outline what the Council are doing to try and address this issue.</p> <p>Cllr Carter-Woodwork stated that she had received concerns about a “structure” being built on land off Church Road. The only application that the Clerk had been aware of in this area was application 14/01513/FUL that was supported by the Parish Council in Jun 2014 and granted by TDC on 21 Oct 14. This application was for the Demolition of an existing garage/store and erection of new two storey garage/workshop/store.</p> <p>Cllr Carter-Woodwork had also been contacted about a structure in the Longthorne Cottage/ Little Mouseberry area of the Parish.</p> <p>It was <b>unanimously resolved</b> that Cllr Carter-Woodwork should contact the District Council Enforcement Officer to discuss the concerns that had been raised.</p> <p><b>ACTION 12:</b> Cllr Carter-Woodwork to contact TDC Enforcement Officer to discuss concerns raised and report back to the Parish Council at the next meeting.</p> <p><b>082.9 - To discuss Communities Together Fund (formally Elector Fund) Applications and resolve next steps</b></p> <p>The 2018/19 CTF will open for applications from 1 Nov 18 until 16 Jan 19. Decisions will be made by 25 Jan 19. The available grant sum is based on £1.10 per elector in each parish in Teignbridge, a total of £387 available for Ideford. The Clerk has distributed details of the Fund to all Councillors and representatives of the Village Hall, Millennium Green and Parochial Church Council Committees.</p> <p>It was <b>unanimously resolved</b> that information should be reiterated to all Committees and requests for ideas submitted for Parish Council for consideration, support and application. District Councillor support and evidence of working with other communities would also need to be provided.</p> <p><b>ACTION 13:</b> Clerk to reiterate information to Parish organisations and request ideas for consideration at the next meeting.</p> <p><b>082.10 - To resolve Parish Council Objectives and Priorities for FY 19/20 to enable draft budget preparation</b></p> <p>The Clerk asked Councillors to consider their priorities and potential projects for the next financial year to aid the production of the first draft of the FY 19/20 Budget. It was noted that information on increased training, subscription, staff and insurance costs had been received and would need to be factored in. Notification had also been received to say that Council Tax Support Grants would no longer be paid by TDC. This information would need to be considered when setting the budget and precept.</p> <p><b>ACTION 14:</b> Clerk to prepare the first draft for the FY19/20 budget for Councillors to consider at the next meeting.</p> <p><b>082.11 - To resolve meeting dates for 2019 and to confirm day and week to be used</b></p> <p>Councillors <b>unanimously resolved</b> to keep the Parish Council Meeting day as the 2<sup>nd</sup> Thursday of each month (except during January and August when no meetings would normally be held).</p> <p><b>ACTION 15:</b> Clerk to publish dates for 2019 Meeting schedule and ensure that they are added to the website and that the Village Hall is booked.</p>
083/18	<b>PUBLIC PARTICIPATION</b> - There were no comments or questions from the Public.
084/18	<p><b>PLANNING</b></p> <p>Councillors noted that the following TDC Planning Department Decision Notices:</p> <p>Refused - 18/00915/FUL - Rydal, Ideford Combe - Garage and Fencing</p>

	Granted - 18/01499/CLDE - Mobile Home, Rixford Bungalow - Certificate of Lawfulness for Existing use of the Mobile Home as a Residential Dwelling																					
085/18	<p><b>CLERK'S REPORT AND FINANCE</b></p> <p><b>085.1 - Balance of Accounts as at 30 Sep 18</b></p> <table> <tr> <td>Parish Current Account</td> <td>£10762.88</td> </tr> <tr> <td>Request for Payment Authorisation</td> <td>£ 1199.99</td> </tr> <tr> <td>Remaining Cash at Bank</td> <td>£ 9562.89</td> </tr> </table> <p><b>085.2 - To request approval &amp; signature of Monthly Bank Reconciliation for September 2018.</b></p> <p>It was <b>unanimously resolved</b> that the bank reconciliation for September should be signed by the Chairman.</p> <p><b>085.3 - To provide a quarterly update on expenditure against budget for FY 18/19 – End of Q1 &amp; Q2</b></p> <p>It was <b>unanimously resolved</b> that the Q2 Expenditure v Budget Spreadsheet could be signed by the Chairman. No update was provided for Q1.</p> <p><b>085.4 - To request approval for BACS &amp; Cheque Payments</b></p> <p>It was <b>unanimously resolved</b> that the following invoices could be paid via BACS:</p> <table border="1"> <tr> <td>£200.00</td> <td>Lesley Brown</td> <td>Annual Hosting &amp; Parish Council Contribution</td> </tr> <tr> <td>£540.00</td> <td>Millennium Green</td> <td>Annual Contribution towards Insurance Costs</td> </tr> <tr> <td>£65.20</td> <td>ABS Printing</td> <td>Parish Newsletter Printing Costs for Sep 18 Edition</td> </tr> <tr> <td>£190.79</td> <td>Will Page</td> <td>Final Salary &amp; Expenses Invoice</td> </tr> </table> <p>It was <b>unanimously resolved</b> that the following invoices could be paid via Cheque:</p> <table border="1"> <tr> <td>£204.00</td> <td>David Wright</td> <td>Annual Grass Cutting (Cheque Number 000460)</td> </tr> </table> <p><b>ACTION 16:</b> Mr Page would make the BACS Payments on behalf of the Parish Council and ensure receipts for payment were sent to the Clerk for the Finance Records.</p> <p><b>085.5 - To provide update on Legal and Administrative matters</b></p> <p><b>085.5.1 – To approve the purchase of Charles Arnold Baker 11th Edition</b></p> <p>It was <b>unanimously resolved</b> that the Clerk could purchase the latest edition of the primary "Yellow Book" reference guide required by the Council. The cost for the publication is currently £129.99. The Clerk advised that as a member of the SLCC she would be able to purchase the book at the discounted rate of £103.99 + postage.</p> <p><b>ACTION 17:</b> Clerk to purchase CAB Edition 11 from the SLCC.</p> <p><b>085.5.2 - To resolve approval &amp; request signature of a GDPR Awareness Checklist for Councillors</b></p> <p>The General Data Protection Regulation (GDPR) will apply in the UK from 25 May 2018. Whilst parish councils are expected to comply with GDPR, individual councillors will also need to ensure that they protect an individual's personal data whether it is stored electronically or as a hard copy. The Clerk gave each Councillor a General Data Protection Awareness Checklist listing the measures recommended to help Councillors comply with GDPR.</p> <p>It was <b>unanimously resolved</b> that each Councillor should mark each action listed as noted and then sign the declaration confirming that they have read and understood the information and understand their responsibility as a Parish Councillor for protecting personal data.</p> <p><b>ACTION 18:</b> Clerk to retain the signed declarations from each Councillor.</p> <p><b>085.5.3 - To request approval to start Election Information Advertising</b></p> <p>Having circulated draft documentation to Councillors, the Clerk asked for permission to start raising awareness of the Parish and District Council Elections that would be scheduled to take place in May 2019.</p> <p>It was <b>unanimously resolved</b> that information could be displayed on the Parish website, Noticeboards and via social media.</p> <p><b>ACTION 19:</b> Clerk to start providing information about what being a Councillor involves.</p> <p>be placed on the Parish Noticeboard, Website</p> <p><b>085.5.4 - To resolve attendance at upcoming events</b></p>	Parish Current Account	£10762.88	Request for Payment Authorisation	£ 1199.99	Remaining Cash at Bank	£ 9562.89	£200.00	Lesley Brown	Annual Hosting & Parish Council Contribution	£540.00	Millennium Green	Annual Contribution towards Insurance Costs	£65.20	ABS Printing	Parish Newsletter Printing Costs for Sep 18 Edition	£190.79	Will Page	Final Salary & Expenses Invoice	£204.00	David Wright	Annual Grass Cutting (Cheque Number 000460)
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	<p>Councillors were reminded of the following forthcoming events:</p> <table> <tr> <td>12 Oct 18</td><td>1000 – 1300</td><td>CPRE Devon Housing Need</td><td>Tiverton</td></tr> <tr> <td>31 Oct 18</td><td>1800 – 2000</td><td>Crowdfunding</td><td>TDC Council Chamber</td></tr> <tr> <td>16 Nov 18</td><td>0900 – 1215</td><td>Teignbridge Housing Stakeholder Event</td><td>Kenn Centre</td></tr> <tr> <td>22 Nov 18</td><td>Full Day</td><td>Devon Community Resilience Forum</td><td>Broadclyst</td></tr> </table> <p>Cllr Liz Hill has registered to attend the CPRE Event in Tiverton and the Clerk will attend the Crowdfunding.</p> <p><b>ACTION 20:</b> The Clerk is to recirculate details of the events and should book a place for any Councillor wishing to attend.</p>	12 Oct 18	1000 – 1300	CPRE Devon Housing Need	Tiverton	31 Oct 18	1800 – 2000	Crowdfunding	TDC Council Chamber	16 Nov 18	0900 – 1215	Teignbridge Housing Stakeholder Event	Kenn Centre	22 Nov 18	Full Day	Devon Community Resilience Forum	Broadclyst
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22 Nov 18	Full Day	Devon Community Resilience Forum	Broadclyst														
086/18	<p><b>DATE OF NEXT MEETING – Monthly Meeting of Ideford Parish Council, Thursday, 8 Nov 18 starting at 7pm.</b></p> <p>It was 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 meeting, having due regard to the confidential nature of the business to be transacted.</p> <p><b>The Chairman closed the meeting to the public at 2030 and Councillors remained for a Part II Meeting.</b></p>																

Signed:

*Draft Awaiting Approval*

Dated:

8 Nov 18

# IDEFORD PARISH COUNCIL

## PUBLIC NOTICE OF MEETING

You are hereby invited to attend the Monthly Meeting of Ideford Parish Council which will be held at the Village Hall, Ideford on **Thursday, 8 November 2018 starting at 7.00pm**, 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.

### 088/18 WELCOME AND APOLOGIES FOR ABSENCE

### 089/18 MINUTES OF THE LAST MEETINGS

Minutes of meeting held on 13 Sep 18, 11 Oct 18 and 11 Oct 18 Part II to be agreed and signed

### 090/18 DECLARATION OF INTERESTS

### 091/18 REPORTS County Councillor District Councillor Police Community Support Officer

### 092/18 PARISH MATTERS

- 092.1 To request approval to amend Minute Book & Online Published Minutes from May to Sep 18 incl.
- 092.2 To discuss outstanding actions and resolve next steps.
- 092.3 To receive update following the CPRE Meetings on 12 & 29 Oct 18 – Cllr Liz Hill
- 092.4 To receive update and resolve next steps following Affordable Housing Site Visits on 1 Nov 18
- 092.5 To discuss Communities Together Fund (formally Elector Fund) Applications and resolve next steps
- 092.6 To discuss Parish involvement in DCC Snow Warden Scheme and resolve next steps
- 092.7 To discuss concerns raised by Parishioners and resolve any next steps
- 092.8 To discuss the 1<sup>st</sup> Draft of the Budget for 2019/20 and resolve amendments

### 093/18 PUBLIC PARTICIPATION

### 094/18 PLANNING

Application	Location	Description
18/02165/FUL	Elgeer, Fore Street, Ideford, TQ13 0BA	Single storey front extension and raised deck including steps to garden

### 095/18 CLERK'S REPORT AND FINANCE

- 095.1 Balance of Accounts as at 31 Oct 18
- 095.2 To request approval and signature of Monthly Bank Reconciliation for July & October 2018
- 095.3 To request approval and signature of amended Monthly Bank Reconciliations for Aug & Sep 18
- 095.4 To provide a quarterly update on expenditure against budget for FY 18/19 – End of Q1
- 095.5 To provide amended quarterly update on expenditure against budget for FY 18/19 – End of Q2
- 095.6 To request approval for BACS Payments
- 095.7 To request continued use of Direct Debit Subscription Payments

### 096/18 DATE OF NEXT MEETING - Monthly Meeting of the Parish Council, Thursday, 13 Dec 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.

### 097/18 PERSONNEL

- 097.1 To discuss Parish Clerk Interviews and agree selection process.

*Ashley Lamb*

Mrs Ashley Lamb  
Clerk to Ideford Parish Council  
Tel: 07731 145077  
Email: [idefordclerk@hotmail.co.uk](mailto:idefordclerk@hotmail.co.uk)

Date 01 Nov 18

# IDEFORD PARISH COUNCIL

**DRAFT - Minutes of the Monthly Meeting held on Thursday, 8 November 2018 at 7.00pm - DRAFT**

Present:	Cllr David Fox Cllr Anthony French Cllr Helen Bellamy Cllr Angie Carter-Woodwork Cllr Liz Hill Cllr Tom Hill Cllr Julian Hull	Chairman Vice Chairman
In Attendance	Cllr Ron Peart Cllr Beryl Austen Mrs Ashley Lamb 8 Members of the Public	County/District Councillor District Councillor Parish Clerk (Locum)

Item (a)	Discussion and Decisions (b)
<b>088/18</b>	<b>WELCOME AND APOLOGIES FOR ABSENCE</b> The Chairman opened the Monthly Meeting at 1900 and apologies for absence were received from PCSO Saul Bunce and PC Rob Harvey.
<b>089/18</b>	<b>MINUTES OF THE LAST MEETING</b> It was unanimously resolved that the Minutes of meetings held on 13 Sep 18, 11 Oct 18 and 11 Oct 18 Part II should be signed by the Chairman as a true and accurate record.
<b>090/19</b>	<b>DECLARATION OF INTERESTS</b> As Item 092.5 will cover potential grant funding to Parish organisations the following interests were declared: Cllr Fox – Wife is the Chairman of the Village Hall Trustees Cllr French is a member of the Millennium Green Committee & PCC Cllr Liz Hill – Husband is the Treasurer for the Millennium Green & Village Hall Cllr Tom Hill – Wife is a member of the Millennium Green Committee & PCC Cllr Carter-Woodwork is a member of the Village Hall Committee & PCC
<b>091/18</b>	<b>REPORTS</b> <b>County Councillor – Cllr Ron Peart</b> Cllr Peart commented that he had nothing specific to report. <b>District Councillor – Cllr Beryl Austen</b> Teignbridge have had Seminars this week to update councillors on Codes of Conduct. There are very strict rules regarding declarations of interest and the experts who conducted the talks highlighted instances where an interest should be declared. I recently was told to declare an interest because my daughter owned a field near a stable applying for siting a caravan. Happy to do so because it is important the public should never perceive I had discussed the matter or been influenced. As it happened that was not the case, but the rules apply. Kingsteignton has started to look at creating a volunteer team to tackle the problem of speeding in cooperation with local community police. Training is available, and the local police are supportive of this action and have a dedicated police officer to assist in forming and supporting the team. Any town or village can apply. Teignbridge is pursuing clean air policies and stopping, where possible, the use of plastics. <b>Devon &amp; Cornwall Constabulary – PC Rob Harvey – Read by the Clerk</b> <b>Reported crimes from 11 Oct 18 to 8 Nov 18 (Ideford - 1 crime)</b> Drink/Drug Driving – Vehicle failed to stop for police on A380. Male driver located soon afterwards and admitted having ingested illegal drugs. Blood sample obtained, and offender reported to court. <b>Other matters</b> Please report any suspicious activities, 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. Please don't leave valuables unattended in vehicles, either during daylight hours or overnight.

**092.1 To request approval to amend Minute Book & Online Published Minutes from May to Sep 18 incl**

Councillors had received a list of corrections to items recorded in the minutes from May to September inclusive. Items included incorrect financial totals or invoice amounts and incorrect apologies or attendees. The Clerk requested permission to make a handwritten annotation in the hard copy Minute Book and to annotate the online published version of each affected document with the correct information and the reason for each required change.

A member of the public spoke to offer advice that previously passed documentation should not be amended. The Clerk advised the parishioner and councillors that the original minutes would remain extant and that no amendment related to a motion or previously approved course of action. The online minutes would stay as a true record of proceedings and a comment box would be added to give the correct financial data. The hardcopy Minute Book would carry a handwritten comment only with the original information remaining clearly visible.

It was **unanimously resolved** that the Clerk could provide the correct information and that each hard copy amendment should be initialled by the Chairman and the Clerk.

**ACTION 1:** Clerk to amend online and hardcopy minutes ensuring original data remains clearly visible.

**092.2 - To discuss outstanding actions and resolve next steps**

A full list of actions from previous meetings and following the resignation of the previous Clerk had been circulated to all Councillors. The Clerk advised that a full handover, including the revision to banking access had now been completed, all account contact details and password changes made, and most actions completed. There being no additional questions from Councillors, it was **unanimously resolved** that the Clerk should continue to monitor the action relating to Grit Bin provision and the distribution of documentation following the DALC AGM and Conference and that other outstanding items would be covered by items on the agenda for this meeting.

**092.3 - To receive update following the CPRE Housing Meetings on 12 & 29 Oct 18**

Cllr Liz Hill advised that due to bad weather and traffic delays due to road traffic accidents, she had been unable to get to the CPRE Housing event in Tiverton. However, she had attended the CPRE Meeting on 29 Oct 18 in Kingskerswell. Cllr Hill advised that once again the main topic of conversation was the NA3 Application for Wolborough Barton. It was **resolved** that the Clerk should email the subsequent Minutes to all Councillors for their information.

**ACTION 2:** Once received, Clerk to circulate minutes to all Councillors for information.

**092.4 - To receive update and resolve next steps following Affordable Housing Site Visits on 1 Nov 18**

On Thursday, 1 Nov 18 Cllr Bellamy, Cllr French, Cllr Peart and the Clerk attended a visit to each of the 4 sites that had been put forward by landowners during the Affordable Housing "Call for Sites" during late September/early October. Coordinated by Mary Ridgway, the Housing Enabling Officer for Teignbridge District Council the walkabout had also included the TDC Neighbourhood Planning Policy Officer, the DCC Highways Development Management Officer with responsibility for Teignbridge and the Rural Housing Enabler for Devon Communities Together. A report on the comments and observations made during the visit would now be compiled by Mary Ridgway and circulated to all Councillors for consideration. It was unanimously resolved that Mary should be invited to attend the next Parish Council Meeting on 13 Dec 18 to talk about the report, answer any questions and to discuss what happens next.

**ACTION 3:** On receipt, Clerk to circulate report to Councillors and invite Mary Ridgway to attend on 13 Dec 18

**092.5 - To discuss Communities Together Fund (formally Elector Fund) Applications and resolve next steps**

Councillors discussed the allocation of £387 of Communities Together Funding. The Clerk advised that any application would need to be supported by our District Councillors, Cllr Austen and Cllr Peart and evidence that we have explored opportunities to work in partnership with another parish or a community group would also need to be provided.

Options for consideration included:

- Funding towards the provision of 3 new seating benches, 1 new picnic table and the protection housing for the Millennium Green electrics.
- Funding towards redecoration costs of the Village Hall
- The purchase of portable infrared heaters for the Parochial Church Council for use at St Mary's
- A contribution towards an A380 Bus Shelter in the Ideford Dip in collaboration with Chudleigh Town Council

It was **unanimously resolved** that the allocation of Elector Funding should be deferred and added to the agenda for the Parish Council Meeting on 13 Dec 18.

It was further **resolved** that the Clerk should obtain additional information about the Bus Shelter project from Chudleigh TC and DCC Highways and explore what other funding options might be available.

	<p><b>ACTION 4:</b> Clerk to contact DCC for Highways advice on positioning of a new shelter</p> <p><b>ACTION 5:</b> Clerk to explore additional options to fund Parish projects.</p> <p><b>092.6 - To discuss Parish involvement in DCC Snow Warden Scheme and resolve next steps</b></p> <p>Cllr French confirmed that the Parish Gritter was currently being stored at Larcombe Farm and that a good stock salt/grit remained. Cllr French was uncomfortable that DCC advice had been that outgoing wardens should train their replacements.</p> <p>Cllr Hull commented that he had checked his personal insurance and would be covered if operating the gritter. It was <b>unanimously resolved</b> that Ideford should remain in the Snow Warden Scheme and that the Clerk should clarify what DCC training could be provided for new wardens.</p> <p><b>ACTION 6:</b> The Clerk should consult the Highways Officer about the training of new wardens.</p> <p><b>092.7 - To discuss concerns raised by Parishioners and resolve any next steps</b></p> <p><b>092.7.1</b> - A concern had been raised about a series of Dog related incidents involving an owners' dogs being pinned down and bitten on 3 separate occasions by loose dogs within the parish. The Chairman advised that he had spoken to one of the owners about dogs needing to be kept under control. The Clerk had also provided the parishioner with the correct reporting procedure for dangerous attacks using the Police 101 system and had also provided details of the TDC Dog Warden and their role and areas of responsibility. Cllr Tom Hill also commented that the RSPCA could also be contacted and in certain circumstances would liaise with the Police regarding issues.</p> <p><b>092.7.2</b> - A concern had been raised about the lack of a bus shelter on the A380 (Newton Abbot bound) in the Ideford Dip. This matter had been discussed earlier in the agenda. Councillors resolved that the Clerk should continue to work with Chudleigh Town Council and DCC Highways to look at the feasibility and funding of this project.</p> <p><b>ACTION 7:</b> Clerk to work with Chudleigh Town Council to look at the provision of a new shelter</p> <p><b>092.7.3</b> - Cllr Carter-Woodwork provided an update following concerns raised about a "structure" being built on land off Church Road. Having spoken with the TDC Planning Department regarding the discharge of conditions for Planning Application reference 14/01513/FUL it was confirmed that everything was currently in order. Any further work would be subject to the usual Planning or Building Control checks as required.</p> <p><b>092.7.4</b> - Concerns had been raised about the building work taking place at Higher Colleybrook. Concerns related to any the positioning of what appeared to be a large soakaway and the distribution of a large amount of excavated soil across the land. The Parishioner wanted to know who would be held accountable if any flooding occurred on neighbouring land due to water run off or overflow of the soakaway. Discussing the matter Councillors advised that the resident should contact the landowner in the first instance or Teignbridge District Council as the Planning Authority.</p> <p><b>ACTION 8:</b> Clerk to contact the Parishioner to advise who they should contact.</p> <p><b>092.8 - To discuss the 1st Draft of the Budget for 2019/20 and resolve amendments</b></p> <p>Councillors considered the first draft of the Budget for 2019/20. The Clerk advised that Council Tax Support Grants would no longer be paid by TDC and that if Councillors wished to keep Council Tax at the same rate as the previous year with a 0% rise this would relate to a precept of £4960. If Councillors adopted the 1<sup>st</sup> draft budget it would equate to a 31.5% or £8.57 rise for a D Band Property and a precept request for £6522. It was noted that the current Ideford Band D equivalent is £27.21 whereas the District weighted average is £66.32.</p> <p>Councillors discussed items that would have an impact on the budget for the next year including the increase of Clerks working hours, the end of the Insurance LTA, the notification that DALC Training costs would increase and that there would be an election in May.</p> <p>Councillors <b>unanimously resolved</b> that the increase should be capped at 25% and if required consideration should be given to using some of the money in the General Reserve.</p> <p><b>ACTION 9:</b> Clerk to reprofile the budget to reflect expenditure in support of a 25% increase.</p>
093/18	<p><b>PUBLIC PARTICIPATION</b></p> <p><b><i>Standing Orders were suspended</i></b></p> <p>A Parishioner asked for a clarification on Action Item 12 from the Minutes of 11 Oct 18 regarding the building of a potential structure in the Longthorne Cottage/Little Mouseberry area of the Parish. Councillors advised that have walked in the area it appeared that no additional structure</p> <p><b><i>Standing Orders were reinstated</i></b></p>
094/18	<b>PLANNING</b>

		<table border="1"> <thead> <tr> <th>Application</th><th>Location</th><th>Description</th></tr> </thead> <tbody> <tr> <td>18/02165/FUL</td><td>Elgeer, Fore Street, Ideford, TQ13 0BA</td><td>Single storey front extension and raised deck including steps to garden</td></tr> </tbody> </table>	Application	Location	Description	18/02165/FUL	Elgeer, Fore Street, Ideford, TQ13 0BA	Single storey front extension and raised deck including steps to garden																			
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<p>Councillors <b>resolved unanimously</b> to support the application submitted by Mr &amp; Mrs Rice.</p>																											
<p>ACTION 10: Clerk to notify the Planning</p>																											
<p><b>095/18 CLERK'S REPORT AND FINANCE</b></p> <p><b>095.1 - Balance of Accounts as at 31 Oct 18</b></p> <table> <tr> <td>Parish Current Account</td> <td>£9853.68</td> </tr> <tr> <td>Request for Payment Authorisation</td> <td>£ 552.84</td> </tr> <tr> <td>Remaining Cash at Bank</td> <td>£9300.84</td> </tr> </table> <p><b>095.2 - To request approval and signature of Monthly Bank Reconciliation for Jul and Oct 18.</b> It was <b>unanimously resolved</b> that the bank reconciliations for July (not previously prepared) and October should be signed by the Chairman.</p> <p><b>095.3 - To request approval and signature of amended Monthly Bank Reconciliations for Aug and Sep 18.</b> It was <b>unanimously resolved</b> that the amended bank reconciliations for August and September 2018 should be signed by the Chairman.</p> <p><b>095.4 - To provide a quarterly update on expenditure against budget for FY 18/19 – End of Q1</b> It was <b>unanimously resolved</b> that the Q1 Expenditure v Budget Spreadsheet could be signed by the Chairman.</p> <p><b>095.5 - To provide amended quarterly update on expenditure against budget for FY 18/19 – End of Q2</b> It was <b>unanimously resolved</b> that the amended Q2 Expenditure v Budget Spreadsheet could be signed by the Chairman.</p> <p><b>095.6 - To request approval for BACS Payments</b> It was <b>unanimously resolved</b> that the following invoices could be paid via BACS:</p> <table border="1"> <tr> <td>£52.75</td> <td>Will Page</td> <td>Final Salary &amp; Expenses Invoice</td> </tr> <tr> <td>£134.80</td> <td>HMRC</td> <td>Tax owed from Sep Invoice</td> </tr> <tr> <td>£40.60</td> <td>HMRC</td> <td>Tax owed from Final Salary invoice</td> </tr> <tr> <td>£184.49</td> <td>Mrs Ashley Lamb</td> <td>Reimbursements of Costs Incurred</td> </tr> <tr> <td>£ 65.20</td> <td>ABS Printing</td> <td>Parish Newsletter Printing Costs for Nov 18 Edition</td> </tr> <tr> <td>£75.00</td> <td>DALC</td> <td>3 x Delegates at DALC AGM &amp; Conference</td> </tr> </table> <p><b>095.7 - To request continued use of Direct Debit for Subscription Payments</b> It was <b>unanimously resolved</b> that the Information Commissioners Office and Campaign to Protect Rural England subscription payments could continue to be paid via Direct Debit.</p> <p><b>096/18 DATE OF NEXT MEETING – Monthly Meeting of Ideford Parish Council, Thursday, 13 Dec 18 starting at 7pm.</b> It was 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 meeting, having due regard to the confidential nature of the business to be transacted.</p> <p><b>The Chairman closed the meeting to the public at 2030 and Councillors remained for a Part II Meeting.</b></p>				Parish Current Account	£9853.68	Request for Payment Authorisation	£ 552.84	Remaining Cash at Bank	£9300.84	£52.75	Will Page	Final Salary & Expenses Invoice	£134.80	HMRC	Tax owed from Sep Invoice	£40.60	HMRC	Tax owed from Final Salary invoice	£184.49	Mrs Ashley Lamb	Reimbursements of Costs Incurred	£ 65.20	ABS Printing	Parish Newsletter Printing Costs for Nov 18 Edition	£75.00	DALC	3 x Delegates at DALC AGM & Conference
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Signed:

*Draft Awaiting Approval*

Dated:

13 Dec 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, 13 December 2018 at 7.00pm

#### 098/18 WELCOME AND APOLOGIES FOR ABSENCE

#### 099/18 MINUTES OF THE LAST MEETINGS

Minutes of the main and Part II meetings held on 8 Nov 18 to be agreed and signed

#### 100/18 DECLARATION OF INTERESTS

#### 101/18 REPORTS County Councillor District Councillor Police Community Support Officer

#### 102/18 PARISH MATTERS

- 102.1 To receive update and resolve next steps following Affordable Housing Site Visits on 1 Nov 18 Presentation & Discussion with Mary Ridgway – Housing Enabling Officer, Teignbridge District Council
- 102.2 To resolve the approval of the draft Budget for 2019/20 and agree the precept submission.
- 102.3 To resolve the adoption of the Ideford Parish Council Privacy Notice
- 102.4 To resolve the adoption of the Records Management and Retention Policy
- 102.5 To receive update following the Devon Communities Resilience Forum on 22 Nov 18 – Cllr Fox
- 102.6 To receive update following the TALC Meeting on 29 Nov 18 – Cllr Fox & Cllr French
- 102.7 To receive update following Snow Warden Training on 30 Nov 18 – Cllr Hull
- 102.8 To receive update following the CPRE Meeting on 6 Dec 18 – Cllr Liz Hill & Cllr Carter-Woodwork
- 102.9 To discuss Communities Together Fund (formally Elector Fund) Applications and resolve next steps
- 102.10 To discuss concerns raised by Parishioners and resolve any next steps
- 102.11 To resolve the appointment of a new Parish Clerk and set working hours, salary and start date
- 102.12 To resolve the amendment of the Parish Council Banking Mandate – Addition of new Parish Clerk
- 102.13 To resolve the continued appointment of the Locum Clerk and set end date

#### 103/18 PUBLIC PARTICIPATION

#### 104/18 PLANNING

Application	Location	Description
<a href="#">18/02241/FUL</a>	Rydal, Ideford Combe, TQ12 3GR	New Detached Garage with boundary hedgerow (revised scheme)
<a href="#">18/01702/FUL</a>	Olchard House, Olchard, TQ12 3GX	Conversion of existing barns into two holiday letting units
<a href="#">18/02165/FUL</a>	Elgeer, Fore Street, Ideford, TQ13 0BA	Decision Notice – Application Granted

#### 105/18 CLERK'S REPORT AND FINANCE

- 105.1 Balance of Accounts as at 30 Nov 18
- 105.2 To request approval and signature of Monthly Bank Reconciliation for November 2018
- 105.3 To request approval for BACS Payments

*Ashley Lamb*

Mrs Ashley Lamb  
Clerk to Ideford Parish Council  
Tel: 07731 145077  
Email: [idefordclerk@hotmail.co.uk](mailto:idefordclerk@hotmail.co.uk)

Date 07 Dec 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 Monthly Meeting held on Thursday, 13 December 2018 at 7.00pm

Present:	Cllr David Fox Cllr Anthony French Cllr Helen Bellamy Cllr Angie Carter-Woodwork Cllr Liz Hill Cllr Tom Hill	Chairman Vice Chairman  Arrived at 1905
In Attendance	Cllr Ron Peart Cllr Beryl Austen Mary Ridgway Mrs Ashley Lamb 7 Members of the Public	County/District Councillor District Councillor Teignbridge District Councillor Housing Enabler Parish Clerk (Locum)

Item (a)	Discussion and Decisions (b)
098/18	<b>WELCOME AND APOLOGIES FOR ABSENCE</b> The Chairman opened the Monthly Meeting at 1900 and apologies for absence were received from PCSO Saul Bunce and PC Rob Harvey. Cllr Julian Hull failed to attend the meeting.
099/18	<b>MINUTES OF THE LAST MEETING</b> It was unanimously resolved that the Minutes of the main and Part II meetings held on 8 Nov 18 should be signed by the Chairman as a true and accurate record.
100/18	<b>DECLARATION OF INTERESTS</b> There were no declarations of interest.
101/18	<p><b>REPORTS</b></p> <p><b>County Councillor – Cllr Ron Peart</b></p> <p>Cllr Peart gave an update on the following topics:</p> <p><b>Mobile Library Service</b> – The last two months has seen a consultation on the future of mobile libraries. The results have been somewhat inconclusive, but the current fleet of mobile libraries are aging now, and the costs are rising on these lumbering vehicles with the cost of lending books and DVDs now more than twice the cost of a static library. With a dwindling customer base, it seems inevitable that these vehicles will eventually be retired. There are alternatives in place such as the Home Library Service and Good Neighbour schemes and we are also looking at a pop-up library scheme.</p> <p>The Libraries Unlimited Annual Report gave an overview of the work that had been delivered in the second year of operation. There are 50 public libraries, 4 mobile libraries and they also run Devon's 3 prison libraries on behalf of the National Offenders Management Service.</p> <p>Over the year 2.7 million visits were made to Devon's public libraries and 1.8 million books and other items were loaned. In addition, they delivered more than 9000 events attended by 130,000 people. During the summer reading challenge 10,552 children took part. Use of on-line material was up by 25%, 71,127 prison library books were loaned and the total number of volunteers at libraries was 800. 303 Children in care made use of the service via the Letter Box scheme. Cllr Peart also gave an overview of Libraries Unlimited Financial Report and how the £7.701 million pounds is received and subsequently spent.</p> <p><b>Domestic Abuse &amp; Sexual Violence</b> – A National programme to help GPs identify patients experiencing domestic abuse and/or sexual violence and how to refer them to specialist support services is being rolled out across Devon and Torbay. The first scheme of its kind in Devon and Torbay, it will see domestic abuse and sexual violence specialists (known as Advocate Educators) working in partnership with local clinical leads to co-deliver training and support in up to 50 general practices across Devon and Torbay.</p> <p>The IRIS programme is aimed at helping clinicians to identify women aged 16 years and over who are experiencing domestic violence and abuse from a current or ex-partner or adult family member and to offer them a referral to an Advocate Educator. It also helps to ensure that men who are affected by domestic abuse can also access support.</p> <p>Space (formerly DYS - Devon Youth Service) – Currently in year 2 of a 3-year fixed price contract, the commissioned youth service continues to operate out of 9 centres across the geographical spread of DCC and the total number if young people in contact with Space (DYS) remains in excess of 1000. Space continues to work with the most vulnerable young people in our society on very little money.</p> <p>With more and more schools excluding children at the drop of a hat rather than as a last resort, Space are</p>

becoming a more and more important facility in the fabric of our society. At the moment Devon County Council provides some 95% of income and I believe we must continue to do so while Space finds its feet in the wider world.

Roads, Potholes and Bridges – I was surprised to learn the extent of the additional funding that has been given to Highways in the Autumn Budget. Devon County Council's share is £18.45M, which is an unprecedented addition to our funding. This is capital funding and is to be used for potholes and bridges. As ever DCC has taken potholes to men tackling roads where there are pothole issues, rather than the filling of individual potholes which is a revenue matter. We cannot use this money for extra gulley cleaning which is also a revenue function. A full plan for how the money is going to be spent is yet to be finalised, however, the initial thoughts are as follows:

By the end of 18/19 approximately £6M will have to have been spent, partly due to existing over-programming, and partly due to additional works which should have slipped into 19/20 due to over spending which we have managed to get our various contractors to deliver.

- The A road network we are looking to invest an extra £1M in.
- Non-principal network, patching or resurfacing an extra £7M, although this may need to spread into 20/21.
- Bridges and retaining wall stock about £4M.
- Also considering additional funding for Footways.

This has been really good news for the County and once officers have looked at how we should invest the money for the benefit of the assets, we will be able to have a conversation about how we as County Council members can be involved in the process.

#### **District Councillor – Cllr Beryl Austen**

The Executive at District confirmed a new bylaw involving the number of dogs to be walked on leads. As a result, phones have been busy dealing with objections from dog walkers opposed to the requirement of no more than four dogs on leads with one person. Their preference is for six dogs and so the decision has been called in for reconsideration. The sites, mostly beaches, where dogs can be off leads were also time limited from Easter. There have been instances of injuries to people and children from dogs on leads and that is the reason for the new bylaw.

The decision has been called in by the Lib Dems on behalf of those in the business of dog walking. I was asked to be part of the signatories to change the bylaw but declined. The present directive does not allow for the size of dog and if those happen to be large dogs I feel even two dogs need special handling. I am also aware of an incident in Cornwall some years ago where a child was attacked by a dog on a lead and other dogs on leads with the same person joined in and the child and parent were injured. The objectors state that it will affect their business earnings.

Meetings are less often as we approach Christmas, but I have attended all committees on which I serve.

#### **Devon & Cornwall Constabulary – PC Rob Harvey – Read by the Clerk**

There were no crimes reported during the period 9 Nov 18 to 11 Dec 18

PC Harvey reiterated the need to report any suspicious activities, 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. Please don't leave valuables unattended in vehicles, either during daylight hours or overnight.

102/18	<p><b>PARISH MATTERS</b></p> <p><b>102.1 To receive update and resolve next steps following Affordable Housing Site Visits on 1 Nov 18</b></p> <p>The Chairman welcomed Mary Ridgway, TDC Housing Enabler to the meeting and thanked her for her written report following the Affordable Housing Site Visits on 1 Nov 18. Mary gave an overview of her report that has now been added to a new Affordable Housing Tab on the Parish Website Homepage. The report can be accessed via: <a href="http://www.ideford-parish.co.uk/PDFs/Affordable%20Housing/2018November20CommunityLedHousingReport.pdf">http://www.ideford-parish.co.uk/PDFs/Affordable%20Housing/2018November20CommunityLedHousingReport.pdf</a></p> <p>Key points covered by Mary Ridgeway included:</p> <ul style="list-style-type: none"><li>• To thank all the landowners that put forward their land for an assessment and arranged access to their land on 1 Nov 18. There would be a follow up conversation with each Landowner during the next few weeks.</li><li>• Councillors were asked to note the content of the Report and provide Mary with any comments or points for clarification.</li><li>• Councillors were asked to consider the formation of a Housing Working Group. If a Group was established, Mary would like members to review the main stages of the process for the Affordable Housing Project as the first version may need simplifying before it is uploaded for information to the Parish Website.</li><li>• Councillors were asked to support a Community Consultation "Drop-In" style event during the first quarter</li></ul>
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of 2019 to allow Parishioners to comment on current sites. If approved Mary requested Parish support finding a date and suitable time, provision of a suitable venue, advertising of the event and the provision of on the day admin and refreshments. As well as giving the community an opportunity to comment on the current sites under consideration or ask questions. Housing Enablers will be encouraging people to register if they are in Housing Need.

- After the Community Drop-In session TDC Enablers will convene a separate meeting of potential applicants for Affordable Custom and Affordable Self-Build Housing options.

**ACTION 1:** Councillors to forward any comments on the report Mary Ridgway.

**ACTION 2:** Clerk to work with TDC Enabler and other expert attendees to find a suitable date for Drop In.

**ACTION 3:** Councillors to consider the formation of a Housing Working Group.

**102.2 - To resolve the approval of the draft Budget for 2019/20 and agree the precept submission**

Following the discussions at the last meeting, the Clerk provided a revised budget to take out or reduce items to meet the requested 25% increase cap. The line items in the 2nd Draft would require £6192.28. The Clerk advised that money would also need to be vired from the earmarked reserves to cover any Parish Paths Partnership (P3) work, the cost of the Election in May and the annual Defibrillator Insurance and Management Charge. In addition to the earmarked reserves, a General Reserve of circa £4800 was available for any other items (this amount included a reserve to cover at least 6 months Council running costs).

The TDC Figure for a 0% rise is £4960 but an additional £1232.28 would be required if the 2<sup>nd</sup> draft of the Budget was approved. It was noted that the current Ideford Band D equivalent is £27.21 whereas the District weighted average is £66.32.

If the draft was approved the recommendation to round up to a precept request of £6195 was made. This would result in Parish Council element increase of 24.9%.

Band impacts for 2019/20 would be estimated as follows:

	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
2018/19 Ideford Council Tax	£1,197.24	£1,396.78	£1,596.32	£1,795.86	£2,194.94	£2,594.02	£2,993.10	£3,591.72
2018/19 Parish Council Element	£18.14	£21.16	£24.19	£27.21	£33.26	£39.30	£45.32	£51.37
24.9% Increase to Parish Council Element	£22.66	£26.43	£30.21	£33.98	£41.54	£49.09	£56.60	£64.16
<b>2019/20 Increase Total</b>	<b>£4.52</b>	<b>£5.27</b>	<b>£6.02</b>	<b>£6.77</b>	<b>£8.28</b>	<b>£9.79</b>	<b>£11.28</b>	<b>£12.79</b>
<b>2019/20 pence per day increase</b>	<b>1.2 pence</b>	<b>1.4 pence</b>	<b>1.6 pence</b>	<b>1.8 pence</b>	<b>2 pence</b>	<b>2.7 pence</b>	<b>3.1 pence</b>	<b>3.5 pence</b>

Councillors **unanimously resolved** to accept the Budget as drafted the would result in a 24.84% increase

Councillors **unanimously resolved** to request a precept of £6195 (rounding up the budgeted £6192.28)

**ACTION 4** – Clerk to submit the precept request to Teignbridge District Council

**ACTION 5** – Clerk to add a copy to the 2019/20 Budget to the Council Finance page on the Parish Website

**102.3 - To resolve the adoption of the Ideford Parish Council Privacy Notice**

Councillors **unanimously resolved** to adopt the Ideford Parish Council Privacy Notice as drafted.

**ACTION 6** – Clerk to add the Notice to the Policy and Procedures page on the Parish Website

**102.4 - To resolve the adoption of the Records Management and Retention Policy**

Councillors **unanimously resolved** to adopt the Records Management and Retention Policy as drafted.

**ACTION 7** – Clerk to add the Notice to the Records Management and Retention Policy to the Parish Website

**102.5 - To receive update following the Devon Communities Resilience Forum on 22 Nov 18 – Cllr Fox**

Cllr Fox gave an overview of the Resilience Forum that was held in Broadclyst on 22 Nov 18.

**102.6 - To receive update following the TALC Meeting on 29 Nov 18**

Cllr Fox and Cllr French gave an overview of the Teignbridge Association of Local Councils Meeting that had been held on 29 Nov 18. The key speakers had been Cllr John Hart, the Leader of Devon County Council and Marie Downey from the Teignbridge District Council Legal Services. The following dates, each for a Thursday, starting at 7pm, were provided for the 2019 Meetings: 31 Jan, 28 Mar, 27 Jun, 26 Sep and 28 Nov 19.

**ACTION 8:** Once received, Clerk to circulate draft minutes to all Councillors for information.

**102.7 - To receive update following Snow Warden Training on 30 Nov 18**

Cllr Tom Hill gave an overview of the DCC Snow Warden Training that he and Cllr Hull had received on at the Skanska Depot 30 Nov 18. Councillors were content that an appropriate handover between Cllr French and Cllr Hull had taken place, that the Parish Gritter currently stored at Larcombe Farm was in a good state of repair and that Cllr French and Cllr Hull would ensure that an appropriate store of grit was maintained.

**ACTION 9:** Cllr Hull and Cllr French to arrange transfer, top up and storage of Snow Warden equipment and Grit as appropriate, notifying the Clerk of any changes.

**102.8 - To receive update following the CPRE Meeting on 6 Dec 18**

Regrettably due to prior commitments, Cllr Liz Hill and Cllr Carter-Woodwork had been unable to attend the CPRE Meeting that was held on 6 Dec 18.

**ACTION 10:** Once received, Clerk to circulate minutes to all Councillors for information.

**102.9 - To discuss Communities Together Fund (formally Elector Fund) Applications and resolve next steps**

Following the last meeting, the Clerk had worked with Parish Committees and with help and support from Cllr Austen and Cllr Peart had applied for alternate funding to support the following projects.

- Funding towards the provision of 3 new seating benches, 1 new picnic table and the protection housing for the Millennium Green electrics.
- Funding towards redecoration costs of the Village Hall
- The purchase of portable infrared heaters for the Parochial Church Council for use at St Mary's

The only remaining project for consideration was to provide a contribution towards an A380 Bus Shelter in the Ideford Dip in collaboration with Chudleigh Town Council following concerns raised by an Ideford Parishioner. The Clerk advised that having attended the Chudleigh Town Council Meeting on 3 Dec 18 the project had been unanimously supported by their Councillors and working with Chudleigh, 3 quotations and Highways outline approval for the project obtained. The Deputy Clerk at Chudleigh would be applying for a portion of their CTF and would submit the associated planning application for the approved structure.

Councillors **unanimously resolved** that the total £387 of Communities Together Funding allowance should be allocated towards the Bus Shelter Project.

**ACTION 11:** Clerk to apply for £387 of Communities Together Funding to TDC in support of the Bus Shelter Project. Authorisation to transfer the grant to Chudleigh Town Council would be requested as the project proceeded.

**ACTION 12:** Clerk to forward specific details of the Planning Application to all Councillors and interested parties so that they could add comments of support to the application and project.

**102.10 - To discuss concerns raised by Parishioners and resolve any next steps**

Councillors once again considered the topic of speeding and nuisance drivers following an email received from a Parishioner. Due to the constraints of the DCC SCARF process and Community Speed Watch, there was very little that could be done as each time central Ideford had been formally surveyed or watched, there had been no identified speeding or issue. Councillors unanimously resolved to monitor the issue and to provide additional "20 is Plenty" signage and endorse social media messages to try and provoke a slow-down. The Chairman advised that when attending a recent event organised by the Office of the Police and Crime Commissioner (OPCC) an offer had been made for an OPCC representative to address the Parish Council or public meeting about the role of the PCC and that they also had responsibilities relating to traffic and speeding. The Annual Parish Meeting in April might be an appropriate meeting for this if Councillors felt that this would be of value.

**ACTION 13:** Clerk to purchase, distribute and place additional signage as requested or required.

**ACTION 14:** Councillors to consider inviting a representative from the OPCC to speak at a future Parish Council Meeting.

Councillors considered a comment raised about the placement of an additional Grit Bin near the Higher Colleybrook Barns junction with Fore Street.

A Parishioner felt that this was not necessarily the best place for an additional bin as there was one up the road and had suggested the Pound area. Councillors **resolved** that in consultation with the Neighbourhood Highways Officer, the placement of any additional bins (if they became available) would be carefully considered and residents in each area consulted.

**102.11 - To resolve the appointment of a new Parish Clerk and set working hours, salary and start date**

Following candidate interviews in November, Councillors **unanimously resolved** to appoint Mr Greg Dyke as

	<p>their Clerk and RFO with effect from 1 Feb 19.</p> <p>As a CiLCA qualified Clerk Mr Dyke would be paid for 6 hours per week at National Joint Council Spinal Column Point 16 and at the current rate of £9.52 per hour.</p> <p><b>ACTION 15:</b> Locum Clerk to ensure that all Job Offer, Contract of Employment, Job Description and Workplace Pension documentation had been issued, acknowledged and a signed acceptance returned.</p> <p><b>ACTION 16:</b> Chairman to complete all required pre-employment checks and notify the Locum once done.</p> <p><b>102.12 - To resolve the amendment of the Parish Council Banking Mandate – Addition of new Parish Clerk</b></p> <p>Following the successful appointment of Mr Dyke as the new Clerk and RFO for Ideford, Councillors <b>unanimously resolved</b> that Mr Dyke should be added to the Parish Council Banking Mandate with full signatory and on-line banking access granted. Mandate amendment forms were duly signed and dated.</p> <p><b>ACTION 17:</b> Locum Clerk to ensure that signed amendment forms are sent to Lloyds Bank.</p> <p><b>102.13 - To resolve the continued appointment of the Locum Clerk and set end date</b></p> <p>Following the appointment of Mrs Ashley Lamb as Locum Clerk and RFO from 1 Oct to 31 Dec 18, Councillors <b>unanimously resolved</b> to extend the contract to cover an additional 2 months.</p> <p><b>ACTION 18:</b> Mrs Lamb to remain as Clerk/RFO for January and to ensure a full handover, transfer of all Council documentation and assets and notification of the new Clerks details are processed as required during February.</p>															
103/18	<p><b>PUBLIC PARTICIPATION</b></p> <p><b><i>Standing Orders were suspended</i></b></p> <p>There were no questions or comments from members of the public.</p> <p><b><i>Standing Orders were reinstated</i></b></p>															
104/18	<p><b>PLANNING</b></p> <p>Councillors noted the Decision Notice for the following application:</p> <table border="1"> <thead> <tr> <th>Application</th> <th>Location</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>18/02165/FUL</td> <td>Elgeer, Fore Street, Ideford, TQ13 0BA</td> <td>Decision Notice – Application Granted Single storey front extension raised deck including steps to garden</td> </tr> </tbody> </table> <p>Councillors <b>unanimously agreed</b> to support the following Planning Applications with no specific comments:</p> <table border="1"> <thead> <tr> <th>Application</th> <th>Location</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>18/02241/FUL</td> <td>Rydal, Ideford Combe, TQ12 3GR</td> <td>New Detached Garage with boundary hedgerow (revised scheme)</td> </tr> <tr> <td>18/01702/FUL</td> <td>Olchard House, Olchard, TQ12 3GX</td> <td>Conversion of existing barns into two holiday letting units</td> </tr> </tbody> </table> <p><b>ACTION 16:</b> Clerk to notify the Planning Department of the Parish Council decisions.</p>	Application	Location	Description	18/02165/FUL	Elgeer, Fore Street, Ideford, TQ13 0BA	Decision Notice – Application Granted Single storey front extension raised deck including steps to garden	Application	Location	Description	18/02241/FUL	Rydal, Ideford Combe, TQ12 3GR	New Detached Garage with boundary hedgerow (revised scheme)	18/01702/FUL	Olchard House, Olchard, TQ12 3GX	Conversion of existing barns into two holiday letting units
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105/18	<p><b>CLERK'S REPORT AND FINANCE</b></p> <p><b>105.1 - Balance of Accounts as at 30 Nov 18</b></p> <table> <tbody> <tr> <td>Parish Current Account</td> <td>£9340.84</td> </tr> <tr> <td>Request for Payment Authorisation</td> <td>£ 1233.06</td> </tr> <tr> <td>Remaining Cash at Bank</td> <td>£8107.78</td> </tr> </tbody> </table> <p><b>105.2 - To request approval and signature of Monthly Bank Reconciliation for Nov 18.</b></p> <p>It was <b>unanimously resolved</b> that the bank reconciliation for Nov 18 should be signed by the Chairman.</p> <p><b>105.3 - To request approval for BACS Payments</b></p> <p>It was <b>unanimously resolved</b> that the following invoices could be paid via BACS:</p> <table border="1"> <tbody> <tr> <td>£200.00</td> <td>Cressicks Garden Services</td> <td>Painting of 4 benches and Full Years Maintenance of the Pound</td> </tr> <tr> <td>£82.50</td> <td>Village Hall Committee</td> <td>Hire charges from May to Nov 18</td> </tr> </tbody> </table>	Parish Current Account	£9340.84	Request for Payment Authorisation	£ 1233.06	Remaining Cash at Bank	£8107.78	£200.00	Cressicks Garden Services	Painting of 4 benches and Full Years Maintenance of the Pound	£82.50	Village Hall Committee	Hire charges from May to Nov 18			
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	£869.06	Mrs Ashley Lamb	Salary, Mileage, Reimbursements of Costs Incurred Oct to Dec 18	
	£ 81.50	ABS Printing	Parish Newsletter Printing Costs for Dec/Jan 19 Edition	
	£36.00	CPRE	Minute 95.7/18 refers - signature of invoice only requested	
106/18	<b>DATE OF NEXT MEETING – Monthly Meeting of Ideford Parish Council, Thursday, 14 Feb 19 starting at 7pm.</b> <b>A reserve date of Thursday, 10 Jan 19 was being held and a Meeting would be convened if urgent business or Planning Applications were received.</b>			

The Chairman closed the meeting at 2015.

**Signed:**

**Dated:**

**10 Jan 19**

## 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, 10 January 2019 at 7.00pm

#### 001/19 WELCOME AND APOLOGIES FOR ABSENCE

#### 002/19 MINUTES OF THE LAST MEETINGS

Minutes of the Meeting held on 13 Dec 18 to be agreed and signed

#### 003/19 DECLARATION OF INTERESTS

#### 004/19 REPORTS County Councillor District Councillor Police Community Support Officer

#### 005/19 PARISH MATTERS

005.1 To receive update following meeting with TDC Housing Enabling Officer on 8 Jan 19

005.2 To receive update on Affordable Housing Drop in Event scheduled for 12 Feb 19

005.3 To discuss the Annual P3 submission and any resolve any potential grant requirement for FY19/20

005.4 To approve the new pay scales for 2019/20 implemented from 1 Apr 19 and note the new pay spines

005.5 To consider and approve nominations for the 29 May 19 Royal Garden Party

#### 006/19 PUBLIC PARTICIPATION

#### 007/19 PLANNING

Application	Location	Description
<a href="#">18/02241/FUL</a>	Rydal, Ideford Combe, TQ12 3GR	Decision Notice – Application Granted New Detached Garage with boundary hedgerow (revised scheme)
<a href="#">18/02410/FUL</a>	Sedgewell Farm, Olchard, Sandgate, Newton Abbot, TQ12 3GU	Two storey extension with inset balcony to south east

#### 008/19 CLERK'S REPORT AND FINANCE

008.1 Balance of Accounts as at 31 Dec 18

008.2 To request approval and signature of Monthly Bank Reconciliation for December 2018

008.3 To provide update on Parish Clerk Handover

#### 009/19 DATE OF NEXT MEETING

*Ashley Lamb*

Mrs Ashley Lamb  
Clerk to Ideford Parish Council

Tel: 07731 145077

Email: [idefordclerk@hotmail.co.uk](mailto:idefordclerk@hotmail.co.uk)

Date 04 Jan 19

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

Councillors 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. In accordance with the Public Bodies (Admission to Meetings) Act 1960 members of the public are welcome to attend.

### Agenda for the Monthly Meeting of Ideford Parish Council to be held at the Village Hall, Ideford On Thursday, 14 February 2019 at 7.00pm

#### 010/19 WELCOME AND APOLOGIES FOR ABSENCE

#### 011/19 MINUTES OF THE LAST MEETINGS

Minutes of the Meeting held on 10 Jan 19 to be agreed and signed

#### 012/19 DECLARATION OF INTERESTS

#### 013/19 REPORTS County Councillor District Councillor Police Community Support Officer

#### 014/19 PARISH MATTERS

014.1 To receive update following CPRE Meeting on 24 Jan 19

014.2 To receive update following TALC Meeting on 31 Jan 19

014.3 To receive initial update following the Affordable Housing Drop in Event of 12 Feb 19

014.4 To resolve the appointment of an Internal Auditor for FY 18/19

014.5 To approve and sign the Internal Policy Control Statement

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

014.7 To consider response to the Chudleigh Neighbourhood Development Plan pre-sub Consultation

014.8 To resolve next steps for the Annual Parish Meeting – Thursday, 11 Apr 19

014.9 To resolve amendment to the Banking Mandate – Change of Trading Address

#### 015/19 PUBLIC PARTICIPATION

#### 016/19 PLANNING

Application	Location	Description
18/00059/REF	Lower Colleybrook Farm, Fore Street, Ideford, TQ13 0BG	Appeal against the refusal of prior approval of permitted development rights for 18/01374/NPA - Application for Prior Approval under Part 3 Class Q (a) and (b) and paragraph W of the GDPO change of use of agricultural buildings to two dwellings (barns 2 and 3)

#### 017/19 CLERK'S REPORT AND FINANCE

017.1 Balance of Accounts as at 31 Jan 19

017.2 To request approval and signature of Monthly Bank Reconciliation for January 2019

017.3 To provide amended quarterly update on expenditure against budget for FY 18/19 – End of Q3

017.4 To request approval for BACS Payments

#### 018/19 DATE OF NEXT MEETING – Monthly Meeting of Ideford Parish Council - Thursday, 14 Mar 19 at 7pm

*Greg Dyke*

Greg Dyke

Clerk to Ideford Parish Council

Tel: 07731 145077

Email: [idefordclerk@hotmail.co.uk](mailto:idefordclerk@hotmail.co.uk)

Date XX Feb 19

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 Monthly Meeting held on Thursday, 14 February 2019 at 7.00pm**

Present:	Cllr David Fox Cllr Anthony French Cllr Helen Bellamy Cllr Angie Carter-Woodwork Cllr Liz Hill Cllr Tom Hill	Chairman Vice Chairman
In Attendance	Cllr Ron Peart PC Rob Harvey Mr Greg Dyke Mrs Ashley Lamb 1 Member of the Public	County/District Councillor Neighbourhood Beat Officer Parish Clerk Parish Clerk (Locum)

Item (a)	Discussion and Decisions (b)
<b>010/19</b>	<b>WELCOME AND APOLOGIES FOR ABSENCE</b>  The Chairman opened the Meeting at 1900 and welcomes Greg Dyke to his first meeting as Parish Clerk. Apologies for absence were received from PC Saul Bunce and from Cllr Beryl Austen, who was unwell. Cllr Hull failed to attend the meeting.
<b>011/19</b>	<b>MINUTES OF THE LAST MEETING</b>  It was <b>unanimously resolved</b> that the Minutes of the meeting held on 10 January 2019 should be signed by the Chairman as a true and accurate record.
<b>012/19</b>	<b>DECLARATION OF INTERESTS</b>  There were no declarations of interest. Cllr Tom Hill commented that he lived adjacent to the lane that might be used for access to the land that would be discussed under item 016/19 but his interest was not pecuniary.
<b>013/19</b>	<b>REPORTS</b> <b>County Councillor – Cllr Ron Peart.</b>  Cllr Peart gave an overview The Junipers, a Psychiatric Intensive Care Unit (PICU) that opened on 21 Jan 19. Costing £5.5M, it is a brand new, purpose-built (PICU) for Devon, based in the grounds of Wonford House in Exeter.  Inpatient intensive care services for people with severe mental health needs are currently provided outside the county. Having our own service in Devon will make a huge difference to people's lives - it is a major step forward and is a key part of our plans to improve acute mental health care. The Junipers will be a state-of-the-art, 10 bed unit for men and women, serving the population of Devon. Close working relationships will be required with five other acute inpatient wards (based in Barnstaple, Exeter and Torbay), with Livewell South West - which provides mental health services in Plymouth and with several other local agencies and partners.  Cllr Peart also notified the closure of Longford Lane in Kingsteignton (from the Royal British Legion to the A383 Ware Cross roundabout junction with Vicarage Hill) while the road is being resurfaced during the period 18 to 23 Feb 19.  <b>Devon &amp; Cornwall Constabulary – PC Rob Harvey</b> PC Harvey attended the meeting and had nothing specific to report as there had been zero crimes reported during the preceding month.  <b>PC Harvey left the meeting at 1907.</b>
<b>014/19</b>	<b>PARISH MATTERS</b>  <b>014.1 - To receive update following CPRE Meeting on 24 Jan 19</b> Cllr Liz Hill and Cllr Carter-Woodwork gave an overview of the CPRE Meeting that was held on 24 Jan 19. Once received, subsequent minutes would be forwarded to all Councillors for information.  <b>014.2 - To receive update following TALC Meeting on 7 Feb 19</b> Cllr French and the Clerk gave an overview of the rescheduled TALC Meeting that was held on 7 Feb 19. Key Speakers included Martin Flitcroft, Chief Financial Officer, TDC talking about the 19/20 Budget Proposals and Donna Best, Estates & Development Manager, TDC talking about Devolving Assets to Town & Parish Councils. Subsequent minutes, presentations and documentation had been circulated to all Councillors for information or comment. The next meeting was scheduled to take place on Thursday, 28 Mar 19.

**014.3 - To receive initial update following the Affordable Housing Drop in Event of 12 Feb 19**

The Clerk and Locum advised that a successful event had been held earlier in the week giving parishioners the opportunity to view details of the current sites that had been put forward by Landowners. Residents had been able to ask the TDC Housing Enabler any questions, to comment, provide feedback or raise any concerns that they had about each site. The opportunity to "Vote" for a preferred site had also been given to attendees.

Residents could also ask about:

- Multiple and Single Plot Affordable Self-Build (by speaking with the TDC Self-Build Project Officer)
- Registering their own housing need (by speaking in confidence with a DCT Housing Enabler)

Details of all the feedback, comments, questions and the results of the vote had now been typed up and forwarded to all Councillors, DCT and TDC Housing Enablers for consideration. A report from TDC giving their recommendations and details of the next steps would follow in due course.

**014.4 - To resolve the appointment of an Internal Auditor for FY 18/19**

Councillors **unanimously agreed** to appoint Mr Henry Merritt as the Ideford Parish Council Internal Auditor to cover the review of FY 18/19.

**ACTION 1:** Clerk to contact Mr Merritt to arrange a mutually convenient review date.

**014.5 - To approve and sign the Internal Policy Control Statement**

Councillors **unanimously resolved** to adopt the Statement of Internal Control for the Year Ending 31 March 2019. It was **further resolved** that the Statement could be signed by the Chairman and Clerk.

**ACTION 2:** Clerk to add a copy of the Statement to the Parish Website Finance Page.

**014.6 - To approve and sign the Asset & Internal Audit Risk Assessments**

Councillors **unanimously resolved** to approve and adopted the Asset Risk Assessment and the Internal Risk Assessment as drafted. It was **further resolved** that both documents could be signed by the Chairman and Vice-Chairman.

**014.7 - To consider response to Chudleigh Neighbourhood Development Plan Pre-Submission Consultation**

Councillors considered the letter that had been received regarding the Chudleigh Neighbourhood Development Plan (NDP) Consultation. Councillors **unanimously agreed** that they had no comments to make about the pre-submission version of the Chudleigh NDP.

**014.8 - To resolve next steps for the Annual Parish Meeting – Thursday, 11 Apr 19**

Councillors unanimously resolved that the Annual Parish Meeting (APM) would open for light refreshments at 1815 and that the meeting would start at 1830 on Thursday, 11 Apr 19. The APM would be followed by the monthly Parish Council Meeting.

**ACTION 3:** Clerk to send invitations and report requests to Chairman or Leaders of all Parish Organisations or Activities.

**ACTION 4:** Clerk to advertise the APM on Social Media, on the Noticeboard and via the Parish Website.

**014.9 - To resolve amendment to the Banking Mandate – Change of Trading Address**

Following an error by Lloyds Bank, Councillors **unanimously resolved** that a Bank Mandate amendment should be signed to change the main trading address of the Parish Council to the address of the new Clerk. The Clerk and Locum confirmed that all other changes had been successfully completed and full access to on line services and transactions was now available.

**014.10 - Concern raised by Parishioner – Grit Bins**

The Clerk had received an email from a Parishioner requesting the placement of an additional grit bin at the junction of Higher Colleybrook with Fore Street. Following the meeting on 11 Oct 18 and in continuing consultation with our Neighbourhood Highways Officer (NHO), we are waiting for the outcome of a District wide survey and the possible relocation of an under-utilised grit bins.

As a Snow Warden Team volunteer, Cllr Tom Hill commented that it might be an idea to provide residents with advice and guidance on how to use the Parish Salt supplies as many of the boxes are emptied quickly during inclement weather with excessive amounts of salt being used over small areas.

The best time to use rock salt is before freezing temperatures are forecast, therefore preventing the snow and rain from freezing. Spreading rock salt before the cold temperatures hit will also save on the amount of rock salt needed to make surfaces safe. Devon County Council and several suppliers recommend 10 – 15 grams of rock salt are spread per square metre.

**ACTION 5:** Clerk to remain in contact with the NHO about the provision of additional bins following the survey.

015/19	<p><b>PUBLIC PARTICIPATION</b></p> <p><b><i>Standing Orders were suspended</i></b></p> <p>A Parishioner commented that all Grit Bins should be kept full to ensure that access for Emergency Vehicles could be maintained during inclement weather. As a property owner living off a private road, they had purchased their own supply of Grit. On behalf of the Snow Warden, Cllr French commented that limited supplies might also be available from the Snow Warden allocation that is currently held at Larcombe Farm.</p> <p><b><i>Standing Orders were reinstated</i></b></p>															
016/19	<p><b>PLANNING</b></p> <p>Councillors considered the following Planning Appeal:</p> <table border="1" data-bbox="282 444 1426 585"> <thead> <tr> <th data-bbox="282 444 457 489">Application</th><th data-bbox="457 444 711 489">Location</th><th data-bbox="711 444 1426 489">Description</th></tr> </thead> <tbody> <tr> <td data-bbox="282 489 457 585"><u>18/00059/REF</u></td><td data-bbox="457 489 711 585">Lower Colleybrook Farm, Fore Street, Ideford, TQ13 0BG</td><td data-bbox="711 489 1426 585">Appeal against the refusal of prior approval of permitted development rights for 18/01374/NPA - Application for Prior Approval under Part 3 Class Q (a) and (b) and paragraph W of the GDPO change of use of agricultural buildings to two dwellings (barns 2 and 3)</td></tr> </tbody> </table> <p>Councillors <b>agreed by majority</b> to add their continued support to the Planning Appeal and agreed with the case for the appellant points raised in Section 5, Para 2 a (i to viii) of the Grounds for Appeal – Full Statement of Case document.</p> <p><b>ACTION 6:</b> Clerk to notify the Planning Inspectorate of the Parish Councils continued support of the original application and associated appeal.</p>	Application	Location	Description	<u>18/00059/REF</u>	Lower Colleybrook Farm, Fore Street, Ideford, TQ13 0BG	Appeal against the refusal of prior approval of permitted development rights for 18/01374/NPA - Application for Prior Approval under Part 3 Class Q (a) and (b) and paragraph W of the GDPO change of use of agricultural buildings to two dwellings (barns 2 and 3)									
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£527.57	Mrs Ashley Lamb	Salary, Mileage, Reimbursements of Costs Incurred – Jan & Feb														

	<p>submission was 11 Feb 19 however, a note has been made against our submission awaiting a response from Mr Rowlands, that a subsequent request for P3 grant funding may be submitted.</p> <p>Councillors <b>unanimously resolved</b> that the P3 Reserve of £244.04 could be spent in support of this project and the amount offered to DCC as the Ideford contribution.</p> <p><b>ACTION 7:</b> Clerk to notify P3 Co-ordinator &amp; DCC PROW that if required, Ideford Parish Council would be willing to contribute towards the costs of the Watery Lane remedial work in the sum of £240.</p>
	<p><b>017.5.3 - Communities Together Funding Update &amp; Bus Shelter Progress</b></p> <p>The Clerk advised that Ideford Parish has been allocated £387 of Communities Together Funding provided that money is used towards the Bus Shelter. Chudleigh have also been successful in their application for funding. The Deputy Town Clerk for Chudleigh will now submit the associated Planning Application for the structure that will be sited in the Ideford Dip area (Newton Abbot Bound carriageway).</p> <p><b>017.5.4 - Approval for Parish Clerk Training Course – HMRC &amp; PAYE</b></p> <p>Councillors unanimously resolved that the Clerk should attend the DALC HMRC and PAYE course that is scheduled to take place on 19 Mar 19. The course of £40 +VAT was duly authorised.</p> <p><b>ACTION 8:</b> Clerk to book place on the 19 Mar 19 course.</p> <p><b>017.5.5 - Advance Notification of Cycling Event</b></p> <p>The Clerk advised that on Saturday, 9 Mar 19, Cycling Events UK will be running an event out of Exeter Racecourse in support of Alzheimer's Research UK. Cyclists will set off from the Racecourse in small groups from 7.45am until 9.30am. The Parish Council has been informed that part of the event will take cyclists through the centre of Ideford (Longthorn Road &amp; Fore Street), heading in the direction of Luton.</p> <p>The first cyclists are expected at approx. 9:50am and the last cyclist should have passed through by approx. 2.05pm. Event, warning and route signage will be posted by the organisers. All road users are asked to proceed with caution on 9 Mar 19. Information on the event and a request for caution on the day has been added to the Parish Newsletter and Social Media.</p> <p><b>017.5.6 – 1<sup>st</sup> Bishopsteignton Scouts – Ideford Litter Picking on 30 Mar 19</b></p> <p>The Clerk had received an email from a Parishioner requesting permission for a Litter Picking Event in Ideford to support 3 Parish Children who have been selected to attend the European Scout Jamboree in Gdansk, Poland in summer 2020. Before their trip they must raise a large amount of money to be able to attend.</p> <p>One event they would like to do (that would also benefit the community) is a Litter Pick in Ideford on Saturday, 30 Mar 19.</p> <p>The Scouts will be looking for sponsorship from local people, family and friends and will post information in the Parish Newsletter and on social media. As part of the same sponsorship, they will also conduct a litter pick on Teignmouth seafront and beach on a date to be confirmed.</p> <p>On the day the Scouts will be supervised, and the Scouts Leaders will have carried out a risk assessment, but they advised that it would be sensible to get the Parish Councils 'permission' or 'backing' for the event.</p> <p>Councillors <b>unanimously agreed</b> that the 30 Mar 19 event could proceed and that the Scouts may borrow the Ideford Parish Council Litter Picking equipment and safety clothing.</p> <p><b>ACTION 9:</b> Clerk to liaise with parents of the Ideford Scouts to arrange loan of Litter Picking Equipment.</p>
018/19	<b>DATE OF NEXT MEETING – Monthly Meeting of Ideford Parish Council, Thursday, 14 Mar 19 starting at 7pm.</b>

The Chairman closed the meeting at 2000.

**Signed:**

*David Fox*

**Dated:**

**14 Mar 19**

## IDEFORD PARISH COUNCIL

Councillors 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. In accordance with the Public Bodies (Admission to Meetings) Act 1960 members of the public are welcome to attend.

### Agenda for the Monthly Meeting of Ideford Parish Council to be held at the Village Hall, Ideford On Thursday, 14 March 2019 at 7.00pm

#### 019/19 WELCOME AND APOLOGIES FOR ABSENCE

#### 020/19 MINUTES OF THE LAST MEETINGS

Minutes of the Meeting held on 14 Feb 19 to be agreed and signed

#### 021/19 DECLARATION OF INTERESTS

#### 022/19 REPORTS County Councillor District Councillor Police Community Support Officer

#### 023/19 PARISH MATTERS

023.1 To receive update following CPRE meeting on 7 Mar 19 – Cllrs Liz Hill and Angie Carter-Woodwork

023.2 To consider a response to DCC Reuse Credit Scheme Consultation

023.3 To receive Affordable Housing Project Update

023.4 To receive update on preparations for the 2 May Parish Council elections

#### 024/19 PUBLIC PARTICIPATION

#### 025/19 PLANNING *No planning applications or decision notices have been received*

Application	Location	Description
-		

#### 026/19 CLERK'S REPORT AND FINANCE

026.1 Balance of Accounts as at 28 February 19

026.2 To request approval and signature of Monthly Bank Reconciliation for February 19

026.3 To request approval for BACS Payments

026.4 Legal and Administrative Update

#### 027/19 DATE OF NEXT MEETINGS – Annual Parish Meeting – Thursday 11 April 19 at 6.30p.m.

**Monthly Meeting of Ideford Parish Council - Thursday, 11 April19 immediately following the Annual Parish Meeting**

*Greg Dyke*

Clerk to Ideford Parish Council

Tel: 07731 145077

Email: [idefordclerk@hotmail.co.uk](mailto:idefordclerk@hotmail.co.uk)  
19

Date 8 March

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 Monthly Meeting held on Thursday, 14 March 2019 at 7.00pm**

Present:	Cllr David Fox Cllr Helen Bellamy Cllr Angie Carter-Woodwork Cllr Liz Hill Cllr Tom Hill Cllr Julian Hull	Chairman
In Attendance	Cllr Ron Peart Greg Dyke 1 Member of the Public	County/District Councillor Parish Clerk

Item (a)	Discussion and Decisions (b)
<b>019/19</b>	<b>WELCOME AND APOLOGIES FOR ABSENCE</b> The Chairman opened the Meeting at 1900. Apologies for absence were received from Cllr Anthony French and District Cllr Beryl Austin
<b>020/19</b>	<b>MINUTES OF THE LAST MEETING</b> It was <b>unanimously resolved</b> that the Minutes of the meeting held on 14 February 2019 should be signed by the Chairman as a true and accurate record.
<b>021/19</b>	<b>DECLARATION OF INTERESTS</b> There were no declarations of interest.
<b>022/19</b>	<b>REPORTS</b> <b>County Councillor – Cllr Ron Peart.</b> Cllr Peart drew attention to road traffic accident statistics for Devon which had recently been submitted to the County Council's Highways and Traffic Orders Committee meeting. Overall the casualty trend for Devon in the last 5 years was decreasing. However, the number of most severe injuries was rising. There had been 17 fatal injuries, 268 serious and 1,785 slight within Teignbridge during that period. <b>District Councillor – Cllr Beryl Austin</b> In the absence of Cllr Austin, the Clerk submitted her report which stated that Teignbridge DC had decided to increase the Band D Council tax by 3.03 per cent which was £5 a year. It had also approved expenditure of £705,000 to be funded from S106 contributions towards improvement works to Baker's Park, Newton Abbot. A plan had been prepared which took into account the wishes of the local community. It was a popular multi use facility in the centre of Newton Abbot. The work included new football changing room, Refreshment kiosk, resurfacing of tennis courts, exercise trail and extended parking. Other improvement is to be done to drainage facilities on a number of sites to increase the capacity of playing pitches in Teignbridge also with S106 money. Nomination papers were now available for candidates from Parishes, Towns and the District for the forthcoming local elections on 2nd May. Forms to be submitted by April 3rd. Cllr Austen would be standing for both Councils
<b>023/19</b>	<b>PARISH MATTERS</b> <b>023.1 - To receive update following CPRE Meeting on 7 Mar 19</b>

Cllr Liz Hill and Cllr Carter-Woodwork had both been unable to attend the CPRE Meeting that was held on 7 Mar 19. Once received, subsequent minutes of the meeting would be forwarded to all Councillors for information.

They did however, draw attention to a petition being promoted by the CPRE which raised concern that the RSPB were receiving payment for birds displaced as a result of residential development. This policy would adversely affect bird colonies at Starcross and the Exe estuary.

#### **023.2 - To consider a response to the DCC Reuse Credit Scheme Consultation**

The Reuse Credit Scheme (RCS) is a joint funded Devon Authorities Strategic Waste Committee (DASWC) initiative which pays a discretionary financial 'credit' of approximately £60/tonne to 14 registered groups for furniture and other items recovered from the domestic waste stream for redistribution.

In Teignbridge there was ReFurnish Newton Abbot (circa 61 Tonnes) and ReFurnish Buckfastleigh (circa 20 Tonnes)

Whist the positive contribution of RCS groups was recognised, partner authorities were increasingly supporting a wider range of community-based reuse activities, at a time when additional obligations were being placed on authorities through National and partner-wide strategies.

This consultation presented three options;

Option 1. (Proposed) – Discontinue the RCS through a phased reduction in allocation.

Option 2. – Continue to fund the RCS, with modifications.

Option 3. – Continue to fund the RCS under current arrangements.

Councillors agreed that this was an important facility which should not be lost.

**Resolved** that Option 2 be supported

**ACTION 1** Clerk to inform Devon County Council that this Council support Option 2

#### **023.3 - To receive Affordable Housing Project Update**

The Clerk reported that the formal report and recommendation from Teignbridge District Council Housing Enablers was awaited.

Current work in progress included:

- TDC are currently providing Feedback to all landowners
- TDC will confirm the preferred site and provide formal recommendation to the Parish Council
- Start work on the options for bringing Broadlands forward which includes the following:
  - On 26 Feb 19 Broadlands site was discussed at the TDC departmental Housing Land and Property Group meeting. This was to obtain further internal support from the legal and estates departments on how we take forward and start the process for the internal consents needed for use of a TDC asset.
  - TDC have started to plot out on plan, options for access to a preferred site as they will need to discuss with adjoining landowners and with Devon County Council
  - TDC Housing Enablers will be submitting a pre-application enquiry to the Planning Department for their formal review.

The Housing Enabling Officer would submit a further report to the next meeting of the Council and attend the May meeting to give a further update.

	<p><b>023.4 - To receive update on preparations for the 2 May Parish Council elections</b></p> <p>Preparations for the 2 May elections were now well underway. Nomination packs were available from the Clerk.</p> <p>Notice of Election had also been received and would be displayed in appropriate conspicuous places within the parish from Monday 18 March.</p>																		
<b>024/19</b>	<p><b>PUBLIC PARTICIPATION</b></p> <p><i>Standing Orders were suspended</i></p> <p>A Parishioner commented in connection with the financial contributions necessary in connection with new builds and related this requirement to any proposed affordable housing.</p> <p><i>Standing Orders were reinstated</i></p>																		
<b>025/19</b>	<p><b>PLANNING</b></p> <p>No planning applications or decision notices had been received.</p>																		
<b>026/19</b>	<p><b>CLERK'S REPORT AND FINANCE</b></p> <p><b>026.1 - Balance of Accounts as at 31 Jan 19</b></p> <table> <tr> <td>Parish Current Account</td> <td>£ 8001.41</td> </tr> <tr> <td>Request for Payment Authorisation</td> <td>£ 644.26</td> </tr> <tr> <td>Remaining Cash at Bank</td> <td>£ 7357.15</td> </tr> </table> <p><b>026.2 - To request approval and signature of Monthly Bank Reconciliation for February 2019.</b></p> <p>It was <b>unanimously resolved</b> that the bank reconciliation for Feb 19 should be signed by the Chairman.</p> <p><b>026.3 - To request approval for BACS Payments</b></p> <p>It was unanimously approved that the following payments could be made via BACS Transfer:</p> <table border="1"> <tr> <td>£81.50</td> <td>ABS Printing</td> <td>Parish Newsletter Printing Costs for March 19 Edition</td> </tr> <tr> <td>£91.40</td> <td>HMRC</td> <td>PAYE payment HMRC120PD003480901911</td> </tr> <tr> <td>£426.36</td> <td>Greg Dyke</td> <td>Salary, Mileage, Reimbursements of Costs Incurred – Jan &amp; Feb</td> </tr> <tr> <td>£45.00</td> <td>VillageHall Trustees</td> <td>Payment of hire charges from Dec 18 to Feb 19 inclusive</td> </tr> </table> <p><b>026.4 - Legal and Administrative Update</b></p> <p>As the May elections were fast approaching all Councillors were asked to return their "Councillor Folders" to the Clerk at or before the next meeting. They could then be brought up to date and reissued following the 2 May 19 election.</p>	Parish Current Account	£ 8001.41	Request for Payment Authorisation	£ 644.26	Remaining Cash at Bank	£ 7357.15	£81.50	ABS Printing	Parish Newsletter Printing Costs for March 19 Edition	£91.40	HMRC	PAYE payment HMRC120PD003480901911	£426.36	Greg Dyke	Salary, Mileage, Reimbursements of Costs Incurred – Jan & Feb	£45.00	VillageHall Trustees	Payment of hire charges from Dec 18 to Feb 19 inclusive
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<b>027/19</b>	<p><b>DATE OF NEXT MEETING – Annual Parish Meeting followed by monthly meeting of Ideford Parish Council, Thursday, 11 April 19 starting at 6.15pm.</b></p>																		

**The Chairman closed the meeting at 1924.**

**Signed:**

**Dated:**

**11 April 19**

## 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 an Extraordinary Meeting of Ideford Parish Council to be held at the Village Hall, Ideford On Thursday the 9<sup>th</sup> of August 2018 at 7.00pm

**064/18 WELCOME AND APOLOGIES FOR ABSENCE**

**065/18 DECLARATION OF INTERESTS**

**066/18 PLANNING**

066.1/18 Planning Application Consultation 18/01374/NPA

Location: IDEFORD - Lower Colleybrook Farm, Fore Street

Proposal: Application for Prior Approval under Part 3 Class Q (a) and (b) and paragraph W of the GDPO change of use of agricultural buildings to two dwellings

066.2/18 Planning Application Consultation 18/01371/FUL

Location: IDEFORD - 4 Broadlands , Ideford

Proposal: Removal of single storey rear utility building and garden retaining walls. Replace with rear and side, single storey extension with new garden retaining walls.

066.3/18 Planning Application Consultation 18/01499/CLDE

Location: IDEFORD - Mobile Home, Rixford Bungalow

Proposal: Certificate of Lawfulness for existing use of the mobile home as a residential dwelling

*David Fox*

David Fox

Chairman of Ideford Parish Council

Email: davidfox250@btinternet.com

2<sup>nd</sup> August 2018

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 an Extraordinary Parish Council Meeting**  
**Held on Thursday, 9 August 2018 at 1900**

Present:	Cllr David Fox Cllr Anthony French Cllr Liz French Cllr Helen Bellamy Cllr Julian Hull Cllr Angie Carter-Woodwork	Chairman Vice-Chairman
Apologies:	Cllr Tom Hill	
In Attendance	Mr Will Page 1 member of the Public	Parish Clerk

Item (a)	Discussion and Decisions (b)
<b>064/1 8</b>	<b>WELCOME AND APOLOGIES FOR ABSENCE</b> Councillor Fox welcomed everybody to the meeting. Apologies for absence were received from Cllr Tom Hill.
<b>065/1 8</b>	<b>DECLARATION OF INTERESTS</b> There were no declarations of interest.
<b>066/1 8</b>	<p><b>PLANNING</b></p> <p>066.1/18 Planning Application Consultation 18/01374/NPA</p> <p>Location: IDEFORD - Lower Colleybrook Farm, Fore Street</p> <p>Proposal: Application for Prior Approval under Part 3 Class Q (a) and (b) and paragraph W of the GDPO change of use of agricultural buildings to three dwellings</p> <p>Council discussed the application and made the following comments:</p> <p>*Council noted that the application had been approved by highways. If the bottom end of the lane was being used as the access route there were no objections.</p> <p>* Council felt that the site hadn't been in agricultural use for five years, so weren't clear on how agriculture legislation was being used by the applicant.</p> <p>* Council noted that the only thing that had changed on the planning application was that one building had been dropped from the previous submission.</p> <p>* Council had no objection to deserted barns being converted to provide extra houses in the village.</p> <p><b>Council Resolved that they did not object to the planning application and that their comments should be shared with the Planning at Teignbridge District Council. Proposed by Cllr Angie Carter Woodwork and seconded by Cllr Anthony French.</b></p> <p>ACTION 1: Clerk to contact TDC planning team.</p> <p>066.2/18 Planning Application Consultation 18/01371/FUL</p> <p>Location: IDEFORD - 4 Broadlands, Ideford</p> <p>Proposal: Removal of single storey rear utility building and garden retaining walls. Replace with rear and side, single storey extension with new garden retaining walls.</p> <p>There were no objections or comments from council.</p> <p><b>Council Resolved that they did not object to the planning. Proposed by Cllr Angie Carter Woodwork and seconded by Cllr Liz French.</b></p>

	<p>ACTION 2: Clerk to contact TDC planning team.</p> <p>066.3/18 Planning Application Consultation 18/01499/CLDE</p> <p>Location: IDEFORD - Mobile Home, Rixford Bungalow</p> <p>Proposal: Certificate of Lawfulness for existing use of the mobile home as a residential dwelling</p> <p>There were no objections or comments from council.</p> <p><b>Council Resolved that they did not object to the planning application. Proposed by Cllr Angie Carter Woodwork and seconded by Cllr Anthony French.</b></p> <p>ACTION 3: Clerk to contact TDC planning team.</p> <p>The chairman closed the meeting at 7.20 pm.</p>
067/1 8	<b>DATE OF NEXT MEETING – Monthly meeting of Ideford Parish Council, Thursday, 13 September 2018 starting at 1900</b>

Signed:

Dated: