

**Minutes of Staverton Parish Council Meeting
held at the Court Room, Staverton on Wednesday 2nd June 2021 at 7.05pm**

Present: Cllr Warren (Chair), Cllrs Bloomer, Catherall, Nixon and Vidler
Attending: District & County Cllr Hodgson and Karen Smith (Clerk)
Members of Public: 2

Public Forum

None

02/06 01 Apologies for absence.

Apologies were received and approved from Cllrs Thorogood & Watson.

02/06 02 To note declarations of interest and dispensations in items on the Agenda. None

02/06 03 Minutes

- a) The minutes of the Planning Committee and Full Council Meeting held on 5th May 2021 were **APPROVED** and signed by the Chair.
- b) The minutes of the Finance and Personnel Committee meetings held on 17th May 2021 were noted.

02/06 04 District & County Councillor Report

Cllr Hodgson arrived during item 02/06 06 but her report will be summarised here. Information on the new DCC cabinet was given. 20mph speed limits are being considered by DCC – info on Parish pinch points to be fed back to Cllr Hodgson and appropriateness of speedbumps, rumble-strips, signage. Mowing of verges has an adverse effect on wildlife/wildflowers – info on Parish verges of issue also to be fed back. Clerk to forward Cllr Hodgson parishioner email regarding Purple Orchids. Cllr Hodgson advised parishioners can place markers requesting ‘Do Not Mow’. Apologies were given for the poor state of the SHDC waste recycling collections.

02/06 05 Court Room and Playing Fields Management Committee

Cllr Bloomer presented a report. The Committee are considering opening the disabled toilet at the Pavilion to the public. The PC will consider a contribution to its upkeep (July Agenda item). In respect of the corner gate into the Playing Fields, Cllr Nixon informed that for the time being foliage will be removed from around the gate to improve visibility for pedestrians & motorists. In due course a new structure will be installed.

02/06 06 Neighbourhood Plan Steering Group (NPSG)

The minutes of the latest NPSG meeting on 11/5/21 were received. It was noted that the NPSG are to meet with consultants to clarify issues over their decision not to allocate housing. Cllrs were disappointed to see how the NPSG have been boxed into a corner - producing a Neighbourhood Plan which is right for the community seemingly flies in the face of current JLP policy. Cllr Hodgson advised there is a review process underway, and that the NPSG should not send in a Plan that they

are not happy with. Clerk to write to the NPSG to pass on PC's appreciation and support for their efforts to manage this predicament.

02/06 07

Highways

- a) Cllr Catherall reported verbally. Works have now been carried out by Gary Pilbeam to address drainage problem areas across the Parish.
- b) Two applications for the lengthsman role are being followed up by Cllr Catherall, who will meet and interview the candidates and propose a recommendation for Council to consider at July's meeting.

02/06 08

Finance

- a) The Internal Audit Report for 2020/21 was received. It was noted that the Internal Auditor made no recommendations this time.
- b) The 2020/21 Final Financial Report was **APPROVED**.
- c) The draft AGAR 2020/21 was presented and the Annual Governance Statement 2020/21 was **APPROVED**. AGAR Section 1 (page 4) was signed by both Cllr Warren (Chair) and the Clerk.
- d) The Accounting Statements 2020/21 were **APPROVED**. AGAR Section 2 (page 5) was signed by Cllr Warren (Chair).
- e) The financial report to May 2021 was received.
- f) The monthly payments schedule was **APPROVED**. as follows:
 - Batch Total of BACS Payments - £1389.50
 - May NP Work to be added to June Payroll - £35.28
- g) The renewal of the annual ICO Data Protection Fee due 20/6/21 was **APPROVED**.
- h) The PC considered the recommendation of the Finance Committee to remove ring-fenced reserves which fall below £500. On that basis, it was **RESOLVED** to move funds for Legal, Locum and Phone Box from ring-fenced reserves into General Reserves.
- i) It was **RESOLVED** to waive the annual rental for the storage containers for 2020/21 and 2021/22 due to Covid.

02/06 09

Allotments

Cllr Warren presented the allotment report. Letters will go out to allotment holders within the next week.

02/06 10

Wolston Green & Staverton Playgrounds

Verbal reports were given on the Playgrounds. No issues at Landscope. The bench is still to be repaired at Staverton. Cllr Catherall will liaise with Cllr Watson over progress with matting/fencing.

02/06 11

Parish Paths

Path 7a behind Sparkwell Cottage is now reinstated. Cllr Vidler will liaise with Cllr Thorogood regarding the entrance/style to Path 3. The P3 2021/22 Grant of £1,000 has been received.

02/06 12

Riverside

- a) DAA & British Canoeing remain in negotiation and the PC await the outcome.

- b) All were in favour of the Raft Race being able to use the Riverside Walk for pedestrian & ambulance access on 10/10/21. Clerk to advise Rotary Club.

02/06 13 Totnes Rural Area Youth Engagement (TRAYE)

Cllr Vidler presented a brief report. TRAYE is running very well in Staverton; young people have been enjoying walks, games & picnics and have been undertaking activities around improving their mental health. Decisions are awaited on 2 significant funding bids.

02/06 14 Sustainable Staverton

There was no formal report. Staverton Biodiversity Group have asked that the PC request DCC Highways cut a smaller strip on the verge near the turning to Riverford Field Kitchen, or that the cutting is ideally left until late June, by which time the orchid season is over. Clerk to forward email to Cllr Hodgson to take forward.

02/06 15 Maintenance of the Butterwell at Bumpston

SWCS agreed this is a valuable project but do not feel it is within their remit or resources. The remaining actions agreed at the last PC meeting were put on hold to allow time to investigate further the legalities and appropriate powers held by the PC to take the Butterwell on.

In outcome, it was **RESOLVED** that the PC should not adopt the Butterwell. The Clerk will write to the Parishioner who raised the matter originally to suggest that they might look to adopt the Butterwell themselves and that the PC would do what it could to facilitate that course of action.

02/06 16 Speeding in the Parish

It was **AGREED** to invite Parishioners to inform the PC about significant danger spots in the Parish, where vehicle speed is a major risk factor and thus traffic calming measures might be considered. Cllr Nixon to publicise and create a feedback mechanism, with a view to feedback being brought back in July.

02/06 17 Parish Admin

- a) It was **AGREED** to book the Victory Hall, Landscope for the July meeting and alternate thereafter. (If the 21/6/21 lifting of restrictions does not happen, meaning the Victory Hall remains closed, meetings will continue at the Court Room until further notice.)
- b) It was impressed upon Cllrs to encourage members of the community to put themselves forward and each Cllr gave a commitment to contact six parishioners over the next month. Cllr Nixon to incorporate a focussed advert in the forthcoming newsletter.

02/06 18 Policies & Documents

- a) The amended Equality & Diversity Policy was **ADOPTED**.
- b) The draft Employer Pensions Discretions Policy was **APPROVED**. Clerk to send copy to Peninsula Pensions.
- c) It was **RESOLVED** to approve the following amendments to the Financial Regulations to ensure the PC remains compliant:
 - Section 4 – Accounting & Audit 4.2 – Financial checks should be signed off by a Cllr

- Section 5 – Banking Arrangements - Add 5.5 – PC now makes all payments by BACS.
 - Section 11 – Contracts - 11.1 b) f) h) contract amount £25,000 not £50,000
- d) It was **RESOLVED** to approve the following amendment to current Standing Orders to ensure the PC remains compliant:
- Section 18 – Financial Controls & Procurement - 18 g) & h) £189,330 and £4,733.252.

02/06 19 Correspondence

A Parishioner has observed that despite the PC's letter to the farming community, the Parish verges continue to be damaged. As the Parishioner was present, standing orders were suspended for the pertinent points raised in his correspondence to be expanded on. Tractors are so large that they take up the full width of the lanes trimming the hedges as they go and are a danger to pedestrians. As they can't use the more direct width restricted route, Gullaford tractors are forced to more than double their journey time to Riverford by diverting through Staverton village.

Cllr Hodgson will progress a meeting with DCC Highways Officers to come out to the Parish and see for themselves – it is hoped this might gain support for footpaths on the other side of hedges. Cllr Warren offered to be involved in that meeting for our Parish. The Parishioner will be also be informed of the details.

02/06 20 Councillors Reports and Items for Future Agenda

Nothing further raised.

02/06 21 Date of Next Meeting

The next meeting is on Wednesday 7th July 2021 at the Victory Hall, Landscope.

Comments by Parishioners

- Sustainable Staverton are already employing signposts on verges.

The public meeting ended at 8.12pm.

02/06 22 It was RESOLVED to exclude the public from consideration of two matters raised by the Personnel Committee

- It was **RESOLVED** to move the Clerk onto salary scale SCP14, backdated to 1st April 2021, once NALC advise the 2021/22 salary rates.
- It was **AGREED** that a working party approach to new projects would be more effective, but it was also **AGREED** that the PC should be more selective about what it takes on with the resources it has. The onus is also on the Clerk to indicate when working party support is needed.

The meeting then ended at 8.25pm.

Signed:

Chair

Date

If you have any queries about these minutes or would like more information, please contact the Parish Clerk: Karen Smith on clerk.stavertonpc@gmail.com