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2016 MINUTES**

STAVERTON PARISH COUNCIL

**MINUTES OF THE MEETING HELD ON 5th October 2016
in Victory Hall , Landscope at 7.10pm**

**PRESENT - Cllrs Catherall (Chair) ,Forte , Hill, Hubbard ,Oldridge , Thorogood
Vowles & Warren**

**Karen Gilbert (Clerk) Cllr Rowe (arrived 7.50pm)
and 12 members of the Public**

PUBLIC FORUM -

A parishioner stated she would be making a freedom of information request regarding matters concerning the clerk

A member of the public raised a concern regarding section of one of the confidential complaints as to where the information regarding an allegation against him had arisen. Councillor Vowles advise that lacking information it would be unwise to comment at that time

A Parishioner asked if any witness would be attending the Part 2 confidential meeting and was informed by the Chairman and Councillor Vowles that it is against the law to permit this, and the meeting was to discuss the procedures for addressing the complaints, not the content of the complaints."

A Parishioner asked if the cost of a Planning application for a Community Benefit Grant project would still be paid by the Parish council - in the event that permission was not granted or a grant for the project not given . He was advised that each grant application would be considered on its merits

16/10/01 - Apologies for absence Cllr Loverock

16/10/02 - Declarations of Interest - Cllr Loverock - pecuniary in 16/07/08

Members were reminded that they may declare an interest at any time during the Meeting should the need arise

16/10/03 - Approval of Minutes

Approved and signed as true and accurate records, the Minutes regular & planning meetings held on 7th September 2016 and the minutes of the Part two held on 7th September 2016 - all in agreement

16/10/04 - Dispensation requests - None received

16/10/05 -Clerk's report

The Clerk advised that it appeared that the Chairman had yet to meet with Highways regarding parking by the toilets in Staverton and the safety of the Chuley Hill turn She confirmed that the Community Benefit funds had been transferred to a separate account . Cllr Oldridge had confirmed this account was instant access and that he had requested that statements were sent on a monthly basis

A risk assessment had been carried out by Cllrs Catherall and Warren on the wasps nest in the Wolston Green playground - No remedial action required

A grant application had been made for the cost of the works at Bumpston Bridge

An expression of interest had been sent to Buckfastleigh TC re Cluster meetings

16/10/06 - Parish Councillor Reports on outside meetings

County Cllr Rowe provided a written report - a copy of which forms part of these Minutes . This report provided an update on matters including the consultation on the proposed closure of Ashburton Hospital , Broadband , Sherford new town and Devolution covering the South West (excluding Cornwall)

She suggested that Jenny Rayner , Gypsy/Traveller Liaison Officer be invited to a Staverton Parish Council meeting to explain the current situation at Charlies Cross

16/10/07 - To note/agree Parish Council response to closure of Ashburton hospital

It was reported that many of the Public meetings on the proposed closures were so well attended that many were not able to enter the meeting halls

Cllr Warren confirmed that the letter had already been sent thereby negating the need for further discussion

16/10/08 - To explore and implement ideas for assisting in the development of a parish lift share group

It was **RESOLVED** that relevant information would be placed on Facebook , be sent via group email and in an article for the Parish News to be prepared by Cllr Oldridge

16/10/09 - Scheme for disabled access for Court Room

it was **RESOLVED** that a working party be formed comprising Cllrs Hill , Hubbard and Catherall to drive this forward including researching funding sources

It was **RESOLVED** that the disabled access be separated from the disabled toilet project in the information gathering process

16/10/10 Finance

a)The Clerk presented the Cheques payable which were approved for payment - all Cllrs in agreement (details available on the website)

Receipt of the second half of the precept (£6653.50) was NOTED

b) It was **AGREED** that the Clerk and Cllr Oldridge consult on a suitable date for a Finance Committee meeting

c) It was **NOTED** that there may be a slight possibility that Parish Councils may be required to cap any increases in Precept to 2% in future years . Any higher increases would attract a Parish referendum - the cost of which could well negate the benefit of the increase

d) It was **AGREED** that the safe custody box at Lloyds bank be retained

**ACTION ; CLERK TO LIST DOCUMENTS IN HAND AND PASS TO SIGNATORIES
ACTION - SIGNATORIES TO PLACE IN SAFE CUSTODY BOX - NOTING EXISTING
CONTENTS**

16/10/12 Neighbourhood Plan

Cllr Thorogood confirmed that the area for the Plan has been approved by South Hams commenting that he was surprised by the lack of assistance available from the District Council . The Clerk suggested a contact who had assisted at Dartington

ACTION : CLERK TO PASS ON CONTACT DETAILS TO CLLR THOROGOOD

Councillor Thorogood advised that the first formal meeting of the neighbourhood plan steering group would take place on the 17th of October 2016

16/09/13- ALLOTMENTS

Cllr Warren's report had been circulated - the contents were **NOTED**

Cllr Warren advised that she had yet to organise a meeting / contact the allotment holders to obtain a consensus of opinion as to the degree of repair to the drive to the allotments It was **AGREED** that Cllr Warren liaise with the allotment holders as to which type of repair/ expense was required .

ACTION ; CLLR WARREN TO REPORT BACK TO 11/16 WITH DECISION

It was **AGREED** that there would be no increase in allotment rents for 2017

ACTION ; CLERK TO SEND OUT INVOICES TO ALLOTMENT HOLDERS

16/09/14- Playgrounds

Staverton playground - The report from Cllr Oldridge was **NOTED** .

A South Hams inspection had identified a gate post at Staverton as being loose . Cllr Oldridge had inspected this and did not consider it to be a danger . Cllr Oldridge was asked to chase the removal of the willow by Mike Alexander

Wolston Green playground The report from Cllr Catherall was **NOTED** .He advised that the new signage was still being progressed

16/10/15- PLANNING

Various enforcement issues were discussed .

16/10/16 - AFFORDABLE HOUSING

Cllr Catherall explained that Pat Tucker had met with developers and that the proposed changes in the development was progressing . No revised application had yet been submitted

16/10/17 ADMIN

a) To consider Draft Freedom of information Policy and revised Publication Scheme and vote on adoption

Draft copies of the forms had previously been circulated for comment

FOI Policy - An amendment was suggested by Cllr Vowles - who agreed to send a draft of his amendment to the clerk for inclusion and subsequent agreement in November 2016

ACTION ; CLLR VOWLES TO DRAFT AMENDMENT TO FOI POLICY

Publication scheme - Cllr Thorogood suggested that there was no reference to the availability of Policies and procedures . It was noted that the website does not include such information

It was **AGREED** that Cllr Oldridge set up a new page under Parish Council to display such information . The Clerk then could amend the Publication scheme

ACTION : CLLR OLDRIDGE TO AMEND WEBSITE

ACTION : CLERK TO AMEND PUBLICATION SCHEME FOR ADOPTION in 11/16

b)

The Chairman stated that it was not an appropriate time to discuss costs regarding the complaints and confirmed that the Clerk should not incur costs compiling her response until requested by members of the council

c) Pursuant to 1(2) of the Public Bodies (Admission to Meetings) Act 1960 - to RESOLVE that, because of the confidential nature of the business to be transacted, the public and press leave the meeting during the consideration of two complaints against the Clerk - under part two of this meeting

RESOLVED - ALL IN AGREEMENT

The Clerk advised she had been asked by a Parishioner to ensure that her direct email address is shown as a contact on the staverton.org website rather than the CLICK HERE option for transparency . The Clerk was in favour of her address being shown on the web site . This was

AGREED

ACTION ; CLLR OLDRIDGE TO AMEND THE WEBSITE TO SHOW ACTUAL ADDRESS AS CONTACT FOR THE CLERK

The Clerk advised that the DVD containing some of the documents released under the recent FOI request had been sent to NextEnergy

16/10/18 - HIGHWAYS

It was **AGREED** that Cllr Vowles should personally visit Kevin Thulborn to ask if he would be willing to act as snow warden for the forthcoming season.

The Clerk advised that the highway issues at Charlies Cross and New Lane Staverton , recently raised by a Parishioner had already been brought to the attention of Highways

16/09/19- PARISH PATHS

a) To consider Grass Cutting Tender documents and process for tendering

The Tender document had previously been circulated for comment . However , it was felt prudent to identify the area at Bumpston Bridge . Cllr Hill **AGREED** to supply a map marked with the exact area

ACTION CLLR HILL TO IDENTIFY AREA FOR INCLUSION

ACTION ; GRASS TENDER DOCUMENT AGREEMENT C/F TO 11/16

b) To note the need for Parish Council tree survey and discuss arrangements

It was **AGREED** that Rupert Baker be instructed to carry out the three yearly tree survey

c) To note the South Hams Dog Control restrictions and decide if action required by SPC
it was **AGREED** that no further action was required

16/09/20 - CORRESPONDENCE

The Clerk presented the correspondence - most of which had been circulated by email

The fact that the telephone box at North Cottages was soon to be removed was

discussed . It was **AGREED** that Parishioners should be made aware in order that they might make comment should they wish . The Clerk advised that a consultation would be made by South Hams in due course

THERE BEING NO FURTHER BUSINESS THE MEETING WAS DECLARED CLOSED at 8.45pm

A Parishioner commented on the blocked drains at Gladwych Ford and other locations where mud and silt had washed out of Farmers' fields

ACTION ; CLERK TO ADVISE HIGHWAYS AND RIVERFORD

A Parishioner complained that a notice that she had placed on the local email "Noticeboard" had appeared on Facebook .

Councillor Hubbard explained this was an error after being provided incorrect advice. It was not Council policy and will not happen again

Several parishioners raised concerns that an independent person should be present when the complaints were discussed. Councillor Vowles explained that only the administration of the complaints would be discussed in part two and not the contents of the complaints

A Parishioner commented that the car sharing option might be suggested to the School at Landscope to alleviate the daily traffic jams associated with the collection / delivery of pupils

The part two meeting took place in confidence , as required by law , following the departure of the Clerk and public

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Chairman

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date