

Staverton Parish Council Meeting

Wednesday 3 April 2019 at The Court Room, Staverton at 7.20pm

Public Forum

A Parishioner queried Cllr Oldridge's offer to assist with the finances during transition to the new Council.

DRAFT MINUTES

Present: Cllrs Warren (Chair), Loverock, Bloomer, Hill, Forte, Luscombe, Oldridge, Thorogood, Karen Smith (Clerk), District & County Cllr Hodgson and 7 members of the public.

03.04.01 **Apologies for absence.** Cllr Catherall

03.04.02 **To note declarations of interest and dispensations in items on the Agenda.** None

03.04.03 **The minutes of the Full Council Meeting and Planning Committee Meeting held on 6 March 2019, and the Planning Committee Meeting held on 27 March 2019, were confirmed as a true record and signed by the appropriate Chairs.**

03.04.04 **District & County Councillor Report**

This item was postponed as Cllr Hodgson was delayed until around 8pm but will be recorded here. Some of the issues covered include:

- The Joint Local Plan has been formally adopted.
- There is a new draft of the Air Quality Action Plan available and comments are invited on it.
- Each DCC Councillor has £90,000 to allocate to local lanes which require remedial works. Moothill to Waddons X has been identified as a priority for Staverton and Higher Beara Cross to Green Lane End. Cllr Hodgson will propose some temporary 'danger uneven surface' signage in respect of Woolston Green to Gullaford.

A copy of Cllr Hodgson's detailed report is available from the Clerk, on request.

03.04.05 **Court Room and Playing Fields**

A detailed report from the Court Room & Playing Fields Committee was received and **NOTED** and is available from the Clerk on request. Following receipt of the Parish Council Grant of £2499, the windows are to be replaced as soon as possible and the dishwasher will be installed soon. The new website is now up and running – stavertonhalls.org.

Four of the current Committee members are due to stand down and it was **AGREED** that a letter of thanks will be sent from the Parish Council to each person who is 'retiring'. Cllr Bloomer to provide the Clerk with information. Cllr Bloomer/Oldridge to action a Mailchimp advertising 4 vacancies on the Court Room Committee.

03.04.06 **Neighbourhood Plan**

A detailed report from the Neighbourhood Plan Steering Group was received and **NOTED** and is available from the Clerk on request. The Consultant's report regarding Site Assessments should be published next month.

03.04.07 Highways

An Enforcement Order was served on 1 April on an abandoned caravan near Memory X, indicating removal within 14 days. Clerk to chase to ensure its removal occurs.

Cllr Hill reported that the unfinished lane surfacing reported in December has still not been addressed. Clerk to chase Highways.

The fingerpost signposting Tidwell/Anran requiring repair at Wash X, Barkingdon to High Beara is to be reported by the Clerk to Highways. It is not regarded as a 'Lengthsman job'.

The lane from Woolston Green towards Gullaford is regarded as a priority for major reconstruction/resurfacing capital expenditure, which falls outside of the £90,000 pot allocated to Cllr Hodgson. Clerk to report to Darren Cole, copying in Cllr Hodgson.

A Parishioner has reported an ongoing issue with a badly silted up drain near Newtake – Clerk has already reported to Highways, and will monitor.

Cllr Thorogood confirmed that priority work highlighted on the Parish Buddle-map will be addressed by Gary Pilbeam. Jake Richards' training is on 8/9 April and although he will be busy with lambing, he may then be able to give us some hours also. Cllr Thorogood to co-ordinate.

In regard to the Joint TAP Fund Claim, the Clerk confirmed that Littlehempston intend to use their one third allocation and Dartington are to update following their meeting on 10 April.

03.04.08 Finance

The financial report to March 2019 was received and **NOTED**. Cllr Oldridge confirmed that the figures were provisional until the full year end work has been completed, but indicated that there will be approx. £20,000 in Reserves, £13,000 of which is non-earmarked and can continue to be allocated to needy projects over the course of the next year.

BACS payments were **AUTHORISED** as per the Payment Schedule presented.

The existing Insurance Renewal Schedule was reviewed. The Clerk will clarify with the brokers that the proposed insurance cover for the Playground equipment covers criminal damage/vandalism. It was **AGREED** that any fixing of this insurance cover should wait for the next meeting for Cllr Catherall's input. It was **AGREED** that the additional premium for insuring the containers at £8.06 was acceptable and should set the amount for the peppercorn rent to be paid by the Garden Show.

It was **AGREED** that the lease template, circulated in meeting papers, covers the aspects required. The Clerk is to top & tail the document and forward a copy to the Tenants (Garden Show) for their perusal. If the Tenants are in agreement, it was **RESOLVED** that the lease will be adopted.

It was **AGREED** that the Risk Assessment Statement requires updating. All Cllrs to send comments direct to Cllr Warren, who will make the required amendments. The Risk Assessment Statement will be finalised next month.

The Asset Register was reviewed and **AGREED** dependent upon the addition of £1 under Purchase Cost and 'Donated' against the three Telephone Boxes; the three Parish Noticeboards and the Parish Benches.

03.04.09 Allotments

The March 2019 Allotment Report was **NOTED**.

It was **AGREED** that Cllr Warren will arrange for the shed to be removed from Plot 15 as it is unsafe.

03.04.10 Wolston Green and Staverton Playgrounds

The reports on the Playgrounds were **NOTED**. At Landscope, timber is rotting on the old Spring Item and will require remedial work. The new equipment installation is complete. At Staverton, extra hardcore is awaited and Cllr Catherall is in communication with the supplier. The willow has been removed from Staverton Playground and the invoice for this will be presented next month.

A lot of Parishioners have given up their personal time on this project, and it was suggested that there should be some form of formal celebration to mark its completion.

03.04.11 Defibrillators

Cllr Loverock has offered to co-ordinate a First Aid Training session for the Parish. The cost of this event would be £350 for one full day in Staverton for 12 attendees. It was **AGREED** that if/when this comes to fruition, the Parish Council can consider a financial donation.

Cllr Loverock confirmed that although he is standing down, he is happy to continue as Defibrillator Warden for Staverton.

03.04.12 Parish Council Administration

Cllr Warren offered to get wine & nibbles for the Annual Parish Meeting. Others offered to donate some wine & cider. The theme was decided upon as per 03.04.21. Chair and Clerk to produce the Agenda.

Cllr Oldridge was thanked for his kind offer to assist with financial reporting during the transition period until the new Council gets up and running. It was suggested that a Committee might be appointed, on which Cllr Oldridge could be a member. Standing Orders were suspended for a Parishioner to query the legality of such an approach. Cllr Hodgson clarified that it was legal to proceed as such, but that control would remain with the Council.

Cllr Oldridge will continue to be a point of contact with the Website; Cllr Bloomer will assist with Mailchimps.

03.04.13 GDPR

The proposed Data Retention Schedule is a work in progress.

03.04.14 Parish Paths

No update on Parish Paths.

The Parish Council have received an acknowledgment from the DCC Public Rights of Way Team to their request for an investigation into BR25 being excavated out and levelled by the landowner. The Clerk will chase for a more detailed response.

03.04.15 Hedgerow Grubbed Up

Cllr Thorogood confirmed that the Parish Council has received a definitive response from SHDC regarding this issue. It was **AGREED** that Cllr Thorogood will forward the response received to inform the Parishioner who made the original complaint.

03.04.16 Hedge-cutting in the Parish

Cllr Hill has gleaned information from the farming community in respect of recommended best practice from DEFRA. Annual management is considered the best approach, with each contractor trimming to the same level as the previous year.

The matter was originally raised by a Parishioner out of concern for loss of wildlife habitat. It was mentioned that the debris from the hedgecutting provides a habitat in itself. Cllr Hill to draft a response to the Parishioner and forward to the Clerk to action.

03.04.17 Provision of a multi purpose building linked to the Pavilion

Cllr Hill advised that a Feasibility Study is being looked into and a meeting is required to set the criteria.

03.04.18 Staverton Public Toilets

Cllr Warren will be meeting with DCC & County Cllr Hodgson and two representatives from SHDC on 29th April for them to see and discuss Staverton's 'exceptional' circumstances for seeking funding support towards keeping these toilets open.

03.04.19 Riverbank Erosion and Repair

3 Quotes have been received to carry out remedial works, but further clarification is required before any decision-making can take place, as Gary Pilbeam's quote is indicative only and cannot as yet be compared like for like.

The Calor Gas Fund is to be investigated as a potential source of funds. Iverde (KJT) offer a Community Investment Fund and might be able to match fund what can be raised. Cllr Thorogood will make a formal enquiry.

03.04.20 Tree Planting and Management Policy

Cllrs Hill and Thorogood have investigated the narrow strip of land where it has been suggested whips could be planted. Mike Alexander offered assistance with a cable finder to establish the exact measurements of the area available for planting, and this item will be revisited in May.

03.04.21 Climate Emergency Motion

It was **RESOLVED unanimously** to pass the Climate Emergency motion proposed by DCC Cllr Hodgson. The Parish Council pledged to work towards making this parish carbon neutral by 2030, taking into account both production and consumption emissions. Proposed by Cllr Loverock, seconded by Cllr Oldridge. The full wording of the Motion 'Declare a Climate Emergency' is available on the Website; a copy can also be obtained from the Clerk on request. More information can be found at www.climateemergency.uk.

Cllr Warren proposed 'Climate Emergency and Carbon Neutrality by 2030' as a theme for discussion at the APM.

It was suggested that the Parish Council might consider having a Climate Change Officer on the new Council.

03.04.22 Villages in Action

Cllr Forte is banking a cash profit of £200 which means there is now £400 available for Villages in Action when added to the £200 grant already ringfenced in the accounts.

Cllr Forte offered to continue to organise Villages in Action and will provide email feedback to the Parish Council.

03.04.23 Broadband Update – CDS Stakeholder Briefing in March

Cllr Oldridge will send information out on this via Parish Email.

03.04.24 ‘It’s Time for a Rural Strategy’ Campaign

It was **AGREED** that the Parish Council should fully support this campaign. Clerk to action response.

03.04.25 Signage at the Playing Fields Car Park

It was **RESOLVED** not to run with the suggestion to install signage to direct wild swimmers to use the Playing Fields car park.

03.04.26 Throw in Line for Riverbank

It was **AGREED** that this should be taken forward and positioned along the stretch of riverbank between the bridge and the weir. Cllr Thorogood will investigate.

03.04.27 Correspondence Received

None

03.04.28 Councillors Reports and Items for Future Agenda

It was queried what is happening with the Sea Trout Inn. The Clerk is to write to the Brewery, indicating how the pub facilitates good communication within the Community.

03.04.29 Date of Next Meeting

The next meeting will take place on Wednesday 1st May at the Court Room, Staverton.

Parishioners’ Question Time

- A Parishioner remarked on what an incredible personal effort Lauren, the previous tenant at the Sea Trout, had made in support of the Community, hosting the Book Club etc. The Clerk will write a letter to thank her on the Parish Council’s behalf.

The public meeting ended at 9.30pm.

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

Part 2

- It was **AGREED** to increase the Clerk’s hours to 12 weekly with effect from 1 April 2019.
- It was **AGREED** to ratify a pay increase for the Clerk to £10.57 with effect from 1 April 2019 in accordance with NALC guidelines.
- 5 hours overtime were **APPROVED** for additional work undertaken by the Clerk through Feb/March.