

# **Staverton Parish Council Meeting**

## **Wednesday 7 November 2018 at The Victory Hall, Landscope at 7.20pm**

### **Public Forum**

There were no comments from the Public.

### **DRAFT MINUTES**

**Present:** Cllrs Catherall (Chair), Forte, Luscombe, Bloomer, Hill, Oldridge, Thorogood and Loverock, Karen Smith (Clerk) and 6 members of the public.

**07.11.01      Apologies for absence.** Cllrs Warren & District Cllr Hodgson.

**07.11.02      To note declarations of interest and dispensations in items on the Agenda.** Cllr Hill, as Chair of the Court Room & Playing Fields Committee, declared an interest in item 07.11.05 – regarding the Court Room, Pavilion & Playing Fields insurance. Cllr Bloomer also mentioned she is the PC Representative on that same Committee.

**07.11.03      The minutes of the Full Council Meeting and the Planning Committee Meeting held on 3 October 2018 were confirmed as a true record and signed by the appropriate Chair.**

**07.11.04      District & County Councillor Report**  
As Cllr Hodgson was unable to be present, her report will be made available after the meeting.

**07.11.05      Court Room and Playing Field**

Cllr Bloomer gave a brief verbal report. The last Saturday Afternoon Market has been held and there has been a successful film night.

The Clerk has obtained a quote to renew the Court Room & Playing Fields insurance from Came & Co, which has come in at £815 and offers an increased level of cover than the current policy. The details have been handed over to the Court Room & Playing Fields Committee and Cllr Hill has a meeting arranged for 9/11/18 to check the detail and proceed with the renewal.

It was AGREED to defer a decision on the level of contribution from the Parish Council towards this insurance until Cllr Bloomer has presented a Proposal in December.

**07.11.06      Neighbourhood Plan**

The NP Steering Group has held two meetings since the last Parish Council meeting and the reports from both meetings have been circulated. The NPSG were considering seeking written confirmation from potential further site owners as to whether they would wish them to be considered. However, Cllr Hill raised the point that it was not within the remit of the NPSG to do that.

**07.11.07      Highways – Lengthsman**

Jake Richards has confirmed that he is happy for his contact details to be made available to Parishioners so that he might receive emergency issues direct. His Public Liability Insurance Cover certificate is now held on file, but no spraying certificates have been supplied.

There has been a delay with the Chapter 8 Training. It was **AGREED** that Cllr Luscombe should speak to Kevin Thulborn regarding the availability of relevant training locally in Staverton.

It was further **AGREED** that:

- Both Cllr Catherall and Cllr Hill will meet with Jake to identify gully clearance work in Staverton and Landscope.
- Reg Hannaford will assist with what needs doing with certain drains.
- Cllr Luscombe will liaise with Cllr Thorogood and supply Jake with the buddle hole map.

#### **Highways - Green Lane High Beara to Lower Coombe**

The 'Unsuitable for Vehicles' signage is on order and waiting to be delivered. The hedges have been flailed; the surface remains pitted, but it is passable as a by-way.

#### **Highways – Traffic Speed and Highways Gritting Reviews**

As Assistant Snow Warden, Cllr Loverock agreed to fill in the DCC Survey on behalf of the Parish Council. The deadline for response is 21/11/18.

### **07.11.08 Finance**

The Financial Report to October 2018 was received.

It was **NOTED** that the Lottery Grant of £10,000 for the Landscope Playground is now in the Bank.

Cheques for payment were agreed as per the schedule presented.

It was **AGREED** to repeat the process undertaken last year for publicising the availability of 'Charity Awards'. The Clerk will refer to previous Minutes and invite applications. Cllr Loverock suggested that the Youth Group should be included.

The expenditure of £56 to repair the Landscope Noticeboard was **APPROVED**.

### **07.11.09 Phone Box**

The Clerk advised that there appears to be nothing in the Contract preventing the Parish Council considering sale. It was **NOTED** that the Parish Council does not own the land beneath it, so would be required to make good the site following removal.

It was **RESOLVED** that Cllr Forte will investigate the potential sale price that might be achieved, offset by the costs of disconnecting the electricity supply. The matter will be discussed again in December.

### **07.11.10 Allotments**

The November 2018 Allotment Report was **NOTED**.

It was **NOTED** that there has been a positive response to the recent letter reminding allotment holders of their contract obligations and the impact on neighbouring allotments if they do not maintain theirs adequately. It was also **NOTED** that two allotment vacancies have been filled.

The matter clarifying the ability to remove plants up to 28 days after Notice has been given was discussed and it was **AGREED** that Cllr Warren will be asked to make a small change to the wording of the contract.

Cllr Warren had suggested advertising the allotments in the Spring, but Cllr Bloomer said it might be prudent to make this Jan/Feb to tie in better with the planning of planting.

It was **RESOLVED** that a small increase of 3% effective from 1/1/19 will be applied to the Allotment Rents in line with inflation.

#### **07.11.11 Wolston Green and Staverton Playgrounds**

The reports on both Playgrounds were received and **NOTED**.

The gatepost at the Staverton Play Park is rotted and requires repair. The Parish Council **APPROVED** expenditure of up to £100 to get the work done. Cllr Loverock to approach a Contractor to take forward.

Some metalwork needs re-painting at Landscope and Cllr Loverock will assist Cllr Catherall with this.

#### **07.11.12 Affordable Housing**

Cllr Bloomer presented some proposals to ensure the Parish Council are well-informed about the affordable housing in the Parish.

It was **AGREED** that Cllr Bloomer should attend the training session in January on Devon Home Choice and report back to the February meeting.

#### **07.11.13 Parish Council Administration**

The review of the Cllrs' Register of Interests is now complete. The Clerk will advise SHDC of the relevant amendments and arrange for an updated copy to go onto the Website.

Following the Clerk's reminder that the Internal Audit had recommended that an Anti-Fraud & Corruption Policy and a Statement of Control should be considered, the Parish Council **AGREED** that these were not essential due to the checks and balances that are already in place.

It was acknowledged that written Terms of Reference for all Committees are not currently present and so it was **RESOLVED** that these would be drafted at Committee level and then presented to Council for approval.

Expenditure of up to £150 (including VAT) was **APPROVED by majority vote** for the Clerk to purchase two additional ribbon bars for the Chairman's Chain and to have an end date engraved on an existing bar.

Expenditure of £25 was **APPROVED by majority vote** for the Clerk to add the Chairman's Chain to the Parish Council's insurance policy, so that it is insured.

#### **07.11.14 Parish Paths**

Cllr Thorogood advised that 2<sup>nd</sup> Cuts are in progress. He requested that if anyone knows of any further paths which require a 2<sup>nd</sup> Cut, could he please be updated.

The issue of an overgrown by-way (No. 30) at the Bulland Farm end of the Parish was raised and it was **AGREED** that in this particular situation it is not the responsibility of the Parish Council to fund the work and Cllr Thorogood will request that the DCC Footpath Warden write to the relevant landowners.

Footpath No. 42 is temporarily closed as it is in a dangerous condition. £5,000 has been allocated from P3 funds for the Parish Council to get the necessary work done to re-open it. As there is an adequate alternative bridleway (No. 30), Cllr Thorogood questioned whether this money could be better spent on another one that is pitted. It was **AGREED** to await DCC's decision on the way forward here, as it is their Budget.

## **Riverside Walk**

It was **NOTED** that the landowner responsible for the vegetation which is encroaching on the footpath between Staverton Mill and the Riverside Walk has been contacted by the Clerk and Cllr Thorogood is liaising with the landowner regarding the work that is required.

Cllr Thorogood kindly offered to repair the broken sign on the Riverside Walk near the Weir.

### **07.11.15 Trees on Riverside Land**

The Tree Warden will liaise with Cllr Forte directly over the requests for Memorial Trees. This item will be now be removed from the Agenda.

### **07.11.16 Letter on Austerity Cuts**

As there has been no further responses received, it was **AGREED** that this item will now be removed from the Agenda.

### **07.11.17 Cycling on Riverside Footpath**

It was **NOTED** that, following Parishioner feedback, the Proposal to allow cycling on the Riverside Footpath is no longer being pursued at this time.

### **07.11.18 Provision of a Multi Purpose Building linked to the Pavilion**

No update this month; this matter will be revisited in December.

### **07.11.19 Double Yellow Lines – Staverton Bridge Area**

There has been a good response from Parishioners on this topic and Cllr Oldridge advised that the Proposal sat somewhere in the middle of the views expressed. The Parish Council have asked about priority signage at the Railway Crossing but this unfortunately contravenes railway laws and will not be allowed.

It was **AGREED** and **RESOLVED** to proceed with a request for double yellow lines as per the Proposal, but with the proviso that they must be the narrow ones as used on Dartmoor.

### **07.11.20 Staverton Public Toilets**

Parishioners have welcomed being consulted on this issue. Cllr Loverock updated that he had lobbied a group of 25 ramblers for their views, as well as speaking to Staverton Church, who are very concerned at the prospect of closure.

The overwhelming view is that this is too big a decision to be taken in haste. It was **AGREED** that the Parish Council would advise SHDC that a full and final decision cannot be made until the Parish Council receive answers to the following matters:

- 1) Can SHDC provide information on the condition of the flat roof and likely replacement costs;
- 2) Confirmation that SHDC would make good any defects in the fixtures and fittings (broken locks, leaking taps etc) before any potential handover to allow the Parish Council to run the toilets in a more economical and efficient way;
- 3) In the event that the Parish Council decided not to take on the toilets, what would SHDC propose to do with the building after closure to ensure it did not become a safety hazard?

#### **07.11.21 Erosion on the Riverbank**

It has been clarified that the Parish Council are the riparian owners of the Riverbank in question and are therefore responsible for maintaining it. The Environment Agency have indicated however that hard engineering is the least preferable option and have suggested alternative soft engineering options. The suggestion was made that the Community Benefit Fund might be a source of funding for the repair work.

It was AGREED that the first step is to identify contractors to quote for the work necessary to repair the eroded area. Cllr Hill offered to suggest some Contractors and Cllr Thorogood will liaise to obtain quotes. Cllr Loverock is to speak to Kevin Thulborn.

#### **07.11.22 Villages in Action**

Cllr Forte advised that so far 30 tickets have been sold for 'Snow Angel' taking place in Staverton on Friday 30<sup>th</sup> November. Cllr Bloomer will advertise the event on Facebook and Cllr Oldridge will send out a mailing on the Parish Email. Cllr Forte to provide a poster in jpeg form to both.

#### **07.11.23 Correspondence for Information**

The Clerk advised that Parish Councils can now win funding to develop renewable projects. Further information is available on request from the Clerk.

Information on the Devon Local Flood Risk Management Strategy is available on the DCC Website. Parishioners are able to sign up for flood alerts in relation to their homes.

Cllr Loverock kindly offered to represent the Parish Council at the Town & Parish Council Event taking place on 10/12/18 at SHDC at 6.30pm, where an update will be gained on budgetary issues, public toilets and progress with the Joint Local Plan.

#### **07.11.24 Councillors Reports and Items for Future Agenda**

Nothing additional was raised.

#### **07.11.25 Date of Next Meeting**

The next meeting will take place on Wednesday 3<sup>rd</sup> December 2018 at the Court Room, Staverton.

#### **Parishioners' Question Time**

- A Parishioner indicated strong feeling that the residents living near the Public Toilets should have a say in what SHDC did with the building if the toilets were closed. If the Toilets are to remain open, the suggestion of an honesty box so that users make a small contribution was made.
- The condition of the path from Southford Lane to the Riverbank was raised as a concern.
- It was mentioned by a Parishioner that the Church might perhaps provide their own toilet facility.
- An allotment holder indicated that the allotment track was becoming dangerous due to cars being brought in and the lack of hardcore was causing issue. It was agreed to put this item on the December agenda.

*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](mailto:clerk.stavertonpc@gmail.com)