**MINUTES of the THORVERTON PARISH COUNCIL MEETING held on Tuesday 9th August 2016 74**

**At 7.30pm in the Thorverton Memorial Hall.**

**Present: Cllrs Crang, Turner, Hodge, Sims, Waldron, Lawson, Spivey, Lane.**

**In attendance: the Clerk, D/Cllr Deed.**

**Open Session:** 4 members of the public were present and 2 wished to speak. The first wanted to discuss ownership of the strip of land between Bell House and Abbotsford, Dinneford Street, which he thought could be public land and so would be of interest to the PC (Parish Council). This item was listed on the meeting agenda and the PC’s response is listed under 16/161 ii below. The second member of the public aired his disappointment in the PC because his request for the PC meeting minutes of 4th July to be amended had not been accepted, in his view the PC website was out of date, the PC does not appear to follow Standing Orders, Agendas were not being posted with sufficient notice, the PC were paying too much for the CC (Church Commissioners) land for the proposed Cemetery and the PC had not discussed the Yellowford Farm planning application to his satisfaction (see 16/161 i below). He also stated his embarrassment at the PC’s bank balance. He then left the meeting. Cllr Crang responded to the effect that the member of public appeared to be mis-informed on the points he had raised.

**16/156 Apologies:** Cllr Bright – holiday, C/Cllr Squires**.**

**16/157 Declarations** of Interest: Cllr Crang reported that the MDDC Monitoring Officer is taking legal advice regarding his relationship with the CC and whether he has a pecuniary interest and that a response should be known soon. He confirmed that it is his belief that he does not have a pecuniary interest in CC business. The Clerk confirmed that she would review the minutes to ascertain what the PC resolved to do after previous discussions in this respect. Cllr Lawson declared a pecuniary interest in planning applications 16/00661 and 16/01075. Cllrs Spivey and Turner declared an interest in planning application 16/00661.

**16/158 Confirmation of Minutes** of the meeting (circulated) of Tuesday 12th July 2016. It was proposed by Cllr Hodge, seconded by Cllr Turner and RESOLVED, that these be signed as a correct record of the meeting.

**16/159 Dispensations:** none**.**

**16/160 Cllr resignation and Co-option –** Cllr Crang announced that Cllr Wills had resigned from the PC due to focus on her new business. The Clerk had circulated the co-option process and confirmed that there had been no call for a by-election and so an advert would be placed on the notice board and website for a new Councillor. Applications would be circulated prior to the next PC meeting at which a new Councillor could be co-opted. Anyone interested in applying for the role should contact a Councillor or the Clerk.

**16/161 Communications** received to the date of the meeting -

i Comments from Brampford Speke Parish Council regarding planning application PN 16/00970/PNAG (previously 15/0125/FULL) land at Yellowford Farm, Thorverton (circulated). Comments from the public

session were noted. Cllr Crang advised that the PC had not been asked to comment on this application due to its nature – being prior notification. D/Cllr Deed and Cllr Lawson confirmed that as this application has already been approved it would be inappropriate for a PC to comment. It was noted that the further application involves the agreed building being moved and that this still remained outside the remit for PC comments. Cllr Spivey suggested that a comment regarding increased traffic in School Lane may be appropriate but this was not proposed. Cllr Turner proposed that nothing further could be done by the PC regarding this matter and this was seconded by Cllr Lawson and RESOLVED.

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ii Request from a member of the public to ascertain ownership of possible ‘public land’ between the Bell

Inn/Bell House and Abbotsford, Thorverton. The Chairman informed the PC that this was a long outstanding query that the PC had not yet resolved and so the Clerk had made enquires following a request from the member of the public. The Land Registry had confirmed that the land in question had been ‘owned’ at some point as a right of way was noted as running through it. The Land Registry could not, however, locate the owner of the land as nothing was on record. It suggested that the two adjoining properties may wish to take legal advice to take this matter further. As a result of this information it was confirmed that this land is not public land as a right of way cannot run over such land. This information cost £6 and it was proposed by Cllr Turner, seconded by Cllr Hodge and RESOLVED, that this be refunded to Cllr Lawson who had kindly made the enquiry. It was agreed that this matter can now be closed.

iii MDDC re. Devon & Somerset Broadband Project updated (circulated). Noted. Cllr Spivey advised that the

Vodafone repeater stations at the Memorial Hall and Berry Dairy were up and running but the final station, at the Baptist Chapel, was needing further attention by BT. Cllr Waldron asked what the benefits of this service would be to residents and Cllr Spivey agreed to find out more, report back to the PC, and put a piece in Focus.

Vi A resident had queried why the PC had decided on the name of ‘Rack Park’ for the Court Barton development site. Due to this it was proposed by Cllr Lane, seconded by Cllr Hodge and RESOLVED, that the Clerk put an article in Focus to explain the history and meaning of the name.

**16/162 Parish Plan (2008) revisited –** Cllr Lane reminded the PC that at the last meeting an assessment was presented indicating 25 - 30 actions for review and that he had asked for Cllr comments but that none had been received. Cllr Lane suggested that villagers should be asked as to what actions should be taken forward and that volunteers should be sought. Cllr Waldron proposed that a document be put together and door dropped around the parish. This was seconded by Cllr Lawson and RESOLVED. Cllr Lane would put a letter together for the mail drop and present it to the PC for consideration next month. Cllr Lawson volunteered to help with this.

**16/163 Highways -**

* Hulke Lane – it was noted that the Historical Railways Estate had inspected the crack in the bridge and had advised it is safe and requires no further attention at this time. Cllr Spivey advised that the slippage seems to have stopped and confirmed that the land owners are planning to create a bridle path.
* School Lane – no update had been received from Highways regarding the zig zag lines. C/Cllr Squires would be meeting Steve Tucker of DCC Highways this week and would ask for an update on this and the Highways matters listed below.
* Jericho Street – no update had been received from Highways regarding advice on stopping HGV’s using this road (and Hulke Lane). Cllr Lawson reported that her colleagues - who upload onto google maps – had suggested that individual companies such as TomTom and Garmen would need to be asked to amend their maps or that feedback would need to be reported to Google maps to get any route warnings uploaded. It was agreed to wait for DCC Highways advice before taking this matter forward.
* Village signage – no update had been received from Highways on the Traffic Order for the 30mph signs.
* Spraying of the village cobbles – after consideration it was proposed by Cllr Sims that the Clerk contact SW Highways to request that the cobbles be sprayed, with a budget of £300, and this was seconded by Cllr Hodge and RESOLVED. Cllr Hodge proposed that a spraying course be organised for the Handyman, seconded Cllr Spivey and RESOLVED, so that he can spray the cobbles after gaining the Chapter 8 qualification. Cllr Crang agreed to organise the spraying course.
* Safety bollard at School Lane – Cllr Turner reported that as a bollard had now appeared at the entrance to School Lane – which was going to be his proposal - this matter does not now require discussion.

16/164 **Planning** matters up to the date of the meeting:

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1. **16/00661/FULL Revised application for the erection of a replacement storage unit with associated office at Dinneford Street, Thorverton**. Cllrs Lawson, Turner and Spivey declared an interest and left the room. Cllr Crang read out the planning policy for conservation areas which relates to this and the following item, he also read out the PC’s objection to this application from last month. Following a site meeting Cllr Lane explained that the proposal was to amalgamate the existing sheds on site into one building with the aim of tidying up the area. Cllr Hodge suggested that the reduction in height was now more acceptable and the proposed tarmac drive would help water drainage. The outer of the building would now be wood and not cladding and the building would be raised to avoid the potential flooding issue. Cllr Lane proposed the following comment be made on behalf of the PC: the PC is pleased that some of its previous comments appear to have been taken into account and that it would appear that the amended proposal could potentially enhance the current site and conservation area. This was seconded by Cllr Hodge and RESOLVED. 2 Councillors abstained from voting.
2. **16/01075/FULL Erection of a dwelling at the rear of The Old Bakery, Jericho Street, Thorverton**. Cllr Lawson declared an interest and left the room. A statement from the applicant was read to the PC. After discussion it was proposed by Cllr Hodge, seconded by Cllr Spivey and RESOLVED, that the PC would not support this application or object to it. That the PC is concerned that the legally available vehicular access may not be wide enough to permit cars to use it sufficiently to enable parking at the new property and, if this was the case, it could encourage more parking in Jericho Street which is narrow and already crowded with cars. The PC is not convinced that this proposal would enhance or preserve the conservation area as the site currently consists of a field. The PC will, however, leave this for the Conservation Officer to comment on.
3. **16/01107/FULL Retention of a self-service car wash/vacuum/tyre pressure facility at Thorverton Mill, Thorverton.** After discussing the comments on the MDDC planning portal it was proposed by Cllr Hodge, seconded by Cllr Spivey and RESOLVED, that this application be supported due to the comments made by the Environmental Officer regarding the acceptable noise levels.
4. **16/01049/House Extension to front and side of existing building at Raddon Hill Farm, Thorverton.** After discussion it was proposed by Cllr Turner, seconded by Cllr Spivey and RESOLVED, that ‘no comment’ be made on this application by the PC.

**16/165 Village Handyman/Road Warden –**

1. Contract of Employment (circulated) – It was proposed by Cllr Spivey, seconded by Cllr Waldron and RESOLVED that the draft Contract be accepted and signed by the new Handyman Colin Marshall.
2. Monthly spend budget for materials – It was proposed by Cllr Spivey, seconded by Cllr Turner and RESOLVED that a monthly materials spend limit of £80 be put in place for essential materials only.
3. Purchasing of safety equipment (£35.02) – It was proposed by Cllr Spivey, seconded Cllr Waldron and resolved, that C Marshall be refunded this amount for the purchase of safety equipment.

Cllr Crang suggested that a risk assessment for the Handyman and other volunteers using PC equipment be carried out and the Clerk was asked to do this and report back to the PC in due course.

1. Ordering of a large garden waste bin from MDDC – it was proposed by Cllr Turner, seconded by Cllr Hodge and RESOLVED that the Clerk order a bin for the Handyman which would be kept in his garden.
2. Handyman duties - Cllr Bright’s circulated suggestions were read out to the PC. After discussion it was proposed by Cllr Lawson, seconded by Cllr Lane and RESOLVED, that strimming only should take place between now and the September meeting and that no roadside work should be carried out until the Chapter 8 qualification had been achieved. Up to 20 hours work was agreed between now and the next PC meeting.

It was noted that a free place had been booked for the Handyman on the Road Warden/Chapter 8 course in October being the first available place.

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1. Strimming course, run by DCC, at a cost of £75.00 – the PC suggested that the Handyman be asked whether he felt this course appropriate and the same would apply to Cllr Sims who strims the Rec. as a volunteer. Both to consider a course and report back to the Clerk prior to the next meeting.

Cllr Bright had sent in a request proposing that an article be put in Focus advising that the grass cutting issues around the village were not the fault of the PC but down to DCC/MDDC cut backs and that the PC had now put plans in place to resolve this matter by way of an employed Handyman. This was seconded by Cllr Spivey and RESOLVED. The Clerk would submit the report.

**16/166 TAP Funding –** After discussion it was agreed to review the equipment needs of the Handyman and volunteers prior to the Clerk putting together a draft application for PC consideration at the next meeting.

**16/167 Allotments –** the Clerk reported that only plot 11 was now vacant and that a resident was interested in renting it but it required weeding or rotivating first. Cllr Turner proposed that the plot should not be weeded or rotivated but that it should be offered to the resident free of the £10 charge for this year and taken on as it is. This was seconded by Cllr Hodge and RESOLVED. The Clerk would advise the resident. It was also noted that letters were to be sent to tenants of allotments 16, 17 and 18 with a request to weed and tidy up the plots. The Clerk reported that some wooden plot markers were missing and it was proposed by Cllr Crang, seconded by Cllr Hodge and RESOLVED, that the Handyman could make new markers after the essential work around the village was completed.

**16/168 Financial matters** -

* Payment to the Clerk - July salary - including the resolved Public Meeting payment £208.00 net
* Payment to HMRC – Clerks July salary £ 51.90
* Payment of Clerks expenses (ink, gift, postage) £ 29.10
* Payment to Strutt & Parker for the half yearly allotment rent £ 90.00
* Payment to Cllr Lawson for Land Registry charges (re-imbursement) £ 6.00
* Payment to Cllr Lawson for Rec Open Day expenses as previously agreed £125.49
* Payment to MDDC for a large brown bin for garden waste (Handyman) £ 47.00
* Payment regarding safety equipment for the Handyman position -

 (mask, high vis jacket & trousers, earphones, gloves) reimbursement to C Marshall £ 35.02

The invoice from Capricorn Engineering for mending the seat in the Berrysbridge bus stop is still pending.

It was proposed by Cllr Spivey, seconded by Cllr Hodge and RESOLVED, that all the above payments be made.

Accounts: It was noted that the Accounts, Bank Statements and Bank Reconciliation up to and including 30/06/2016 had been circulated to Council members. The bank balance at that date was £43,471.07 (£30,000 earmarked for the new Cemetery).

Asset/Investment Register: It was noted that the PC’s Asset/Investment Register had been updated (circulated) and that the PC’s insurance would be updated accordingly.

# 16/169 Development –

New Cemetery –

1. It was agreed that the Clerk should arrange a pre planning application discussion with MDDC at the proposed site of the new Cemetery. Cllrs Lawson, Turner and Waldron would also attend. The Clerk would request consent from the tenant regarding entering onto the land. This proposal was made by Cllr Hodge, seconded by Cllr Waldron and RESOLVED.

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1. It was noted that the Parochial Church Council (PCC) had e-mailed the Chairman to advise that it did not agree entirely with the PC’s meeting minutes of 4th July 2016 and that the PCC did not accept these minutes as an accurate statement of the PCC’s current position.
2. Meeting the new Reverend – Cllr Crang reported that he had been invited to attend the installation meeting of the new Reverend (ex-officio as Chair of the PC) but that he was unable to attend. Cllr Bright had volunteered to attend instead and this was agreed by the PC.

Barliabins Fence –

It was noted that the fence had now been replaced and so the padlock and sign on the gate had been removed to allow public access as the site was now secure.

Garage rent –

The Clerk reported that all garage rents had now been paid for this year and that a review of the current rent (£60 per year) was due by June 2017. This item would appear on an agenda towards year end.

# 16/170 Recreation Ground –

Viridor / Wicksteed – the Clerk advised that the Body Twister and See-saw were now in working order and that the S.106 and Viridor payments to Wicksteed had been actioned. A final invoice, including the deductions for mending the strimmer and the turf purchase, was pending and the remaining funds (mostly VAT) would then be paid as had already been agreed by the PC.

Fitness path/trim trail around the Rec – a resident had requested a trim trail be considered by the PC for running, buggies, scooters and bikes, for example, and had suggested that further grant funding may be available for such a project. The PC agreed to tie this in with the review of the Parish Plan.

Cllr Sims reported that hedge cuttings had been thrown into the Rec from a garden at Broadlands which was noted.

**16/171 Being a Good Employer Guide 2016 –** it was proposed by Cllr Crang that 2 copies of this guide be purchased from DALC for £2 each. This was seconded by Cllr Spivey and RESOLVED.

**16/172 Christmas Tree –** Cllr Crang reminded Council that the tree on Jubilee Green is now the responsibility of the PC. Cllr Hodge advised that the Clerk would need to ring Western Power to arrange to pay the electricity fees and that the electricity cable would need to be buried for safety reasons. After discussion it was agreed to set up a working party consisting of Colin Marshall, Cllr Spivey, Cllr Sims and Cllr Lawson who would purchase, put up and decorate the tree. Cllr Waldron volunteered to research the cost of trees and report back next month. The Memorial Halls tree lighting ceremony would be on December 4th.  The Clerk was asked to e-mail the Chair of the Hall to request the promised tree lights be made available.

**16/173 To receive Cllrs reports** –

TMGT – Cllr Spivey advised that plans are moving forward to purchase part of the north field, between the steam and Silver Street, from the CC to increase the area for the public to enjoy. Care was needed due to a wasps nest by the stream highlighted by a big yellow warning sign. The wild grass has been cut and will be cleared shortly.

Focus – nothing to report. School – nothing to report and it was noted that a new representative was required following the resignation of Cllr Wills and so this matter would appear on next month’s agenda.

Memorial Hall – Cllr Hodge reported that hall bookings are good, especially from weddings and parties, and that the green had been used for campers following an event recently. A Birthday party later in the year would see the attendance of big American vintage cars. Raddon Group – nothing to report.

**16/174 Monthly Market –** Cllr Spivey would cover the PC desk in August and the Clerk would cover September.

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**16/175 Business at the Chairman’s discretion –**

1. Cllr Turner reported that the ‘village shop’ van is still in the Quarry car park.
2. Cllr Crang reported that he and Cllr Turner would arrange to complete the Clerks 6 monthly employment review shortly as it was due 1/7/16.
3. Cllr Crang advised that he may not be at the next meeting, due to work commitments, and so in the absence of a Vice Chairman a Cllr would need to volunteer to run the meeting and as Chair.

**16/176** The next **Parish Council Meeting** would take place on Tuesday September 13th 2016 at 7.30pm in the Memorial Hall, Thorverton.

The meeting closed at 10.15pm