

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

**In Attendance: The Clerk, D/Cllr Deed, C/Cllr Squires**

Standing Orders suspended.

**Public Open Session:** 2 members of the public were present. The first was interested to hear the Parish Councils views on the Post Office. The second, a member of the Thorverton and Bramford Speke Community Access Project, thanked the PC for its grant funding contribution towards the Hulk Lane bridleway project, provided copy Contractors Insurance and Constitution documents, reported that most of the funding had now been raised and that work would commence on June 12<sup>th</sup> 2017. It was confirmed that the Parish Council (PC) was unable to help regarding any VAT re-claim. Cllr Bright enquired as to whether the drains along the Lane had been jetted as a blocked drain had been reported to the PC. It was reported that a new drainage system is now place which bypasses the drains and takes water to the stream and that jetting had not actually taken place. Cllr Sims asked how vehicles would be stopped from using the Lane as keys for the bollards had been given to land owners. A written response to this enquiry would be provided. Cllr Waldron enquired as to whether the work required had gone to tender, as had previously been advised, and it was reported that DCC are happy to use a preferred contractor and so the work had not gone out to tender. It was also confirmed that the Tesco funding had not materialised. It was noted that the group are to organise a community walk/cream tea to raise further funding.

#### **Reports from**

- i) D/Cllr Deed – had offered support to the Raddon Hills Group and Upton Pyne PC regarding the poor state of the road between Thorverton and Upton Pyne and would push for work to be completed as soon as new funding is available. He had spoken with MDDC Planning today, following receipt of the Clerks e-mail regarding the local affordable homes at Court Barton Close (as noted below 16/330 h), and confirmed that it was a misconception that local people would automatically have a priority on these homes as this requirement had been omitted from the S106 Agreement. He would meet with MDDC Chief Executive, on behalf of the PC, tomorrow to discuss this matter further. Simon Green, Westhaven Homes, had confirmed he is working with Devon Home Choice with a view to accommodate local people. Cllr Lawson read out the Court Barton planning decision notice from 2014 which states that permission was granted due to evidence of need in the local community for affordable housing which could mean that, if no regard is to be given to people with local ties when allocating the affordable homes, then the permission could be unlawful.
- ii) C/Cllr Squires – on hearing the above issues with the affordable housing will support the PC on the matter as required. The Thorverton Bridge Contract is still ongoing and when finalised the diversion route(s) will be agreed with a view to ensuring that any roads used for diversion(s) will be left in a good state of repair. The bridge may now only be closed for a couple of weeks with traffic lights used for the rest of the time. A public meeting is being arranged with details to follow. Cllr Crang requested that other road works in the area be taken into account when deciding on the bridge closure dates.
- iii) PCSO Roberts – the Chairman read out a report advising that one crime had been reported in February relating to a theft of a wallet from an unlocked residence in Bullens Close. It was also reported that the offender who carried out the recent Post Office burglary had been sent to prison for 6 years.

Standing Orders resumed.

**16/322 Apologies** for absence were received from Cllr Reygate (holiday) and PCSO Roberts (non-working day)

**16/323 Declarations** of Interest were received from 1) Cllr Bright (personal interest) regarding the new Cemetery due to being a member of the PCC 2) Cllr Lane (Disclosable Pecuniary Interest) regarding the Post Office due to his wife being an employee 3) Cllr Hodge (Disclosable Pecuniary Interest) regarding the Post Office due to being paid for sorting Newspapers – a situation only realised this evening.

**16/324 Dispensation** requests: none

**16/325 Confirmation of Minutes** of the meeting of Tuesday 14<sup>th</sup> February 2017. Cllr Lane queried minute 16/309 relating to the Handyman being sent a letter confirming 'permanent' employment. It was agreed that the Clerk would circulate the Handyman's Contract, notes of the 3 month employment review, and the letter for further discussion at next month's meeting. Taking into account the query raised it was proposed by Cllr Bright, seconded by Cllr Lawson and RESOLVED, that the minutes be signed as a true record of the meeting. The Clerk confirmed to the PC that Councillor names do not, legally, have to be minuted when recording proposals. After discussion it was agreed to keep to the current process with Councillor names noted when proposing and seconding a motion.

**It was agreed to bring the Post Office agenda item forward at this stage.**

**16/326 Post Office** – Disclosable Pecuniary Interests declared by Cllrs Lane and Hodge as already noted. The Chairman read out 2 documents relating to permission for the Post Office to be in the Quarry Car Park with the latest document being dated 2004. After discussion it was proposed by Cllr Waldron that a formal licence, by way of letter, be set up for a 5 year term permitting TCT Ltd (the Post Office) to be situated in the Quarry Car Park and at no charge. This was seconded by Cllr Spivey and RESOLVED. The Clerk would create the letter.

**It was agreed to bring the Highways agenda items forward at this stage.**

#### **16/327 Highways -**

Village Site Meeting with DCC Highways 21/02/2017 Cllr Bright reported to Council on the following matters:

- a) **Dark Lane wall** – DCC consider the wall to be the property of the PC and a boundary wall to the Quarry Car Park. DCC are taking advice from a structural engineer as to whether the wall is dangerous and, if considered so, the road would be closed. The PC are also considering whether to obtain an engineer's report and quotes are being sought. Cllr Turner had reviewed many years of past PC minutes regarding the ownership of the wall and although the PC and Highways had, in the past, repaired the wall there was no firm evidence as to the walls ownership. A meeting minute in 1995 stated that DCC had accepted responsibility for the walls repair but nothing in writing was found to confirm this. It was noted that Andy Self, DCC, had recently put in writing to the PC that the wall is not currently in danger of collapsing but would benefit from attention in the near future. An application to the Community Enhancement Fund may be relevant for funding any repairs.
- b) **School Lane verge** – the PC had previously agreed to scrape away the verge back to the wall which Cllr Bright discussed with DCC who advised that if done it would leave a muddy piece of road needing resurfacing. A quote for the resurfacing had been obtained at £2,332 plus VAT. Agreement to continue with removing the verge remained outstanding from the School. Cllr Crang confirmed that this work would provide around an additional 2.5 foot of road width to allow for safer car parking. He reminded the PC that the cost of removing the verge, £500 approximately, would be in addition to the quote for resurfacing. Cllr Spivey proposed that no further action be taken regarding the resurfacing and that only the verge be scraped back. This was seconded by Cllr Waldron and RESOLVED.
- c) **School Lane Zig Zag lines** – DCC confirmed that surface dressing will take place this summer which will remove the current zig zags. The new zig zags will be painted nearer to the Bullen Street junction.
- d) **School Lane resident's wall** – following tiles being knocked off the top of a wall by large vehicles DCC advised that the owner had a right to put kerb stones on the road, out to the edge of the tiles, to stop vehicles going too close to the wall. The PC considered this to be the owner's choice and responsibility.
- e) **Extending the 30mph speed limit signs** – the three areas had previously agreed being Dinneford Street - to the Cadbury turnoff, Raddon Road - to Fordy Bridge, and Lynch Road. DCC confirmed that this request could be added to its own Traffic Order and Cllr Bright volunteered to create a map showing existing and new spots for the signs to be forwarded to Steve Tucker and copied to C/Cllr Squires.
- f) **Jericho Street road sign** – due to HGV's using Jericho Street and causing damage to properties it was confirmed by DCC that a warning sign could be erected advising drivers of the Streets width/height restrictions and that the PC should submit a request to Highways. The PC agreed to submit a request

and to confirm that it wanted Highways to create and erect the sign(s) with appropriate wording, as required, and in the appropriate place(s).

- g) **Footpath along Silver Street to Hulk Lane** – the matter was discussed with DCC but no conclusion was reached due to the costs involved and complications with land ownership. Cllr Crang confirmed that the matter was previously looked into by the PC but was found to be cost prohibitive.
- h) **Hulk Lane** – as per the update in the Public Open Session.

D/Cllr Deed and C/Cllr Squires left the meeting at this point.

**16/328 Smartwater** – the PC reviewed information provided by PCSO Roberts on this invisible marker for internal and external property and after discussion Cllr Turner proposed that 20 kits, at a cost of £8.95 each, be purchased by the PC to sell onto the public at a cost of £10 each and that perhaps the Post Office would consider selling the kits and keeping the £1.05 profit. Kits would be offered through Focus and the Saturday Market. This was seconded by Cllr Waldron and RESOLVED.

#### **16/329 Planning Applications –**

- 17/00333/MFUL Neighbouring Authority - Erection of an agricultural storage building (1080sq.m) at Hawthorn Gardens, Stokleigh Pomeroy, Devon. The PC offered no comment on this application.

#### **Planning decisions –**

- 16/00282/FULL Erection of an agricultural managers dwelling and detached garage at Carwithen, Thorverton. APPROVED.
- 16/01985/FULL Retention of change of use of land for car sales at Speedway Garage, Rewe. GRANTED.
- 17/00182/CAT Notification of intention to reduce limbs of 1 Oak tree by 2m and fell 2 Arcacia trees within a Conservation Area at 7 Silver Street, Thorverton. No objections

#### **16/330 Communications –**

- a) Thorverton Memorial Hall - letter of thanks for grant funding. Noted
- b) PTFA – e mail thanks for grant funding. Noted
- c) SWH road closure for patching in School Lane towards Willowpark 10 – 17 March. Noted
- d) Greater Exeter Strategic Plan Consultation. Noted and Cllr Lane to put in Focus.
- e) Thorverton Bridge repairs – an update. Noted. Also see C/Cllr Squires report above.
- f) The Pensions Regulator – acknowledgement of the declaration of compliance. Noted
- g) Pavement parking leaflet - letter from a resident. After discussion it was proposed by Cllr Turner, seconded by Cllr Waldron and RESOLVED, that no further action be taken on the matter of parking in the village except to ask all residents, through Focus, the website, notice boards and local social media to give due consideration to other road users and to pedestrians and general public safety when parking anywhere in the village. The Chairman would respond to the residents letter on behalf of the PC.
- h) **It was agreed to bring the Court Barton affordable homes agenda item forward at this stage.**  
Affordable housing at Court Barton Close - e-mail from a resident (also see D/Cllr Deeds report above). Cllr Lawson stated that it seemed like the planning permission for the Court Barton development may be unlawful due to the S106 Agreement having no mention of affordable housing specifically for local people. The planning permission had been given largely due to evidence gained locally confirming the need for affordable housing but this had not been written into the S106 Agreement. The land was originally outside of the settlement limit which was moved to include part of the area with the rest remaining an exception site. The decision notice states that local affordable housing needs evidence is the basis on which the planning permission was granted. Documents would appear not to have been aligned correctly which could make the permission unlawful. It was agreed that the Clerk would e-mail D/Cllr Deed prior to his meeting with MDDC Chief Executive tomorrow to request answers to i) whether

the permission is lawful and ii) for a hold to be placed on the allocation of affordable homes until this matter has been fully reviewed.

- i) Dark Lane and Jericho Street traffic causing property damage - E-mail from a resident. Cllr Turner explained that the bollards in Dark Lane allow access to vehicles over 6 foot 6 wide, despite the signage, which is resulting in damage to property and possibly the Dark Lane wall. The Clerk was asked to report the faulty light on the sign at the Dinneford Street end. Cllr Lane proposed the resident's correspondence be forwarded to Highways and that the discrepancy in width be pointed out. This was seconded by Cllr Turner and RESOLVED.
- j) School – staff retirement – e-mail advice. Cllr Lane would attend on behalf of the PC.

**16/331 TAP Funding** – in anticipation of the funding being agreed it was proposed by Cllr Bright, seconded by Cllr Hodge and RESOLVED, that the tools and equipment stated be purchased by the Clerk, under delegated authority, except for the towing hitch and fitting as it was felt inappropriate for the PC to pay for this.

**16/332 Village Handyman/Road Warden –**

- a) Next month's Handyman duties were agreed as spraying of the village cobbles, cutting the grass at the allotments, clearing the debris in the Quarry Car Park and strimming the Barliabins plantation.
- b) Cllr Hodge reported that a nearly new 20 foot metal storage container, for tools and equipment, could be purchased for £3,000 inclusive of delivery and VAT. It was agreed that this matter needed further investigation and that a local secure garage or store should be considered. Cllr Bright proposed that a lockable wheel clamp, for the new trailer, be purchased by the Clerk under delegated authority which was seconded by Cllr Crang and RESOLVED.
- c) A Community Road Warden Agreement had been received from DCC for PC signature but due to clarification around the insurance being requested it was agreed to postpone this item until next month. It was noted that no pot hole filling could take place in the parish until this Agreement had been signed by the PC.
- d) The Clerk was asked to review the long standing lease on the bank in the Quarry Car Park and report back.

**16/333 Allotments** – plot 20 had not yet been rotivated as expected and so the payment of £25 as listed below should not be considered at this stage. Only one plot (23) was now vacant and was to be let to an existing allotment holder, being the only person having made enquires following advertising, by month end.

**16/334 Recreation Ground –**

1. The annual mower service is now due and Cllr Hodge proposed that T&D Machinery be asked to complete the service again this year which was seconded by Cllr Turner and RESOLVED.
2. Cllr Sims had requested reimbursement of £36.00 towards the new Sweet Chestnut tree planted in the Rec which had cost more than expected at £120. Cllr Turner proposed the payment of £36 be made which was seconded by Cllr Waldron, and RESOLVED.
3. Cllr Sims reported that he was continuing to complete the weekly safety inspection checks at the Rec for which the Chairman thanked him on behalf of the PC. It was reported that some of the wooden play equipment would need replacement in the medium term.

**16/335 Financial matters –**

March 2017	Clerk - salary (net of tax)		£256.12
	Clerk – HMRC		£ 59.52
	Clerk – expenses	Stationery, stamps, mileage	£ 12.25
Postponed	A Cleave	Allotment rotivation	£ 25.00 (no VAT)
	Countryside Tree Services	Rec – removal of dead Elms	£ 60.00 (no VAT)

			<b>116</b>
	Strutt & Parker	Half yearly Allotment rent	£ 90.00 (no VAT)
	Vision ICT	Website annual fee	£150.00 (incl VAT)

Payment of the Clerks salary, expenses and HMRC transfer was RESOLVED (Cllrs Spivey and Bright). Payment to Countryside Tree Services was RESOLVED (Cllrs Sims and Bright). Payment to Strutt & Parker was RESOLVED (Cllrs Spivey and Waldron). Payment to Vision ICT Waldron was RESOLVED (Cllrs Sims and Spivey).

\*The bank balance as at 01/03/2017 was noted as £41,717.77 (ring-fenced funding: £30,000 new Cemetery, £1,515 defibrillator maintenance, up to £4,000 Grant Funding – Hulk Lane).

\*The Accounts and Bank Reconciliation up to 01/02/2017 had been circulated and were noted.

**16/336 Parish Priorities** – see item 16/327 g above.

**16/337 Thorverton Post Office** – see item 16/326

**16/338 Development** –

**a) New Cemetery** – Cllr Crang reported that Lesley Smith, DALC, had turned down an invitation to attend a PC meeting to discuss this subject but had instead invited the Chair to attend a meeting with her at DALC. Notes from this meeting, also attended by Cllr Bright and the Clerk, had been circulated. These notes made clear PC's options regarding both the new Cemetery and the ring fenced funding following confirmation from the PCC that it did not wish to be part of any future parish burial ground. The options are i) as Local Councils are automatically Burial Authorities the PC would need to resolve whether to take up this role, and then take on the new Cemetery project itself, or not ii) if the PC did not resolve to take up the role, and to take on the project, it could resolve, with justification, to vire the accumulated funding of £30,000 to another village project which would benefit local tax payers. It was agreed that the Annual Parish Meeting (APM) should be used to consult the community on this and Cllr Waldron proposed that a leaflet be delivered to all households advising that the PC wished to seek views on the Cemetery matter which would be discussed at the APM. This was seconded by Cllr Bright and RESOLVED. The Clerk would create the leaflet and advertise the event in Focus, on notice boards, the website, Next Door and Facebook. The PCC would also be advised. The Clerk confirmed that she would be prepared to take on the additional duties that a new Cemetery would create if applicable.

**b) Court Barton** – see item 16/330 h and D/Cllr Deeds report above. The Clerk had spoken with Devon Home Choice and MDDC Planning to enquire as to why the S106 Agreement seeming to exclude local affordable housing needs and the notes had been circulated.

**16/339 Annual Parish Meeting** – Cllr Crang proposed, as Chairman, that the APM be held on Wednesday 3<sup>rd</sup> May at 7.30pm in the Memorial Hall and that members of the public should be encouraged to attend to air their views on the proposed new Cemetery and storage ideas for the Handyman tools and equipment. He added that a refreshment budget of £100 should be made available and that invites should be extended to speakers from the Hulk Lane group and affordable housing. Seconded by Cllr Sims and RESOLVED. Clerk to organise.

**16/340 Representative reports** –

TMGT – Cllr Spivey reported that negotiations are continuing with the Church Commissioners regarding the purchase of land on the north side of the stream, that the Willows had been trimmed, and that volunteers were needed.

Focus – Cllr Turner had attended the AGM and advised that an alternative printing format is being reviewed.

Memorial Hall – Cllr Hodge had nothing to report.

Raddon Group – Cllr Spivey confirmed that the recent meeting minutes had been circulated and that the main discussion had been around energy and smart metres which were discouraged for several reasons.

School – Cllr Lane volunteered to attend a planned retirement event on behalf of the PC.

**16/341 Approval of the Statement of Internal Control** – it was RESOLVED to approve this document. Proposed by Cllr Hodge and seconded by Cllr Spivey.

**16/342 Monthly Market** – feedback from the March Market had been circulated which included a) support for the new cemetery b) requests for a permanent site for the post office to be looked into c) reports of white soap suds seen regularly in the stream (Environment Agency advised by Cllr Hodge) d) a request for a ‘no parking’ sign opposite the Old Butchers shop in Jericho Street. The Clerk was asked to respond to the latter as stated in 16/330 g above. Information on the village waterways had been promised to the PC by a resident. Cllr Lane volunteered to attend the April Market which would also include bird box making for the Rec Wildlife Garden by Jerry and Ann Parkinson who would supply materials. The Clerk would advertise this event.

**16/343 Wi-Fi in the Memorial Hall** – Cllr Lane requested that this item be postponed until further notice.

**16/344 Business at the Chairman’s discretion** –

- 1) Cllr Sims advised of two waste bins in Bullen Street having not been re-fixed to the new electricity poles. The Clerk would again report this to Highways and chase a response to the bin requests for the Bus Shelter and Jericho Street.

**16/345 the next Parish Council Meeting will take place on Tuesday April 11<sup>th</sup> 2017 at 7.30pm in the Thorverton Memorial Hall.**

**The Thorverton Annual Parish Meeting will take place on Wednesday 3<sup>rd</sup> May at 7.30pm in the Thorverton Memorial Hall. Refreshments will be provided and all are welcome to attend.**

The meeting closed at 10.25 pm.

If you would like a copy of these minutes, or any other documentation, in large print please contact the Clerk on 10392 861228 or [thorvertonpc@gmail.com](mailto:thorvertonpc@gmail.com)