

Present: Cllrs Wills (Chair), Waldron, Turner, Lawson, Sims, Bright, Spivey and Lane. **In attendance:** The Clerk

Open session: One resident was present to talk about the proposed graveyard extension, on behalf of the church, and advised the Parish Council (PC) that the Church is not responsible for finding burial ground when the current graveyard is full and that this responsibility falls with the PC. He confirmed that it was at the village Public Meeting in January 2010 that the parish opted for additional burial ground to be sought by the PC and that as a result the PC raised the annual Precept to ear-mark £5,000 per year for this project. A potential site, off Dark Lane, had been identified years ago and the Church Commissioners (CC), being the land owners, had been approached regarding the sale of this land but no agreement had yet been reached. The resident offered his help to the PC, on behalf of the Church, to help progress this matter and advised that the representative of the Parochial Church Council, who has been helping the PC, had suggested putting an offer to the CC for the identified land of £7 - 7,500 based on current land prices of £8 – 10,000 per acre. It was noted that any new cemetery would be owned and managed by the PC. Cllr Lawson advised that the matter would be subject to the usual planning and environmental processes. The resident was thanked for his time and for the information provided.

Apologies: Cllr Crang due to work commitments. Cllr Hodge due to another meeting. C/Cllr Squires and D/Cllr Deed due to previous commitments.

16/81 Declarations of Interest: Cllr Lawson declared an interest in the Golly Cottage planning application. Cllr Turner declared an interest in the Carwithen planning application. Cllr Bright declared an interest in the new cemetery.

16/81 Confirmation of Minutes – the minutes of the meeting of Tuesday 8th March 2016 (circulated) were agreed as a correct record. Proposed by Cllr Bright, seconded by Cllr Spivey and RESOLVED.

16/82 Dispensations: none

16/83 Reports: (i) District Councillor – no report received.
(ii) County Councillor – no report received.
(iii) PCSO Randle e-mailed to advise that there was nothing to be reported this month.

16/84 Correspondence received to the date of the meeting –

- a) Highways notification of road works 11 – 15 April Heathfield to Berrysbridge for surface dressing.
- b) Highways notification of road works 11 – 15 April Stone Lane to Thorverton for surface dressing.

16/85 Queens 90th Birthday Committee – a verbal request had been received for a donation towards the village street party on 11th June and after discussion Cllr Waldron proposed that £100 be given which was seconded by Cllr Bright and RESOLVED. Cllr Lane enquired after the new Grant Giving Policy which the Clerk advised was being amended, as requested, and which would be ready to present to the PC for consideration shortly.

16/86 Litter picking – a resident had verbally offered to litter pick around the village when walking his dog if the PC was prepared to purchase a litter picker devise for him to use. After discussion Cllr Lane proposed that a litter picker, gloves, high vis-jacket and litter bags be purchased which was seconded by Cllr Spivey and RESOLVED. The Clerk was given delegated authority to purchase these items and would check the position regarding the insurance.

16/87 Highways –

Village Highway maintenance – The Clerk and Cllr Bright had attended the DALC Highways Conference on 16th March (report circulated) and Cllr Bright explained the main areas of interest being a) DCC have no funds confirming that

the PC would need to pay for village maintenance b) Shared Space – road design, for example, can be used effectively to reduce speed in villages c) the Road Warden Scheme is being used by 11 parishes currently and 59

people achieved the Chapter 8 qualification last year – the PC may wish to consider employing such a person d) cleaning of cobbles and weed killing – a qualified Road Warden could complete this work and/or supervise sub-contractors when working on the highway. It was confirmed that a certificate was required for anyone spraying cobbles and weeds e) the Community Pay Back Scheme is a cost effective way of the PC keeping the village clean and tidy as for £160 per day a supervisor and team would work in the village clearing the brook, weeding, cleaning signs, cutting grass etc. which the PC was asked to consider f) it was noted that the more times a highways issue is reported to DCC Highways on-line the sooner it would get seen to. The PC noted the Community Events Awareness Training to empower an individual to close roads, put out signs, and supervise street parties and markets without DCC intervention.

Hulke Lane – the DCC site meeting in the village on 4th April had confirmed that there were no plans to re-open this road to vehicles due to cost. Cllr Spivey reported that local land owners were considering making the road into a bridle path at their own expense which would result in the current large and unsightly road signs being removed.

School Lane – DCC had enquired as to whether the School had a School Travel Plan and Cllr Lawson confirmed that it did but that this would need reviewing. Cllr Wills was due to meet with the School to discuss highways matters and would include the Travel Plan. A resident had proposed longer replacement zig zag lines which would be looked into. A working party of Cllr Wills, Lawson, Bright and Waldron was agreed to take the matter of School Lane forward and to report back to the PC. It was proposed by Cllr Bright, Seconded by Cllr Spivey and RESOLVED that the Clerk should e-mail Steve Tucker, DCC Highways, to update him on previous correspondence between the PC and Bob King and to mention the viability of having a traffic order for the village.

Village maintenance contract – the promised second quote had not materialised and so this decision had to again be postponed until next month. The PC, in the meantime, would consider employing a qualified Road Warden.

Village signs – after discussion it was decided that the Clerk should request, through Focus, that organisers of events remove notices from lamp posts after the event. Current 30mph signs were discussed and Cllr Turner agreed to map the existing signs for review next month. The Clerk would report the broken 30mph sign in Jericho Street to Highways. Cllr Sims advised that Cleaves Close was to be re-surfaced on 2nd March but this did not happen due to a MDDC error. The Clerk was asked to find out when Cleaves Close would be re-surfaced.

16/88 Planning matters received and circulated to the date of the meeting –

- 1) 16/00420/LBC erection of sunroom following demolition of existing lean-to at Golly Cottage, the Bury, Thorverton. Cllr Lawson declared an interest. The PC gave no comment.
- 2) 16/00282/FULL erection of an agricultural farm managers dwelling at Carwithen, Thorverton. Cllr Turner declared an interest. The PC requested that an agricultural tie be placed on this property.
- 3) An update for information only: 14/00537/MFUL land and buildings at Silver Street, Thorverton. Demolition of agricultural buildings; redevelopment to form 20 dwellings (50% affordable). Conversion of existing single storey building; formation of access and drainage infrastructure works. The PC noted that Developers West Haven Homes were listed - the Clerk would make contact on behalf of the PC.
- 4) 16/00439/OUT Outline permission - erection of a dwelling at 5 the Glebe, Thorverton. It was proposed Cllr Bright, seconded Cllr Spivey and RESOLVED that a comment be submitted regarding the PC's concerns at the poor positioning of the access on this outline plan which could result in an increase in vehicle numbers parking on the corner of this road causing safety issues.
- 5) 16/00204/HOUSE erection of garage following removal of existing garage at Fair Oak, Thorverton. Permission granted.
- 6) 15/01681/CLU Cannes Farm – permission for storage within a barn. A resident had reported that the barn was now housing 3 mobile homes and that at least one of these was being lived in. MDDC advised that the housing of mobile homes was permitted but that living in them was not and so the matter would be investigated.

16/89 Development –

Graveyard extension/new cemetery – Cllr Wills reported that this matter should be correctly named as the 'new cemetery' which was agreed. The working party, together with the PCC, had met to review all documentation on this subject and a report had been circulated to the PC. The PCC had confirmed that very few burial plots now remain in

the existing graveyard although some land on the North side could be made available, that it had no interest in any new cemetery and that the new Rector would soon be in situ to help with this matter. Cllrs Waldron and Lane suggested that the PC approach the PCC direct. Cllr Wills reported that the existing churchyard, when full, will be closed and transferred to the PC who could then transfer it to the District Council with 12 months notice. It was noted that the PC should take into account maintenance costs on the old churchyard which could be expensive. Cllr Wills suggested that the working party now progress this matter further and proposed i) that a letter be sent to the PCC setting out the current position as the PC sees it and asking for confirmation ii) that the existing graveyard capacity is established iii) that the PCC representative make an offer to the CC of £7,500. per acre conditional on planning, highways and ground conditions on an identified piece of land between Corbet Court and Dark Lane as per the viewed and attached plan (land not including the reservoir) which was expected to be approximately 1 acre in size. These proposals were seconded by Cllr Spivey and RESOLVED.

Court Barton – As above under Planning.

16/90 Property Management -

Transfer of the Jubilee Green – Strutt & Parker had advised that they were awaiting further information from the CC in order to move the finalising of this transfer forward.

Barliabins plantation – 3 quotes had been requested, and chased, regarding the new fence but to date no quotes had been received. The Clerk was asked to keep chasing for quotes.

16/91 Recreation Ground –

Viridor Grant & S.106 – Cllr Waldron reported that the Wicksteed play and gym equipment had been ordered and that the MDDC S.106 funding had been agreed. The Clerk was to arrange a planning meeting regarding the garden.

Open/Fun day July 10th 2016 – after discussion it was agreed that Cllrs Lane and Lawson would head a working party for this event to involve the School, PTFA and pre-school. The WI hut had been booked for the day.

Transfer of the Rec from MDDC to the PC – Solicitors Veitch Penny are nearing completion of this matter.

Mower Service – the service had been completed and the mower was reported to be in good order.

Annual Inspection – MDDC had been asked to carry out the annual inspection at 50% of the RoSPA cost.

16/92 To consider **Financial matters** (and to sign cheques) for –

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| • Payment of the Clerks net salary for March 2016 | £ 184.00 |
| • Payment of tax to HMRC regarding Clerks salary for March 2016 | £ 46.00 |
| • Payment to the Clerk for expenses (ink, padlock & chain) | £ 22.16 |
| • Payment to Strutt & Parker for the half years Allotment rent | £ 90.00 |
| • Payment to Thorverton Memorial Hall re PC Meetings (Sept 2015 – Mar 2016) | £ 154.00 |
| • Payment to T&D Garden Machinery re Mower annual service | £ 346.96 |
| • Payment to VisionICT for Clerk training (included in grant funding) | £ 90.00 |
| • Payment to DALC for Cllr Brights attendance at the Highways Conference | £ 54.00 |
| • Payment to ICO - Data Protection Register (annual membership) | £ 35.00 |

Cllr Turner proposed and Cllr Waldron seconded that the above payments be made and this was RESOLVED.

- To note the bank account balances as at the financial year end of 31.03.2016: current account £5,125.74 and reserve account £32,882.19 (£30,000 ear-marked for the new cemetery).
- To note receipts into the account: Precept payment £6,812.84 with DALC annual membership deducted, Wayleave grant of £40.53 and £1,000. received from DCC regarding the Viridor deposit.
- To note that due to an admin error the cheque to VisionICT signed last month for £750.00 had been destroyed and that a replacement cheque for the lower amount of £600.00 had been drawn.

16/93 Annual Audit – the PC agreed the Annual Governance Statement which was signed by Cllr Wills. It was noted that Mrs Christine Chanin had again kindly agreed to complete the internal audit at no cost to the PC.

16/94 Annual Parish Meeting, 17th May 2016 – representatives from the School, Memorial Hall, Surgery and Church had accepted an invitation to speak for 5 minutes each at this event. After discussion it was agreed that the agenda should be publicised in Focus and should include 1) the new cemetery 2) the Rec re-fresh 3) the Parish Plan review.

16/95 TAP funding – Memorial Hall tap funding – no response had been received to date.

16/96 Committee Representative reports –

Memorial Hall: Hall fees have increased. Focus: Cllr Turner aired his appreciation for the hard work involved in putting Focus together and urged any volunteers able to help to contact Cllr Lane. Raddon Group: no meeting. School: meeting pending. TMGT: Cllr Spivey reported that the AGM will take place shortly and that donations of paving slabs for the new steps had been received from 2 residents. Any volunteers wanting to help out should contact Cllr Spivey.

16/97 PCC representative – DALC advised that it would not be appropriate for the PC to have a PCC representative.

16/98 Walking the village footpaths – It was noted that Cllr Wills is working on this project and will report further news next month after meeting with the School. The plan is for a joint project between the School and PC to be set up which would also involve the community. Cllr Spivey would get an update on footpath 10 at Yellowford.

16/99 Solar panel conference – Cllr Spivey had attended the drop-in session and reported that due to the high impact of large solar panel areas it was very unlikely that the village would be earmarked for such a project.

16/100 Parish Council Public Relations and Saturday Market – Cllr Bright had attended the April market and Cllr Lane volunteered to attend the May market. Ideas on how to display PC projects were shared.

16/101 Parish Plan – Copies of the 2008 Parish Plan were distributed and Cllr Lane talked about his report on the matter (circulated) and how the plan could be re-visited. Cllr Lane proposed that a working party, to include members of the parish of differing ages, be put together to review the plan so that feedback could be given to the PC on how to take this matter further. This was seconded by Cllr Spivey and RESOLVED. Cllr Lane would head the working party. The Clerk would aim to get the plan onto the new PC website.

16/102 PC Website – the Clerk reported that the website was nearly ready for launch with the address expected to be thorvertonparishcouncil.org.uk and that Clerks training, by way of a VisionICT workshop, had been booked.

16/103 Communications, Vodafone – no update to report and it was agreed to remove this item from the agenda.

16/104 Best Kept Village - Campaign for the Protection of Rural England (CPRE) – Cllr Waldron suggested that this idea be postponed as no Cllr or member of the public had shown an interest in taking it forward. This was agreed.

16/105 Dog bin in Jericho Street/rubbish bin at Berrysbridge Road bus stop – responses pending.

16/106 Business at the Chairman's discretion –

- a) Cllr Waldron suggested that Cllr Lawson, due to her expertise on the subject, be involved in reviewing planning documentation on behalf of the PC and it was agreed to put this on the next agenda.
 - b) Cllr Waldron offered to be involved in the insurance review with the Clerk.
 - c) Cllr Sims enquired as to as grass cutting schedule for the village and it was agreed to put this on the next agenda by which time a schedule should have been received.
 - d) Cllr Lane offered a review of the recent digital tool kit training session and it was agreed that this should be put on the next agenda.
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- e) Cllr Lane requested an update on the Allotments and it was agreed to put this on the next agenda.

Date, time and venue of **the next Parish Council Meeting** – Tuesday 10th May 2016 at 7.30pm at Thorverton Memorial Hall.

Date, time and venue of the **Annual Parish Meeting** – Tuesday 17th May 2016 at 7.30pm at the Thorverton Memorial Hall.

The meeting closed at 10.13pm