

MINUTES of the THORVERTON PARISH COUNCIL ANNUAL MEETING
held on May 8th 2018 at the WI Hut at 7.30pm

Present: Cllr N Bright, Cllr S Crang, Cllr R Turner, Cllr N Lane, Cllr J Hodge, Cllr D Reygate, Cllr J Spivey, Cllr D Waldron, Cllr G Sims, Cllr Lawson.

In attendance: the Clerk, C/Cllr Squires, 4 members of the public.

18/01 Election of a Chairman: Cllr Hodge nominated Cllr Bright, seconded by Cllr Spivey and RESOLVED. The Declaration of Acceptance of Office was duly signed.

18/02 Election of a Vice Chairman: Cllr Bright nominated Cllr Crang, seconded by Cllr Turner and RESOLVED. The Declaration of Acceptance of Office was duly signed.

18/03 Election of PC Representatives: it was proposed by Cllr Bright, seconded by Cllr Crang and RESOLVED, that the following Cllrs would represent the Parish Council (PC) at external meetings for the next year -
a) Focus – Cllr Turner b) School – Cllr Lane c) TMGT – Cllr Spivey d) Raddon Group – Cllr Spivey e) Memorial Hall – Cllr Hodge.

18/04 PC meeting venue: it was RESOLVED that the Memorial Hall should be booked from the November 2018 meeting up to and including the April 2019 meeting. Thereafter the WI Hut should be booked from the May 2019 meeting up to and including the October 2019 meeting (Cllrs Bright and Waldron).

18/05 Register of Interest forms: the Chairman reminded all Cllrs of their responsibility to review these forms for accuracy. It was noted that the **Code of Conduct** had been circulated with a request for members to review the requirements for the declaring of both Personal and Disclosable Pecuniary Interests (DPIs).

18/06 Working Group members for the next year were agreed as being:

- a) Cemetery – Cllrs Bright, Lawson, Waldron and Hodge b) Mower shed – Cllrs Hodge, Crang and Turner
c) Staffing – Cllrs Bright, Crang and Turner d) Grant Funding – Cllrs Waldron, Reygate, Turner and Spivey
e) DAAT night landing site – Cllrs Waldron, Turner and Spivey.

Proposed by Cllr Bright, seconded by Cllr Lawson and RESOLVED.

18/07 Continuance of Policies: it was RESOLVED that the following policies should continue for the next twelve months (Cllrs Bright and Crang):

- a) Grant Funding Policy b) Co-option Policy c) Training Policy d) Complaints Policy e) Freedom of Information and Publication Policy. Cllr Lane requested that the Grant Funding Policy be amended and it was agreed to put this matter on the June meeting agenda.

Standing Orders suspended.

18/08 Public Open Session: three members of the public wished to speak.

1) School Lane planning application ref: 17/01716/FULL – revised drawings were now available on the MDDC Portal and comments should be submitted by 22nd May. The MDDC Planning Committee decision is due to take place in June. The PC was urged to continue its support regarding objecting to this application.

2) School Lane planning application - as above – the resident reported that he was not convinced of the need to reinstate the access and farm track in question and invited Cllrs to attend the site, to review the revised drawings and to consider the impact the alterations will have if the application is granted.

3) a) Hulk Lane – the lane has been nominated for an ICE award and will be judged next week **b) Yellowford Planning Application** – this had not moved forward since DCC Highways had set out its conditions which had not yet been met. The area remains a muddy mess and the drains remain blocked **c) School Lane planning application as above** – concerns were raised that the future use of the agricultural land could involve housing should the access and farm track be reinstated. The Lodge, being opposite the site, falls within the Conservation Area and the latest revised plans would not be in keeping with the area.

The Chairman thanked the members of public for their comments.

18/09 Reports:

- i) **D/Cllr Deed** – no report received.

ii) **C/Cllr Squires** was pleased to hear that Hulk Lane had been put forward for an award and commented that the slippage, seen prior to the work having been completed, had been stemmed and that the drains had remained clear. It was also reported that she is involved with the Corporate Parenting Board and its involvement with the 700 children currently in DCC care. A large number of these children have special educational needs and disabilities meaning that Schools need to provide for these children which is made more difficult due to lack of funding.

iii) **PCSO Roberts** – a report had been submitted advising of no crimes in April and 2 calls to Police one of which was about lost property.

iv) **TMGT** – Cllr Spivey reported that the hardcore path in the field is being upgraded and that a memorial tree had recently been planted in memory of Dame Margaret.

v) **Memorial Hall** – Cllr Hodge reported that a joint production with Exeter Drama Group had recently entertained 70 people which was a positive result.

vi) **School** – Cllr Lane had spoken to Sarah Parkes about parking issues along School Lane and although she acknowledged the matter she reported that parking was not currently a problem for the School.

vii) **Focus** – Cllr Turner had nothing to report.

viii) **Saturday Market** – Cllr Lane had attended the April Market and had received suggestions for the spending of the Court Barton S106 funding which were already listed. Other areas raised were concerns about the School Lane planning application, whether the Allotment site would be used for building and a request for public toilets. Cllr Spivey had agreed to attend the May market and Cllr Lawson volunteered to attend the June market.

Standing Orders resumed.

18/10 Apologies for absence: none.

18/11 Declarations of Interest were received from Cllr Spivey (DPI) regarding planning application ref: 18/00245/FULL, Cllr Turner (personal interest) regarding the same planning application and Cllr Waldron (personal interest) regarding planning application ref: 17/01716/FULL.

18/12 Confirmation of Minutes of the meeting of Tuesday 10th April 2018: it was RESOLVED that the Minutes be signed as a correct record of the meeting (Cllr Turner and Lawson).

18/13 Annual Parish Meeting: Cllr Bright was pleased to report that 45 members of the public had attended the meeting and that the feedback received had been positive. He thanked those present for helping out.

18/14 S106 Funding (Court Barton): a list of suggestions from the public, regarding the spending of these funds, had been circulated to Council for consideration and those ideas outside the scope of the spending were confirmed. Cllr Bright suggested that ideas involving the Recreation Ground should be put on hold until the expected S106 funding from the proposed Broadlands development site became available as these funds would need to be spent within the vicinity of the Rec and this was agreed. Cllr Lawson suggested the importance of spending such a large lump sum, £17,000, on something substantial due to large amounts of funding being rare and that benches, for example, could be funded out of smaller amounts as and when received. Cllr Crang backed the need for a large project to be agreed. Following discussion Cllr Crang suggested that the PC look to acquire a strip of land next to the Millennium Green, opposite the Court Barton development, for recreation purposes which could later be used for other facilities as had been suggested by members of the public. It was noted that to house some suggestions raised by members of the public land would first need to be acquired. Cllr Waldron agreed that having additional recreation facilities at the Court Barton end of the village would seem appropriate especially as the funding had been gained from the Court Barton development. Cllr Turner proposed that the Agents of the Church Commissioners be approached to enquire as to whether the purchase of a strip of land, reaching from Silver Street to the stream to be used as Open Space, would be possible. This land could then be used for recreational development for the benefit of the parish. Seconded by Cllr Lawson and RESOLVED. The Clerk would make the necessary contacts and advise MDDC of the new project for their records.

18/15 Development:

a) New Cemetery – the completed funding application for £25,000. of HLF funding for the Community Dig at the proposed new Cemetery site, off Dark Lane, had been received from AC Archaeology and was reviewed. Cllr Lane suggested the inclusion of volunteer time and whether any attachments were relevant - the Clerk would clarify these points. Cllr Reygate asked about VAT and insurance of volunteers - this would be investigated. It was RESOLVED that AC Archaeology be asked to submit the form, subject to considering the volunteer cost and any required attachments, to HLF on behalf of the PC (Cllrs Lawson and Crang)

b) Court Barton – Cllr Bright gave an update in that MDDC had confirmed that the draft amendment was with the Housing Associations Solicitors which confirmed that the project is moving forward.

18/16 Highways:

a. Dark Lane – the Structural Engineers report was being processed and was expected to be received shortly.

b. Lamp posts – no update had been received regarding the cobble work.

c. Traffic calming – the documents received from Rewe Parish Council were reviewed and it was noted that mobile speed signs were to be erected at Latchmoor Green. Due to this it was agreed that the PC should await the results of the Rewe PC project prior to taking any further action. Cllr Waldron enquired as to whether the signs could be hired and it was concluded that they are not readily portable and so this could not be accomplished. Cllr Sims confirmed that Speedwatch was still operating along Silver Street and that vehicles continue to be registered as being above the 30mph speed limit.

d. School Lane zig zag lines – no update had been received regarding the shortening of these lines and Cllr Turner proposed that the matter be removed from the agenda until something further is known. This was seconded by Cllr Lawson and RESOLVED.

18/17 Relations with our District and County Councillors: Cllr Bright had met with the MDDC Monitoring Officer to discuss this matter and she had suggested that the issue should not be allowed to impact on the workings of the Parish Council. She also suggested that a further meeting, involving the MO, Cllr Bright, Cllr Crang, the Clerk and possibly D/Cllr Deed, may help. After consideration Cllr Bright proposed that this item be removed from the Agenda and this was seconded by Cllr Crang and RESOLVED (7 for, 1 against, 2 abstentions).

18/18 Recreation Ground:

i) Multiplay equipment – it was agreed that Cllr Sims and Cllr Bright would investigate the materials required to mend the equipment and it was RESOLVED that a budget of up to £250.00 should be made available for the materials (Cllr Crang and Turner).

ii) Tree work – Cllr Sims reported that the tree work had been completed and that the invoice was pending.

iii) Ride on mower service – it was noted that this was in the process of being completed.

iv) Mower shed – Cllr Hodge reported that the shed had been ordered, delivery was pending, and that volunteers would be required to help assemble the item on arrival which he would organise.

v) Agreement between the PC and Thorverton AFC – no Agreement had yet been found and Cllr Lane volunteered to investigate this further with the previous Clerk.

18/19 Handyman: the Handyman had reported that the village footpaths had been sprayed with weedkiller, the grass cutting was underway, and that village potholes and broken signs had been reported to DCC Highways. Outstanding duties were reviewed and strimming around the equipment at the Rec was added to the list.

18/20 Finance:

1) **Grant Funding** – Cllr Turner reported on the application received from the village WW1 Commemoration Group and on the event planned for November. It was agreed to support the application and Cllr Turner proposed that £200 be given which was seconded by Cllr Lawson and RESOLVED.

2) **Annual Insurance for the ride on mower** – it was RESOLVED to accept the quote of £168.00 from Came and Co. (Cllrs Bright and Crang).

3) **Annual Insurance for the PC** – it was RESOLVED to accept the quote from Came and Co, this being the second year of the three year Contract, at a cost of £456.61 (Cllrs Bright and Turner).

4) **Bank balance** as at 01/05/2018 was noted as being £52,828.41 and, after the deduction of 'earmarked funds', the free funds stood at £18,771.41

5) **Clerk salary increase** – it was RESOLVED to pay the NALC annual salary increase to the Clerk in accordance with her Contract of Employment, from £11.415 to £11.643 per hour, backdated to 01/04/2018 (Cllrs Bright and Crang).

6) **Internal Auditors Report** – the report was reviewed and indicated no internal control issues. It was RESOLVED to send a Thank You card and gift of up to £10. to the Auditor (Cllrs Turner and Lawson).

7) **Section 1 - Annual Audit Return** – it was RESOLVED to sign this document (Cllrs Crang and Turner).

8) **Section 2 - Annual Audit Return** – it was RESOLVED to sign this document (Cllrs Crang and Turner).

9) **Payments** – it was RESOLVED to sign cheques for the following payments (Cllrs Turner and Lawson):

May 2018	Clerks salary (net of tax and excluding the NALC pay rise)	April salary net	£ 323.22 (no VAT)
	HMRC Clerk	Tax due	£ 5.40 (no VAT)
	Clerks expenses	Paper, ink	£ 37.00 (no VAT)
	Came & Co	Ride on Mower annual Insurance	£ 168.00 (no VAT)
	Came & Co	PC annual General Insurance	£ 456.61 (no VAT)
	DALC	Data Protection Training – Clerk	£ 48.00 (incl VAT)
	DALC	Annual Membership	£ 215.95 (incl VAT)
	A Cleave	Allotment work	£ 75.00 (no VAT)
	Asgard	Rec shed	£2054.50 (incl VAT)

18/21 **Communications:**

- a) DAAT** – it was confirmed that Toby Russell would attend the June meeting to discuss this matter with the PC.
- b) DALC** – a response regarding the circulating of documents provided by the public was reviewed and it was confirmed that the Chairman/Clerk were correct in their decision not to circulate documents relating to the School Lane planning application last month. It was noted that the PC should refrain from circulating documents already in the public view and information that could appear to be one sided unless resolved opinions could be construed to be those of the PC.
- c) South Hams SAC Greater Horseshoe bat Supplementary Planning Document.** Noted.
- d) MDDC Public Consultation Event** – Tiverton Town Centre Regeneration Masterplan. Noted.
- e) Allotment bonfires** – an e-mail had been received from a resident and it was RESOLVED to amend the Allotment rules and regulations to make the matter clear as to when bonfires are and are not allowed. Revised rules to be sent to all Allotment holders (Cllrs Lane and Lawson).
- f) Village street signs** – an e-mail request had been received from a resident requesting the Raddon sign, and others, be replaced and Cllr Spivey volunteered to make a new Raddon sign. This was proposed by Cllr Bright, seconded by Cllr Waldron and RESOLVED. It was agreed to leave the other village signs to DCC.

18/22 **Planning Applications:**

a) 17/01716/FUL Revised drawings - reinstate access and farm track to agricultural land at School Lane. Cllr Bright had attended a site meeting, as the PC's representative, which was also attended by C/Cllr Squires, DCC Highways and a member of the public (not invited to the meeting by Cllr Bright). He gave an overview of what was discussed and confirmed that the views of the PC had been put forward. After discussion it was RESOLVED (9 for and 1 against) to object to this application and to submit the following comment to MDDC:

- '1) This is a new scheme which no longer appears to be a reinstatement of the track.
 2) The removal of the bank in-between is detrimental to the character of the Conservation Area and the street scape.
 3) Residents have raised concerns in that the new drawing does not accurately represent the bend in the road to the south west and, therefore, the ability to have the correct visibility lengths in place which could require removal of further hedgerow and bank for this to be achieved'. (Cllrs Lawson and Spivey).

b) 18/00670/LBC for the installation of a gas meter and gas pipe at Pynes House, Silver Street. It was RESOLVED to make no comment on this application (Cllrs Turner and Spivey).

c) 18/00245/FULL Retention of shed and decking opposite Dinneford Spring, Thorverton. Cllr Spivey left the room during discussion and voting on this item. After discussion it was RESOLVED to object to this application and to submit the following comment to MDDC:

'This application refers to a substantial structure which is situated outside of the settlement limit and in itself does not appear to enhance the Conservation Area in which it sits. The structure will set a precedent to the other gardens in Dinneford Street where similar development would be detrimental to the Conservation Area'. (Cllrs Crang and Hodge for 6, abstentions 2, declared interest 1). Cllr Spivey returned to the meeting after voting had been completed.

18/23 **Planning Decisions:**

a) 17/01339/NMA Carwithen, Thorverton. Non material amendment for 16/00282/FUL to allow the repositioning of 2 first floor windows, redesign of main door, enlargement of window above main door and omission of quoins. Permission Granted.

b) 18/00310/FULL Rear of Pynes House, Silver Street, Thorverton. Installation of solar PV panels on existing sheds. Permission Granted.

c) **18/00381/CAT** Jericho Street, Thorverton. Notification of intention to fell 1 Hornbeam tree within the Conservation Area. No objection.

d) **18/00288/HOUSE and LBC** The Old Post Office, School Lane, Thorverton. Erection of an extension and conversion of existing garage outbuilding to home office, conversion of existing outbuilding to storage use and demolition of lean-to storage buildings. Permission Granted.

e) **18/00517/PNHH** Prior approval for the erection of an extension extending to 4m to the rear, maximum height 3.55m, eaves height 2.5m at 17 Cleaves Close, Thorverton. Approved.

18/24 Data Protection – a report explaining the new requirements had been circulated It was agreed that the matter would appear on the June meeting agenda for further consideration.

18/25 Business at the Chairman's discretion:

1) Cllr Sims reported that he had logged the matter of the grit bins needing re-filling on the DCC website.

18/26 Date of the next meeting: June 12th 2018, at 7.30pm, Thorverton WI Hut.

The meeting closed at 22.16

Chairman

**ANNUAL MEETING MINUTES OF THE TRUSTEES OF THE
THORVERTON RECREATION GROUND**

8th May 2018 at the Thorverton Memorial Hall

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

In attendance: the Clerk

1. **Appointment of Officers for 2018/2019:** Cllr Bright proposed that all Cllrs be appointed as Trustees of Thorverton Recreation Ground and that the Parish Council Chairman, Cllr Bright, should hold the same position ex officio for the Trustees. This was seconded by Cllr Crang and RESOLVED
2. **The Minutes of the last meeting held on 9th May 2017:** it was RESOLVED that the minutes be signed as a correct record of the meeting (Cllrs Turner and Crang).
3. **EXPENDITURE (excluding VAT) for 2017/2018**

a) Ride on mower service	£435.21
b) Ride on mower insurance	£165.00
b) Play equipment inspection	£ no invoice received to date
Total expenditure	<u>£600.21</u>
Total income received from Thorverton Parish Council	£600.21
4. Business at the Chairman's discretion:
 - a) Wildlife Garden – Cllr Bright proposed that a thank you letter be sent to Jerry and Ann Parkinson for continuing to look after the wildlife garden. This was seconded by Cllr Waldron and RESOLVED.

The meeting closed at 22.24

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the Clerk on thorvertonpc@gmail.com or on 01392 861228**