

**MINUTES of the THORVERTON PARISH COUNCIL ANNUAL MEETING held on Tuesday 14th May 2019,
7.30pm, at the Thorverton Memorial Hall**

Present: Cllr Bright (outgoing Chair), Cllrs S Crang, R Deed, R Flatt, J Hodge, N Lane, H Lawson, G Sims, D Waldron and K Wells. In Attendance: the Clerk, Mrs A Marshall, and 3 members of the public.

- 19/01 Election of a Chairman:** Outgoing Chairman, Cllr Bright, took the chair for this item only. Cllr Deed nominated Cllr Lane who confirmed he was willing to stand. This nomination was seconded and it was RESOLVED that Cllr Lane become Chairman. The signing of the Declaration of Acceptance of Office was completed and Cllr Lane took the Chair.
- 19/02 Election of a Vice Chairman:** Cllr Sims nominated Cllr Crang, seconded Cllr Hodge. Cllr Waldron nominated Cllr Deed, seconded Cllr Lawson. Both agreed to stand. It was RESOLVED that Cllr Deed become Vice Chairman and the Declaration of Acceptance of Office was signed.
- 19/03 Apologies:** Cllr Foster, long standing prior engagement.
Cllr Lane took the opportunity of welcoming the new Council.
- 19/04 Declarations of interest:** Cllr Deed - Court Barton Deed of Variation. Cllr Lawson – Hulk Lane. All present were reminded to complete and return their Declaration of Interest form to MDDC by May end.
- 19/05 Confirmation of Minutes of April 9th 2019:** It was RESOLVED to accept the Minutes as a correct record of the meeting.
- 19/06 Annual Parish Meeting:** It was agreed that the outgoing Chairman's report provided a good overview, which had been published in full in Focus, and Cllr Bright was thanked for his time in office. Cllr Waldron provided public feedback requesting that Annual Parish Meetings be widened to include local organisations. Noted.
- 19/07 Elections:** Clerk to post the local Election results of 2nd May on the School Lane notice board. It was noted that the European Parliamentary Elections will take place on 23rd May.
- 19/08 General Power of Competence:** It was RESOLVED to adopt this 'power' of the first resort.
- 19/09 Appointment of Representatives:**
a) Focus – Cllr Wells, b) School – Cllr Lane, c) TMGT – Cllr Waldron, d) Raddon Group – Cllr Deed, e) Memorial Hall – Cllr Flatt, f) Highways and Footpaths – Cllr Foster, g) Recreation Ground – Cllr Sims, who is also helping out with the football club grass cutting currently, h) Speedwatch – Cllr Hodge, i) Allotments – Cllr Crang, j) Snow Warden – Cllr Sims, k) Parish Paths Partnership Scheme (P3) – it was agreed to put the details of this on the next agenda for consideration.

It was RESOLVED that the abovementioned Councillors become the stated Representatives.

19/10 Working Groups:

- a) Cemetery – Cllr Hodge, Cllr Lawson, Cllr Flatt, Cllr Waldron and Mr N. Bright.
- b) Section 106 funding – see item 19/25 below.
- c) Grant Giving – Cllr Waldron, Cllr Hodge, Cllr Wells
- d) Staffing – Cllr Deed, Cllr Lane, Cllr Flatt

It was RESOLVED that the abovementioned Working Groups continue and that the stated Councillors become the members. There are no Committees in place at the current time.

19/11 Policies: It was RESOLVED to postpone the annual review of all existing Policies until the June meeting (or later) and that the first document for review should be the Standing Orders.

19/12 Councillor training and the purchase of guidance books: No books were requested due to e-mailed copies of The Good Councillors Guide, Being a Good Employer Guide and the Good Councillors Guide to Finance having been circulated. The Clerk will circulate the Devon Association of Local Councils training schedule for members to consider along with an offer to provide 'in house' training by way of the Clerk. The matter will be reviewed further at the June meeting.

19/13 Meeting venue: It was RESOLVED to keep the meeting venue as the Memorial Hall until further notice.

Following a request asking that the School be allowed to use the Memorial Hall on July 9th it was RESOLVED to move that monthly meeting to the School Hall. Council was reminded that the September meeting would take place a week early, as previously resolved, on September 3rd 2019.

19/14 Public Open Session: 2 members of the public wished to speak:

- 1) Regarding retrospective planning application 19/00690/FULL – it was clarified that the application was not for the shed, which had already received planning permission, but for the new flue and roofing felt which had already been installed. The member of the public wished the new Council all the best for the future.
- 2) Regarding the recent elections – the resident reported that he had enjoyed the campaign to become District Councillor, meeting local people, and said that Mid Devon, and the Cadbury Ward, are beautiful areas. He gave thanks to local people for their support during the campaign.

19/15 External Reports:

a) C/Cllr Squires reported that grant funding, through Devon County Council (DCC), has changed and that community groups, as well as Parish Councils, are now encouraged to apply for funding. Focus remains on Children's Services, Special Guardianship Orders and Special Educational Needs and Disabilities. The transition process, from child to adult services, is gradually moving towards age 25, from age 18, although no additional funds have been made available to help with this. C/Cllr Squires is the Deputy Chairman Elect for Devon County Council currently.

b) D/Cllr Deed echoed the comments made by a member of the public earlier in the evening in that he had enjoyed the election process and the past 4-year cycle as District Councillor. He had particularly enjoyed talking to local people. The election result had been a shock as previously a Conservative Administration had been at the head of Mid Devon. On 22nd May the annual Mid Devon District Council (MDDC) meeting will be held at which the Council leadership will be ascertained. On planning, the Exe Valley Farm Shop planning application had been called in and the plans of the Planning Committee had been overturned, unanimously, in order to grant the applied for planning permission to allow the shop to extend.

c) Police – in January 1 crime, near the cricket ground, had been reported under the heading of 'other' and this matter remains under investigation. No crimes were reported for February or March 2019.

19/16 Internal Reports:

a) Focus – On 29th June an event celebrating 50 years of Focus will take place (by invitation to those who have been involved over that period).

b) School – see 'correspondence' below.

c) TMGT – a report had been received advising that the AGM had been held and that the annual report will feature in Focus. Volunteers, to join the maintenance party, are still being sought and the next event will take place on 1st June.

d) Raddon Group – D/Cllr Deed reported that Thorverton is fortunate to have Speedwatch in place as there is no further funding available from the Police for new groups.

e) Memorial Hall – it was reported that a Pie and Quiz night will take place this Saturday, that AGM took place last week, the annual Fun Day will take place in July and a Beach Party is planned for June. See Focus for details.

f) Highways – no report

g) Saturday Market - Cllr Waldron had attended the May Market, on behalf of the Parish Council, and reported that a member of the public had asked that election candidates, at future events, make personal information available to the public in order to help with understanding. Noted. It was agreed that a Parish Council table at the monthly Saturday Market should be ongoing. Cllr Hodge volunteered to attend the June Market.

19/17 Helicopter Night Landing Site: It was reported that this project has now been completed and that the site is now fully operational. It was confirmed that any excess funding raised had been ring-fenced for future maintenance. Cllr Sims proposed that an opening ceremony be arranged in order that the public could see the lights on and so that the School could be involved. This was seconded and RESOLVED. Clerk to contact DAAT. It was noted that the grant funding payment from DAAT and the invoice from MAT Electrics are still pending.

It was agreed to bring forward Highways matters to this stage.

19/18 Highways matters:

a) Hulk Lane – dedication of Public Bridleway. Cllr Lawson explained to Council that the route is now a permissive pathway which could be closed at any time, and that the original expectation was that the route would be a public bridleway, open to the public at all times. It was felt important to follow this matter up due to the funding that the Parish Council - and other organisations - had put into the project in order that the route could remain open to the public. Cllr Crang gave an explanation of his views. Standing Orders were suspended, then resumed, in order to let C/Cllr Squires speak. It was concluded that the road would not be reinstated at any time in the near future, if ever, due to the funds required to achieve this. Cllrs Bright, Crang, Hodge and Waldron had previously agreed to be part of a meeting with Tom Vaughan, Devon County Council Highways, to discuss the matter and it was agreed that the arranging of this meeting should go ahead, without outgoing Cllr Bright. Clerk to arrange. At least two of the Councillors noted should attend the meeting. Cllrs Lawson and Flatt requested to be part of this working group which was RESOLVED. Clerk to copy C/Cllr Squires into any arrangements.

b) Clearing of the Brook at Stonebridge. Cllr Lane gave an overview of the current situation and explained the ongoing difficulties in getting the agreed grant funding for the project from DCC Highways. After discussion it was RESOLVED to invite a Communities Emergency Plan Project Manager to the June meeting in order that the funding could be released. Clerk to arrange.

c) Clearing of the foot path along Silver Street. As this had still not been completed by DCC Highways it was RESOLVED to add this task to the Handyman's list.

d) Cobbles around the lamp post along Milford Lane. As this had been agreed by the Contractor, but not yet completed, the Clerk would chase it up.

It was agreed to bring forward Planning matters to this stage.

19/19a Planning Applications:

- i) **19/00543/HOUSE** erection of an extension, following removal of existing, and erection of replacement garage/store at Stable Cottage, Thorverton. It was RESOLVED to submit 'no comment'.
- ii) **19/00690/FULL** retrospective permission for the retention of shed and decking (revised scheme) at Dinneford Spring, Thorverton. A letter from a member of the public was read out. It was RESOLVED to submit a neutral comment of 'consideration should be given to the use of the shed which should not be for additional accommodation but which should be incidental to the enjoyment of the main dwelling'.
- iii) **19/00621/FULL** formation of residential vehicular access and track at Charolles, Thorverton. It was RESOLVED to submit 'no comment'.
- iv) **19/00567/LBC** Listed Building Consent for internal alterations at Brookside, Silver Street, Thorverton. It was RESOLVED to submit 'no comment'.

19/19b Planning Decisions: The following applications have been noted due to local public interest.

- i) **18/01840/FULL** revised scheme for change of use of land for the siting of permanent and touring pitches for tents and caravans. Land at the Ruffwell Inn, Thorverton. Decision awaited.
- ii) **18/02000/FULL** erection of extensions at the Exe Valley Farm Shop, Thorverton. Approved.

19/20 South West Water compensation claim / Quarry Car Park: It was noted that the resurfacing request, to make good a small area next to the Post Office, had been actioned by SWW. The Council considered the latest correspondence received from Terra Nova Land Management Ltd, being the agents acting on behalf of the Parish Council regarding the re-claiming of compensation, and RESOLVED not to sign the documents at this stage. It was RESOLVED that the Clerk ask Terra Nova Land Management Ltd for an estimation of costs prior to asking SWW of the possibility of having a 'lift and shift' clause agreed. If such a clause is not possible then SWW should be asked whether it would cover the Parish Councils total costs, including professional costs, regarding the compensation claim.

19/21 Dark Lane Wall: A letter from a resident was considered requesting that the wall be re-built in stone. Cllr Lawson explained that the wall is a non-designated heritage asset and that consultations had taken place with the MDDC Conservation Officer regarding its rebuilding. The plan for the wrought iron uprights had been produced as an alternative to the very high costs of rebuilding the wall in stone, the estimates received had been between £16,779 plus VAT and £20,422 plus VAT. Cllr Lawson was asked to source costings for the iron railings for the June meeting. It was RESOLVED to publish the quotes. The Clerk would respond to the resident and confirm that Section 106 funding cannot be used for this project.

19/22 New Cemetery: Council members were delighted to hear that a Heritage Lottery Funding grant of £23,100. had been confirmed which would now allow the project to move forward. The required Geophysical Survey would be arranged with AC Archaeology and a provisional date of 10th June, including a weekend to enable Community participation, had been suggested. It was RESOLVED to accept this date as long as the tenant farmer gave permission for entry onto this land during this time. The Clerk would clarify the Community 'element' mentioned and get advice on advertising, creating a logo, involving the School and would arrange a meeting between AC Archaeology and the working group.

19/23 Recreation Ground: Cllr Sims reported that there was no further news regarding mower funding and that attempts to liaise with the Football Association had been unsuccessful and so alternative methods of funding should be sought. The main Rec gate had been broken and it was RESOLVED to ask Capricorn Engineering to make good the gate up to £50. An e-mail had today been received from a resident regarding footballs falling into their garden and it was RESOLVED to put this matter on the next agenda.

19/24 Assets of Community Value: After discussion it was RESOLVED to apply to renew the listing of the Thorverton Arms as an Asset of Community Value.

19/25 S106 Court Barton funding and Church Commissioner matters:

a) Purchase of the Sheep Dip – Nothing further had been received from the Church Commissioners.

b) Purchase of land at Silver Street – Interest declared by Cllrs Wells and Deed due to being associated with the Court Barton Close Management Company. The Working Group had met and a sketch had been circulated indicating where a footpath could be placed from Silver Street to the Millennium Green, incorporating a bridge over the stream. Due to the complexity of the matter it was agreed to postpone any further discussion until the June meeting.

c) Broadlands Development – The matter of permission, to enable the Church Commissioners to lay underground cables and pipe work at the allotment field, was considered and a sketch was reviewed. The Clerk would review the Allotment Agreement, regarding notice to be given to tenants, prior to the next meeting. It was RESOLVED that a

Working Group should be set up to consider a response to the Church Commissioners. The Section 106 Working Group would consist of Cllrs Flatt, Lawson, Foster and Lane.

19/26 Employees:

a) Handyman Report: It was RESOLVED to pay the salary request of £191.25 gross. The Report was considered and the cutting of the Barliabins Plantation, and the clearing of the footpath along Silver Street, was added to the existing duties.

b) Clerk: it was RESOLVED to grant the overtime payment of £146.85 gross, covering February-April, and to agree to a review of the Clerks hours.

19/27 Finance:

- 1) The bank balance as at 01/05/2019 was noted as being £65,551.03
- 2) Banked receipts for April 2019 were noted as being: £3,750. MDDC grant funding (Cemetery dig and new mower), £7,801., 50% of Precept, £40.53 Wayleave, £488.36 DAAT donations.
- 3) The annual Internal Audit Reports were noted and it was RESOLVED to pay the resulting invoice.
- 4) It was RESOLVED to approve the updated Asset Register with the Quarry Car Park garages removed.
- 5) It was RESOLVED to approve the updated Reserved Funds document.
- 6) It was RESOLVED that the Clerk contacts the Broker, regarding the annual general Insurance, to request a reduction in premium to under £500. If this could not be agreed it was RESOLVED that the Clerk renews the Policy with Hiscox Insurance on a three year term.
- 7) It was RESOLVED to pay 50% of the annual membership fee to the Society of Local Council Clerks.
- 8) It was RESOLVED to grant the New Thorverton Kids Club £250.00 towards the clubs start up fees.
- 9) It was RESOLVED to make the following payments:

A Marshall - Clerk salary	Gross salary £370.27 Gross overtime £146.85 Less tax due £13.80	£503.32 net
HMRC (A Marshall)	Tax due	£ 13.80
A Marshall - expenses	Stationery, padlock, APM refreshments, Hall heating	£ 96.05 (incl VAT)
C Marshall – Handyman salary	Gross salary £191.25 Less tax due £38.20	£153.05 net
HMRC (C Marshall)	Tax due	£ 38.20
Society of Local Council Clerks	Annual Membership renewal (other 50% paid by Feniton Parish Council)	£ 78.00 (incl Vat)
Thorverton Memorial Hall	Hall hire for TPC meetings Nov '18 - Apr '19	£150.00 (VAT n/a)
J Hole (Newton St Cyres PC)	Internal Audit fee	£100.00 VAT n/a)

19/28 Communications:

a) Consultation on the proposed expansion of the Exe Valley Federation to include Silverton School. Noted.

b) Litter picking – e-mail from a resident offering litter picker help. It was RESOLVED that, due to the volunteer's ages, they should be invited to pick up litter from the Recreation Ground and the Millennium Field only, for safety reasons. They would also be invited to help at the Village Tidy Up Day. Cllr Lane advised of a further volunteer and it was RESOLVED to accept this offer of help and to provide a Litter Picking Pack, which the Clerk would aim to source from MDDC, at a cost of up to £25.00.

c) Thorverton cobbles and railings – the Parish Council had been copied into a communication from a resident who had written to the MDDC Conservation Officer about the state of some local cobbles and railings. It was RESOLVED that the Clerk write to the MDDC Conservation Officer, copying in DCC Highways, endorsing the residents letter.

19/29 Village Tidy Up Day: It was RESOLVED that this event would take place on Saturday 6th July 2019.

19/30 Court Barton Deed of Variation: No update had been received.

19/31 Business at the Chairman's discretion:

i) Relationship between the School and the Parish Council – agreed as a June agenda item.

ii) Correspondence accusing the Parish Council of conduct issues – the Chairman confirmed that the matter had been dealt with at the last meeting.

19/32 The next meeting of the Parish Council: June 11th 2019.

The meeting closed at 22.30

Chairman Date 11.06.2019