

**MINUTES of the THORVERTON PARISH COUNCIL MEETING held on Tuesday 8<sup>th</sup> October 2019,  
at the Thorverton Memorial Hall, at 7.30pm**

**Present:** Cllrs Lane, Crang, Deed, Flatt, Foster, Hodge, Lawson, Sims, and Wells.

**In attendance:** Mrs A Marshall (Clerk) and 2 members of the public.

Standing Orders suspended.

**Public Open Session:** 2 members of the public wished to speak.

1) The new Handyman, Neville Matthews, introduced himself to all present and said how pleased he was to have secured the position. The Chairman thanked Neville for attending the meeting.

2) A member of the public thanked the Chairman for summarising suggestions made at the recent Climate Change public meeting. A follow up public meeting will take place on 6<sup>th</sup> November, 7pm, at the Thorverton Memorial Hall. It was also reported that a tree planting day will take place in the Millennium Green, on 30<sup>th</sup> November, when 130 trees would be planted. The Parish Council was invited to suggest other areas for tree planting.

**External Reports:**

a) **C/Cllr Squires** reported that she is championing NEET, Not in Education, Employment or Training, which encourages apprenticeships and work experience. The project is aimed at children in need, currently in the care of Devon County Council services, who are looking for employment.

b) **D/Cllr Deed** reported that: i) he and C/Cllr Squires would meet with Tom Vaughan, DCC, tomorrow regarding the next steps for the Hulk Lane bridleway, ii) Mid Devon District Council (MDDC) has Climate Change on its agenda and notes from the recent public meeting held in Thorverton had been circulated to all District Councillors and Councils in Devon, iii) Governance arrangements are currently under review at MDDC, iv) 26 new council homes have been built by MDDC which are now being occupied, v) the new Premier Inn, Tiverton, is due to open in November.

c) **The Police** – no crimes had been reported in August. D/Cllr Deed had recently met with the Police and reported that rotating monthly meetings will be set up in Crediton, Cullompton and Tiverton which surrounding parishes may be invited to attend. He would be attending a meeting with Alison Hernandez, Police and Crime Commissioner, and invited anything for discussion should be sent to him.

Standing Orders resumed.

**19/104 Declarations of interests:** None.

**19/105 Confirmation of Minutes:** It was RESOLVED to sign the Minutes of September 3<sup>rd</sup> 2019 as a correct record. It was agreed to move Highways Matters to this point of the meeting.

**19/106 Highways matters:**

i) **Cobbled footpaths:** The matter of 'listing' Thorverton's cobbled footpaths with Historic England was discussed, following a suggestion by the MDDC Conservation Officer, and it was RESOLVED that the Clerk should look into the advantages and disadvantages of doing this.

ii) **Football Club issues:** Further to last month's discussion about parking issues on football match days it was RESOLVED to leave the matter in the hands of the Football Club management team. Cllr Flatt reported that residents had raised concerns and disgust at the bad language coming from the football pitch during football training and matches. Following discussion it was RESOLVED that the Trustees of the Recreation Ground and the Parish Council should send a strongly worded letter to the Football Club requesting that management brief players prior to any training session and that Referees are reminded prior to any match that bad language is not acceptable.

iii) **DCC Highways annual conference:** Cllr Foster would consider attending the free event.

iv) **Hulk Lane dedication of Public Bridleway:** See item 'External Reports (b)' above.

v) **Flooding of the highway near Raddon Court:** Correspondence received from a resident, and a response from DCC Highways, was considered. It was RESOLVED to leave the matter to DCC Highways to take the necessary action.

vi) **Lorries along the Berrysbridge Road:** Cllr Foster had received a response from Steve Tucker, DCC Highways, regarding the Parish Council's request for signage to deter HGV's from using the narrow road through Berrysbridge.

The communication stated that there were no 'legal' signs available to deter foreign lorry drivers or large lorries from using the highway. It was agreed that Cllr Foster would look into the matter further.

#### **19/107 Archaeological Project / the new Cemetery:**

**i) Community Dig** - Cllr Hodge reported that both the community dig and the open day had been a great success. During the two week community dig several interesting artefacts had been found, including pottery around 5000 years old. It was estimated that over 300 members of the public had been involved in the project. Cllr Flatt agreed to complete the Schedule of Condition for the Church Commissioners and it was noted that a trip to the Royal Albert Memorial Museum, Exeter, to view the 'John Uglow collection' was being organised by AC Archaeology. It was RESOLVED to send several 'thank you' letters to residents who had been of help during the community dig.

**ii) New Cemetery – next steps.** It was RESOLVED that the Clerk should obtain written confirmation from Steve Reed, DCC Archaeology Department, confirming that the proposed plot of land for the new Cemetery was now free from any further archaeological investigation. The Clerk would also liaise with AC Archaeology regarding the timing of a planning permission application. It was confirmed that 50% of the Heritage Lottery Grant Funding was still to be claimed which the Clerk would now request.

#### **19/108 S106 Court Barton funding:**

**i) Sheep Dip purchase** – no response from the Church Commissioners to date.

**ii) Open Space between Silver Street and the Millennium Green** - Council discussed further the idea of purchasing open space to link Silver Street to the Millennium Green. Due to news that D/Cllr Deed would not support any project involving a footpath alongside and to the west of the Court Barton Close attenuation pond it was RESOLVED that the S106 working group would now re-visit the list of ideas supplied by the public, regarding the spending of S106 funds, in order that an alternative project could be considered.

**iii) Cricket Club** - a meeting had taken place with Cricket Club members regarding Parish Council support for the use of S106 funding to purchase an electronic scoreboard, at approximately £3,000. Council was reminded of its recent resolution confirming that priorities for S106 funding would be the purchase of the Sheep Dip and the purchase of open space for a walk way between Silver Street and the Millennium Field or for the creation of a community orchard. It was also agreed that that the Parish Council's aim was to spend S106 funding on ideas submitted by the local public and that this list did not include funding to the Cricket Club. Due to this it was RESOLVED not to support the Cricket Club's S106 application and that the Clerk should advise the Cricket Club and MDDC accordingly. It was noted that Cllr Deed was in support of the Cricket Club application and that, due to this, funding may be allocated to this cause by MDDC despite the Parish Councils resolution. As it would now appear that outside organisations can apply for S106 funding it was RESOLVED that Thorverton Millennium Green Trust (TMGT) be made aware of this. Cllr Deed declared a Disclosable Pecuniary Interest in matters relating to the Court Barton Close attenuation pond due to being a member of the Court Barton Close Management company.

#### **19/109 Quarry Car Park:**

**i) Maximising parking spaces, an electric car charging point, disabled parking spaces** – plans for parking spaces to be outlined with white lines were revisited and, due to public feedback, it was RESOLVED not to take this matter further. It was RESOLVED that a disabled parking space and an electronic car charging point should be explored further and Cllr Lawson volunteered to look into funding and costs regarding the electronic charging point.

**ii) South West Water Compensation Claim** - Cllr Crang had met with representatives of South West Water and Terra Nova Land Management and SWW had acknowledged that its contractors had not followed the planned route when laying the ducting in the car park and so it had offered to amend the route. Cllr Crang suggested that as SWW now own the strip of land where the ducting is laid this cannot now be built on by the Parish Council and, as a result, this represents a considerable loss. It was confirmed that the control box cannot be moved, by law, which could cause further loss should the Parish Council decide to investigate building on this area at a future date. While a 'shift and lift' clause could solve the problem SWW would not agree to this. It was RESOLVED that the Parish Council resumes

discussions with SWW stating that there is no preferred route for the ducting and that a valuation should be carried out, by a professional, to establish the extent of the loss suffered to the Parish Council. The Clerk, with Cllr Crang, would take this matter forward with the Parish Council's Land Agents.

iii) Transfer of garage 4b – the Council considered an unusual request to transfer this garage to a Limited Company, backed by a personal guarantee. It was RESOLVED to accept the request, and to sign the papers, as long as the Solicitor could confirm that the guarantee involved an individual and not the Limited Company.

**19/110 Helicopter Night Landing Site Opening Ceremony:** Cllr Wells volunteered to take this matter forward and confirmed that the event would take place on 31<sup>st</sup> October 2019, from 6pm to 7.30pm, at the Recreation Ground. This would be an event open to the public and attended by a representative from Devon Air Ambulance Trust. The Women's Institute would supply refreshments in the WI Hut. It was RESOLVED to allocate funding of up to £100 for this event.

**19/111 Climate Emergency Plan:**

The Chairman provided feedback from the recent public open meeting and the resulting list of actions for the Parish Council to consider was discussed. Following discussion it was RESOLVED that Cllr Lawson investigate the idea of having an electric car, which could be used by residents, and a charging point in the Quarry Car Park. It was RESOLVED that the Chairman thank the Climate Action Group for the proposals on behalf of the Parish Council and that it be asked to investigate further a local 'share shop' and communal compost bin.

**19/112 Community Emergency Plan:** No update.

**19/113 Recreation Ground:** Cllr Sims reported that a suitable replacement ride-on-mower would cost in the region of £6,000 including VAT. If the Football Club applied to the Devon Football Association for grant funding then up to 50% of the cost of the new mower could be obtained. Any purchase would then belong to the Football Club. It was RESOLVED that Cllr Sims investigate the best way forward and report back at a future meeting. It was noted that MDDC were in the process of arranging the annual play and gym equipment inspection. Cllr Wells and Cllr Deed left the meeting at this point.

**19/114 Handyman:**

i) Salary request - it was RESOLVED to pay the salary request of £76.50 gross plus material costs of £39.89

ii) Monthly report – the report was considered and it was RESOLVED to add the following duties - investigating how to weatherproof the communal notice board in School Lane, replacing the drain pipe from the garages into the water butts at the allotments, cutting back the overhanging tree along The Glebe footpath, repairing the stone wall in the stream by Jubilee Green and spraying the cobbled pavements.

iii) New Handyman – Neville Matthews had started the role on 1<sup>st</sup> October 2019 and it was RESOLVED to sign the Contract of Employment accordingly. The Terms, Conditions, and hourly rate would remain the same as the previous Handyman's employment. It was confirmed that the new employee holds the Chapter 8 qualification.

iv) Spraying Course - it was RESOLVED to book a spraying course, at approximately £300.00, for the new Handyman.

**19/115 Finance:**

- 1) Bank balance – noted as being £72,625.42 as at 01/10/2019
- 2) Banked receipts in September - noted as being bank interest of £8.49
- 3) Cancelled cheque number 001489 – noted in accordance with advice of PAYE Managers GX Accountants.
- 4) Half year budget review – it was noted that budgeting is on track year to date.
- 5) Bank Reconciliation – noted and signed.
- 6) It was RESOLVED to make the following payments:

A Marshall - Clerk salary	October salary £370.27 gross plus	
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		overtime (May-Sept) £256.06 gross less tax	£584.13 net.
	HMRC	A Marshall – tax due	£42.20
	PKF Littlejohn LLP	External Audit fees	£240.00 (incl VAT)
	C Marshall – Handyman salary	Oct. salary £76.50 gross plus tax rebate of £16.80	£93.30 net.
	A Marshall - expenses	Stationery	£45.50 (VAT n/a)
	DALC	Cllr Hodge – Planning Training	£48.00 (incl VAT)
	C Marshall – Handyman expenses	Equipment fuel, strimmer wire	£39.89 (incl VAT)
	Thorverton Memorial Hall	Annual Vodafone aerial payment	£20.00 (VAT n/a)
	B Grant	Allotment deposit refund	£25.00 (VAT n/a) resolved September

#### **19/116 Planning Applications:**

**i) 19/01527/MARM Revised. Reserved matters for the erection of 16 dwellings following Outline approval 17/00878/MOUT land south of Broadlands, Thorverton.** Following a review of the plans it was RESOLVED to submit the following ‘neutral’ response: Thorverton Parish Council requests that 1) sight sections are provided to show any impact on neighbouring properties at Broadlands, and in particular for plots 15 and 16, as documents are currently not available. 2) The parking spaces be numbered on the site plan for clarity, and to evidence the 30 spaces indicated. 3) The soft landscape scheme is submitted as no documents are currently available. 4) All applicable are made aware that the road at the entrance of the site, towards The Glebe, is prone to flooding and so no additional water should be allowed to run off from the site to exacerbate the current situation. 5) Details of external property and street lighting on the site is provided as none is currently available. 6) Greater detail of how the properties will be sustainable is provided. 7) That the building materials suggested are reviewed as they do not appear to reflect the local vernacular, which should be addressed.

**ii) 19/01047/FULL Revised.** Creation of a new field entrance at Thatchers Lane, Thorverton. It was RESOLVED to submit ‘no comment’ on this application.

#### **19/117 Planning Decisions:**

**i) 19/01336/CAT** Reduce the crowns of 1 Ash and 1 Holly tree at 2 Silver Street, Thorverton. No objection. Noted.

**19/118 Digital Lives:** No update.

**19/119 The Aims of Thorverton Parish Council:** No update.

**19/120 Satisfaction Survey:** It was RESOLVED to adopt this document with the title of ‘Help Us To Help You’.

**19/121 Christmas tree arrangements:** Following discussion it was RESOLVED to pay up to £100 for a tree for the Memorial Hall field this year and to allocate a further £100 for a tree on the Jubilee Green. The Clerk would arrange the electricity for the Jubilee Green tree lights between the dates of November 30<sup>th</sup> 2019 and January 7<sup>th</sup> 2020. Arrangements for the collection, erection, decorating and dismantling of the trees would be made in November.

**19/122 Representative Reports:** a) Focus – no report, b) School – no report, c) TMGT – see ‘open session’, d) Memorial Hall – several events were being organised and details can be found in Focus e) Highways & Footpaths – a new gate of Footpath 10 had been installed and the broken gate of Footpath 3 was being mended, f) Speedwatch – 4 sessions had taken place in September, 166 vehicles had been monitored of which 9 had been found to be speeding, g) Allotments – following discussion it was RESOLVED to amend the current rules and regulations regarding a waiting list and the number of plots allowed per household. Two applications had been received regarding the current vacant plot and it was RESOLVED to offer the plot to the applicant whose household did not currently appear on the tenancy listing, h) Saturday Market – Cllr Lawson volunteered to attend the October market and Cllr Lane would attend the November market.

**19/123 Councillor training:** Cllr Hodge had attended a DALC Planning course and the Clerk would circulate a useful check list. It was RESOLVED to pay £25 for the Chairman to attend the annual DALC Conference later this month.

**19/124 PART 2 (private session):** It was RESOLVED that, due to the sensitive nature of the business to be discussed, the following item should be dealt with as Part 2 business and, in accordance with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972, the press and public leave the meeting:

**i) Clerk's hours of work and annual review.** It was RESOLVED that the Staffing working group would meet with the Clerk for her annual review and that within this meeting the Clerks current hours of work would be discussed further. The working group would report back to Council at the November meeting.

**19/125 Business at the Chairman's discretion:**

1. Cllr Sims advised that he is no longer able to be the parish Snow Warden and it was agreed to put this matter on the next agenda. He also reported that mud was already building up in the stream, following it being recently cleared, and it was agreed to put this on the next agenda.
2. Issues were highlighted regarding heavy traffic along North Down Road and at Lee Cross Lane and it was agreed to put this on the next agenda.
3. Defibrillator – it was noted that Parkers Insurance had moved from The Bury and so a new home, possibly on the outside wall of the Doctors Surgery, would need to be considered. It was agreed to put this on the next agenda.

**19/126 Next meeting:** Tuesday November 12<sup>th</sup> 2019.  
The meeting closed at 22.06

**Chairman ..... 12/11/2019**