

**Minutes of the Ordinary meeting of ALL SAINTS PARISH COUNCIL  
of Tuesday 19th November 2019 at All Saints Village Hall, All Saints, held at 7.30pm**

**Present:**

Cllrs Forbes (Chair), Barrett, Hubbard and Lightfoot.  
Clerk, Paul Hayward. (also representing Yarty ward, EDDC)  
Hon. Footpath Warden, Tim Pedder  
Hon. Tree Warden, Michael Davis  
School Representative, Libby Dibble  
4 members of the public

**Fire regulations and precautions:**

a) Fire Regulations and emergency exits highlighted to those in attendance

**Public Forum:**

b) Cllr Hall was unable to attend but provided a report which is to be published online.

c) Cllr Hayward (EDDC-Yarty) had circulated a written report to members.

This will be available online via the Council's website.

Cllr Hayward have a brief synopsis of contents for Councillor and members of the public.

d) Reports from parish representatives:

i) Footpath Warden.

Mr Pedder outlined various works across parish to footpaths and gates etc.

These include FP41, 70 and 34. An incident on FP56 was also reported to Council and this matter has been referred to Public Rights of Way office at DCC for further action.

ii) Tree Warden.

Mr Davis had provided a report to members regarding Environmental Land Management (ELM) and had also submitted an article to the parish newsletter regarding hedge cutting and stewardship. Council was asked to consider budgets for tree planting and conservation for the next financial year. Chair asked whether Mr Davis would be happy to convene a "Farmers Forum" in the parish to discuss matters as above and Council agreed to support Mr Davis's efforts to promote conservation and tree awareness wherever possible.

Clerk was asked to add a suitable question into the next published newsletter (January).

iii) Neighbourhood Watch.

No report other than update regarding chainsaw found in the parish.

iv) School Liaison.

No report available.

e) Representations received regarding gulleys outside All Saints House, and hedge / verge bank opposite All Saints church.

*Chair closed public forum.*

**19/62**

**Apologies Received:**

Cllr Speed (unwell). Absence approved unanimously.

Apologies also from Cllr Ian Hall (DCC). Noted.

**19/63**

**Declarations of Notifiable Interests:**

Cllr Lightfoot declared a personal interest in respect of agenda item 19/67e). Noted.

**19/64**

**To consider minutes of previous meetings:**

Minutes of the Extraordinary meeting held Monday 23rd September 2019 were considered.

*Approval of minutes proposed by Cllr Lightfoot, seconded by Cllr Barrett . Resolved unanimously.*

*Minutes were signed by Chair as a true record of proceedings.*

No matters arising from those minutes raised.

**19/65**

**Chair's Announcements / Matters of urgency for report only:**

None raised by Chair.

**19/66****Planning Matters:**

**a) To consider planning applications received prior to agenda publication:**

*None received.*

**b) To consider applications received after agenda publication:**

*None received.*

**c) To consider Tree Matters:**

*None to consider*

**d) Determinations / Decisions advised by EDDC, Local Planning Authority (LPA):**

*19/1898/FUL - Redwings, South Common. APPROVED*

*19/1797/FUL - West View, Churchill. APPROVED*

*\* denotes where decision was contrary to Council's views / recommendations.*

**e) Enforcement and Appeal Matters.**

*None advised.*

**f) Planning Correspondence received / Planning matters in adjoining parishes.**

*Updated correspondence in relation to proposed DCT Housing Need Survey \**

*\* This matter will be discussed later in the meeting under agenda item 19/68f).*

**19/67****Financial Matters:**

**a) To consider and, if thought fit, approve payments for October & November 2019**

October 2019 payments £872.90, November 2019 payments £754.21 as per details published online.

*It was proposed by Cllr Lightfoot, seconded by Cllr Hubbard, that these payments (as per schedules previously circulated) be approved. Resolved unanimously.*

**b) To consider matters of expenditure authorised under Chair's / Clerk's delegated powers.**

*None made.*

**c) To receive report from RFO as to Council's present financial position as at present time.**

*Received and noted.*

**d) Questions from members of Council on aforementioned reports and financial accounts.**

*None received.*

**e) To consider application for grant assistance from All Saints and District Village Hall.**

*Cllr. Lightfoot had already declared a personal interest in this matter and did not participate in discussion or vote on proposal.*

*It was proposed by Cllr Hubbard, seconded by Cllr Barrett, that Council would support this application for replacement of chairs in the village hall as a parish amenity, by way of a Grant of Benefit\*, in the sum of £3558 plus VAT. Resolved 3/0/1 (AL abstained).*

*Clerk: Please liaise with Village Hall trustees to arrange asset purchase.*

*\* Grant provided by way of powers afforded to Council by Local Government Act 1972 s.133*

**f) To consider Council's Risk Assessment Review 19/20.**

*Clerk had previously circulated an amended Risk Assessment register for members perusal.*

*No additional edits/revisions required and therefore it was proposed by Cllr Barrett, seconded by Cllr Hubbard, that the document be approved. Resolved unanimously.*

*Clerk: Please update policy file and mark insurance register accordingly.*

*Also, please add a copy to the Audit and Governance file for 2019/20.*

**g) To consider draft budget and precept proposals for 2020/21 as previously circulated.**

*RFO outlined the initial drafts of the proposed budget, based on forecasted income/expenditure up until March 2020, and with best-guess figures for parish taxbase. Additional items for budget had been introduced into the meeting above and therefore, Chair proposed that the final agreement on the budget figure and subsequent precept demand be deferred until January's ORD meeting.*

*Clerk: Please note and add to agenda accordingly. If further information comes forward, please amend budget calculators and re-circulate to members.*

**19/68**

**Business to be conducted:**

**a) To finalise arrangements for recreational archery on playing field:**

After further discussion, and on the basis that the Archery Club was not meeting over the winter period, Clerk was directed to correspond with the Club management to accord with the requirements of Council's insurers and the terms of Council's lease on the recreation ground.

*Clerk: Please note and action accordingly.*

**b) To consider matters pertaining to parish maintenance and recreation ground (RG):**

i) Pavilion and Field Maintenance

Clerk confirmed that Fixed Wiring Test will be completed in December. Guttering and fascia replacement had been delayed by bad weather but had already been approved. Drainage issues in NW ("conservation") corner had been identified and a solution proposed.

**It was proposed by Cllr Lightfoot, seconded by Chair, that Clerk be afforded delegated authority to execute works as directed in consultation with Cllr Lightfoot for advice and guidance.**

*Clerk: Please note and action accordingly.*

ii) Hardstanding improvements

As previously resolved, Clerk confirmed that arrangements were in hand to seek grant funding to allow for the works for the hardstanding improvements at the entrance to the field to be completed in early Spring 2020. *Clerk: Please add to March agenda.*

iii) Parish verges and hedgerows

Council had earlier heard from the Parish Tree Warden regarding hedge management and conservation issues and he asked that Council establish a Hedge Management policy that both nurtured & protected parish hedges whilst maintaining safety aspects and safeguarded road users and pedestrians.

**c) To consider Council's Correspondence register:**

As at the date of this meeting, there were NO outstanding matters to report.

*Clerk: please note and maintain register for future meeting review.*

**d) To consider arrangements for appointment of new Internal Auditor:**

Clerk reported that he had met with a prospective candidate (also the IA for Chardstock PC) who is a retired accountant and who has agreed to act as Council's Internal Auditor on a "pro bono" basis as per the existing arrangement. **It was proposed by Cllr Lightfoot, seconded by Cllr Hubbard, that Council appoints Mr Steve Warwick as their Internal Auditor for the financial year 2019/20. Resolved unanimously.**

*Clerk: please note and write to Mr Warwick using the standard appointment letter.*

*Please also notify PKF Littlejohn LLP about the auditor change.*

**e) To consider plans for VE Day 75th Commemoration event May 2020:**

Chair asked for contributions from members of the public in attendance. Village hall has been pre-booked for an event on the Saturday (9/5/2020) and Councillors were keen to support the event. It was agreed to discuss the matter further in the New Year.

*Clerk: please note and add to JAN agenda for further discussion.*

**f) To consider approval for Devon Communities Together (DCT) to undertake a parish Housing Need Survey to gauge views on possible affordable housing provision:**

Councillors were still concerned that the survey would not properly outline the definition of "affordability" and what benefits the potential (enlarged) development might bring to the parish. However, it was agreed that Council would liaise with DCT to facilitate the survey, subject to a draft copy being made available to Councillors before publication and circulation.

*Clerk: Please convey this position to DCT and liaise accordingly.*

**g) To consider briefing document from Hon. Tree Warden re: parish hedges:**

This matter had been fully discussed under Mr. Davis's earlier presentation so nothing further to add.

**h) To consider arrangements for formal charging for use of field and pavilion:**

Chair proposed that this matter be deferred to January so that user groups and Councillors could have a meeting beforehand to discuss their plans and aspirations.

*Clerk: please note and diarise accordingly.*

**i) To consider upgrading field security and access controls:**

Chair asked that this matter also be deferred until January in order that costs for field security upgrades could be determined and factored into the forthcoming budget for 2020-21.

*Clerk: please note and diarise accordingly. Liaise with Cllr Lightfoot to discuss upgrade options*

**j) To consider review of Council Policies:**

The following policies had been circulated prior to the meeting for consideration by Councillors.

*i) Financial Regulations*

*ii) Delegation Policy*

*iii) Publication Scheme*

*iv) Gifts, honours and awards Policy*

**It was proposed by Cllr Barrett, seconded by Cllr Hubbard, that these policies, as considered, be duly adopted and published accordingly. Resolved unanimously.**

*Clerk: please note and action accordingly.*

**k) To consider meeting dates for 2020:**

Clerk had circulated provisional dates for 2020 Council meetings. It was agreed to accept these.

*Clerk: please note and copy to all Councillors, DCC and EDDC members, Village Hall booking officer and also publish on parish noticeboards.*

**l) To consider proposal to purchase a replacement grit/salt bin for Goldsmiths Lane (807):**

Clerk reported that this particular bin had been damaged and that DCC were not willing to replace it at their expense. Cost to Parish Council £130 incl. delivery.

**It was proposed by Cllr Lightfoot, seconded by Cllr Barrett, that purchase be made forthwith.**

**Bin colour was agreed as YELLOW (350L version) as suggested by DCC Highways Officer.**

**So resolved. (3/0/1 - Chair abstained).**

*Clerk: please note and action accordingly.*

**19/69****Highways / CRWS / Footpath Matters:***i) Highway Matters:*

Clerk was afforded delegated authority to arrange the clearance of the road gulleys between School Lane and A358 to prevent flooding / freezing problems arising over winter.

*Clerk: please note and action accordingly.*

*ii) P3 / Footpath matters*

It was agreed that Mr Pedder and Clerk would liaise in January/February to arrange for the annual P3 survey and financial reports to be completed.

*Clerk: please note and diarise accordingly*

**19/70****Correspondence received:**

Letter received from Axe Valley Ring and Ride thanking Council for grant award.

**19/71****Chair to propose suspension of standing orders to permit public representations at this point of the meeting.**

Proposed by Chair. Resolved unanimously.

*Representations from members of public regarding clearance of gullies o/s private residences.*

*Clerk was asked to submit a suitable article to Parish Newsletter in January and then again each October annually.*

*It was also reported that the parish of All Saints had raised £768 for the Poppy Appeal.*

**No further representations.**

**19/72****Chair to propose resumption of standing orders to preclude public representations thereafter at this meeting.**

Proposed by Chair. Resolved unanimously.

**19/73****Date and time of next Ordinary meeting:**

Tuesday 14th January 2020 at 7.30pm in the Village Hall.

*(this meeting is being held a week later than usual to allow for the New Year break)*

*Clerk: Please make necessary arrangements and publicise accordingly.*

**With no further business to discuss, Chair closed the meeting at 9.35pm**

**Signed:** \_\_\_\_\_ (Chair)

**Date:** \_\_\_\_\_

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