

**Minutes of the Ordinary meeting of ALL SAINTS PARISH COUNCIL
of Tuesday 10th March 2020 at All Saints Village Hall, All Saints, held at 8.30pm**

Present:

CLRs Forbes (Chair), Speed (Vice-Chair), Barrett, Hubbard and Lightfoot.
Clerk, Paul Hayward. (also representing Yarty ward, EDDC)
Hon. Footpath Warden, Tim Pedder (P3)
12 members of the public

Fire regulations and precautions:

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

Public Forum:

b) Representations received in Public Forum.
Parishioner regarding drainage in the playing field NW corner.
Parishioner regarding applications to DCC Locality Fund.
Chair closed public forum.

20/014 Apologies Received:

None received, all Councillors present.
Cllr. Ian Hall had previously sent his apologies due to work commitments.

20/015 Declarations of Notifiable Interests:

Cllr. Lightfoot declared a pecuniary interest in agenda items 20/18a) and 20/19e) as he is the applicant for planning application 20/0305/FUL and serves on the Village Hall Trustee Board.

20/016 To consider minutes of previous meetings:

Minutes of the Ordinary meeting held Tuesday 14th January 2020 were considered.
*Approval of minutes proposed by Cllr Lightfoot, seconded by Cllr Hubbard . Resolved unanimously.
Minutes were signed by Chair as a true record of proceedings.*
No matters arising raised.

20/017 Chair's Announcements / Matters of urgency for report only:

None raised by Chair.

20/018 Planning Matters:

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

*i) 20/0305/FUL - Orchis Place, Knights Lane, All Saints, EX13 7LS
Extend bungalow, demolish existing conservatory and erect replacement*

Cllr. Lightfoot, having earlier declared a pecuniary interest, left the room at this point of the meeting.

Cllr. Hubbard proposed that Council support application. Seconded by Cllr. Speed. Resolved 4/0/0.

Chair invited Cllr. Lightfoot to re-join the meeting at this point.

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):

None advised

e) Enforcement and Appeal Matters.

19/0078/FUL - Lily Cottage, All Saints. APPEAL hearing date set; 1st April 2020

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

None received.

20/019**Financial Matters:****a) To consider and, if thought fit, approve payments for February and March 2020**

- i) February Payments £1146.03
- ii) March payments £676.50

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

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

Received and noted. Chair asked the RFO to report the Council's financial position at the start of the financial year 2016/17 ie. 1st April 2016. RFO reported the figure as £20,004.

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

None received.

e) To consider sale of parish assets to All Saints and District Village Hall:

Clerk had previously circulated the draft document to all members of Council for their review which outlined how the asset had been funded, and where the assets currently resided ie. in the hall.

It was proposed by Cllr Hubbard, seconded by Chair, that the assets be sold to the Village Hall Trustees for the sum of £3500 (no VAT payable). Resolved unanimously.

Clerk: Please note and make arrangements for funds to be transferred and a Bill of Sale created.

Please adjust Register of Parish Council assets accordingly to be reflected in the year end accounts.

f) To consider Annual Parish Council precept and budget statement

The Chair proposed that this matter was deferred until the May Annual meeting.

Proposed by Chair, seconded by Vice-Chair. Resolved unanimously.

Clerk: Please note and diarise accordingly.

g) To consider arrangements for finalisation and audit of Council's 2019/20 accounts.

RFO explained that PKF Littlejohn (the external auditor) had yet to provide details of the final submission timetable or document schedule and that no further information was currently available. It was likely that timetable would remain as per previous years and that accounts would be presented to the Parish Council at May's Annual Meeting for review and approval.

Clerk: Please note and diarise accordingly. Please update members as further information received.

20/020**Business to be conducted:****a) To consider replacement or repair of parish noticeboard o/s Village Hall:**

It was proposed from the Chair that the replacement of the noticeboard be deferred until the next financial year ie. 2020/21 and that authority was delegated to the Clerk to maintain and repair the existing noticeboard as appropriate. Resolved unanimously.

Clerk: Please note. No further action required at this time.

b) To consider matters pertaining to parish maintenance, Pavilion and recreation ground:

There was a lengthy discussion between members of Council taking on board the representations from members of the public, Pavilion user groups and members own views on the matter. Clerk confirmed the terms of the lease between Diocese (landlord) and the Parish Council (tenant). Cllr. Lightfoot reiterated his willingness to serve as the Chair of the Pavilion / Field working party. Councillors felt that an apology was required from the Council to those users who had not been fully informed of Council's intentions and plans for the facility. No malice or distress had been meant, nor intended. Members agreed that Council had agreed a budget for the coming financial year 2020-21 of £2000 for all works on that building and field and that Council wishes for the facility to be used by all. The consensus was that Council must move on in a positive manner to rebuild some bridges locally.

i) Booking system and administration.

It was proposed from Chair that Clerk be responsible for maintaining the booking diary and to prepare communications via usual channels to promote and publicise building. Resolved unanimously.

2 members of the public left the meeting at this point.

ii) Charging structure for community and parish events in the Pavilion building.

It was proposed from the Chair that a session * rate of £10 ** be charged for use of the Pavilion building to include utilities. Hirers to be responsible for own cleaning. The sessions * per day are as follows:

8am to 12 noon

Noon until 4pm

4pm until 8pm

8pm until midnight. No use of the building was proposed beyond 12 midnight.

This provides for 28 bookable / chargeable sessions per calendar week. ** Parishioner rate.

Charges for non-parishioners to be decided as and when an application to hire is made to Clerk.

These initial rates to remain in force until September 2020 when a further review would be undertaken.

Resolved unanimously.

iii) Hardstanding to front of building (enlargement):

It was agreed unanimously that hardstanding improvements are essential and much needed.

It was proposed from the Chair that 300m² of the grassed area be converted to hardstanding in order to provide a safer turning area for the air ambulance facility. Costs to be capped at £1000 by using community volunteers and recycled stone hardcore as offered by local residents.

Resolved unanimously.

iv) Field drainage and water management:

Cllr Lightfoot confirmed that he had spoken with adjoining landowner regarding the potential issue. The ground was currently too wet to allow access for plant and equipment to excavate and remove the broken pipes so as to allow free egress of the water into the larger diameter pipe and away from the field itself, and subsequently, the hardstanding / grassed area. Cllr Lightfoot wished to thank the resident concerned for keeping the ditch clear during the winter and confirmed that he would look to attend to the issue when dry weather allowed access.

v) Mandatory electrical and fire safety works:

It was proposed from the Chair that Clerk be delegated to proceed with these urgent works upto a value of £600 to provide electrical certification & mandatory fire safety standards for a public building. Resolved unanimously.

vi) Programme of exterior works and storage:

It was proposed from the Chair that this matter be deferred until the next meeting of the Council.

Resolved unanimously. *Clerk: Please note and diarise accordingly.*

vii) Site security and field access gate(s):

It was proposed from the Chair that Clerk be delegated to enquire as to costs to install a pedestrian gate next to the main vehicle access (double gate) - right hand side - so as to allow the main gates to be secured with a heavy duty chain and combination padlock to permit access to authorised users and air ambulance as and when required. Existing security post to be removed. Resolved unanimously.

Clerk: please make enquiries and report back to Council accordingly with costs etc.

viii) Matters pertaining to interior layout and potential structural changes:

After significant discussion regarding proposals from users, and concerns about B/Reg. compliance, it was proposed from the Chair that Clerk be delegated to seek quotations for a structural survey of the Pavilion building in order to ascertain whether such works could reasonable and safely be undertaken and the estimated costs involved. Resolved unanimously.

Clerk: please make enquiries and report back to Council accordingly with costs etc.

c) To consider Council's Correspondence register:

As at the date of this meeting, there was one item outstanding: Socks Hill highway repairs via DCC/IH

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

d) To consider timing and scope of parish verge & hedge cutting in 2020:

It was agreed that grass verges (unless considered a road safety hazard) should NOT be cut in the Spring. Junctions, crossroads and "triangles" remain the responsibility of the County Council.

When cutting hedges, care must be taken wherever possible to safeguard trees growing in the hedgerows and members felt that, prior to any future cutting, the Clerk should liaise with the Hon.

Tree Warden to review and plan cutting to minimise environmental and habitat bio-diversity impact.

Clerk: please note and liaise with MD accordingly.

e) To consider update from Clerk as to website accessibility regulations, and costs involved:

After the Clerk had provided his report to Councillors on the principle of creating a new, complaint Parish Council website using the GOV.uk suffix, **it was proposed by Cllr Speed, seconded by Cllr Hubbard, that Clerk proceed with GOV.uk registration and website creation at a cost not to exceed £260.**

Resolved unanimously.

Clerk: please note and action accordingly. Please notify members when website operational and compliant with mandatory content in place as per both transparency code & website accessibility regs.

f) To consider whether the Parish Council makes an application to DCC Locality Fund for improvements works at the parish recreation field:

It was proposed by Cllr Lightfoot, seconded by Chair, that Council does not wish to submit an application.

Resolved unanimously. Clerk: Please note. No further action necessary.

20/021 To consider Council's Action Plan 2020/21:

Revisions were suggested and approved by Council. Revised version to be re-circulated to Councillors.

Clerk: Please note and action accordingly.

20/022 Highways / CRWS / Footpath Matters:

i) Highway Matters:

Clerk reported that Cllr. Hall had confirmed that repairs to Socks Hill were still on schedule for April.

Clerk: please note and monitor Socks Hill repair status and keep Council up-to-date in this respect.

ii) P3 / Footpath matters

Clerk confirmed that Annual Survey and Financial Reports had been submitted by deadline.

Hon. Footpath Warden was liaising with Parish Council and DCC re: works pending and scheduled.

Clerk: please note and liaise with HFW accordingly

20/023 Correspondence received:

Letter received from Trustees of AS Village Hall thanking Council for their grant assistance for chairs.

20/024 Chair to propose suspension of standing orders to permit public representations at this point of the meeting.

Proposed from the Chair. Resolved unanimously.

Final Public Forum:

Further representations received from residents regarding Pavilion use, charges and community liaison. Chair thanked all members of the public for attending and for taking an interest in parish matters. The matter had been comprehensively covered in the meeting earlier and a number of resolutions made.

With no further representations to be made, Chair moved to close the final public forum.

20/025 Chair to propose resumption of standing orders to preclude public representations thereafter at this meeting.

Proposed from the Chair. Resolved unanimously.

20/026 Date and time of next Ordinary meeting:

To be held on Tuesday 5th May 2020 at 8pm in the Village Hall, to immediately follow the Annual Meeting of Council which begins at 7.30pm.

Clerk: Please make necessary arrangements and publicise accordingly.

20/027 It was proposed that, under the provisions of the Public Bodies (Admission to Meetings) Act 1960, as amended by Local Government Act 1972, the public (including the press) be excluded from the meeting as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed.

Proposed Chair, seconded Vice-Chair. Resolved unanimously.

All members of the public left the room at this point as the meeting moved into closed session.

20/028 Matters to be considered in confidential discussion:

i) Staff Annual Performance Review 2020.

Chair asked for agreement that he would undertake the review with the Clerk at the earliest opportunity. Agreed unanimously

ii) To consider matters pertaining to Clerk's Terms and Conditions of Employment.

Chair asked, with Clerk's agreement, that this matter be deferred due to the lateness of the hour.

Agreed unanimously

With no further business to discuss, Chair closed the meeting at 11.00pm

Signed: _____ (Chair)

Date: _____

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