

**Minutes of the Ordinary meeting of ALL SAINTS PARISH COUNCIL of
Friday 15th January 2021 at 7.30pm, held in "virtual" session (remotely) as
per legislation contained within Clause 78, Coronavirus Regulations 2020.**

Present:

Cllrs Forbes (Chair) Speed (Vice Chair), Hubbard and Lightfoot.
Clerk, Paul Hayward. (also representing Yarty ward, EDDC)
Three members of the public present online.

Meeting started at 7.40pm due to technical difficulties with Zoom access.

***This meeting was held as a result of the adjournment of the Ordinary meeting
on Tuesday 12th January 2021 due to technical difficulties on the night.***

Public Forum:

- a) Chair outlined regulations and guidance pertaining to meetings held in virtual session.
- b) Mr. Shaw provided a brief representation re: Neighbourhood Watch scheme.
- c) Cllr. Hall's Devon County Council report had been received and published online.
- d) Cllr. Hayward (EDDC) provided a short verbal report to Councillors.
- e) No representations from members of the public.

Chair closed public forum at 7.55pm

20/060 Apologies Received:

None. All members are present.

20/061 Declarations of Notifiable Interests:

Chair declared a personal interest in agenda item 20/068e as he is seeking better residential broadband.
Cllr. Lightfoot declared a personal interest as a trustee of the Village Hall (20/068e)

20/062 To consider minutes of previous meetings:

Minutes of the Extraordinary meeting held Monday 14th December 2020 were considered.

Approval of minutes proposed by Chair, seconded by Cllr. Hubbard. Resolved unanimously.

Minutes could not be signed by Chair as a true record of proceedings due to remote nature of meeting.

Clerk to liaise with Chair to arrange signing of minutes at the earliest opportunity.

Matters arising raised: *None raised*

20/063 Chair's Announcements / Matters of urgency for report only:

Chair reported that Cllr. Barrett had stepped down as a Parish Councillor with immediate effect.
No further announcements.

**20/064 To consider any matters listed on this agenda that Councillors consider should be
dealt with as confidential business as per the provisions of The Public Bodies
(Admissions to Meetings) Act 1960:**

No matters considered as confidential.

20/065 To consider matters pertaining to the Coronavirus situation in All Saints parish:

Chair had nothing further to add on this matter.

20/066 Planning Matters:

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

20/2774/LBC - Holly Farm, Alston, EX13 7LG

Removal and rebuild front elevation cob wall and rerendering. Additional guttering & downpipe.

20/2827/FUL - Holly Farm, Alston, EX13 7LG

Works to outbuilding, replace lean-to with greenhouse, application of timber cladding.

Chair proposed that Council supports the application but sought clarity on use of polycarbonate near a listed building (and which Council would seek to minimise by way of a suitable condition).

Seconded by Cllr. Speed. Resolved unanimously.

Clerk: Please submit comments to LPA and copy to ward member.

a)ii) To ratify planning applications previously commented upon by way of delegated authority:

20/2531/FUL - Chubbs Farm, Alston, EX13 7LG

Erection of farm workshop shed.

Cllr. Hubbard proposed that Council ratifies the support of the application.

Seconded by Cllr. Lightfoot. Resolved unanimously.

b) To consider planning applications received after agenda publication:

None received.

c) To consider tree matters (planning related):

None received.

d) LPA Decisions as advised (determinations):

None received.

e) Enforcement and Appeal matters:

As per agenda published.

f) To consider planning correspondence received / planning matters in adjoining wards:

None received.

20/067 Financial matters:

a) To consider and, if thought fit, to ratify payments for November and December 2020.

These figures had been previously circulated to members and published on Council's website.

Ratification proposed by Cllr. Hubbard, seconded by Cllr. Speed. Resolved unanimously.

b) To consider items of expenditure authorised under Chair's / Clerk's delegated authority for November and December 2020.

Noted. As per schedules published / circulated beforehand.

c) To consider and, if thought fit, to approve payments for January 2021.

These figures had been previously circulated to members and published on Council's website.

Approval proposed by Cllr. Hubbard, seconded by Cllr. Speed. Resolved unanimously.

RFO: Please process these payments accordingly.

d) To consider items of expenditure authorised under Chair's / Clerk's delegated authority for January 2021.

Noted. As per schedules published / circulated beforehand.

e) To receive report from RFO on present financial position inclusive of a) and c).

Received and noted.

f) Questions to RFO from members of Council.

None raised.

g) To consider arrangements for Council's ongoing Risk Assessment for 2021/22:

Council noted and reviewed the draft Risk Assessment report.

Adoption and approval proposed by Chair, and seconded by Cllr. Hubbard. Resolved unanimously.

RFO: Please note and action as necessary. Bring matters of attention back to Council as specified.

h) To consider final decision on Budget and Precept for 2021/22:

After further review and deliberation, and mindful of the financial pressures on parishioners at the current time due to effects of Coronavirus, it was proposed by Cllr. Hubbard, seconded by Chair, to approve the 2021-22 budget at £18400. resolved unanimously. It was additionally proposed by Cllr. Lightfoot, seconded by Cllr. Speed, that the precept demand be set at £13,000, an increase of £1000 over the present financial year, equivalent to an increase of 7p per week per Band D household. Resolved unanimously.

RFO: Please submit precept demand to EDDC (the billing authority) as soon as possible.

Cllr. Hubbard wished it to be recorded in the minutes that this was the first increase in Council tax in 3 years.

i) To consider timing of Parish Council Budget and Precept statement by Chair/RFO:

It was agreed that the statement should be published/issued in March 2021 via the usual media channels.

RFO: Please liaise with Chair to prepare the statement.

j) To consider annual contribution towards costs relating to Parish Magazine:

It was proposed by Chair that the Parish Council grant a sum of £200 (as in previous years) in this respect.

Seconded by Cllr. Speed. Resolved unanimously.

Clerk: Please process payment in February and notify Editor of the magazine accordingly.

k) To consider financial implications from May 2021 of cost relating to hybrid meetings at the village hall:

It was proposed by Chair that this matter be deferred until February for further consideration. Resolved.

Clerk: Please add to February ORD agenda.

l) To ratify Chair's delegated decision to purchase additional parish IT equipment to enable efficient and lawful virtual meetings of the Parish Council:

Proposed by Cllr. Lightfoot, seconded by Cllr. Hubbard. Resolved unanimously.

20/068

Business to be conducted:

a) To consider review of Council's policies (partial review) as per previous resolution:

- i) Gifts and Honours Policy (last reviewed 2019)
- ii) Grant application and award Policy (last reviewed 2019)
- iii) Complaints Policy (last reviewed 2019)

Chair proposed adoption of all three revised and updated policies. Seconded Cllr. Lightfoot. Resolved unan.

b) To consider matters pertaining to the Pavilion building and recreation field:

Chair proposed that, in light of ongoing CV19 restrictions, this matter be deferred until March. Agreed by all.

Clerk: Please note. Add to March ORD agenda as directed.

c) To consider Council's correspondence register and agree action points:

No correspondence to be considered. Clerk noted resignation received from former Cllr. Barrett and outlined the formal Casual Vacancy process to be undertaken and confirmed that EDDC were aware of the vacancy and had issued the formal notice seeking petition for election from parishioners. This notice expires on 1/2/2021 and further action may be necessary after this date re: co-option etc

Clerk: Please note and add to February ORD agenda for further discussion and consideration.

d) To consider matters pertaining to the parish lengthsman:

Chair asked Clerk to prepare a schedule of what the lengthsman CAN do, what he COULD do and what he CAN NOT do. This would give a clear guide to members of Council to understand what was achievable via this service. Furthermore, that a list be prepared annually outlining what works had been undertaken for parishioners. Cllr. Hubbard acknowledged that the ongoing Coronavirus restrictions were making the process of managing the lengthsman more complex but that Clerk was keeping him occupied and that works were progressing. Finally, Clerk was asked to publicise the PL service via the website, newsletter and noticeboards to encourage parishioners to suggest and nominate projects for the lengthsman to attend to.

e) To consider matters pertaining to fibre broadband provision / rollout in the parish:

Chair invited Mr. Feeney (member of public) to speak on this subject.

Mr. Feeney outlined his discussions with BT Openreach re: the Community Partnership Scheme.

There was a tentative scheme (with 17 households) in Birchill which was felt to be too small to take forward.

Mr. Shaw (member of public) highlighted recent announcements re: CDS contract award to Airband.

He had been in discussion with a representative of that company and he would ask that person whether they would be happy for their details to be published and used to invite parishioner contributions & interest.

Clerk was asked to prepare a suitable article for the parish magazine and submit accordingly.

This could also be published on the parish noticeboards, social media channels and Council's website.

Clerk: Please note and action accordingly.

Chair thanked Mr. Feeney and Shaw for their contributions and assistance.

Chair asked whether Mr. Feeney might be happy to liaise with Clerk on this subject. Mr. Feeney kindly agreed.

f) To receive update on provision of superfast broadband to the village hall:

Mr. Shaw reported that connection was working perfectly and delivering upto 75 mbps download, 20 upload.

Mr. Shaw thanked the Parish Council for their kindness in organising and funding this much-welcomed addition and improvement to the hall facilities.

g) To review Council's Action Plan 2021-22:

Noted. No further actions required other than to update as developments warrant.

Clerk: please keep Action Plan uptodate and revised.

h) To consider creation of a Parish Sustainability / Environment Charter / Policy as recently suggested:

Cllr. Lightfoot spoke in support of the principle of this proposal but suggested that the matter be discussed at a future meeting of Council to afford it the proper and full discussion it deserves. March 2021 was proposed.

Clerk: Please note and add to March ORD agenda accordingly and liaise with Councillors to determine whether an informal meeting beforehand to agree the principles and objectives of such a policy.

i) To consider purchase of additional PIB's (Parish Information Booklets):

Cllr. Lightfoot raised some concerns about the effectiveness of the current PIB and the value of producing further versions without some prior review of content and cost vs benefit. He proposed that this issue be reconsidered in March. Agreed.

Clerk: Please note and add to March ORD agenda accordingly.

20/069**Highways / CRWS / Footpath Matters:**

- i) DCC highways works. Nothing of significance to report other than ongoing pothole issues and reporting.*
- ii) Socks Hill. Councillors happy to note that works completed and highway surface greatly improved.*
- iii) Footpaths / P3.*

Chair invited Mr. Pedder (member of public) to speak on this subject.

Footpaths are being used a great deal more at present due to restrictions on wider travel.

Generally in a good condition and any issues being attended to as quickly as possible.

Some recent dog-fouling incidents and complaints about muddy conditions!

Mr Pedder is liaising with Parish Lengthsman to undertake repairs and maintenance.

2020 survey completed and ready to submit in conjunction with Clerk's financial reports

Cllr. Lightfoot raised a concern about Knights Lane highway conditions (declaring an interest as a resident)

Repeated water main bursts, potholes and verge damage has left highway condition very poor.

Clerk was asked to liaise with DCC/EDDC/SWW/Cllr. Hall to seek a permanent and workable solution to

the problems in Knights Lane particularly.

Clerk: please note and liaise with all parties accordingly as directed. Report back to Council asap.

20/070**Correspondence received:**

None that has not already been circulated to members of Council.

20/071**Chair to propose suspension of standing orders to permit public representations at this point of the meeting.**

No members of the public wished to speak so this agenda item was not considered.

20/072**Chair to propose resumption of standing orders to preclude public representations thereafter at this meeting.**

No members of the public wished to speak so this agenda item was not considered.

20/073**Date and time of next Ordinary meeting:**

The next meeting of the Parish Council was scheduled for Tuesday 2nd February 2021 - 7.30pm

Venue as yet undetermined but likely to held in "virtual session" in light of ongoing

Coronavirus restrictions and legislation.

Clerk: Please note and publish agenda accordingly on parish website, local social media and noticeboards.

20/074**Proposal to move into closed committee session.**

This agenda item was not considered as there was no business to be attended to in confidential session.

20/075**Date and time of next Ordinary meeting:**

This agenda item was not considered as there was no business to be attended to in confidential session.

With no further business to discuss, Acting Chair closed the meeting at 9.30pm

Signed: _____ (Chair)

Date: _____

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Actions to be carried out as a result of this evening's meeting:

Action Required	By	When	Spend	Notes
<i>Submit Planning Comments</i>	<i>Clerk</i>	<i>ASAP</i>	<i>None</i>	<i>To EDDC, cc. ward member</i>
<i>Process JAN payments</i>	<i>RFO</i>	<i>By 25/1</i>	<i>See schedule</i>	<i>As per 20/67c)</i>
<i>Submit Precept Demand to Billing Authority as resolved</i>	<i>RFO</i>	<i>By 20/1</i>	<i>None</i>	<i>As per 20/67h)</i>
<i>Liaise with Chair for Precept/Budget statement</i>	<i>Clerk</i>	<i>March '21</i>	<i>None</i>	<i>As per 20/67i)</i>
<i>Process payment to ASPM</i>	<i>Clerk</i>	<i>Feb. '21</i>	<i>£200</i>	<i>As per 20/67j)</i>
<i>Add agenda item to FEB ORD re: Hybrid meets</i>	<i>Clerk</i>	<i>FEB ORD</i>	<i>None</i>	<i>As per 20/67k)</i>
<i>Policy Review - 2 more in FEB</i>	<i>Clerk</i>	<i>FEB ORD</i>	<i>None</i>	<i>20/68a)</i>
<i>Pavilion business</i>	<i>Clerk</i>	<i>MAR ORD</i>	<i>None</i>	<i>20/68b)</i>
<i>Casual Vacancy process</i>	<i>Clerk</i>	<i>FEB ORD</i>	<i>None</i>	<i>Add to agenda and liaise with EDDC re: Casual Vacancy PB</i>
<i>Parish Lengthsman; Create schedule of works</i>	<i>Clerk</i>	<i>ASAP</i>	<i>None</i>	<i>Circulate to members for draft review</i>
<i>Liaise with Mr Feeney re: parish broadband</i>	<i>Clerk</i>	<i>ASAP</i>	<i>None</i>	<i>Report back to Council with outcome report</i>
<i>Defer PSEC Policy discussion to March agenda</i>	<i>Clerk</i>	<i>MAR ORD</i>	<i>None</i>	<i>As per 20/68h)</i>
<i>Defer PIB purchase discussion to March agenda</i>	<i>Clerk</i>	<i>MAR ORD</i>	<i>None</i>	<i>As per 20/68i)</i>
<i>Liaise with DCC re: Knights Lane condition</i>	<i>Clerk</i>	<i>MAR ORD</i>	<i>None</i>	<i>As per 20/69iii)</i>
<i>NB: VH N/Board discussion suggested by parishioner</i>	<i>Clerk</i>	<i>MAR ORD</i>	<i>None</i>	<i>Mentioned during meeting for a further discussion re: costs</i>