

Kentisbury and Trentishoe Parish Council Meeting

Monday 4th September 2023 at 7.30pm in Kentisbury & Trentishoe Village Hall

MINUTES - DRAFT

01/9/23	Welcome by the Chairman and Introduction
02/9/23	Open Public Participation Session no members of the public present
03/9/23	<p>Reports:</p> <p>a) Police Report - circulated to cllrs prior to the meeting.</p> <p>b) County Council Report - County Councillor A Davis - to be circulated to cllrs with the draft minutes Summary/key points: Free Tree Scheme 2023/2024 - This year, Devon County Council are offering free tree packs to landowners and communities within Devon. Each free tree pack will contain 45 trees comprising three types of native broadleaved tree commonly found throughout Devon. Applications need to be made with an online form by 27th of September 2023. Growing Communities fund - This DCC grant aims to help local groups and organisations become more resilient and help those in the communities cope with financial pressures. Groups that are encouraged to apply include those who bring communities together for meaningful activities and social interaction, offer people a warm, safe haven or alleviate food poverty. The aim is to build self reliance and resilience within a community. Grant application forms to be completed online. For more information, please contact communitygrants@devon.gov.uk or telephoning 01392 383379. Rural Give Way marking project - This project is aiming to remark all the rural Give-Way and Stop markings across the whole of the County. Reminder of how to report a Highway issue; Report a problem - Roads and transport (devon.gov.uk) 0345 155 1004 Live chat is available on the Highways website Monday to Friday 9.30 am to 12 pm and 2 pm to 4.30 pm (4 pm on Fridays). To report a problem with road maintenance, traffic management and parking, streetlights and signs and public rights of way</p> <p>c) District Council Report - District Councillors J Patrinos/M Prowse - none for this meeting</p>
Closed Council Session	
04/9/23	To receive apologies for absence. PC Scott Elliot, Malcolm Prowse
05/9/23	Declarations of Members Interests - Cllr Deen declared a personal interest in planning application 77572
06/9/23	<p>To approve and to sign the Minutes of the meeting held on 7th August 2023 - The minutes for the meeting held on 7th August were approved by all as an accurate record and signed by the Chairman. The minutes for the extraordinary meeting held on 13th July were also approved by all as an accurate record and signed by the Chairman.</p> <p>Action: Cllr Walley to email the minutes for another July meeting to the clerk for her to print out and bring to next meeting for approval and filing.</p>
07/9/23	<p>Matters arising (that are not individual items listed on this agenda) -</p> <p>1) Income from grass keep does not seem to have been paid this financial year. Action: Clerk to look up in previous minutes (Feb 23) to see agreed arrangements and put on the agenda for next meeting.</p> <p>2) Cllr Pile visited the church in Trentishoe. Due to the presence of bats, it is not suitable for meetings, so K&TPC will continue to hold Parish Council meetings at Kentisbury Village Hall for the time being. Cllr Davis arrived.</p> <p>3) Old School Education Foundation: Cllr Pile fed back to K&TPC that he is having difficulty getting information about how to access the money (approx £30,000). If difficulties continue following an enquiry email to the vicar, the Charity Commission and/or Bishop could be approached. Action: Cllr Pile to email vicar requesting further information re access to the funds.</p>
08/9/23	<p>Introduction of new temporary/locum Clerk/RFO (Sophie Sheehan)</p> <p>It was proposed by Cllr Pile and seconded by Cllr Isaac to sign the clerk's contract, with employment commencing 15th August 2023. There was a discussion regarding the best protocol for the employment of the clerk (ie regarding PAYE, HMRC, NI contributions etc).</p> <p>Action: Cllr Pile will consult a family member who has payroll knowledge and experience. Cllr Dunn to research further too and feedback at next meeting.</p>
09/9/23	<p>Election of Parish Representatives to organisations/roles and responsibilities for 2023/24:</p> <p>a) Village Hall - Cllr Deen has already been elected to this responsibility. The open gardens event raised £626. A quiz night is planned for 11/11/23, and a band is booked to play in the hall on 9/12, as an experiment to expand the use of the hall. There has been ongoing debate about how to encourage new, and younger, members of the community to participate in events. A discussion of ideas followed: eg Produce show and sale, application for a Licence etc. Any ideas or suggestions welcome. Action: Cllr Dunn to put some of the produce sale ideas discussed in an email to Cllr Deen.</p> <p>b) Mary Jones Trust - Cllr Isaac presently has this role. Proposed by Cllr Pile, seconded by Cllr Walley, and approved by all, that she retain this position. The account needs to be closed and the money (approx £1,000) needs to be donated to the school. Action: Cllr Isaac to return to the bank and ask for advice/next steps, given that she is now the sole trustee.</p> <p>c) Highways - Cllr Pile proposed, Cllr Walley seconded, and rest of Cllrs agreed, that there is no need to elect a representative for this position. Members of the public can report issues individually.</p> <p>d) PROWS (public rights of way/footpaths): - Cllr Pile proposed, Cllr Dunn seconded and the rest of the Cllrs agreed, that Cllr Walley will take on this role.</p>

	<p>e) Play Area Inspection - Cllr Isacc proposed, Cllr Walley seconded, and rest of Cllrs agreed, that Cllr Dunn should continue to have responsibility for this role.</p> <p>f) Defibrillator report - Cllrs Isaac, Deen & Mathers to share responsibility of logging the results of weekly checks. Cllr Isaac will email the results on a monthly basis to the clerk for filing, until she can log the results directly into The Circuit herself. Action: Clerk to contact previous clerk to ask for The Circuit log-in details. If she has no success procuring log-in details before the next Parish Council meeting, she will contact The Circuit directly to re-register.</p> <p>g) Human Resources - Cllr Isaac proposed, Cllr Deen seconded, and rest of cllrs agreed, that Cllr Dunn will take responsibility for this role. The role of the clerk, and number of meetings required annually, were discussed briefly. Further discussion to be deferred to the next meeting, in order to decide whether (and how) to advertise for a permanent clerk.</p>
10/9/23	<p>K&TPC legal duties</p> <p>a) Legal documents & policies e.g Standing Orders, Financial Regulations, Code of Conduct etc The clerk couldn't find evidence of any of K&TPC's key documents on the website or in the hard copies of documents passed on to her. Action: Clerk to email previous clerk and enquire where they are. If copies of the policies or documents are not available, the clerk will need to draw up some new policy documents, using NALC/DALC templates as a guide. Action: Clerk to circulate three key documents to cllrs for their information: The Governance Toolkit, The Good Councillor's Guide & The Good Councillor's Guide to Finance & Transparency. Action: Clerk to circulate dates and costs of online training available from DALC for councillors, to give cllrs the opportunity to consider any training and express an interest at the next meeting.</p> <p>b) Acceptance of Office and Register of Interest forms - The clerk took original copies of Acceptance of Office forms from cllrs, and reminded cllrs to complete and return Register of Interest forms to the Member Services at North Devon District Council. Action: Clerk to send copy of Acceptance of Office forms to Member Services, and keep copy for Parish Council files. Action: Cllr Mather to send off (to Member Services) the completed printed out copy of Register Interest form that she brought to the meeting. All Cllrs gave permission for the clerk to send them agendas and minutes by email.</p> <p>c) Agendas and minutes - publication and display. Clerk updated the cllrs re information she had received from NDDC: there is no legal requirement to put agendas and minutes on a website. It is enough to publicise on noticeboards, although it is good practice to publicise online, if a council has a website. As the council currently holds monthly meetings, it does not need to publicise draft minutes: they can be approved at the following meeting and then published as approved minutes. The clerk will print off two hard copies of the agenda for each meeting. Cllrs will refer to digital versions or bring their own printed off copy. The Clerk will display agendas and approved minutes at Trentishoe (Cllr Pile gave her the key). Cllr Isaac will display agendas and minutes on Kentisbury noticeboard.</p>
11/9/23	<p>Finance</p> <p>a) Clerk to update, and discuss with cllrs, the situation re bank accounts/signatories/last year's accts. Next steps to be discussed and resolved. Clerk updated the cllrs with regard to the previous clerk's accounts, which are handwritten in an accounts book. The expenditure and income figures are up to date (ie until end of 22/23 financial year) and tally with the bank statements, so the final figures can be used to help complete the AGAR Certificate of Exemption Form. The latest bank statements show bank balances to be £7,467.79 in the Treasurer's Acct and £2,814.65 in the Instant Access Savings Acct. The cllrs confirmed that signatories at the moment are: Cllrs Isaac, Pile, Dunn and Deen. Cllr Isaac is applying for online access (one form was signed by two signatories at the meeting, Lloyds said that she would need to complete a second/separate form to have access to the other K&TPC bank account). Action: Cllr Isaac to return completed form to Lloyds bank and enquire about the second form. Bank statements are now delivered to Cllr Isaac (not previous Clerk). Two mandate variation signatory forms were signed by relevant cllrs to give the Clerk access to online banking, so that K&TPC's financial business can be carried out. Action: Clerk to return forms to Lloyds bank in Barnstaple for processing. Allotment charity update: still no change.</p> <p>b) PKF external auditors, AGAR forms. Certificate of Exemption to be discussed, completed, approved and signed. Following the clerk's update/feedback from correspondence with PKF, the Cllrs resolved to complete the Certificate of Exemption: signed by Chair and Clerk/RFO. Action: Clerk to scan and return form to PKF external auditors (before 15/9/23) in order to avoid £210 fine and a statutory recommendation. PKF will charge £40 email reminder regarding late submission of Certificate of Exemption.</p> <p>c) Internal auditor - agenda item/discussion deferred until next meeting</p> <p>d) To approve any outstanding invoices - due to time restraints, deferred to next meeting</p> <p>e) English Woodland Grant Scheme - clerk updated: a new applicant on behalf of K&TPC needs to be set up and then a claim form needs to be completed in order to access funds (approx £300 a year). The Parish Council resolved to nominate the clerk to be the new applicant (proposed by Cllr Pile, seconded by Cllr Walley). Action: clerk to start the procedure for accessing the funds for this year ie become set up via the Rural Payments Agency + she may need to approach the chairman for an official letter naming her as the new applicant.</p>
12/9/23	<p>New Planning applications, requiring a K&TPC response:</p> <p>a) 77378 (Calvert Trust) K&TPC objects to this planning application as there is not enough information provided and local residents are thus concerned that the Calvert Trust will grow in size, resulting in detrimental impact on the landscape, in addition to concerns about the narrowness of the lane leading to the Calvert Trust. K&TPC are awaiting more information at the request of NDD councillor Malcolm Prowse Response proposed by O Dunn; Seconded by C Deen - unanimously agreed by rest of councillors.</p> <p>b) 77450 (Calvert Trust) K&TPC objects to this planning application as there is not enough information provided and local residents are thus concerned that the Calvert Trust will grow in size, resulting in detrimental impact on the landscape, in addition to concerns about the narrowness of the lane leading to the Calvert Trust. K&TPC are awaiting more information at the request of NDD councillor Malcolm Prowse.</p>

	<p>Response proposed by O Dunn; Seconded by C Deen - unanimously agreed by rest of councillors.</p> <p>c) 77530 - Land of Bayclose Lane, Kentisbury. K&TPC objects to this application because it is a development in the open countryside and thus the only applications compliant with NDDC planning policy are those meeting affordable local needs. Also, the proposed entrance to the development is in a dangerous position due to school and village hall access, and the bend in the road results in non-existent sightlines when exiting or entering the proposed site. Response proposed by L Isaac; seconded by O Dunn. Unanimously agreed by rest of councillors.</p> <p>d) 77572 barn to rear of Homeside Kentisbury - K&TPC has no objection to this planning application. It wonders whether it could be considered local needs? Response proposed by F Mathers; seconded by E Walley. Three other cllrs voted to agree. Cllr Deen did not vote due to personal interest.</p> <p>NB: The clerk has informed ENPA of her new position, but has not yet received any notification of new planning applications from them.</p>
13/9/23	<p>Planning applications, pending or decided:</p> <p>77382 (Barnstone Barn, Kentisbury): Once the agenda had been published NDDC offered to extend the deadline in order for K&TPC to submit a response to this planning application. The council resolved to submit the following response: K&TPC objects to this planning application because it is a development in the open countryside and thus the only applications compliant with NDDC planning policy are those meeting affordable local needs. It is not in the Local Plan. Also, the proposed entrance to the development is in a dangerous position as access is onto the A39, which is already a junction and a blind bend. Proposed by L Isaac; seconded by J Pile. Unanimously agreed by rest of councillors The cllrs noted the decisions made regarding the following applications: Decision approved for: 77395 (Calvert Trust) & 77009 (Sandpark Cottage, Kentisbury) Under consideration: 77402 (Kentisbury Mill, Kentisbury) & 76857 (land at Ley Lane Patchole) NB Cllrs noted the holding of a public meeting re 76857 on 6th September, Barnstaple. Approved with conditions: ENPA: 62/36/21/004 (Hollacombe Farm) Discharge of Conditions: Rowley Moor Farm NB: Cllr Davis left the meeting</p>
14/9/23	Other planning matters - inc any applications received since Agenda was compiled - nil
15/9/23	Urgent items received between publication of the agenda and the Parish Council Meeting - nil
16/9/23	The Pension Regulator correspondence update - deferred until next meeting.
17/9/23	Correspondence: Clerk informed cllrs of email regarding DALC AGM, in late September, but no one is able to attend this year.
18/9/23	Date and time of next meeting: Monday 9th October, 7.30pm (clerk away on first Monday of the month). Items for next agenda: grass keep, clerk employment status + advert for permanent clerk, Cllr training, appointment of internal auditor, outstanding invoices, website, pensions regulator correspondence

Meeting finished at: 9.15pm

Signed by Chairman:

Date: