

# Kentisbury and Trentishoe Parish Council

Meeting of the above-named Parish Council held on  
Monday 4th December 2023 at 7.30pm in Kentisbury & Trentishoe Village Hall

Present: Cllrs C Deen, O Dunn, L Isaac, F Mathers, J Pile (Chair)  
Also in attendance: The Clerk, and no members of the public

## MINUTES

01/12/23	Welcome by the Chairman and Introduction.
02/12/23	Open Public Participation Session - No members of the public present
03/12/23	<p><b>Reports:</b></p> <p><b>a) Police Report</b> - circulated to cllrs prior to the meeting. Formatting of document has not improved (still in Word doc rather than the promised PDF), but cllrs were able to read it. There had been one act of criminal damage reported in the Parish of Kentisbury and Trentishoe during the month of November. Suspicious vehicles have been spotted in the area. Police advice is to be vigilant, keep sheds and outbuildings locked and don't leave expensive Christmas presents visible.</p> <p><b>b) County Council Report</b> - County Councillor A Davis: report was circulated to cllrs prior to the meeting.</p> <p>Summary:</p> <p><b>Lynton Health Centre (residents in the Parish have contacted me about this):</b> Following the news last week that Symphony Healthcare would be withdrawing from Lynton on 30th April 2024 and NHS Devon are looking for an alternative provider for us, I contacted the Chairman of the Health Overview and Scrutiny committee, she immediately got back to me and has ensured that this matter is raised at her next meeting with NHS Devon, she said to me 'Lynton as with most of the North Devon coast, half the catchment area is in the sea. Isolation, high house prices with limited career development opportunities add to the challenge of recruitment and retention of the workforce to deliver locally based services.'</p> <p><b>Drainage Issues on A39:</b> This is an ongoing situation, but hopefully the Blackmoor gate and the Kentisbury Ford schemes are scheduled for the next financial year.</p> <p><b>Growing Communities Fund:</b> The Growing Communities Fund is intended to support proactive, effective, measurable, and sustainable actions to enable individuals and communities to tackle the current cost of living issues through reducing food and fuel inequalities, building self-reliance, community resilience and improving mental health and wellbeing. The Growing Communities Fund will commonly provide grant awards of between £500 and £1000. You can apply for up to £3000 if you feel you have an exemplary project and are able to accept payment in arrears. Applications, regardless of value, will be assessed using the same process, and these grants will be paid to organisations prior to work taking place. How to apply: Applications must be submitted online and funding used or allocated before 31 March 2024.</p> <p><b>North Devon Link Road:</b> Information about closures. Currently night-time closure Aller Cross to Landkey 8pm to 6am <a href="https://community.alungriffiths.co.uk/projects-in-your-area/north-devon-link-road/">https://community.alungriffiths.co.uk/projects-in-your-area/north-devon-link-road/</a></p> <p><b>Grit bins and information about gritting routes:</b> With the colder weather we can expect to be using the grit bins, if you find a bin which needs filling there is an easy to use grit bin map on the website, just click on the icon and ask for it to be filled, damaged bins can also be reported here. There is a map of the gritting routes in Devon but I would advise that when out driving in icy conditions to treat all roads as if they haven't been gritted as it takes friction for the grit to work. Grit Bins map – Road and Transport (devon.gov.uk)</p> <p><b>Highways preparations for winter and defects</b> A lot of work has gone into the preparation for this winter with the aim of preventing a repeat of the difficulties experienced following the extended freezing conditions through late November and into mid-December last year. With regard to the winter service and gritting operations, the Highways and Traffic Management Service has been very busy over the summer, preparing for the winter season. This downtime is the opportunity for all the gritters to be serviced and calibrated. This ensures the spread rate and spread pattern for salt is as intended. The Government's announcement ahead of the Autumn Statement of an £8.3 billion investment for road maintenance over the next 11 years is very welcome. Devon will receive an extra £6.663 million this financial year and next. It is unclear how the funding will be allocated beyond next year. The funding is being put to use immediately to carry out patching work and other serviceability repairs. However, the majority of the funding will enable the County Council to bring forward resurfacing schemes earmarked within its future works programme. The schemes have been identified based on 'need' using the Council's asset management approach. Road condition surveys and pothole data, together with local knowledge has been used to prioritise the next 60 resurfacing schemes in the forward programme. Bringing forward this work will replace worn out road surfaces and prevent the formation of potholes. 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><b>c) District Council Report</b> - District Councillors J Patrinos/M Prowse - none received.</p>
<b>Closed Council Session</b>	
04/12/23	To receive apologies for absence - Cllrs Walley and Davis (caught up in train delays due to flooding)
05/12/23	Declarations of Members Interests - none

06/12/23	<b>To approve and to sign the Minutes as an accurate record of the meeting held on 6th November 2023 and any other minutes not yet approved since February 2023.</b> The Cllrs resolved to approve the minutes of 6/11/23 as an accurate record (proposed by Cllr Deen; seconded by Cllr Isaac) and the Chairman signed them. A discussion and clarification followed about minutes from June 23 and July 23 - these will be approved and signed at the next meeting. <b>Action: Clerk to put up a copy of November minutes at Trentishoe. Cllr Deen to display on Kentisbury noticeboard (He and Cllr Isaac now both have a key)</b>
07/12/23	<b>Matters arising</b> (that are not individual items listed on this agenda) - Clerk completed Polling Station Review online.
08/12/23	<b>New Planning applications, requiring a K&amp;TPC response:</b> <b>a) 77895</b> Conversion and extension of redundant rural building to form a dwelling and erection of carport at The Stables Kentisbury Barnstaple Devon EX31 4NB. <b>The cllrs discussed this application and resolved (proposed by Cllr Dunn; Seconded by Cllr Pile) to submit a response of 'No objection' and defer to the decision of the delegated planning officers. Action: Clerk to submit K&amp;TPC response to NDDC.</b>
09/12/23	<b>The status of the planning applications listed below was noted by the cllrs:</b> <b>a) ENPA 62/62/23/001</b> Location: Land adjacent to Tattiscombe Farm. Proposed raising of existing stream to allow re-wetting of existing field. Creating new ponds and wetland habitat, together with, the creation of gully into existing pond (deadline extension: 10/10/23). <b>The Parish Council resolved to submit a response of 'No Objection'.</b> Status: <b>Registered.</b> <b>b) ENPA 62/50/23/017.</b> Location: VENTION COTTAGE, PARRACOMBE. Proposed erection of outbuilding together with installation of door, roof light and flue to existing outbuilding. <b>The Parish Council resolved to submit 'No Objection' to this planning application, as it believes the plans will not directly affect the Parish and its parishioners, and is happy to leave the decision in the hands of the delegated planning officers.</b> Status: <b>Registered.</b> <b>c) NDDC 77652</b> Kentisbury Mill Kentisbury. Proposal: Retrospective application for the regularisation of holiday unit. The Parish Council resolved to support this application. Status: <b>Approved 9/11/23.</b> <b>d) 77378</b> (Calvert Trust) K&TPC objected. Status: <b>Still under consideration.</b> <b>e) 77572</b> barn to rear of Homeside Kentisbury - K&TPC submitted no objection. Status: <b>Still under consideration.</b> <b>f) 76857</b> land at Ley Lane Patchole) NB Cllrs noted the holding of a public meeting on 6th September, Barnstaple. Status: <b>Still under consideration.</b>
10/12/23	<b>Other planning matters - inc any new applications received since Agenda was compiled</b> It was noted and discussed that a large mobile home has recently appeared on the land at Barnstone Farm, without planning permission. The cllrs resolved that the Clerk should report this to NDDC planning department. <b>Action: Clerk</b>
11/12/23	<b>Roles and responsibilities (reports, if any):</b> a) Village Hall - Cllr Deen reminded cllrs that the Christmas Party is on Saturday 9th December at 7.30pm with a band, dancing and a pizza van. It will be great fun and everyone is welcome. Tickets are £7.50. b) Mary Jones Trust - Cllr Isaac updated the cllrs re progress regarding signatories and will liaise with Cllr Davis, as she is also one of the signatories. Cllr Isaac will also liaise with Cllr Dunn re contact details regarding previous signatory. <b>Action: Cllrs Isaac, Dunn &amp; Davis</b> c) PROWS (public rights of way/footpaths) - Cllr Walley - nothing reported d) Play Area Inspection - Cllr Dunn - nothing to report e) Defibrillator report - (Cllrs Isaac, Deen, Mathers - weekly check shared). Clerk informed the cllrs that she is now the official Guardian and has online access to The Circuit. She has updated the defibrillator information online and on a monthly basis will upload the checks carried out by the cllrs. A reminder note was written in the defibrillator manual to order new pads in May 2025 (they expire in approx May 2026). There are no paediatric pads. <b>Action: cllrs to continue regular manual defib chekcs; Clerk to record the checks online (on The Circuit) after each Parish Council meeting.</b> f) Human Resources - Cllr Dunn informed the cllrs that despite extensive advertising, no interest has been shown in the Clerk/RFO post. The current locum Clerk offered to continue some of the clerk's tasks until end of January 24. The Cllrs resolved to accept this offer (proposed by Cllr Pile; seconded by Cllr Isaac). The Clerk informed the Cllrs that the recommended hourly payment rates for clerks had increased by £1 since April 23. The cllrs discussed the need to perhaps further raise the salary of the next permanent clerk to increase the appeal. If no applicant is forthcoming, the Parish Council may need to hold an extraordinary meeting and invite the whole Parish to discuss the future of the Parish Council. To be put on the January 24 agenda for discussion. <b>Action: Clerk to forward DALC salary information to all cllrs for their information.</b>
12/12/23	<b>Finance - clerk to update</b> a) Clerk updated the cllrs re clerk online banking access: Lloyds had incurred technical problems regarding the removal of previous signatories, but the process should now be resolved within two weeks. b) clerk to update re income, expenditure, balance etc: Cllr Isaac gave the most recent bank accounts to the clerk showing balance in the Savings Account to be £2822.98 on 9th November 2023. There was no statement for the Treasurer's bank account, but as no payments have been made it should be approx £9517.79. This can be confirmed by the clerk once she has access to online banking. c) The following invoice was approved: £540 to T Gould for grass cutting from July to October 2023 (Village Play Area + Village Green). To be paid by BACS once clerk has online banking. Cllr Isaac will email key invoice to the Clerk - <b>Action: Cllr Isaac and Clerk</b> (d) Grass keep - Clerk had spoken to one of the individuals to have put in a tender and established that although a completed contract had been sent back to the previous Clerk, this was not in the current Parish Council files, so it was resolved that the present locum Clerk resend the approved letter and contract by email to one tender and by post to the other. Proposed by Cllr Dunn and seconded by Cllr Isaac. <b>Action: Clerk</b> e) Final budget and Fixed assets: Final budget projection to be approved and signed by Chair at the next meeting in January as the Clerk's printer had broken that morning and she was unable to print out some of the documents for the December meeting. The Clerk informed the cllrs that she had submitted the first part of the paperwork regarding the £4100 precept request. The clerk will look on the old website to see if there is a list of Assets there and report back at the next meeting. <b>Action: Clerk</b> f) English Woodland Grant Scheme: the Clerk informed the cllrs that a CRN and SBI number were now in place; the contract and application form had been circulated to cllrs prior to the meeting and, at the meeting, the cllrs resolved (proposed by Cllr Pile, seconded by Cllr Dunn) that the Clerk should complete the necessary paperwork and return to the Forestry Commission. <b>Action: Clerk.</b> g) Community Councillor Grant (CCG 22/23 / 97) - The Clerk informed the cllrs that the funding agreement had already been submitted by ex-cllr Kelway and that the clerk had now completed the claim form for £250, towards payment for installation of

	the culvert in the community woodland. A&B had carried out the work; Cllr Pile had inspected the work and payment (total of £600) had been made to A&B. The cllrs resolved that the claim form should be signed by the Chairman, submitted by the clerk and the invoice from A&B chased up (proposed by Cllr Mathers, seconded by Cllr Deen). <b>Action: clerk</b>
13/12/23	<b>Old School Education Foundation</b> - Cllr Pile reported that this is ongoing.
14/12/23	<b>Urgent items received between publication of the agenda and the Parish Council Meeting</b> - nothing
15/12/23	<b>The Pension Regulator correspondence update</b> - Clerk reported that she had spoken to the Pension Regulator and while there is no permanent employee, K&TPC are exempt from any payments. As soon as a new permanent clerk/RFO is appointed, the Pension Regulator needs to be informed via a phone call..
16/12/23	<b>Correspondence</b> - none
17/12/23	<p><b>Items for next agenda:</b></p> <p>a) NDDC planning policy discussion and feedback to Cllr Prowse. b) clerk position</p> <p><b>Date and time of next meeting: Monday 8th January 2024 7.30pm, Kentisbury Village Hall</b></p>

**Meeting finished at 20.32**

**Signed:**

**Date:**

DRAFT