

Kentisbury and Trentishoe Parish Council Meeting

Monday 9th October 2023 at 7.30pm in Kentisbury & Trentishoe Village Hall

Present: Cllrs O Dunn, F Mathers, J Pile (Chair), E Walley

Also in attendance: County Cllr Davis, District Cllr Prowse, Clerk and no members of the public

MINUTES

01/10/23	Welcome by the Chairman and Introduction.
02/10/23	Open Public Participation Session - nil
03/10/23	<p>Reports:</p> <p>a) Police Report - circulated to the cllrs prior to the meeting. No crimes in Kentisbury & Trentishoe in September 23. Report had a focus on keeping safe at Halloween.</p> <p>b) County Council Report - County Councillor A Davis - had been circulated to cllrs prior to the meeting. Summary:</p> <ul style="list-style-type: none"> - The North Devon Link Road will be partially closed for a month from 11th October to allow essential maintenance work to go ahead (Westbound carriage of A361 Tiverton to Barnstaple between North Aller roundabout and Landkey roundabout). - Up to £10K grants available to help tackle crime and antisocial behaviour. - Snow wardens: reminder to order any salt, if needed. - Reminder of how to report a Highway issue: tel 0345 155 1004 (or online via Roads and Transport at devon.gov.uk). <p>Action: clerk to order salt and arrange to have it delivered to snow warden (Cllr J Pile) in small bags.</p> <p>c) District Council Report - District Councillor M Prowse gave his report verbally at the meeting. Summary:</p> <ul style="list-style-type: none"> - Cllr Prowse reported that much of his time is taken up with regeneration and strategic planning. The Council has just won an important appeal regarding a five year land supply in Fremington, which means it can use the Local Plan as the main document when addressing planning applications. The Local Plan is almost five years old, and needs reviewing. Responses to planning applications in Kentisbury seems to indicate that no one seems very happy with the chapter on Kentisbury. Cllr Prowse recommends that K&TPC starts to think about what it would like to see in terms of the planning policy and advises that this be put on the Parish Council's January agenda for cllrs to discuss. Cllr Prowse could then feed back any suggestions to the District Council. Some things the District Council has no control over (e.g. changes in permitted developments). The government has just gone through a consultation exercise regarding the extension of permitted development rights. Cllr Prowse offered to send K&TPC the NDDC's consultation response to the changes. Action: Cllr Prowse to send consultation response to clerk. - Regeneration in Barnstaple is progressing, particularly the renovations around Boutport St. - There is cross-party agreement that there should be a focus on the regeneration of Ilfracombe with regard to levelling-up announcements.
Closed Council Session	
04/10/23	To receive apologies for absence: Cllrs Deen & Isaac
05/10/23	Declarations of Members Interests: nil (Cllr Davis left the meeting)
06/10/23	<p>To approve and to sign the Minutes of the meeting held on 4th September 2023 and any other minutes not yet approved since February 2023: The minutes of the meeting held on 4th September 2023 were approved by all as an accurate record and signed by the Chairman. There were no other hard copies of minutes to approve.</p> <p>Action: clerk to contact former Cllr Kelway to see if he has a copy of the February 23 minutes. Cllr Walley to send other July minutes to the clerk to print off and bring to the next meeting.</p>
07/10/23	Matters arising - nil
08/10/23	<p>Roles and responsibilities (reports, if any):</p> <p>a) Village Hall - Cllr Deen - nil</p> <p>b) Mary Jones Trust - Cllr Isaac -nil</p> <p>c) PROWS (public rights of way/footpaths) - Cllr Walley - nothing to report.</p> <p>d) Play Area Inspection - Cllr Dunn updated the Council: Tom has repaired the gazebo and does not require payment. It seems that someone had already planed the climbing frame and it does not currently need smoothing. The play area is now open again. The Parish Council wishes to pass on a huge thank-you to Tom for carrying out the work. Tom had noticed that a couple of xylophone hammers were missing. It was resolved by the Parish Council that Cllr Dunn orders some more. Cllr Pile proposed, Cllr Walley seconded and cllrs unanimously agreed to this.</p> <p>e) Defibrillator report - The Clerk updated the cllrs regarding gaining access to The Circuit, and guardianship of the defibrillator, in order to log defib checks online: The Circuit is aware that the previous clerk should no longer have guardianship of the defib and is looking into ways of changing this, as there are complications when a single person is guardian of several defibs. The present clerk has also contacted the previous clerk to see if she can change the guardianship. Meanwhile, the cllrs will continue to keep manual logs and pass on the info to the Clerk at the Parish Council meetings. Action: clerk to continue liaison with The Circuit; Cllr Isaac to bring last month's logs to next meeting.</p> <p>f) Human Resources - The cllrs discussed the best way forward regarding the employment status of the temporary clerk. Research by cllrs suggested that if the clerk is only carrying out some of the duties required of a permanent clerk, then an honorarium payment is a possibility and does not require PAYE, as the clerk will pay any tax and NI contributions through her</p>

	<p>end-of-year self assessment. The clerk will be finishing any work for the council by 31st December 2023 and so the Parish Council resolved to adopt an honorarium method of payment. Proposed by Cllr Dunn, seconded by Cllr Mathers and agreed by all cllrs.</p> <p>Regarding advertisement for a permanent clerk, the cllrs resolved to use the adapted wording of a previous Lyn Valley news advert. Proposed by Cllr Pile, seconded by Cllr Mathers and agreed by all cllrs. Action: Cllr Dunn to write the advert and begin advertising. Clerk to contact DALC and ask costs (if any) for placing an advert with DALC/NALC & pass on info to Cllr Dunn. Other advertising opportunities: Kentisbury & Trentishoe notice boards, Lyn Valley News, facebook pages of other local parishes, Indeed.</p>
9/10/23	<p>K&TPC legal duties</p> <p>a) No documents or policies have yet been found, so clerk will adapt some of the key documents & policies for K&TPC, using DALC/NALC templates (e.g Standing Orders, Financial Regulations, Code of Conduct), and circulate to cllrs for consideration, ready for print off and approval at the next Parish Council meeting.</p> <p>b) Acceptance of Office forms were sent off to NDDC Member Services by clerk. Cllrs informed clerk that Register of Interest forms had been sent off. Cllrs current contact details have been updated by the clerk, and are being kept securely by the clerk.</p> <p>c) Councillor training opportunities: a list of DALC courses had been circulated by the clerk to the cllrs prior to the meeting and will be researched further when there is a permanent clerk.</p>
10/10/23	<p>Finance - clerk to update</p> <p>a) Online banking access: The clerk has submitted all the relevant forms, has received acknowledgement from Lloyds, but is still awaiting access to online banking. Cllr Isaac to update re cllr online banking access at the next meeting and to bring bank statements so that the following, estimated information can be confirmed: Since last meeting, as far as clerk is aware: income: £2,050.00 (precept) Expenditure: £0 Balance in Treasurer's bank acct: £9517.79. Balance in savings approx: £2,816. The previous clerk kept handwritten financial records. Rather than choose and set up a handwritten/digital accounting/recording system that a permanent clerk may wish to change, the current clerk will keep a simple record of income, expenditure and bank balances, to ensure that finances are being monitored effectively. She will also prepare a draft budget for the next meeting, based on last year's income and expenditure, on which the precept for next year can be requested.</p> <p>b) The Council resolved (proposed by Cllr Pile and seconded by Cllr Dunn) to approve payments for the previous clerk's final payment request and the hire of village hall for the year April 22 - March 23 (£100). It was noted that the previous hall hire payment was £75. The payments will be made by BACs once the clerk has online banking access. Action: clerk to contact and inform payees of Council's decision. Cllr Isaac to bring an invoice to the next meeting for the cost of key cutting, so that a payment can be made. (Cllr Prowse left the meeting)</p> <p>c) Grass keep update - The Clerk and cllrs examined the accounts to ascertain whether payments for grass keep have been made yet this year, and to look for confirmation of tender allocation. February minutes (with regard to documentation re tender allocations) would help clarify the situation, so agenda item will be discussed again next meeting.</p> <p>d) Allotment charity - no news. This item can be removed from future agendas until there is more progress.</p> <p>e) HMRC/VAT - The previous clerk had filled in an HMRC claim form for a VAT refund, but had not submitted it as she was still awaiting clarification from HMRC regarding a VAT query about work carried out concerning extension of the village hall car park. Action: This to be followed up by the next permanent clerk.</p> <p>f) PKF external auditors and AGAR forms: The Certificate of Exemption was sent to PKF, which means that a fine (£210 + VAT) was avoided, although an email/reminder fee of £40 will probably be sent by PKF to K&TPC at some point. Submission of the Certificate also means that an external auditor will not need to be paid for next year - an internal audit should be sufficient. K&TPC will still need to follow the same end of year procedures, and complete the other AGAR forms (+ public notice to allow accounts to be seen if wished) even though we are now a good way into a new financial year. This would be a task for the next permanent clerk.</p> <p>g) Internal auditor - to be appointed once last year's End-of-Year accounts are complete. Mrs J Snooks has been appointed in the past.</p> <p>h) English Woodland Grant Scheme - Clerk updated the cllrs with progress: She has been liaising with both the Forestry Commission and Rural Payments Agency regarding the procedure to make a claim for the grant. The Council resolved (proposed by Cllr Walley, seconded by Cllr Dunn) that the Chairman should sign a letter to the Rural Payments Agency giving permission for the clerk to be added as a contact for K&TPC with full commissions on the Parish Council's SBI record, and also to sign a letter to the Forestry Commission giving permission for the clerk to become the new grant applicant for K&TPC. Action: Clerk to send off both letters via email to the Rural Payments Agency and Forestry Commission respectively.</p> <p>i) Citizens Advice Bureau - The Council resolved not to make a donation on this occasion.</p>
11/10/23	<p>New Planning applications, requiring a K&TPC response:</p> <p>a) Application ENPA No: 62/62/23/001 Parish: Combe Martin, Trentishoe. Location: Land adjacent to Tattiscombe Farm, EX31 4PH Proposal: 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). The Parish Council resolved to submit a response of 'No Objection'.</p> <p>b) Application ENPA No: 62/50/23/017. Application Type: Householder. Parish: Parracombe (and Kentisbury & Trentishoe border) Location: VENTION COTTAGE, PARRACOMBE, BARNSTAPLE, EX31 4QA Proposal: Proposed erection of outbuilding together with installation of door, roof light and flue to existing outbuilding. Consultation expiry date: 2/11/23. 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.</p>
12/10/23	<p>Planning applications, pending or decided: All of the below were noted by the Parish Council.</p> <p>a) 77378 (Calvert Trust) K&TPC objected. Still under consideration.</p> <p>b) 77450 (Calvert Trust) K&TPC objected. Still under consideration.</p> <p>c) 77530 - Land of Bayclose Lane, Kentisbury. K&TPC objected. Decision approved.</p> <p>d) 77572 barn to rear of Homeside Kentisbury - K&TPC submitted no objection. Still under consideration.</p> <p>e) 77382 (Barnstone Barn, Kentisbury): K&TPC objected. Decision approved.</p> <p>f) 77402 (Kentisbury Mill, Kentisbury). Decision approved.</p>

	<p>g) 76857 (land at Ley Lane Patchole) NB Cllrs noted the holding of a public meeting on 6th September, Barnstaple. Still under consideration. Cllr Prowse reported that there had been a long debate at the meeting about the need to reduce the scale and height if planning permission for a dwelling was to go ahead.</p> <p>NB Regarding application 77382, the Parish Councillors were particularly disappointed with the decision, as the shed had only been erected several months prior to the application.</p>
13/10/23	<p>Other planning matters - inc any applications received since Agenda was compiled: NDDC Planning 77652: Kentisbury Mill Kentisbury Barnstaple Devon EX31 4NF Proposal: Retrospective application for the regularisation of holiday unit. Status Pending Application Type. Full Application. Consultation End 25/10/2023. The Parish Council resolved to support this application.</p>
14/10/23	<p>Old School Education Foundation - Cllr Pile reported that he is liaising with the vicar. The agenda item is ongoing. Cllr Pile will contact the Charity Commission regarding next steps. Action: Cllr Pile to contact Charity Commission.</p>
15/10/23	<p>Urgent items received between publication of the agenda and the Parish Council Meeting - none</p>
16/10/23	<p>The Pension Regulator correspondence - The clerk had been passed a letter in the files of previous clerk. This was discussed briefly by the Cllrs, but the agenda item was then deferred until next meeting, as it is believed that Cllr Isaac may already have had some contact with the Pension Regulator (and perhaps further information). Action: Cllr Isaac to feedback at next meeting.</p>
17/10/23	<p>Correspondence The clerk had received information regarding 'Notice of Polling Districts and Polling Places Review', and this had been forwarded on to cllrs via email prior to the meeting. The clerk has printed out and displayed the notice at Trentishoe. She will give a hard copy to Cllr Isaac at the next meeting for display on the Kentisbury notice board. The consultation period for this review will end on Friday 10th November 23.</p>
18/10/23	<p>Website - The cllrs resolved to defer discussion of a new website until a new permanent clerk is in place.</p>
19/10/23	<p>Items for next agenda: draft budget Date and time of next meeting: Monday 6th November 7.30pm, Kentisbury Village Hall</p>

The meeting finished at 8.55pm

Signed by Chairman: J Pile

Date: 6/11/23