

Kentisbury and Trentishoe Parish Council

Meeting held on Monday 5th February 2024 at 7.30pm in Kentisbury & Trentishoe Village Hall

Present: Cllrs Pile, Isaacs, Mathers

Also in attendance: The Clerk

MINUTES

01/2/24	Welcome by the Chairman and Introduction.
02/2/24	Open Public Participation Session - No members of the public were present
03/2/24	<p>Reports:</p> <p>a) Police Report - had been circulated prior to the meeting. No crimes reported in Kentisbury and Trentishoe</p> <p>b) County Council Report - County Councillor A Davis - report to be circulated to Cllrs after the meeting (Action: Clerk)</p> <p>c) District Council Report - District Councillors J Patrinos/M Prowse - no report received</p>
Closed Council Session	
04/2/24	To receive apologies for absence: Parish Cllrs Walley, Dunn and Deen & County Cllr Davis
05/2/24	Declarations of Members Interests - none
06/2/24	To approve and to sign the Minutes as an accurate record of the meeting held on 8th January 2024: the minutes were approved as an accurate record of the meeting held on 8th January 24. Proposed by Cllr Mathers. Seconded by Cllr Pile. Signed by the Chair. Action: Cllr Deen to display on notice board (copy left at VH). Clerk to display at Trentishoe.
07/2/24	Matters arising - none
08/2/24	<p>New Planning applications, requiring a K&TPC response:</p> <p>a) 78024: Erection of an agricultural building at South Ley Farm Kentisbury Barnstaple, Devon EX31 4NT Grid Ref: 261395; 143910. Consultation deadline extension had been granted by NDDC. Cllrs discussed the application and resolved to submit a response of 'No Objection'. Proposed Cllr Isaac. Seconded Cllr Pile</p> <p>b) 78197: Demolition of barn and erection of sustainable dwelling following on from planning approval 77382 at Barn at Barnstone Barn Kentisbury Barnstaple Devon EX31 4NL Grid Ref: 261919; 142576 The Cllrs discussed the application and resolved to submit a response of 'Objection' with the following comments: "Kentisbury and Trentishoe Parish Council does not consider this an amendment following on from planning approval 77382; it considers it a new design and build. It has poor and dangerous access onto the A39. It is a large two storey development in open countryside, which will spoil the rural character of the setting and it will be highly visible from all directions due to the height of the land". Proposed: Cllr Mathers. Seconded Cllr Pile. Action: Clerk to submit both responses.</p>
09/2/24	<p>Planning applications, pending or decided: Cllrs noted the status of the following applications (NB application 76857 was approved after circulation of the agenda)</p> <p>a) 77378 (Calvert Trust) K&TPC objected. Status: Still under consideration.</p> <p>b) 77572 barn to rear of Homeside Kentisbury - K&TPC submitted no objection. Status: Still under consideration.</p> <p>c) 76857 land at Ley Lane Patchole. Status: approved on 30/1/24</p> <p>d) 77895 Conversion and extension of redundant rural building to form a dwelling and erection of carport at The Stables Kentisbury Barnstaple Devon EX31 4NB. The Parish Council response 'No Objection'. Current status: under consideration</p> <p>e) 77990 Variation of condition 4a (occupation restriction) attached to planning permission 49364 to allow the 28 day restriction lifted to 12 months at The Threshing Barn Higher Patchole Farm Kentisbury Barnstaple Devon EX31 4NB Grid Ref: 261375; 142867. The Parish Council submitted a response of 'Support'. Status: under consideration</p>
10/2/24	<p>Other planning matters - inc any new applications received since Agenda was compiled</p> <p>a) Discussion re NDDC planning policy and feedback to Cllr Prowse - deferred to a future meeting</p> <p>b) Cllrs noted: Planning concern lodged with NDDC re field off Bay Close Lane. Acknowledgement email received 21/1/24.</p> <p>c) ENPA Application No: WTPO 24/01 Application Type: WTPO (arrived after agenda had been compiled and circulated): Parish: Parracombe, Kentisbury. Location: Exmoor National Park Car Park, Blackmoor Gate, Devon Proposal: Works to trees subject to a tree preservation order: 4no. Beech trees (T0019 - T0022) - crown reduction works to all 4 trees of up to 3m in height and 3m in spread. Cllrs discussed this application and resolved to support it for safety reasons. Proposed: Cllr Pile. Seconded: Cllr Isaac. Action: Clerk to submit response to ENPA</p>
11/2/24	<p>Roles and responsibilities (reports, if any):</p> <p>a) Village Hall - Cllr Deen - nothing to report</p> <p>b) Mary Jones Trust - Cllr Isaac has retrieved the correspondence from previous signatory's family. Will liaise with Cllr Davis.</p> <p>c) PROWS (public rights of way/footpaths) - Cllr Walley reported to the clerk that the rotted steps mentioned at the last meeting (agenda item 11/1/24) were on Footpath number 3. Action: Clerk to research where this should be reported.</p> <p>d) Play Area Inspection - Cllr Dunn - nothing to report</p> <p>e) Defibrillator report - (Cllrs Isaac, Deen, Mathers - weekly check shared). Clerk updated The Circuit after last month's check. Cllr Mathers checked the defib before the meeting.. Action: Clerk to update The Circuit online</p>

	<p>f) Human Resources - Cllr Dunn had sent message to the clerk that there was nothing new to report regarding search for a permanent clerk. Cllrs discussed further advertising possibilities in addition to the idea of a village meeting in March (on same evening as next Parish Council Meeting). Nothing definitive was decided, so Cllrs will liaise via email to explore possible further advertising strategies. Action: clerk to circulate an initial ideas list to Parish Cllrs, who will then liaise re next steps</p>																																																												
12/2/24	<p>Finance - clerk to update</p> <p>a) clerk updated Cllrs re accounts: income, expenditure, balance etc Since last meeting accounts: Grass cutting was paid by KTPC and payment for Parish Field grass keep had been received. The second grass keep payment (Ruxfield) of £150 was received on 1/2/24 (after circulation of the agenda), into the Treasurer's Acct (so, balance now £9803.15). Paper bank statements received by Cllr Isaac were given to the clerk for filing. Insurance company (BHIB/Clear) now have current clerk contact details (ie.previous clerk is no longer main contact). Bank details are needed from Cllr Isaac in order for clerk to make payment for key cutting. Action: Cllr Isaac/Clerk ICO (Information Commissioner's Office Renewal) payment had been made paid by KTPC by Direct Debit (£35). Certificate will expire 28/1/25. The invoice had been sent to previous clerk. Action: clerk to obtain new security code re ICO account in order to gain access for future clerk and to change current contact details.</p> <p>Treasurer's Account:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Invoice number</th> <th>Information</th> <th>In £</th> <th>Out £</th> <th>Balance</th> </tr> </thead> <tbody> <tr> <td>4/12/23</td> <td></td> <td></td> <td></td> <td></td> <td>9517.79</td> </tr> <tr> <td>18/12/23</td> <td></td> <td>Community Cllr Grant (culvert installation)</td> <td>250.00</td> <td></td> <td>9767.79</td> </tr> <tr> <td>22/12/23</td> <td></td> <td>PKF AGAR late fee</td> <td></td> <td>48.00</td> <td>9719.79</td> </tr> <tr> <td>22/12/23</td> <td></td> <td>Village Hall Fund for hire of VH 4/22-3/23 for parish council meetings</td> <td></td> <td>100.00</td> <td>9619.79</td> </tr> <tr> <td>2/1/24</td> <td></td> <td>One-off payment to previous clerk for work carried out between Feb 23 and July 2023</td> <td></td> <td>191.64</td> <td>9428.15</td> </tr> <tr> <td>8/1/24</td> <td></td> <td>Mr T Gould grass cutting July to October 2023</td> <td></td> <td>540</td> <td>8888.15</td> </tr> <tr> <td>Chq cleared: 17/1/24</td> <td></td> <td>Grass Keep - Parish Field 1/4/23-1/2/24. Paid in chq 16/1/24</td> <td>800.00</td> <td></td> <td>9688.15</td> </tr> <tr> <td>26/1/24</td> <td></td> <td>ICO (Information Commissioner's Office Renewal)</td> <td></td> <td>35.00</td> <td>9653.15</td> </tr> <tr> <td>1/2/24</td> <td></td> <td>Grass Keep - Ruxfield 23/24. BACs payment</td> <td>150.00</td> <td></td> <td>9803.15</td> </tr> </tbody> </table> <p>Savings account balance on 5/2/24: £2,983.19, which includes the first English Woodland Grant Payment Scheme (payment made on 21/12/23 for £156.99, but clerk forgot to note this in update of savings acct at last meeting).</p> <p>b) To approve any outstanding invoices and discuss payment of current locum clerk: A copy of the ICO Data Protection Registration Certificate was signed as acknowledgement of the payment made via Direct Debit. Payment of the clerk was discussed. Action: clerk to circulate draft invoice prior to next meeting regarding payment for selected admin services from 15th August 2023 - 31st March 2024.</p> <p>c) Grass keep: Payment has now been received for both Parish Field and Ruxfield. An advert is now needed for the tender of both for this coming year (April 2024 onwards). Action: Clerk to use the advert from last year to draw up a draft and circulate to Cllrs for approval before it is printed off and used to advertise publicly on noticeboards + circulated to any party in KTPC's files who has expressed an interest in previous years. Deadline for expression of interest will be 4/3/24 (next Parish Council meeting).</p> <p>d) Precept: second form has been photographed and emailed to precepts office</p> <p>e) English Woodland Grant Scheme - Cllrs noted the payment. Cllrs resolved to keep the money in that account.</p> <p>f) Cllrs noted that S137 is £10.81 for 2024/25</p>	Date	Invoice number	Information	In £	Out £	Balance	4/12/23					9517.79	18/12/23		Community Cllr Grant (culvert installation)	250.00		9767.79	22/12/23		PKF AGAR late fee		48.00	9719.79	22/12/23		Village Hall Fund for hire of VH 4/22-3/23 for parish council meetings		100.00	9619.79	2/1/24		One-off payment to previous clerk for work carried out between Feb 23 and July 2023		191.64	9428.15	8/1/24		Mr T Gould grass cutting July to October 2023		540	8888.15	Chq cleared: 17/1/24		Grass Keep - Parish Field 1/4/23-1/2/24. Paid in chq 16/1/24	800.00		9688.15	26/1/24		ICO (Information Commissioner's Office Renewal)		35.00	9653.15	1/2/24		Grass Keep - Ruxfield 23/24. BACs payment	150.00		9803.15
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13/2/24	<p>Old School Education Foundation - Cllr Pile is now in possession of documentation (inc minutes book and some bank statements). Action: Cllr Pile will write to the bank and the charity for more information, in order to clarify next steps.</p>																																																												
14/2/24	<p>Urgent items received between publication of the agenda and the Parish Council Meeting - none</p>																																																												
15/2/24	<p>Correspondence</p> <p>a) The clerk informed the Cllrs that the previous clerk had been in touch regarding a KTPC 4 drawer filing cabinet available for collection. The current clerk had not yet had a reply to her follow-up query regarding whether there was any KTPC documentation inside and dimensions (in order to determine who/how to collect). None of the Cllrs present had any recollection of a KTPC filing cabinet. Cllrs resolved to wait until contents and dimensions were determined before deciding next steps.</p> <p>b) Prior to the meeting, Clerk had circulated an email from MP Selaine Saxby re online funding workshop. Noted by Cllrs.</p>																																																												
16/2/24	<p>Election Act and Summary of Changes - clerk highlighted the key points of the email (circulated prior to meeting).</p>																																																												
17/2/24	<p>Items for next agenda: Date and time of next meeting: Monday 4th March 2024 7.30pm, Kentisbury Village Hall</p>																																																												

Meeting finished: 8.45pm

Signed:

Date: