

Kentisbury and Trentishoe Parish Council

Meeting held on Monday 4th March 2024 at 7.30pm in Kentisbury & Trentishoe Village Hall

Present: Cllrs Pile, Dunn, Isaac, Mathers, Walley

Also in attendance: The Clerk

MINUTES

01/3/24	Welcome by the Chairman and Introduction.
02/3/24	Open Public Participation Session - No members of the public present
03/3/24	<p>Reports:</p> <p>a) Police Report - circulated prior to meeting Reported crimes for February 2024 = 0. There was a recent attempted theft of Heating Oil at a farm near Parracombe. No vehicles were seen, but there was evidence that attempts had been made to tamper with the tank. If any of the Community should see what they believe to be suspicious vehicles, please obtain registration details so that checks can be completed. For members of the farming community, please be aware that police vehicles will regularly pull into farm sites to check for any suspicious activity.</p> <p>b) County Council Report - County Councillor A Davis. Report was circulated to Cllrs prior to meeting. Key headings of the report were: Devon County Council Budget 24-25; Public Consultation on Devon and Torbay devolution deal; Highways update; Grit bins and information about gritting routes; Highway defects; Drainage issues and Roads and transport (devon.gov.uk). Highway emergency number is :0345 155 1004 (If you are reporting an emergency that is very likely to present an imminent threat to life or serious injury or serious damage to property)</p> <p>c) District Council Report - District Councillors J Patrinos/M Prowse - none.</p>
Closed Council Session	
04/3/24	<p>To receive apologies for absence: Cllr Davis, PC Elliott, Cllr Prowse, Cllr Deen Prior to the meeting, an email had been received from Cllr Deen announcing his resignation as a Councillor, for health reasons. The Cllrs present wished him a full and speedy recovery and have appreciated his liaison with the Village Hall.</p>
05/3/24	<p>Declarations of Members Interests: Cllr Pile declared a personal and prejudicial interest in agenda item 12/3/24 c) (regarding grass keep tender).</p>
06/3/24	<p>To approve and to sign the Minutes as an accurate record of the meeting held on 5th February 2024 - The minutes were approved as an accurate record and signed by the Chairman. Proposed by Cllr Isaac and Seconded by Cllr Mathers. Action: Cllr Dunn to display a copy of the minutes on the Kentisbury notice board (will liaise with Cllr Deen re key). Clerk to display at Trentishoe. Clerk will also display a draft copy of the March minutes at Trentishoe, as she will not be present at the April meeting when the March minutes will be approved.</p>
07/3/24	Matters arising - none.
08/3/24	<p>New Planning applications, requiring a K&TPC response:</p> <p>a) 12/2/24: Application No: 62/62/24/001 Application Type: Alteration/Lift Condition. Grid Ref. Easting:262917.84. Grid Ref. Northing: 145283.03 Parish: Trentishoe. Location: MIDDLE DEAN FARM, TRENTISHOE, PARRACOMBE, BARNSTAPLE, EX31 4PJ Proposal: Proposed removal of conditions 14 & 15 of approved application 62/62/15/001. The Cllrs had no comment to make regarding the application and so resolved to submit a response of 'No Objection'. Action: Clerk to submit the response online.</p> <p>Planning application re Discharge of Conditions was noted by Cllrs:</p> <p>b) 62/62/24/002DC Trentishoe TRENTISHOE COOMBE, TRENTISHOE, PARRACOMBE, BARNSTAPLE, EX31 4QB Proposed Discharge of Condition 3 (Glazing) of approved application 62/62/22/004LB</p>
09/3/24	<p>Planning applications, pending or decided: Cllrs noted the status of the following applications.</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) 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 had submitted a response of 'No Objection'. Current status: under consideration</p> <p>d) Reference: 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 The Parish Council submitted a response of 'Support'. Status: under consideration</p> <p>e) 78024: Erection of an agricultural building at South Ley Farm Kentisbury Barnstaple, Devon EX31 4NT Consultation deadline extension had been granted by NDDC. Cllrs resolved to submit a response of 'No Objection'. Status: under consideration</p> <p>f) 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. The Cllrs resolved to submit a response of 'Objection'. Status: under consideration</p>

g) ENPA Application No: WTPO 24/01 Application Type: WTPO. 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 resolved to support it.
Status: Consultation stage

10/3/24 Other planning matters - inc any new applications received since Agenda was compiled
 a) Discussion re NDDC planning policy and feedback to Cllr Prowse - Deferred to a future meeting when Cllr Prowse is present.
 b) Cllrs expressed their concern at the construction of a large agricultural building on land off Bayclose Lane. They resolved that the clerk should submit a planning concern to North Devon planning department (proposed by Cllr Dunn, seconded by Cllr Mathers and agreed unanimously by all). **Action: clerk to submit a planning concern on behalf of KTPC stating:** "A large agricultural building has been erected right next to a water course and there is a concern that leaching from animal waste may contaminate the water course. This land has been re-classified as equestrian use only and no planning has been applied for re this building. This is the second time that a building has been erected on this land without planning permission".

11/3/24 Roles and responsibilities (reports, if any):
 a) Village Hall - There is a quiz night coming up at Kentisbury Village Hall, Saturday 16th March at 7pm £7.50 per person (including a delicious supper) Max 6 people per team. Call Tom on 01271 882305 to book. As Cllr Deen has resigned, there is no longer a Cllr to fill the responsibility of liaising with the Village Hall. **Action: Clerk to email a Village Hall representative (M Tonks) to see if anyone else on the Village Hall committee wishes to put themselves forward to liaise with the Parish Council.**
 b) Mary Jones Trust - **Action: Cllr Isaac to liaise with Cllr Davis**
 c) PROWS (public rights of way/footpaths) - Cllr Walley has reported the broken stile (footpath 3) on the Devon Council website. Nothing else to report.
 d) Play Area Inspection - Cllr Dunn - nothing to report
 e) Defibrillator report - (Cllrs Isaac, Deen, Mathers - weekly check shared). Clerk updated The Circuit after last month's check. The defibrillator has been checked this week. **Action: Clerk to update latest chk online to The Circuit.**
 It was noted that there is also now a defibrillator at Blackmoor Gate (in the market).
 f) Human Resources - Cllr Dunn reported that there has been no response to the vacant clerk position. It was suggested that County and District Cllrs may be able to give guidance and advice, as the Parish Cllrs are not sure what else they can do to attract someone to the post. If Cllrs Davis and Prowse are unable to attend the next meeting in April, Parish Cllrs may suggest holding an extraordinary meeting solely to discuss the difficulty of permanent clerk recruitment.
 The current, temporary clerk will continue with current tasks until 31st March 2024. She will produce the minutes of the March meeting and help set the agenda for distribution on 2/4/24 for the April meeting on Monday 8th April (1st April = Easter Monday), but she will not be in attendance at the April meeting. Cllrs will print off and display the April meeting agenda on notice boards at Kentisbury and Trentishoe, and be responsible for all agendas/minute-taking after that. The current clerk will assist with the completion of some of the inhouse current end of year paperwork accounts, but KTPC will need to appoint an internal auditor and do the formal side of accounts/AGAR. Cllrs asked the Clerk to approach the internal auditor used by Parracombe Parish Council (J. Bennetts) and to engage her services, as long as fee does not exceed £17.50 per hour.

 A date will be set for Clerk to meet with one or more Cllrs in April to discuss next steps and the process of handing over documents, passwords, procedures etc **Action; clerk and Cllrs to liaise by email**

 Kentisbury and Trentishoe Parish Council cheque book and paying-in book were given by the clerk to Cllr Dunn.

Action: clerk to approach Parracombe Parish Council's internal auditor to see if she will carry out an internal audit for K&TPC accounts. (proposed by Cllr Dunn, seconded by Cllr Isaac, and agreed by all Cllrs).

12/3/24 Finance - clerk to update
 a) clerk updated Cllrs re accounts: income, expenditure, balance etc. Clerk circulated up to date income/expenditure info prior to meeting. Two cllrs signed this as an acknowledgement that it is a true representation of KTPC's bank acct balances to date.

 Since last meeting accounts:
 Treasurer's Account:

Date	Invoice number	Information	In £	Out £	Balance
1/2/24					9803.15
26/2/24		Key cutting - Cllr Isaac		15.00	9788.15

Savings account balance on 4/3/24: £2989.52
 b) Invoice for a one-off payment for key selected admin services of current temporary/locum clerk from Aug 23 - 31 March 2024 was approved (proposed by Cllr Dunn, seconded by Cllr Isaac) by the Cllrs. A cheque was written for the amount.
 c) Grass keep - Clerk updated. A signed contract for the year 2023/24 had been received by the clerk via email, from G Laird. G Laird also registered an interest in the grass keep tender for Ruxfield for the year 24/25. This was the only expression of interest and the Parish Cllrs resolved to accept the offer (proposed by Cllr Pile, seconded by Cllr Mathers, agreed by all). Cllr Pile left the room when the Parish Field Tender was discussed and decided upon, as his brother had submitted an expression of interest. The offer from Mr D Pile and Mrs H Pile was the only expression of interest and the Parish Council resolved to accept their offer (proposed by Cllr Dunn, seconded by Cllr Walley). Contracts need to be sent out (to be signed and returned to the Clerk/Chair by 1st April 24). The first payment (half of total amount) for Parish Field and Ruxford Field needs to be made (by cheque or BACs) by 1st April 2024 and the second half of the total payment needs to be made by 1st October 2024. It was resolved by the Parish Council (Proposed by Cllr Dunn, seconded by Cllr Mathers) that these should be the arrangements. **Action: clerk to contact G Laird and Mr & Mrs Pile to inform them of the arrangements and to send them contracts to be signed and returned.**
 d) Precept: No news

	<p>e) Grass cut tender: Cllrs resolved to approve the grass-cut tender advert, a draft copy of which had been circulated prior to the meeting (proposed by Cllr Isaac, seconded by Cllr Mathers). Action: Cllr Dunn to put up on Kentisbury notice board. Clerk to display advert on Trentishoe notice board.</p> <p>f) Kentisbury Allotment Relief Charity Fund request: the Clerk had circulated the email to Cllrs (from the Administrator of Shirwell Mission Community), prior to meeting. At the meeting, the Cllrs discussed the matter and resolved to suggest that the charity should approach Kentisbury and Trentishoe Parish Council again, as soon as they have an operational bank account, so that a payment can be made via BACS and avoid the risk of another cancelled/void cheque. The amount, including a further grass rental payment can be discussed at a subsequent Parish Council meeting, once banking arrangements are confirmed. Action: Clerk to contact the Charity and inform them of the Parish Council's decision.</p> <p>g) ICO - Clerk now has new ICO log-in details</p> <p>h) Insurance - contact details updated from previous clerk to present temporary clerk</p>
13/3/24	Old School Education Foundation - Cllr Pile reported that the process is ongoing, and gradually moving forward.
14/3/24	Urgent items received between publication of the agenda and the Parish Council Meeting - none
15/3/24	<p>Correspondence</p> <p>a) Clerk informed the Cllrs that a reply had been received from the previous clerk regarding the filing cabinet she has. It is empty and is the usual size for a standard 4 drawer filing cabinet. The Cllrs still have no recollection of this ever belonging to K&TPC and they have no requirement for it. Action; clerk to reply to previous clerk's email.</p> <p>b) A parishioner had emailed the clerk to ask about agendas and minutes and the current situation regarding the Parish Council website. The clerk sent him copies of the relevant previous minutes and informed him that the subject of a new website would be addressed once a permanent clerk was in position. Meanwhile agendas and minutes are displayed on Kentisbury and Trentishoe notice boards.</p>
16/3/24	Electrical Vehicle Charging at Village Hall Car Park - Following on from Cllr Davis February report, which mentioned this subject, the Cllrs discussed the possibility of EV charging at Kentisbury Village Hall, and resolved that the next step should be to contact the Village Hall committee to seek their views and comments before discussing any further. Action: the clerk to email M Tonks and ask her to pass on the request to the Village Hall committee.
17/3/24	<p>Items for next agenda: Annual Parish Meeting, Clerk position</p> <p>Date and time of next meeting: Monday 8th April 2024 7.30pm, Kentisbury Village Hall</p> <p>Date for Annual Parish Council meeting (and Annual Parish Meeting) to be Monday 13th May (because of Bank Holiday on the first Monday in May)</p>

Meeting finished at: 8.30pm

Signed:

Date: