

Kentisbury and Trentishoe Parish Council

Meeting on Monday 6th November 2023 at 7.30pm in Kentisbury & Trentishoe Village Hall

Present: Cllrs C Deen, L Isaac, F Mathers, J Pile (Chair), E Walley
Also in attendance: County Cllr Davis, Clerk and no members of the public

MINUTES

01/11/23	Welcome by the Chairman and Introduction.
02/11/23	Open Public Participation Session - no members of the public were present
03/11/23	<p>Reports:</p> <p>a) Police Report - circulated by email to cllrs before the meeting. Main points included tips for staying safe on Bonfire Night and advice regarding deterring thieves at Christmas time. Two sexual offences were reported in the Parish of Kentisbury and Trentishoe in October. Most cllrs had difficulty reading the newsletter digitally. Action: Clerk to contact the police to let them know that the formatting of the newsletters often makes them difficult to read digitally. (e.g boxes superimposed over each other)</p> <p>b) County Council Report - County Councillor A Davis - full report circulated to Cllrs. Summary: i) Road closures: Information regarding road closures in November was provided (e.g. North Devon Link Road, Borners Bridge junction, North Aller roundabout etc). Further information about the link road can be found: https://community.alungriffiths.co.uk/projects-in-your-area/north-devon-link-road/</p> <p>ii) Blackmoor Gate blocked Gully: This has been camera surveyed as it keeps blocking up after being jetted, we now know there has been a collapse, not going to be an easy one as the traffic management has to be sorted out for the work to commence, it will be tricky potentially with four way lights but it needs to be done, when I hear more I will of course let you know.</p> <p>iii) Updates re Household Support Fund available for households in most need: The homeless, low income families, those who are suffering from ill health and ethnic minorities are just some of the many groups who will benefit from schemes including free school meal holiday vouchers, hardship payments, pre-payment and credit energy meter support, community grants and funding for minor energy efficiency measures. For this coming winter, Devon's district and city councils have over £2 million to offer 'one-off' financial help to those who are struggling to pay for their food and utility costs or other household essentials. Help may also be available for unexpected or exceptional circumstances, for example, rent arrears prior to being in receipt of appropriate housing benefits. DCC are also working with the Devon Community Foundation to provide grants to voluntary sector organisations supporting communities that don't always get the help they need. Their 'Food, Fuel and More' grant scheme was very well received earlier this year and will re-open this winter with a further funding pot of over £260,000. The scheme will offer large grants of up to £25,000 to organisations that support homeless people or people in temporary or insecure housing. Groups supporting households with disabled residents or those suffering ill-health which has a direct impact on household income and an ability to meet food and energy bills, are also encouraged to apply, along with organisations that support Asian, black, traveller, Gypsy, Roma and ethnic minority communities who are not accessing support through other channels. They will also be operating a small grants scheme of up to £2,000 for smaller community initiatives. More information: https://www.devon.gov.uk/cost-of-living/</p> <p>iv) Reminder of how to report a Highway issue: Report a problem - Roads and transport (devon.gov.uk). Tel: 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</p>
Closed Council Session	
04/11/23	To receive apologies for absence. Cllr Dunn
05/11/23	Declarations of Members Interests - none
06/11/23	To approve and to sign the Minutes of the meeting held on 9th October 2023 and any other minutes not yet approved since February 2023. The minutes of the 9/10/23 meeting were approved by all cllrs as an accurate record and signed by the Chairman. Proposed by Cllr Pile, seconded by Cllr Isaac. The minutes relating to other meetings between February 23 and August 23 still need to be approved. Action: Cllrs to send to the clerk any copies of minutes they have relating to previous meetings in order for them to be printed out and approved at the December Parish Council meeting. Clerk to display October minutes on Trentishoe notice board.
07/11/23	Matters arising (that are not individual items listed on this agenda) Cllr Pile has received one tonne of salt in 25kg bags from Devon County Council. He will distribute accordingly. Cllr Davis will organise the refilling of the three grit bins.
08/11/23	New Planning applications, requiring a K&TPC response: None this month.

09/11/23	<p>Planning applications, pending or decided: Cllrs noted the status of the applications below. There was some discussion and confusion regarding aspects of decision-making by North Devon District Council. It was resolved that questions regarding NDDC planning procedure could be deferred until a North Devon District Councillor is present at one of the K&TPC meetings.</p> <p>a) ENPA 62/62/23/001 Location: Land adjacent to Tattiscombe Farm. K&TPC submitted a response of 'No Objection'. Status: Consultation Stage.</p> <p>b) ENPA 62/50/23/017. Location: VENTION COTTAGE, PARRACOMBE. K&TPC submitted 'No Objection'. Status: Registered.</p> <p>c) NDDC 77652 Kentisbury Mill Kentisbury. Proposal: Retrospective application for the regularisation of holiday unit. K&TPC supported this application. Status: Still under consideration.</p> <p>d) 77378 (Calvert Trust) K&TPC objected. Status: Still under consideration.</p> <p>e) 77450 (Calvert Trust) K&TPC objected. Status: Decision Approved.</p> <p>f) 77572 barn to rear of Homeside Kentisbury - K&TPC submitted no objection. Status: Still under consideration.</p> <p>g) 76857 (land at Ley Lane Patchole) Status showing on the NDDC website: Still under consideration.</p> <p>h) ENPA 62/62/22/003 Trentishoe Coombe. Retrospective. Approved with conditions</p> <p>i) ENPA 62/62/22/004LB Trentishoe Coombe. Retrospective Listed Buildings Consent. Approved with conditions.</p>
10/11/23	<p>Other planning matters - inc any applications received since Agenda was compiled - none.</p>
11/11/23	<p>Roles and responsibilities (reports, if any):</p> <p>a) Village Hall - Cllr Deen reported that there is a quiz coming up on Saturday 11/11/23 at 7pm. There will also be a (Bring your own drink) Christmas Fun Evening event on Saturday 9th December at 7.30pm with a band, dancing and a pizza van.</p> <p>b) Mary Jones Trust - Cllr Isaac needs some information, including info to be found in previous minutes regarding decisions made. Action: Cllr Isaac to do further research and to contact Clerk regarding approximate dates of minutes to be searched.</p> <p>c) PROWS (public rights of way/footpaths) - Cllr Walley has checked Footpath 9 and has no concerns to report. He will continue to check the other footpaths in the Parish. Action: Cllr Davis to send Cllr Walley the link which identifies the footpath numbers.</p> <p>d) Play Area Inspection - Cllr Dunn reported by email that she hasn't ordered anything for the playground.</p> <p>e) Defibrillator report - (Cllrs Isaac, Deen, Mathers - shared). Cllr Deen had checked the defib this evening. The Clerk reported that the previous clerk has now been removed as named guardian on 'The Circuit' and clerk has started the procedure for registering herself, but needs more detailed information about the defibrillator model. Cllr Isaac passed on the information she has. Action: Clerk to continue the registration process to become the guardian on 'The Circuit'.</p> <p>f) Human Resources - Cllr Dunn has advertised the parish clerk role on Kentisbury Facebook. It is also on DALC and Trentishoe notice board. To date there has been no expression of interest. It was noted that the Combe Martin facebook page is very active and perhaps the advert could be posted there. Action: The Clerk to display the K&TPC advert on Parracombe notice board, along with the advert for Parracombe clerk/RFO, as the two part time jobs may appeal to one person. She will also add the Parracombe advert to Trentishoe notice board. Clerk to contact Cllr Dunn to see if Cllr Dunn is able to post the advert on the Combe Martin facebook page. Proposed by Cllr Isaac and seconded by Cllr Deen and approved by all cllrs.</p>
12/11/23	<p>K&TPC documents and policies:</p> <p>Draft documents & policies were circulated to cllrs prior to the meeting (ie Standing Orders, Financial Regulations, Code of Conduct, draft/template for clerk/RFO employment contract and Human Resources documents [consisting of: 1) expenses policy, 2) sickness and absence policy, 3) grievance, 4) disciplinary, 5) equality & diversity]). It was resolved to keep these as digitally stored draft reference documents until a new, permanent clerk is employed, at which point they can be finalised and formally adopted. This was proposed by Cllr Mathers and seconded by Cllr Walley. All cllrs have a copy of the docs for reference and the clerk is digitally keeping a folder with them, ready to pass on.</p>
13/11/23	<p>Finance - clerk to update</p> <p>a) Online banking: Clerk is still waiting for online banking access with Lloyds bank, having heard that her application has been received. Action: Clerk will contact Lloyds if she has not heard anything by the end of the week. Cllr Isaac is not sure of her status re Lloyds online banking. Action: Cllr Isaac will research further with Lloyds bank to see whether she should be given a card reader, or whether she just has viewing permission.</p> <p>b) The Clerk updated the Cllrs re accounts: income, expenditure, balance, since the last Parish Council meeting: income: £ 0 Expenditure: £0 Balance in Treasurer's bank acct: £9517.79. Balance in savings approx: £2,820. This was confirmed by the bank statements brought by Cllr Isaac.</p> <p>c) The following outstanding invoice was approved: PKF auditors fee of £48. This will be paid by BACs once clerk has online access. Action: Cllr Isaac to bring an invoice or receipt (for key cutting) to the next meeting.</p> <p>d) Grass keep: There is some confusion around progress with tender and payment for the Grass Keep for the year 2023/24, as previous Chair and clerk may have information, but they are currently uncontactable (no reply from either, following emails from the present clerk). Action: It was resolved that the Clerk should research any information in the Parish Council documents and to draw up tenders and request for payment based on documentation found. She will bring contracts and invoices to the next Parish Council meeting for approval. Proposed by Cllr Pile, seconded by Cllr Deen, approved by all cllrs.</p> <p>e) Draft budget and precept: Clerk and Cllrs discussed and updated the draft budget for 2024/25, based on the accounting figures and budgets for the years 2022/23 and 2023/24. It was resolved to keep the precept the same as last year i.e. £4100. This was proposed by Cllr Pile, seconded by Cllr Isaac and agreed by all cllrs. Action: Clerk to edit the draft budget according to discussions and decisions at the meeting and will bring a finalised projected 2024/25 budget to the next meeting to be approved. She will also complete any of the necessary precept forms.</p> <p>The clerk had not been able to locate an up to date fixed asset register, although there is evidence of total amount of fixed assets in the accounts. Action: Cllrs to send clerk copies of any documents they have relating to fixed asset register.</p> <p>f) English Woodland Grant Scheme: Clerk informed the cllrs that there has been some progress regarding Rural Payments Agency and Forestry Commission administration process, and the Forestry Commission application form should be ready to complete by the next Parish Council meeting.</p> <p>g) Community Councillor Grant (CCG 22/23/97) There was some confusion regarding whether a proportion of the grant had already been received. Action: The clerk to research further with NDDC and to feedback at the next Parish Council meeting.</p> <p>h) Funding/donation request from North Devon Record Office: K&TPC have many documents archived with the North Devon Record Office. The cllrs resolved to pay a donation of £50. Proposed by Cllr Mathers, seconded by Cllr Deen, agreed by all. Action: Clerk to make £50 payment to North Devon Record Office when she has online banking access</p>

14/11/23	Old School Education Foundation - Cllr Pile reported that progress is on-going. The vicar, who holds the paperwork, is keen to appoint another trustee, who would, apparently, need to be a Church Warden. Cllr Pile is continuing to liaise with the vicar regarding who this could be.
15/11/23	Urgent items received between publication of the agenda and the Parish Council Meeting - none.
16/11/23	The Pension Regulator correspondence update - Cllr Isaac does not have any further information regarding this correspondence. Action: Clerk to contact the Pension Regulator to find out more information
17/11/23	Correspondence - none.
18/11/23	Polling station review: Clerk has printed out and displayed (at Trentishoe) a copy of the Polling Station Review Notice. The survey is to find out views on convenience of voting at polling stations. Any individuals wishing to complete the survey, need to do so by Friday 10/11/23. The cllrs discussed the use of Kentisbury Village Hall as a Polling station and resolved to propose that no changes are necessary. Proposed by Cllr Mathers, seconded by Cllr Walley. Action: Clerk to complete the online survey on behalf of K&TPC and propose no change. Cllr Isaac to display the Notice on Kentisbury Village Hall notice board.
19/11/23	Items for next agenda: Approve finalised budget for 2024/25 Date and time of next meeting: Monday 4th December 7.30pm, Kentisbury Village Hall

Meeting finished: 21.05

Signed:

Date: