

# Kentisbury and Trentishoe Parish Council

Meeting held on Monday 8th January 2024 at 7.30pm in Kentisbury & Trentishoe Village Hall

Present: Cllrs Pile (Chairman), Deen, Dunn, Mathers, Walley

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

## MINUTES

01/1/24	<b>Welcome by the Chairman and Introduction:</b> Due to snow/ice, the Chairman stated his wish to keep the meeting brief.
02/1/24	<b>Open Public Participation Session</b> - no members of the public were present
03/1/24	<p><b>Reports:</b></p> <p><b>a) Police Report</b> - circulated prior to meeting. Main points: information regarding the Herbert Protocol (families collating information about vulnerable people - the form can be handed into the police if person goes missing); advice re keeping warm in winter; information re Operation Snap (sending dashcam footage of driving incidents to the police); no crimes reported in Kentisbury and Trentishoe in December.</p> <p><b>b) County Council Report</b> - County Councillor A Davis:</p> <ul style="list-style-type: none"> <li>• Tarka Trail now has approved funds for the 'missing link'</li> <li>• The Cedars road crossing scheme will be starting on 22/1/24 and the works will have a duration of 20 weeks, so delays are expected in this area.</li> </ul> <p><b>c) District Council Report</b> - District Councillor M Prowse:</p> <ul style="list-style-type: none"> <li>• As from tonight 75 families are in temporary accommodation. Housing is a real issue. The purchase of houses is cheaper than B&amp;B in the long run. Housing Associations often don't have the funds to take on new housing. On a more positive note, the Council do have a 'Five-year housing land supply'.</li> <li>• Pannier Market in Barnstaple refurbishment has been successful. The Moon exhibition has been popular.</li> <li>• Update re new car park entrance and Boutport redevelopment.</li> <li>• Overall, Barnstaple has done well over Christmas. The 'Safe Places' programme (with DCC and police coordination) seems to have worked well. (Cllr Davis left the meeting)</li> </ul>
<b>Closed Council Session</b>	
04/1/24	<b>To receive apologies for absence:</b> Apologies received from Cllr Isaac
05/1/24	<b>Declarations of Members Interests:</b> Cllr Deen declared an interest in planning application 77990
06/1/24	<b>To approve and to sign the Minutes as an accurate record of the meeting held on 4th December 2023 and meetings held in June and July 23:</b> the minutes were approved as an accurate record of meetings held on 27th June, 13th & 20th July and 4th December, and signed by the Chairman. Action: clerk to display at Trentishoe and Cllr Deen to display at Kentisbury.
07/1/24	<b>Matters arising</b> - none
08/1/24	<p><b>New Planning applications, requiring a K&amp;TPC response:</b></p> <p><b>Reference: 77990:</b> 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. <b>Cllr Deen left the room while this planning application was discussed by Cllrs, who resolved to support the application (Proposed by Cllr Pile, seconded by Cllr Walley and agreed by all). Action: clerk to submit response.</b></p>
09/1/24	<p><b>Planning applications, pending or decided: Cllrs noted the approval of the two ENPA applications and the status of others below:</b></p> <p><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: approved with conditions on 4/12/23.</p> <p><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: 'Approved with conditions'</p> <p><b>c) 77378</b> (Calvert Trust) K&amp;TPC objected. Status: <b>Still under consideration.</b></p> <p><b>d) 77572</b> barn to rear of Homeside Kentisbury - K&amp;TPC submitted no objection. Status: <b>Still under consideration.</b></p> <p><b>e) 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></p> <p><b>f) 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. The Parish Council had submitted a response of 'No Objection'. <b>Current status:</b> under consideration</p>
10/1/24	<p><b>Other planning matters - inc any new applications received since Agenda was compiled</b></p> <p><b>a) NDDC planning policy and feedback to Cllr Prowse:</b> The Cllrs have received document extracts from Cllr Prowse re North Devon and Torridge Local Plan (circulated prior to the meeting). There will be time in the future to discuss this, so the topic will be put on future meeting agendas for discussion, once Cllrs have had the opportunity to read and consider the information.</p> <p><b>b) Concern was raised and discussed by the Cllrs with regard to the site of planning application 73081. The application was approved by North Devon Council on 24.5.21 for 'retrospective application for the regularisation of stables and engineering</b></p>

	work together with change of use of land from agricultural to equine'. However, the stables that have been constructed are of block not timber as stated in the application form. Also there has been a large site dug out in the field at Bay Close Lane which is not where their proposed dwelling has been agreed. There appears to be a shed in kit form inside the gate and it is felt that the owner will be constructing a shed. If the shed is to be a livestock shed North Devon District Council should note that this field is now categorised as equine use. <b>Action: Kentisbury and Trentishoe Parish Cllrs resolved that the Clerk should lodge a planning concern on behalf of KTPC.</b>																																				
11/1/24	<p><b>Roles and responsibilities (reports, if any):</b></p> <p>a) Village Hall - Cllr Deen - nothing to report</p> <p>b) Mary Jones Trust - Cllr Isaac - nothing to report</p> <p>c) PROWS (public rights of way/footpaths) - Cllr Walley reported that steps have rotted on one of the Parish's footpaths. It was noted that these have been replaced on several occasions in the past due to deterioration. Cllr Walley will provide the clerk with the footpath reference number, so that she can report the issue.</p> <p>d) Play Area Inspection - Cllr Dunn - nothing to report</p> <p>e) Defibrillator report - (Cllrs Isaac, Deen, Mathers - weekly check shared). The defib has been checked and everything is fine, so the Clerk will log this on The Circuit. <b>Action: the Clerk.</b></p> <p>f) Human Resources - Cllr Dunn reported that there had been no response to any of the adverts for a permanent clerk/RFO. The current locum clerk reported that she could continue to carry out some of the key admin tasks for KTPC until 31st March. The Cllrs discussed holding a meeting for the village (prior to one of the Parish Councils meetings) to explain the situation and to encourage someone to come forward for the permanent role. The rate of pay may need to be raised too, and the role readvertised. <b>Action: clerk to put on the agenda for discussion at the February Parish Council meeting, with a view to holding a meeting on the same evening as the March Parish Council meeting.</b></p>																																				
12/1/24	<p><b>Finance - clerk to update</b></p> <p>a) Clerk now has online banking access and the three payments made on the table below were made via BACs.</p> <p>b) Clerk updated the Cllrs re accounts: income, expenditure, balance, and bank statement was signed as accurate record.</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> </tbody> </table> <p>Savings account balance on 8/1/24 was £2,983.19.</p> <p>c) Outstanding invoice approved and signed for the repayment to Cllr Isaac for Village Hall keys cut in July, for a cost of £15. <b>Action: Clerk to make payment, once she has the relevant bank details.</b></p> <p>d) Grass keep: Clerk reported that she had sent out contracts and invoices to both parties. Still awaiting payment and receipt of completed contracts.</p> <p>e) Budget, Asset Register and Precept: The last budget projection on 31/10/23 (used to set the coming year's precept), was approved by all Cllrs and signed by Chairman as an accurate record. The Asset register taken from the old Parish Council website and circulated by the Clerk prior to meeting, was judged still to be an accurate record by all Cllrs and signed by the Chairman. The Cllrs also resolved to confirm that the requested Precept amount for 2024/25 be £4,100, and the Chairman signed the second Precept letter/form stating this. <b>Action: Clerk to email a photo of the completed Precept form to NDDC.</b></p> <p>f) English Woodland Grant Scheme - The Clerk reported that all paperwork had been completed - still awaiting payment.</p> <p>g) Community Councillor Grant (CCG 22/23 / 97) - Clerk reported that the payment had been made into KTPC's bank account. A new grant could be applied for in the future, as this is a grant that is made available on an annual basis.</p> <p>h) Community Ownership Fund - the Clerk had circulated information to the Cllrs. At present, there is no project for which the Council wishes to apply for funding.</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
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13/1/24	<b>Old School Education Foundation</b> - Ongoing/nothing new to report.																																				
14/1/24	<b>Urgent items received between publication of the agenda and the Parish Council Meeting</b> - none																																				
15/1/24	<b>Correspondence:</b> The Clerk had received (& circulated to Cllrs prior to the meeting) info from Cllr Davis regarding extensive Link Road A361 night closures during January and February 2024. Travellers should check for latest info before their journey.																																				
16/1/24	<b>Draft Transport Strategy</b> - the Clerk had circulated information prior to the meeting. No comments, and no action to be taken.																																				
17/1/24	<b>Items for next agenda: Permanent Clerk position/Village Meeting</b> <b>Date and time of next meeting: Monday 5th February 2024 7.30pm, Kentisbury Village Hall</b>																																				

Meeting finished at 8.05pm

Signed: The Chair

Date: 5/2/24