

# IDEFORD PARISH COUNCIL

## Minutes of the Ideford Parish Council Meeting held on Thursday 9<sup>th</sup> July 2020 at 7.00pm

Present:	Cllr David Fox Cllr Angie Carter-Woodwark Cllr H Bellamy
In Attendance	Juliette Thompson 1 member of the public
	Parish Clerk

Item (a)	Discussion and Decisions (b)
022/20	<p><b>WELCOME AND APOLOGIES FOR ABSENCE</b></p> <p>The Chair opened the meeting at 19.02. Apologies for absence were received and accepted from District Councillor B Austen and County Councillor R Peart. Cllr A Holden did not attend the meeting and apologies were not received.</p>
023/20	<p><b>MINUTES OF THE LAST MEETING</b></p> <p>It was agreed by all that the minutes of the meeting held on 12<sup>th</sup> March 2020 be signed as a true and accurate record.</p>
024/20	<p><b>DECLARATION OF INTERESTS</b></p> <p>There were no declarations of interest.</p>
025/20	<p><b>REPORTS</b></p> <p><b>District Councillor Beryl Austin's</b> report was read by Cllr D Fox:</p> <p>The Government has announced a support package to help councils respond to the present situation amounting to £500 million. Exactly what this will mean to Teignbridge or the method of calculation is not known but details will be made known when the council is updated on the details.</p> <p>Play parks will be opened in a phased approach when each place is considered safe to be used.</p> <p>Teignbridge has been allocated £120,000 to develop an action plan for reopening the local economy and to ensure that reopening can be managed successfully and safely.</p> <p>Teignbridge's role in the event of a local outbreak is critical in ensuring that businesses and residents across the district know what is happening and what plans are in place to keep everybody safe. Key staff are involved in shaping a local plan and looking at local data to ensure a timely response as the situation emerges.</p> <p>Very few meetings have been held with the zoom facility, but Councillors are kept updated through daily email information.</p> <p><b>County Councillor Ron Peart's</b> report was read by Cllr D Fox</p> <p>New Bridge on Clay Lane over the River Teign has suffered damage to stone apron that protects its foundations, The damage was found to have increased following storm events earlier in the year urgent repairs are required to protect the foundations of the bridge. It is necessary to undertake these works during times of low flow in the Teign before the winter work will start on the 10<sup>th</sup> August 2020 for a period of about 3 weeks and be completed before 1<sup>st</sup> October. The bridge will be closed to all traffic including pedestrians and cyclists, diversion routes via the A38 between Drumbridges and Chudleigh and B3193 Clay Pits Road.</p>
026/20	<p><b>PARISH MATTERS</b></p> <p><b>026.1 Covid-19</b> - The Chair thanked everyone for all their hard work during the crisis.</p> <p>It was noted that all Councillors had agreed to attend a face-to-face Parish Council meeting, the Clerk and the Village Hall having produced risk assessments beforehand.</p> <p>It was proposed by Cllr D Fox, seconded by Cllr H Bellamy, and agreed by all to pay the £10 cleaning costs for the use of the hall during the Covid-19 crisis.</p> <p><b>026.2 Amending the Standing Orders</b> – It was proposed by Cllr A Carter-Woodwark, seconded by Cllr H Bellamy and agreed by all to amend page 7, section 3, point t, to include item iii – 'whether apologies have been received and accepted'.</p> <p><b>026.3 Website</b> – Lesley Brown has decided to step down from running the parish website. Clerk to advertise for a replacement.</p> <p><b>026.4 Cllr J Hull</b> – The Chair informed all that Cllr Julian Hull had stepped down from the role of Parish Councillor. Clerk to write to Julian to thank him for his service to the parish.</p> <p><b>026.5 Co-option</b> – As the Parish Council had not received any requests to hold an election, they were now able to go ahead and co-opt to fill the vacancy left by J Hull.</p>

	<p>As there were now three empty seats, the Cllrs suggested holding an information open day to encourage new members.</p> <p><b>026.6 Snow Warden</b> – This role is now vacant and will be re-examined later in the year.</p> <p><b>026.7 Affordable Housing</b> – the following report from Mary Ridgway was read by Cllr D Fox The Parish Council is correct there was little action for several months up to April of this year. In part this was due to staff shortage as I was covering for a colleague who had left TDC between May and December 2019 and so had reduced capacity.</p> <p>We have now completed the following:</p> <ul style="list-style-type: none"> <li>- The ecological surveys and had pre-app meeting with Natural England for advice</li> <li>- Some months ago, we had very early discussions with the adjoining landowner about possible acquisition of land needed to achieve the viability splays for access. We agreed that further information was needed on options from our planners.</li> <li>- Had a topographical survey of the site</li> <li>- Since lockdown TDC estates team have drawn up a layout options based on actual site levels and submitted a pre-application enquiry to TDC planners to establish the planning principles of the layout options.</li> <li>- We received Written Notice of the pre-app enquiry on 28<sup>th</sup> May 2020. This sets out the planning principles and identifies the constraints within which we need to work. Pre-app Written Notices are not in the public domain. We will make this available at the right time in the consultation process. Broadly it is supportive, but some layouts are preferred and some not acceptable. We will need to follow the line of the existing homes.</li> <li>- Since 28<sup>th</sup> May we have been reviewing the issues raised in the Decision Notice and working on amended layouts for consultation with the adjoining landowner as highways access will be needed over their land for a visibility splay. Subject to the outcome of those discussions we will consult further with the parish council and community.</li> </ul> <p>Next Steps</p> <ol style="list-style-type: none"> <li>1. The next step is to make contact with and arrange to meet the adjoining landowner to discuss TDC planners' formal response to the layout options and to explore potential for access to their land for highways access.</li> <li>2. Refresh our understanding of housing need. We understand there has been recent change on need in that one of the potential self builders has recently bought a home in the village. This means we are reviewing the options for the tenure mix and considering bringing forward as 100% rented homes. We are currently considering if and how best to refresh our housing need data.</li> <li>3. Community Consultation We are thinking about when and how best to consult the community given current restrictions on public meetings. The PC views are welcome. Perhaps a report for your website?</li> </ol> <p><b>026.8 Rural Skip 2020</b> – cancelled</p> <p><b>026.9 TALC meeting</b> - cancelled</p> <p><b>026.10 CPRE meeting</b> - cancelled</p> <p><b>026.11 Temporary closure of bridleway no. 21</b> – notices have been placed informing of the closure</p> <p><b>Decisions made since last meeting via the scheme of delegation</b></p> <p><b>026.12</b> Approval of the Fixed Asset Register for the year ended 31<sup>st</sup> March 2020</p> <p><b>026.13</b> Approval of the Fixed Asset Risk Assessment for the year ended 31<sup>st</sup> March 2020</p> <p><b>026.14</b> Decision on bin emptying on Millennium Green – TDC will empty the dog bin fortnightly. The Millennium Green and the Parish Council will split the cost 50/50. As the Millennium Green wanted to use a slightly cheaper contractor, the Parish Council agreed to pay the £34.50 difference.</p>
<b>027/20</b>	<p><b>ANNUAL AUDIT</b></p> <p><b>027.1</b> Councillors unanimously agreed to approve the Summary of Receipts and Payments for the year ended 31<sup>st</sup> March 2020. The statement was signed by the Chair and the Clerk/RFO.</p> <p><b>027.2</b> Councillors unanimously agreed to submit the Certificate of Exemption from limited assurance review. The certificate was signed by the Chair and the Clerk/RFO.</p> <p><b>027.3</b> Councillors noted the Internal Auditor's report for the year ended 31<sup>st</sup> March 2020.</p> <p><b>027.4</b> Councillors unanimously agreed to accept the Annual Internal Audit Report for the year ended 31<sup>st</sup> March 2020</p> <p><b>027.5</b> Councillors unanimously agreed to approve the Annual Governance Statement for the year ended 31<sup>st</sup> March 2020. The statement was signed by the Chair and the Clerk.</p>

	<p><b>027.6</b> Councillors unanimously agreed to approve the Annual Accounting Statements for the year ended 31<sup>st</sup> March 2020. The statement was signed by the Chair.</p>
028/20	<p><b>PUBLIC PARTICIPATION</b></p> <p>A member of the public praised the council for their strength in getting things done and was grateful for the quick response to concerns raised about drainage issues at Higher Colleybrook</p>
029/20	<p><b>PLANNING</b></p> <p><b>029.1</b> Consideration was given to the following planning applications:</p> <p>20/01079/HOU – Orchard Lodge, Ideford Loft conversion including insertion of 7 roof lights and first floor inset balcony. The Parish Council had no objections to this planning application.</p> <p>20/00942/VAR – Watery Lane Cottage, Olchard Removal of conditions 4, 5 and 6 on planning permission 09/02787/COU (Change of use of barn to create living accommodation for holiday use) to allow full residential use to allow unrestricted residential occupancy of the dwelling. The Parish Council support this application</p> <p>20/00905/HOU – 1 Broadlands, Ideford Demolition of existing rear utility and side porch replaced with two storey rear and side extension and open sided front porch. The Parish Council support this application.</p> <p><b>029.2</b> The following planning decisions were noted</p> <p>20/00696/FUL – Orchard Lodge, Ideford Loft conversion including insertion of 8 rooflights Grant of Conditional Planning Permission The Parish Council had no objections to this application</p> <p>20/00594/LBC – Bridge at The Mill at ngr 288522 76685, Kingsteignton Rebuild the wingwall together with the installation of a new downstream concrete apron to South West bridge and repairs to two damaged sections of upstream channel river wall. Grant of Conditional Consent The Parish Council had no objections to this application</p> <p>20/00358/FUL – Khandala, Butts Lane Three storey rear extension Grant of Conditional Planning Permission The Parish Council had no objections to this application</p> <p>20/00173/FUL – Wayland Cottage, Fore Street Rear extension Grant of Conditional Planning Permission</p> <p>20/00174/LBC – Wayland Cottage, Fore Street Rear extension Grant of Conditional Consent</p> <p>19/02041/FUL – Plot 2, Higher Colleybrook Farm, Ideford Change of use of land to equine use and erection of stable block Grant of Conditional Planning Permission</p> <p>19/01701/FUL – Higher Colleybrook Farm, Fore Street Agricultural Building Grant of Conditional Planning Permission</p>

	<p><b>Planning Enforcement</b></p> <p><b>029.3</b> – Higher Colleybrook Farm drainage issues – The Clerk contacted TDC to ask for an update on lack of proper drainage plans. Since then South West Water have visited the site and produced plans to develop adequate drainage facilities.</p> <p>It was noted that residents were unhappy with over-development of the site, developers not following regulations and changing from approved plans, and lack of communication from all parties. Cllr H Bellamy suggested arranging a meeting with TDC senior planning officers to discuss all these concerns.</p> <p><b>029.4</b> – 20/00205/ENF – Orchard Lodge, Ideford – Enforcement have been notified about a property in the grounds.</p> <p><b>29.5</b> - 19/02041/FUL – Clerk to contact TDC about the positioning of the stable block</p> <p><b>29.6</b> - 20/00173/LBC – Clerk to enquire why plastic windows were allowed</p> <p><b>29.7</b> - 19/01701/FUL – Clerk to contact TDC to ask why concerns were not addressed.</p>									
030/20	<p><b>CONCERNS RAISED BY PARISHIONERS</b></p> <p>Two potholes have reappeared outside Stapley Cottage. Following the poor standard of repair and causing conditions that have become a threat to pedestrians, vehicles and a stone wall. Clerk to ask Cllr Austen &amp; Cllr Peart for their help in getting the potholes repaired correctly.</p>									
031/20	<p><b>CLERK’S REPORT AND FINANCE</b></p> <p><b>031.1 Balance of Accounts as of 30<sup>th</sup> June 2020</b></p> <p>Parish Current Account £10222.49</p> <p>Payments requested in July £841.28</p> <p>Balance £9381.21</p> <p><b>031.2 To request approval and signature of the Monthly Bank Reconciliation for May and June 2020</b></p> <p>It was unanimously agreed that the bank statements for May and June 2020 be signed by the Chair.</p> <p><b>031.3 To request approval for BACS Payments</b></p> <p>Invoices were tabled at the meeting and signed by two authorised signatories.</p> <p>It was unanimously resolved that the following invoices could be paid via BACS:</p> <table><tr><td>£50.00</td><td>Henry Merritt</td><td>Annual Internal Audit</td></tr><tr><td>£636.08</td><td>Mrs J Thompson</td><td>Salary, Mileage and Expenses</td></tr><tr><td>£155.20</td><td>HMRC</td><td>PAYE</td></tr></table> <p><b>031.4 Budget quarterly update</b></p> <p>It was unanimously agreed that the quarterly budget be accepted and signed by the Chair.</p> <p>To note decisions made since last meeting</p> <p><b>031.5</b> Approval and signature of Monthly Bank Reconciliations for March and April</p> <p><b>031.6</b> Note payments made since last meeting</p> <p><b>031.7 To provide a Legal and Administrative Update</b></p> <p>NALC affiliation fee to increase to 7.42p per elector</p> <p>Remote meeting protocols and procedures update for standing orders</p> <p>New model code of conduct consultation now open</p> <p>NALC co-option notes updated to better serve Parish Councils</p> <p>Clerk reminded all Cllrs to ‘reply to all’ when responding to emails</p>	£50.00	Henry Merritt	Annual Internal Audit	£636.08	Mrs J Thompson	Salary, Mileage and Expenses	£155.20	HMRC	PAYE
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032/20	<p><b>DATE OF NEXT MEETING- Thursday 10<sup>th</sup> September 2020.</b></p>									

The Chairman closed the meeting at 20:18.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_