

COLYTON PARISH COUNCIL
Feoffees Town Hall, Colyton
EX24 6JR

Minutes for the annual meeting of Colyton Parish Council which will be held in the Mortimer Room of Colyton Town Hall on Monday 13th May 2019 at 7pm

Present: Cllrs A Parr, K Clifford, J Hay, C Denny, A Jarman, H West, P Arnott (also Dist Cllr), C Pady, R Watts, E Jones, S Real, R Turner, Dist Cllr H Parr, Cty Cllr M Shaw, E Berry (Clerk) and 4 members of the public.

Cllr Parr welcomed everyone to the meeting, congratulated those newly elected councillors and those Councillors that were successful in being re-elected. He informed the Council that Mr Dave Chubb had recently dies. Mr Chubb was a former long standing member of the Parish Council and all were asked to stand for one minute in remembrance of him.

19/05/01 Election of Chairman for 2019/2020

Cllr Real nominated Cllr A Parr, seconded by Cllr Pady

Cllr Arnott nominated Cllr West, seconded by Cllr Watts.

Cllr Watts nominated Cllr Arnott who thanked him but declined to be put up for Chair as with his workload he would not have the required time.

There were no other nominations and a paper ballot was held. The result was Cllr Parr 8 votes, Cllr West 4 votes. Cllr Parr was duly elected as Chair and signed the Acceptance of Office for that role.

19/05/02 Receipt & Approval of apologies for absence – Cllr J Gardiner (prior commitment).

19/05/03 There was no Police Report received. The Clerk will write to the for the information and encourage them to attend meetings.

19/05/04 Declarations of Interest – none

19/05/05 Election of Vice Chair

Cllr Jones nominated Cllr West, seconded by Cllr Watts.

Cllr Real nominated Cllr Clifford, seconded by Cllr Pady.

There were no other nominations and a paper ballot was held. The result was Cllr West 3 votes, Cllr Clifford 9 votes. Cllr Clifford was duly elected as Vice Chair.

19/05/06 Public Question time (maximum 15 minutes) – no comments made.

19/05/07 Appointment of Councillors to Committees: Finance, Planning, Amenities

Cllr A Parr – Finance, Planning & Amenities

Cllr C Denny – Planning & Amenities

Cllr R Watts - Finance, Planning & Amenities

Cllr P Arnott – Finance, Planning & Amenities

Cllr E Jones – Finance & Planning

Cllr H West – Finance & Planning

Cllr A Jarman – Planning & Amenities

Cllr J Hay – Planning & Amenities

Cllr S Real – Finance & Planning

Cllr C Pady – Finance & Amenities

Cllr K Clifford – Planning, Finance & Amenities

Cllr R Turner – Finance & Planning & Amenities

Cllr J Gardiner – Finance & Planning

19/05/08 Details of Devon Association of local Councils (DALC) Training courses .

Courses available for:

Being a Good Councillor – Exeter - Tuesday 11th June or Wednesday 17th July Honiton

Chairmanship – Exeter – Wednesday 12th June

Planning – Cheriton Bishop – 4th July. 22nd July or 11th September

EDDC are running Code of Conduct Training & Planning sessions on Thursday 30th May between 6-8pm and on Monday 3rd June between 2 – 4pm at Blackdown House, Honiton

Let the Clerk know if you are interested in attending any of these.

19/05/09 **Nominations of representatives to other organisations**

Axe Valley Ring & Ride –K Jones
 Colyton Chamber of Feoffees x 2 – Bob Collier ,J Mears, Natalie McNeice Cllr E Jones
 Community Woodland Trust – Cllrs Pady & A Jarman
 DALC x 2 – currently Cllr Watts & Cllr J Hay
 P3 Co-ordinators –Mr & Mrs Bayliss, Frances Sell & Mrs J List *all happy to remain in post*,
 Joint Management Committee (Playing Fields) – Colin Chesterton
 Memorial Social Club x 2 – Cllr A Parr & Cllr Watts
 Parish Tree Warden – currently vacant
 Playing Field Committee x 2 – Cllrs S Real, J Hay & R Watts
 St Andrews Church Fabric Committee –Cllr A Parr
 Friends of Colyton Library – Jane Dauncey

19/05/10 **The minutes of the Parish Council Meeting held on 8th April 2018 and Extraordinary Council meeting held Tuesday 23rd April 2019 were approved and signed as being a true record of that meeting.**

19/05/11 **Matters arising from the Minutes - Land off the Butts – response from builder re letter sent after last meeting.** Cllr Real proposed that these matters be dealt with in Committee under the provision of the Public Bodies (Admission to Meetings) Act 1960 (amended by the LGA 1972), the public and press to be excluded by reason of the confidential nature of the business being transacted i.e. financial and commercial sensitivity with regards to this access, seconded by Cllr Watts and agreed by all

19/05/12 **Report from County Councillor - a printed report was available to all. See Appendix 1 .**

There was little else to report. He had met with Highways to look at the state of Salters Lane which will be put forward for resurfacing. Cllr Hay expressed his continuing dissatisfaction with the response from Highways Officers to the problem at Lishams drain. He had attended the Traffic Group meeting and brought up several issues, most of which, including Lishams drain have been ignored. Ridgeway Lane was scheduled for work on the 25th March, this had not been done. Cllr Jarman thought the problem was because a road closure notice was needed and it had not been applied for. Cllr Shaw will check with Stephen Kelly. Cllr Jones asked what survey work was being undertaken in Stafford Lane – Cllr Shaw unaware of any survey taking place. Cllr Pady expressed his dissatisfaction in the response from Stephen Kelly to the request of assistance in clearing the jammed and blocked drains and gullies on Colyton Hill. After a very detailed survey given to Highways at least 8 months ago he is still waiting for a response. The money and volunteer workforce and other contractors are in place to action this work. Cllr Shaw will look into this.

Cllr Pady will also report the 20 or so potholes in Ashdown Lane on the Devon County online reporting site in the hope they can be repaired.

Cllr Real question the sudden appearance of cats eyes between Pear Tree Corner and Colyvale which were in place for a few weeks and then taken up and not reinstated when the stretch of road was tarred and chipped – a waste of both time & money

19/05/13 **Report from District Councillors**

Cllr H Parr – Having given a full report at the Annual Parish Meeting she had little to say except to say that she was very happy to be re-elected and looked forward to continuing the work at EDDC on behalf of the residents of Colyton Parish.

Cllr P Arnott – he echoed the sentiments of Cllr Parr. Until the 22nd May the District Council remains under the leadership of Cllr I Thomas. After the election the makeup of Councillors is now 19 Conservative, 11 East Devon Alliance, 20 Independent, 8 Liberals and 2 Green Party.
 He will be presenting a written report each month.

19/05.14 **Highway Matters**

a) Email acknowledgement of Colyton's proposals for Highways Traffic Orders Committee (HATOC) 19/20

There was some discussion over the placement of the double yellow lines at Govers Meadow junction – the Clerk will check.

- b) Pre-note re road closure of Lower Church Street for SWW Utility works from 23 July – 26 July.
- c) Roadside verges – arrange cutting.

19/05/15 Report from Meetings Attended - none

19/05/16 Recognition & Acknowledgement of Caroline & Bob Colliers public service

The Clerk had looked into this and asked other Clerks what they have done in the past. The Parish Council has a legal right to award residents with the Freedom of the Parish. Nowadays this is mainly symbolic and there is a recommended company who will create a Freedom Scroll for ££69+Vat (+ P&P £4.20)

Cllr Watts suggested a tree be dedicated to them and planted in the Parish

There was also a suggestion of a bench in a favoured spot.

To be taken to the Finance meeting.

19/05/17 Correspondence

- a) Publications e-mailed to councillors – Intouch/RsN/EDDC meeting details etc
- b) Email re DCC Doing What matters Grant – forwarded to Councillors
- c) Email Healthwatch – forwarded to Cllrs.
- d) Letter from Friends of Holyford Woods explaining the current situation and inviting all to the Bluebell day.
- e) Letter from Friends of Colyton Library requesting support for the idea to pursue a small project to enhance & refresh the area outside the library. This was read out. Cllr Denny declared an interest as the letter writer is his partner but he explained the project and the idea of engaging local children to tidy up and enhance this corner which is used by them as it has access to the Library wi-fi. Cllr Pady proposed support in principal subject to any issues raised by EDDC being addressed, seconded by Cllr Jones and voted on with 10 agreeing and 2 abstaining.
- f) Local flood risk management newsletter – for info

19/05/18 Finance

Minutes of the meeting held Monday April 15th (Appendix A) to be noted

Cllr Arnott proposed the Accounts be approved for payment, seconded by Cllr Pady and agreed by all.

DD	Opus	Electricity	£11.95	£0.60	£12.55
DD	Talk Talk	Telephone & Broadband	£25.75	£5.15	£30.90
4231	CASH	Toilet Caretaker Invoice for April			£100
4232	P A Weston	NP Support Invoice 1 of 2	1125		£1125
4233	Zurich Insurance (see point f)	Parish Council Insurance Insurance Premium Tax	1822.86 218.75		£2041.61
4234	Halcyon Landscapes	Cemetery Contract	£468.33	£93.67	£562
4235	Office Depot	Files & Document wallets for archive purposes	£15.95	£3.19	£19.14
4236	Viridor	Waste Management	£149	£29.80	£178.80
TBC	Elizabeth Berry for Bargain Host see point g below	Annual cost for additional webspace capacity see g below. Only credit card payment accepted.			TBC and paid with salary payment next meeting

- a) Confirmation of dates for the period for the exercise of Public Rights. The Clerk explained this and the dates recommended by the external auditors were agreed on.
- b) .The Annual Internal Audit Report 2018/19 has been approved by the internal auditor and along with the other supporting paperwork will be submitted to the external auditor
- c) Discuss arranging cover for Clerk duties when on holiday to include manning the office two mornings a week, attending to correspondence, posting the agenda, taking minutes at meetings. Cllr Pady proposed that Caroline be asked to see if she would step in as required, seconded by Cllr Parr and agreed 10-1. The Clerk will also chase DALC for a locum list and speak to John Vanderwolfe.

- d) John requests holiday: May 17th & May 20th. June 19th – 21st. August 9th – 16th & 19th – 22nd. December 27th. (16 in total)
- e) New signatories for Lloyds account and Cambridge Building Society.
- f) Insurance is on a long term agreement which terminates June 2020. Premium has increased by £47.15
- g) Increase data storage for website required – two options from Bargain Host our service provider –paid by credit card in Clerks name. Currently on a Budget plan (£43.76 biennially for 1000MB) Upgrade options –10GB Webspace @ £35 annually or 50GB Webspace @£50 annually. Cllr West proposed the 50GB upgrade, seconded by Cllr Jones and agreed by all.
- h) Re-declaration of two employees made to the Pension Regulator – to be noted.
- i) Consider making BACS payments for certain invoices – procedure to be explained after consultation with accountant. The Clerk explained the procedure as recommended by the accountant. A separate list of \BACS payments mirroring those on the agenda at which they are presented for payment approval. This will be signed by two bank signatories. These payments will then be actioned by the Clerk and the Finance Chair will inspect the accounts, and sign to say the payments were made. Cllr Arnott proposed this method of payment be accepted, seconded by Cllr Real and agreed unanimously.
- j) Quote for cemetery trailer repair - spec sent to three contractors for a quote to be received by 12th June.
- k) Signing of lease for Cleeves Field between Mr A Underdown and CPC at an annual rent of £877. This was signed by the Chair, witnessed by the Clerk and will be returned to Symonds & Sampson.
- l) New Playing Field sign quote – Finance meeting.

19/05/19 Planning

Minutes of the meeting held Monday 15th April – (Appendix B) to be noted

a Planning Applications

Cllr Arnott will abstain from commenting and voting on CPC planning decisions because in his role as District Councillor these application may come before him at EDDC.

19/0427/FUL Sheepscombe, Colcombe Rd – Mr Pike.

Loft conversion to include front & rear dormers, addition of first floor side window to north elevation, car port and render to dwelling.

This is an amendment to add a privacy screen to the balcony and obscure glazing to the first floor window in response from an objection from neighbours. EDDC aware that CPC comment would be made this evening.

Decision made by EDDC on 1st May – APPROVAL with conditions

19/0800/FUL 26 Newbury Close, Colyton – Ms Wilson.

Construction of two storey side extension,

Site visit requested – Clerk to arrange, Comment to be made at that site visit.

19/0772/VAR Hillhead Orchard, Hillhead – Mr & Mrs Speller

Variation of condition 2 of planning permission 17/0501/FUL (replacement new four bedroom dwelling on site of existing bungalow) to allow alterations to entrances, windows, external finishes, roof design & omission of velux window and veranda.

Cllr Pady proposed the application is **SUPPORTED** but the use of a zinc sheet roof is objected to, seconded by Cllr West and agreed by a 10 – 2 vote.

19/0287/FUL The Town Mill, Rosemary Lane – Mr D Gray (Colyton Developments Ltd)

Partial demolition of link building and flat roof factory building to facilitate sub division to form 7 (B1c) light industrial units, an estate manager office and associated works including flood defence walling and re-roofing.

Site visit to be arranged by the Clerk and a comment made after that visit.

19/0884/FUL 10 River View Drive, Colyton – Mr & Mrs Blackmoor

Demolition of existing garage; proposed side and rear single extension.

Cllr West proposed that this application be **SUPPORTED**, seconded by Cllr Jones and agreed by the 11 councillors voting.

b Planning Decisions – to ne noted

18/2907/FUL - Minature Munchkins Shetland Rescue, Colyton Hill – Construction of two stable units and an area for all weather turnout – **Approved with conditions.**

19/0313/ADV Land North Of Yaffles – Display of site development sign - **APPROVED**

18/2611/FUL – Alaska Lodge, Stafford Barton – Proposed conversion & alteration of barns to form 2 residential dwellings and associated parking - **REFUSED**

c Planning Correspondence

19/05/20 Amenities

Headstone Requests for Cemetery – within guideline – one for a headstone – Broom, one for additional inscription - Doreen Harvey. **APPROVED**

Request from Church to consider not mowing a section of the Churchyard from Sheen Cottage to Lower Church Street to create a ‘wild’ area. Some discussion was had with the consensus being that this is a laudable intent to encourage wildlife but this is not felt to be the right place, there is little of floral value in this ground and would end up looking a mess in a very prominent position in the churchyard which would reflect badly on the town and CPC. The Clerk will approach them for more information.

19/05/21 Colyton Hill Flood Diversion Project – update from Hock Lee (Senior Flood & Coastal Risk Officer). Cllr Pady explained the background to this, there is a shortfall in the budget of £509.34 for the work to be completed and Hock Lee the Senior Flood and coastal Risk Officer at DCC was approached for the additional cash. A purchase order was raised and hopefully an answer will be received by the time of the Finance meeting.

19/05/22 Review of Standing Orders

The Clerk explained the idea was to have a small working group of Councillors review the current Standing Orders and bring any proposed changes back to the full Council. Cllrs Arnott, Jones and Real volunteered to look through the SO’s with the Clerk with Cllr Gardiner being asked to join the working party on her return.

19/05/23 Colyton Memorial Social Club – Committee meeting 21st May 8pm.

19/05/24 Neighbourhood Plan update.

There had not been a Steering group meeting since the last Council meeting. They now have received the updated Screening Report from EDDC which confirmed the need for a Strategic economic Assessment (SEA) and Habitat Regulations Assessment (HRA). They will shortly be having a meeting with Aecom who will be doing the assessments which will take about 2 months. A further 6 week consultation period will follow when everyone is invited to view the Pre Submission Plan and comment on it. After that consultation period any necessary amendments will be made to the plan.

19/05/25 Reece Strawbridge Centre

There was a meeting held last Thursday. The problem with the upstairs sewage is being resolved with plans to take it directly into the sewage system bypassing the pump. There is a film show later in the month – Stan & Ollie

19/05/26 Matters to be taken into Committee – sale of access to Stoneleat The Butts – response to reply ref letter sent.

19/05/27 Items brought to the CPC’s attention after the agenda had been published – to be noted. Cllr Turner informed all that the football pitch had been drained, fertilised and reseeded in preparation for the next season.

19/05/28 Dates of future meetings

May Finance/Planning & Amenities – Tuesday 28th May
June CPC meeting – Monday 10th June

The meeting closed at 9.10pm.

APPENDIX I

County Councillor's Report, May 2019

April has been a quiet month, as few meetings have been held due to the District elections.

Highways: local issues Salters Lane, Colyton. I visited this with the Neighbourhood Highways Officer, Steve Kelly, who agreed to look into resurfacing.

Weston and Berry Barton, Branscombe. Steve has agreed to put forward several stretches of road for patching.

Highways dashboards Highways have made two interactive dashboards available to county councillors. These enable us to gauge the numbers of reported potholes being addressed, together with the current workloads of the Highways contractors. It is hoped that when these dashboards have been refined they will be available to parish councils and the public.

Seaton, Beer and Branscombe Traffic Group This will meet in Seaton on Monday 20th May.

Making the Connection Grant Fund This is a new grant fund now live on the County Council's Communities Web Page <https://www.devon.gov.uk/communities/making-the-connection-grant> The scheme offers community organisations and parish councils grants of up to £300 with no match funding requirement. All of the details are on the link. I already aware of one application in our division, for a 'Men's Shed' in Beer.