

DUNKESWELL PARISH COUNCIL

**Minutes of the Meeting of Dunkeswell Parish Council held in the Village Hall on
Monday 17th June 2019 at 7.30pm**

Present: Cllrs John Barrow (Chairman), Brendan Procter (Vice Chairman), Tina Page, Andrew Luscombe, Philip Stevens, Andrew Maynard, County Councillor Iain Chubb, District Councillor Colin Brown
One Member of the Public attended.

Apologies: Kerri Webber, David Key

All councillors are politely reminded of their obligation to declare interests under the Code of Conduct. In making decisions the Parish Council recognise their statutory duties provided for in Section 11A(2) of the National Parks and Access to the Countryside Act 1949 (National Parks) and Section 85 of the Countryside and Rights of Way Act 2000 (AONBs) that in exercising or performing any functions in relation to, or so as to affect, land, they shall have regard to their purposes (ie conserve and enhance their natural beauty, wildlife and cultural heritage and to promote opportunities for the understanding and enjoyment of their special qualities by the public).

1.1 **Receive apologies for absence.**

1.2 **Minutes** of the previous meeting held in the Village Hall on **Monday 13th May 2019** to be signed as a correct record of that meeting. - **Minutes were agreed & signed**

1.3 **DECLARATIONS OF INTEREST & RISK ASSESSMENT:** To receive declarations of interest and to note any additional risks. - **There were no Declarations**

The Chairman allowed the District and County Councillors to speak first as both had further meetings to attend and then invited the Resident to speak.

*a Cllr Colin Brown - Cllr Brown along with representatives from Sheldon will attend DMC in regard of the Mansell Raceway application. Cllr Brown noted that the comments from AONB report were missing from the information pack, EDDC have been made aware of this.
Blossom Hill Park, Inspector visited today, outcome hopefully within 4 weeks.

*b Cllr Iain Chubb - DCC move to be lead on climate change - there may be grants available, Patron Saint of Devon suggested to be St Boniface.

*c **Residents' comments** - Resident wanted to gain an insight into the "party" that went on until 4.00am, following being disturbed by the noise. The Parish Council are unaware of who held the party and believe it to be a private event, with the permission of the land owner & as far as they are aware was probably a one off event. They also mentioned concerns about possible Traveller activity in Marcus Road.

1.4 **Planning Meeting's & Parks** - To agree that the Monthly Planning meeting is to become a "Working Group" and not a Committee. The Working Group will meet Once a month to discuss, in advance of the full Council meeting the following week, any Planning applications (Inc, building, tree, licensing, appeals and any other applications) and to discuss any further information that may be required for any of the agenda items of Council business. The Working Group cannot make decisions. The Chairman can decide whether the meetings are open to the public (there is no legal requirement for it to be open), there will be no agenda or minutes for this meeting. The Working Group will report it's discussions/conclusions & any information or advice to Dunkeswell Parish Council at the Full Parish Council Meeting, where any decision will be made.

Park Wardens have been, as a group, called the "Parks's Committee", In future they will be known as the Parks Working Group, given that all decisions are and have been made at Full Council meetings.

This is contrary to the minutes of 13th May 2019, which are, with the full agreement of Council to be amended to the above from today.

*All Councillors to become members of the Planning Working Group.
Park Wardens to become members of the Park's Working Group.*

Comments - It was resolved to become "Working Groups" for both the Planning and Parks Groups.

- 1.5 **Comments on Planning Applications** - Comments to now be input directly onto Planning Online and not by email. To Agree that from this meeting forward comments will be fully compiled & agreed by Councillors at the meeting. This due to being unable to amend them once posted. **(For agreement)**

Comments - Agreed

2 PLANNING

<https://planning.eastdevon.gov.uk/online-applications/>

2.1 **DECISIONS**(for information)

- 2.2 **18/0089/FUL Land North of Louis Way Dunkeswell** - Erection of 9 bungalows and associated works
Approval with Conditions

- 2.3 **18/2274/RES Higher Park Farm EX14 4RN** - Erection of agricultural workers dwelling.
Approval with Conditions

- 2.4 **18/1204/CPE 1 Hillview Dunkeswell EX14 4SZ** - Certificate of lawfulness for use of land for the siting of a caravan and its residential use.
Refused

- 2.5 **19/0271/FUL Woodside EX14 4RG** - Construction of single storey side and rear extensions, provision of cladding and pitched roof to existing extension.
Approval with Conditions

APPLICATIONS (for comment/Information)

- 2.6 **19/0671/RES - Turbury Farm Dunkeswell EX14 4QN** - Replacement of dilapidated buildings with a live-work unit (application for approval of reserved matters by outline planning permission 17/0734/OUT relating to access, appearance, landscaping, layout and scale)
Amendment to Ground floor plans **(for Comment/Agreement)**

Comments - Dunkeswell Parish Council would like the application to mirror the original outline planning permission as shown in the proposed site plan passed in 2017, showing the building as a single unit. (Application 17/0734/OUT) Documents 2764141 & 2764142 refer to the revised proposed site plan, however the plan was not available online but was located by Cllr Brown in an email sent to him at the time. DPC have asked that the documents are forwarded to you for your information and are attached.

APPEALS (for comment/information)

17/1717/FUL Hooked Rise Farmhouse Dunkeswell EX14 4QY - Erection of an agricultural storage building. Representation by 8th July 2019.

Previous Parish Council Comments...

This is actually Hooked Rise Farm House not Hooked Rise Farm for clarity - no objections. Comments 28th September 2017.

Comments - No further comments

3 TREE APPLICATIONS (for Information/decision)

DECISIONS(for information)

19/0540/TRE Owl House Dunkeswell Ex14 4QQ - Fell the Ash tree that overhangs the entrance to the Owl House, as it is difficult to get an emergency vehicle up the road. We would replant with a Beech tree. The local Tree Warden has been consulted and is in agreement with the proposals.
Approval with Conditions.

APPLICATIONS (for comment/Information)

None Received

4 HIGHWAYS

4.1 **Lengthsman/Highways Issues to report.** - Clerk to report Drains near the Old Police House that are blocked with grass growing from them. Potholes at Turbury, Limers Cross (just below). Tencery Barn & Long Lane near Crudges Coaches entrance.

5 FOOTPATHS AND BRIDLEWAYS

5.1 **Report from Cllr Barrow –** Footpath 10 the two stiles that were broken have been replaced with a kissing gate and a self closing gate

6 ENVIRONMENT

7 COMMUNITY & GOVERNANCE

7.1 **Community policing report –**

Crimes Recorded - 01/05/2019 to 31/05/2019 - KH2F

Offence	Recorded Crime	Recorded Crime	Recorded Crime %
	01/05/2019 to 31/05/2019	01/05/2018 to 31/05/2018	Difference
Violence with Injury	0	4	-100.0%
Violence without Injury	2	1	100.0%
Burglary Non-Dwelling	1	0	-
Vehicle Offences	1	0	-
Other Theft	1	1	0.0%
Criminal Damage	0	3	-100.0%
Public Order Offences	1	0	-
Possession of Drugs	1	0	-
Total	7	9	-22.2%

7.2 **Playgrounds/Sports field/Allotments/Halls** - Cllr Stevens & Cllr Webber looking into equipment that needs replacing, quotes being sought. New seat in the Junior Area, Pillars re painted on toddler slide. Discussion regarding using weedkiller, in the park, advice has been sought and it was agreed that it can be used, either early morning or late evening, to “drip spray” to avoid as much drifting as possible and give as much drying time as possible whilst the park is less busy.

7.3 **Football Field and Path/Night Landing site** - Awaiting the decision for Planning Permission

7.3.1 **Lease** - Awaiting lease from Solicitor - now received, copies for Cllr’s to view and comment on at the July Meeting.

7.4 **Phone Box Abbey** - PC have been approached by Dunkeswell Abbey Preservation Group. They would like to make use of the phone box to illustrate the archeology project being undertaken and to display leaflets. Following agreement last meeting, clerk has let the group know and requested that if they have any plans for major works to the phone box that the Council is consulted beforehand **(For Information)** It was agreed the clerk will attend the meeting of the Blackdown Hills AONB Partnership on 25th June.

7.5 **Defibrillator Village Hall** - Following the defibrillator being accessed at some point last month, it was subsequently left at Honiton Surgery. Unfortunately this was not noticed and only picked up when a clerk from another parish happened to be asked if they knew where it belonged. New process for checking this to be discussed and agreed. Clerk has attached a tag with contact details in the interim. **(For discussion & Agreement)**

Comments - It was agreed to leave the Tag in situ and that Cllr Proctor will check the defibrillator weekly.

- 7.5.1 **Insurance for Village Hall Defibrillator** - As part of the buying group for this Defibrillator the assets is registered with Newton Poppleford and insured by them with their Clerk checking the unit approx. monthly. They are requesting DPC either choose to pay the attached invoice & NPPC will retain until 31 March 2020 (next year), when the assets will be “gifted” and will become our responsibility or have the asset now and insure ourselves. **(for Discussion & Agreement)**

Comments - It was agreed to pay NPHPC the amount requested and take over responsibility for the Defibrillator from next year 2020/2021

- 7.6 **SWAST Defibrillator at Shop** - Guardian/Guardians to be agreed and SWAST to be informed. **(For Discussion & Agreement)**

Comments - Agreed Guardians will be Cllr Stevens and the Clerk

- 7.7 **Manleys Lane** - Clerk has been contacted by a resident regarding discussions about planting trees to screen a part of Marcus Road. These discussions were held about 10 years ago. Clerk cannot find any reference to these discussions in the minutes? **(For Discussion)**

Comments - Cllr's did remember the discussions and remember that this “project” was part of the agreement. As far as they remember this wasn't chased up by the Planning Authority at the time and in addition there were some issues around the ownership of the land.

- 7.8 **Weeds on Pavements** - resident contacted clerk regarding difficulties using a walking frame as weeds on pavement edges and also hedges protruding over pavements. Can we help? **(For Discussion)**

Comments - Cllr's approved a poster asking residents to cut back hedges/bushes that abut any pavements, Posters to be displayed in noticeboards and also on Facebook Page.

- 7.9 **Allotments** - It has been queried when the last yearly payment was received by DPC for the allotments. Clerk has checked and this appears to be 5.11.15. The Secretary of the allotments is concerned that the non payment is breaching the agreement and wishes to make the Council aware that they are fully prepared to pay the arrears immediately if required. **(For Discussion)**

Comments - Cllr's agreed this should be paid as agreed at the outset, Clerk to contact Allotment Group.

8 **FINANCE**

- 8.1 **Grants –** (For information/Agreement)

8.2 **Receipts -**

8.3 Cheque payments –	Newton Poppleford & Harpford Defrib Ins	£ 13.17
	Local Council Admin Services - Int Audit fee	£ 184.00
	Cut & Strim - 15.5.19 - 10.6.19	£ 136.00
	Clerk Remuneration	£ 997.71
	DPC HMRC PAYE	£. 38.00
	Clerk expenses	£ 182.27

(Cheques were Agreed)

- 8.4 **External Audit Report** - Clerk has prepared the External Audit report for Inspection & Signing emailed to all Councillors, agreed at meeting 13th May. **(To be signed by Chairman)**
Signed and sent

- 8.5 **Internal Auditor Report** - View the report (emailed to all Cllr's 24.5.19) Discuss and agree how to go forward with each recommendation

- Risk Management Policy - **Clerk to update and Council to approve**
- Website - **Clerk to accept offer of training**

- Computer back up - **Clerk to continue monthly back up and store the USB stick in the metal filing container**
- More detail In minutes - e.g. Precept, provide details of amount. Making it more transparent - **clerk to ensure sufficient detail**
- ICO Registration - £40 per year or £35 if paid by DD - DPC are required to register - **Registered**
- HMRC - DPC to pay HMRC contribution monthly via cheque/BAC's/DD - **From June Payment Chq to HMRC**
- Planning meetings - agree Committee or Working Group & Agree what the Terms of Reference are if a Committee. - **Agreed to become Working Groups as in 1.4 above**
(For Comment/Agreement)

8.6 **ICO Registration** - To sign Direct Debit Form **(To be Signed)** - **Direct Debit form signed and sent**

8.7 **Banking** - to discuss the option for having Internet Banking. **(For Discussion & Agreement)**

Comments - Council declined to have Internet Banking but requested the clerk look into banking with a more local bank.

AOB -

Village Hall Project - Project to be enlarged to include Heating and Lighting, clerk to seek quotes, This will slow the project down slightly, with a proposed plan to start this in Spring 2020. All agreed it would be worth while to do all that we can to improve the Hall. For discussion at the July meeting.

Printer - Cllr's suggested clerk look into purchasing a new printer, scanner, copier - clerk to provide options at July Meeting.

Account balances – Parish Account - at 29th May 2019 statement number 120 Closing Balance £28974.12
(This is a reconciled balance)

9 QUESTIONS FROM THE PUBLIC (The meeting to be closed before questions from the public).

Email, web and social media enquiries have been responded to and councillors copied in, councillors are asked to consider if further action or correspondence is necessary.

Dates for next meetings 2019 – Monday 8th July 2019 - Planning Meeting 7.00pm
 Monday 15th July 2019 - Parish Council Meeting 7.30pm