

DUNKESWELL PARISH COUNCIL

Chairman:

John Barrow

Marylea

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Clerk:

Kay Smith

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To all members of the Parish Council

You are hereby summoned to a meeting of **Dunkeswell Parish Council**, at Dunkeswell Village Hall on **Monday 17th June 2019 at 7.30pm for the Annual Parish Council Meeting** for the purpose of transacting the following business; Members of the public and press are invited.

Kay Smith - Clerk to the Council 5th June 2019

Agenda for The Meeting of Dunkeswell Parish Council to be held in the Village Hall on Monday 17th June 2019 at 7.30pm

To: Cllrs John Barrow (Chairman), Brendan Procter (Vice Chairman), Kerri Webber, Tina Page, Andrew Luscombe, Philip Stevens, Andrew Maynard, County Councillor Iain Chubb, District Councillor's Colin Brown & 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.

1.3 **DECLARATIONS OF INTEREST & RISK ASSESSMENT:** To receive declarations of interest and to note any additional risks.

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 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.*

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)**

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.

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. -**

5 FOOTPATHS AND BRIDLEWAYS

- 5.1 **Report from Cllr Barrow –**
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 -**

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

7.3.1 **Lease -** Awaiting lease from Solicitor

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)**

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)**

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)**

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

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)**

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)**

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)**

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

Clerk Remuneration	£
Clerk expenses	£

(Cheques to be 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)**

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
- Website
- Computer back up
- More detail In minutes - e.g. Precept, provide details of amount. Making it more transparent
- ICO Registration - £40 per year or £35 if paid by DD - DPC are required to register
- HMRC - DPC to pay HMRC contribution monthly via cheque/BAC's
- Planning meetings - agree Committee or Working Group & Agree what the Terms of Reference are if a Committee.

(For Comment/Agreement)

8.6 **ICO Registration** - To sign Direct Debit Form **(To be Signed)**

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

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