

Minutes of the Meeting of Dunkeswell Parish Council held in the Village Hall on Monday 17th July 2023, 7.30pm

Present: Cllrs John Barrow, Brendan Procter, Andrew Luscombe, Philip Stevens, Andrew Maynard, John Sipple, David Pidsley, County Councillor Iain Chubb, District Councillor Yehudi Levine

Apologies: Cllr Tina Page, D/Cllr Colin Brown

In attendance: Kay Smith (clerk) and three members of the public

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).

23/54 Receive apologies - Cllr Page, D/Cllr Brown

23/55 Minutes of the previous meeting held on Monday 19th June 2023 to be agreed as a correct record of that meeting.

Resolution: The minutes of 19th June 2023 were approved as a correct record of the meeting and duly signed.

23/56 Declarations of Interest and Risk Assessment: To receive declarations of interest and to note any additional risks.

Comment: There were no declarations of Interest made

Public Open Session (15 minutes)

The public open session commenced and members of the public spoke about Planning issues, concerning them personally. The Council listened and agreed that an email should be sent to EDDC Planning asking them to look into the matter. Cllr Levine took copies of documents provided and will also liaise with Planning.

Planning

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

23/57 Decisions (for information)

Approval with Conditions - 23/0632/VAR Turbury Croft Dunkeswell Honiton EX14 4QN - Variation of condition no. 2 of planning permission 91/P0243 (To demonstrate the occupation of Turbury Croft in breach of occupancy condition) This application seeks to formally remove the condition. - Noted

Approved - 23/1209/TEL Telecommunications Base Station Dunkeswell South Md Near Dunkeswell Industrial Estate Honiton EX14 4AA - The installation of 3 no. replacement antenna and ancillary equipment at existing lattice mast and the installation of 1 no. GPS Module on top of gantry pole and upgrades to equipment cabinets within compound and ancillary development thereto. - Noted

23/58 Planning Applications (to be considered)

a) **23/1209/TEL Telecommunications Base Station Dunkeswell South Md Near Dunkeswell Industrial Estate Honiton EX14 4AA** - The installation of 3 no. replacement antenna and ancillary equipment at existing lattice mast and the installation of 1 no. GPS Module on top of gantry pole and upgrades to equipment cabinets within compound and ancillary development thereto. (expiry to comment 13th July)

Comment: In consultation with the Parish Council and utilising the Scheme of Delegation to the clerk, the following was submitted to Planning Online on 7.7.23 - "No Objections"

Resolution: The Council ratified the comments submitted

b) **23/1339/LBC Autumn Cottage Dunkeswell Devon EX14 4RE** - 10 replacement windows to property to front and sides. (expiry to comment 29th July)

Resolution: No Objections

c) **23/0485/LBC Hunters Cottage Dunkeswell EX14 4QZ** - Rethatch whole roof replacing water reed with wheat reed. (expiry to comment 26th July)

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Resolution: No Objections

d) NB: *This application was received too late to appear formally on this agenda, comments to be submitted using the Scheme of Delegation and in consultation with the Council. (Expiry to comment 9th August, next PC meeting 14th August)*

23/1515/CPE Land Adjacent 3F Marcus Road Dunkeswell Devon EX14 4LA - Certificate of existing lawfulness for the demolition of an existing storage building (on the proposed site) for the purpose of implementing the planning application ref: 20/0369/FUL.

Please refer to Lawful Development Certificate evidence document by Group Emmett Design Architects attached with this application, including appendices.

Comment: The item was discussed and information reviewed, The overall view was that there would be nothing they can add in terms of knowledge regarding this site. Clerk to submit comments using scheme of delegation.

23/59 **Tree Decisions** (for information) - None received

23/60 **Tree Applications (for consideration)** None Received

23/61 **Highways**

a) **Issues to report** - Potholes - Cllr Iain Chubb will take a look at the road in Tencery Orchard. Clerk to email pictures to County and District Councillors

23/62 **Footpaths and Bridleways** - Work continues but mostly Paths are up to date, hindered by the recent very wet weather!

23/63 **Environment** - Nothing to report

23/64 **Community and Governance**

a) **Parks**

i) **Park inspection summary** - for discussion and resolution to include costs of repairs.

Resolution: Council discussed at length the issues raised in the inspection reports for each park. The clerk recommended that Council look to resolve all issues identified. The Council asked the clerk is to source quotes for all equipment issues, from approved play park services and to also source quotes for painting/cleaning/moss removal from local services.

The Council also agreed that following further damage to the wooden shelter in the NCP that Cllr Stevens will remove some of the boards on the sides, as a temporary measure and to allow vision through the shelter, with a view to complete removal if it is further damaged. clerk to source quotes for a metal, see through replacement shelter for consideration at a future meeting.

ii) **MUGA/Sportsfield - Incident in the Park area.** 3 boys were seen leaving the building site below the sportsfield, soaking wet having just used the attenuation pond as a swimming pool. A resident asked where they had been swimming and they confirmed it was the attenuation pond. This was reported to the clerk on Saturday evening, Between 6.30pm - 7pm. It was not clear whether the developers had left a panel open or whether the boys had opened a panel to gain access.

Messages were posted to Facebook pages and on the Council website to warn parents, Although the Council have no power to act on this matter, The council reported this to EDDC as the Planning authority and was advised by them that this would be a Police matter, the clerk tried to contact the police in order that they may have been able to trace the builder/developer and ask them to secure the site, unfortunately lines were busy and after 3 hours on hold and numerous attempts to chat online, where no officers were available, the clerk used unconfirmed information, to try and contact the person the PC believed may be the builders, (no contact information was displayed on site at this time). This was unsuccessful. In addition to this the clerk tried to contact the PCSO, unfortunately this was not successful at that time.

A Councillor viewed the site from the dog path on Sunday morning and in their opinion the fencing is not going to stop people getting in to the site and there appeared to be no evidence of the pond being used on Sunday.

On Monday the clerk reported the incident online to the Police and the Chair contacted the District Councillor to source assistance through EDDC, something the Parish Council had been asking for, for the previous month or so, in regard to this site. It was agreed that the

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Enforcement Officer will inform Health & Safety and they will look into this and will report back to the District Councillor.

Comments: Council noted the incident, no updates had been received.

Dog Walking Path Fencing Damage - The fencing between the Land North of Louis Way Building site and the dog walking path had been damaged whilst the builders were installing the fencing for the development. Contact was made with contractor/builders who had decided to install wooden fencing rather than the planting that had been identified in the original planning application. The PC felt this is a better option for both dog walkers and any potential new owners of the properties. Following email consultation with Councillors and discussion with the builder it was agreed that they would remove and dispose of the PC's old fencing as it was felt that one fence would be adequate to define the boundary between the dog path and the properties. The clerk has sent an email (30.6.23) to the builder to confirm that the PC have no issues with the change in fencing materials and also to make clear that following the removal of the PC Fence that the PC will not take any responsibility for the fencing installed, it will be owned and maintained by the property owner, in perpetuity.

The clerk requested that the builder replies to the email to confirm they are happy with this arrangement, no reply to date. Call to the builder on 6th July to confirm receipt of this email; confirmed it has been received and will arrange a reply. During this call the builder confirmed the fencing will be replaced to the bottom of the path so as to screen the attenuation pond.

Comment: The Council confirmed it was happy to compromise as above regarding the damaged fencing, but are concerned that the Builder has not replied to emails as yet. It had also been noted that there are a few gaps in the fencing that could allow animals in to the MUGA and that in some places nails had come through the fencing and were protruding on the dog path side, it was agreed that this should also be raised. It was agreed the clerk should send an email asking for confirmation and copy in EDDC Planning and District Cllr's, as soon as possible.

Update: The email was sent and confirmation received on 19th July 2023 and forwarded to Cllr's.

b) Neighbourhood Plan/Local Plan Webinar -

i) The documents and slides emailed to councillors 21.6.23 for information. - Noted

ii) Links to Strategic Committee updates regarding feedback on the local Plan, emailed to Cllrs 14.7.23. - Noted

c) Meeting Documents - Three documents outlining the process for public participation in Council meetings to be displayed at each meeting, sent to councillors 21.6.23 for discussion and approval.

Resolution: The meeting documents were approved and adopted

d) Village Hall - Chairman and Clerk attended the meeting of the Hall Committee on 5th July. To discuss the findings of investigations in to who is responsible for what with regards to the building and the trust deeds, in relation to proposed improvement works. It was agreed that the Parish Council (PC) did purchase the building and the deeds reflect this and this is held by the PC, for the community. The Hall Management Committee run and maintain the building, as is laid out in the trust deed. To this end, it was agreed that a working party consisting of member/s of the Hall Committee, Cllr/s and the clerk will work together to source the grant funding required to replace the roof, heating system, suspended ceiling and improve the bathroom facilities.

It was also agreed that the quotes agreed in 2022, by the PC, continue to be relevant with all parties agreeing they are appropriate. (Clerk to ask for these quotes to be re-quoted and addressed to the Village Hall Committee).

Resolution: This was discussed at length, The Village Hall Committee had been concerned about the risks of being responsible for the whole building. But following querying this with their insurers found they are adequately covered.

The Parish Council discussed the option to have a specialist Trust Deed Solicitor look at the deed to determine who is responsible for what. However it was felt that the cost outweighed any benefit, and that the PC have always supported the Village Hall and will continue to do so. In the unlikely event that the Hall Committee did not have enough members, the responsibility would fall back to the PC.

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In addition to this, the belief of long standing members is (that albeit in all likelihood wrong), the PC had always thought that they were responsible for the building itself and continue to have no issue with this.

The Council agreed unanimously that the proposed actions above are appropriate and with the agreement of the Hall Committee, a working party will be established and the PC and Hall Committee will work together on this, with the grant being applied for by the Hall Committee with the help and assistance of the PC. The Councillors were happy for the clerk to take on the work associated with this project and agreed additional hours as required.

e) DCP&LG Account closure - The Bank account for DCP&LG has been closed and the balance remaining transferred to the Parish Council account (£175.66)

Comment: This was noted and Cllr Stevens provided zero balance statements to the clerk, books of accounts to be archived with the PC records.

d) Enforcement - To discuss progress

Comment: Issues raised recently were discussed however no updates had been received at this time.

23/65

Finance (For information/agreement)

a) **Grants Received** –

£

b) **Receipts** - DCP&LG Balance Transfer on closing the account
HMRC VAT Reclaim 22/23

£175.66

£2508.74

Comment: Receipts as above were noted

c) Invoices for Payment to the date of the Meeting - July, were agreed	
Cut & Strim gardening services - 11th July 2023	£145.00
Aubergine - WCAG Compliance Website 23/24	£720.00
DALC - Train JB Chairing	£36.00
Clerk PAYE - £ 1025.30 Clerk Expenses - Stationery, stamps etc 50% SLCC Membership £ 116.35	£1141.65
DPC HMRC PAYE - Employees & Employers	£36.89

d) Outsourcing Payroll - Three quotes emailed to councillors 22.6.23 for consideration and agreement.

Resolution: Council viewed 3 quotes for outsourcing payroll and agreed that SMA was the preferred quote. Clerk to make contact and set this up.

23/66 Account balances - at 30th June 2023, statement number 170 Closing Balance £51064.19 (This is a reconciled balance at 6th July 2023) - Noted

23/67

Communications

23/68

Clerks Update

a) Speeding cars - using the road and lanes between Stentwood and Gypsy Cross, racing u and down towards hemlock and using lanes to turn around in. Reported to PCSO 1st and 27th June by the clerk. Advised resident to report online when this happens. - Noted

b) 20's Plenty information emailed to councillors 23.6.23 - Noted

c) Police Advocate meeting - held on Thursday 29th June;

Comment: Council were pleased to be able to host this and felt this had been a very useful meeting.

d) Meet the Police event - arranged for Saturday 8th July was very successful.

i) During the event the PCSO was informed of some damage to the shelter in the park and viewed the area following the event. He requested that the damage was reported online, with some appearing old damage and some new damage. This was reported on 12.7.23. His suggestion should the PC decide to remove and replace the wooden shelter, would be to have something in metal and open sided to improve visibility. - Noted

e) FIPL Funding for Apple Trees - Emailed to Cllr's 29.6.23 - Noted

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- f) Email - Charges for clerk email to rise from £3.00 + Vat per month to £3.30 + Vat per month from July 2023. - Noted
- g) Jubilee Tree - Email from EDDC to check on condition of the tree, reply sent 12.7.23 - Noted

23/69 Business at the Chairman's discretion (no decision making during this item)

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 meetings 2023 - 2024 can be found at <https://www.dunkeswell-pc.gov.uk/>
All Minutes & Agendas can found at <https://www.dunkeswell-pc.gov.uk/council-meetings/>

Next meeting - Parish Council Meeting Monday 14th August 2023, 7.30pm at Dunkeswell Village Hall.