Breadsteignton Parish Council

Clerk: Alice Turner, Rowans, Kings Farm Lane, Winkleigh, EX19 8HF
Clerk.DrewsteigntonPC@outlook.com / 01837 83484

Minutes of the Parish Council Meeting held on
Monday 17th February 2020 in Drewsteignton Church Rooms at 7:30pm.

Parish Councillors Present: Ysanne James (Chair), Peter Brennan(vice-chair), John Redman, Anna Imrie & Ian Rowe.
Parish Clerk: Alice Turner.
Also in attendance: 2 members of the Public.

BUSINESS TRANSACTED

1.2.20 Welcome: – Cllr James welcomed everyone and called the meeting to order.

2.2.20 Apologies for absence: Resolution required to approve apologies (with reasons) made to the Clerk prior to the meeting.
The Clerk reported that she had received apologies from Cllr Ridgers who is unwell.
Cllr James proposed that apologies for absence from Cllr Ridgers (unwell) be approved, seconded Cllr Brennan. All in Favour – Motion Carried. (RR2019/052)

3.2.20 Minutes of the Last Meeting – to consider the approval of the Minutes of the meeting held 20th January 2020.
Cllr Imrie proposed that the minutes of the meeting held on the 20th of January 2020 be approved as a correct record, seconded Cllr James. All in Favour – Motion Carried. (RR2019/053)

4.2.20 Declarations of Interest:
Cllr Imrie declared a prejudicial interest in agenda items 9.2.20 a) ii) & iii) (DOI 002)

5.2.20 Public Speaking Time (max. 10 minutes) – None

6.2.20 Council Policies: to consider the approval and ratification of the following policies:
   a) DPC 011 Confidential Reporting Policy
Cllr James proposed that policy DPC 011 Confidential Reporting Policy V1.0 be approved and ratified with immediate effect, seconded Cllr Brennan. All in Favour – Motion Carried. (RR2019/054)

   b) Website Privacy Policy
Cllr James proposed that the Website Privacy Policy V1.0 be approved and ratified with immediate effect, seconded Cllr Brennan. All in Favour – Motion Carried. (RR2019/055)

7.2.20 Highways
   a) Doing What Matters – Update on meeting – Cllr Imrie
Cllr Imrie met with the doing what matters team, and discusses the issues that Cllrs had already agreed. Cllr Imrie reported that the meeting was very positive and she was hopeful that some works would be carried out as and when funds became available.
b) Crockernwell Road Closure – Cllr Brennan/Chair
Road is open with traffic light and works seem to be ongoing. It is expected that works will continue for the next couple of months. Cllrs requested that the item put next raised on the April agenda

8.2.20 Matters carried over from the last meeting:
a) Drewsteignton WC’s – Cllrs Rowe, Redman & Brennan/Clerk
The Clerk reported that she had been in contact with the National Trust who reported that they had not received the notice of intention to surrender lease from the tenant. The Clerk has contacted the tenant to try and resolve this, Cllr Rowe reported that he would be seeing the tenant and would also chase the matter.
Cllr Redman reported that he has sealed leak around the skylight.
Cllr Rowe reported that the lights are back on, the cleaner had switched them off over safety concerns with the leaking roof.

b) Drewsteignton Car Park – Cllrs Redman & Clerk
The Clerk reported that the car park sign was ordered and she would contact Cllrs when it was delivered.
Cllrs agreed to refine specification for works.
Action: Clerk to put on March agenda under part II for discussion on quotes.

9.2.20 Planning:
a) New Applications:
   i. 0031/20: Construction of extensions at Smallacre, Whiddon Down (Full Planning application) – Mr & Mrs C Nott.
Cllrs Rowe and Imrie attended a site visit on Saturday 15th February 2020 with the applicants. Following discussion Cllr James proposed that the Council support full planning application 0031/20, seconded Cllr Rowe. All in Favour. Motion carried.
(RR2019/056)

   ii. 0045/20: Change of Use of Part of the Barn to tea room together with internal partition, replacement floor and doors, Stone Farm, Stone Lane, Chagford (Full planning application) – Mrs A. Imrie.
Cllr Imrie had declared a prejudicial interest and as a result left the room during this item. Following discussion Cllrs felt that a site visit was required before making a recommendation on this application and 0046/20 and agreed that Saturday 22nd February at 10am worked best for them to carry out the visit – Clerk to confirm time and date with applicant.
The Chair agreed to call an extra-ordinary meeting on Monday 24th February at 6pm in Whiddon Down Village Hall Carpark to discuss the applications.

   iii. 0046/20: Change of Use of Part of the Barn to tea room together with internal partition, replacement floor and doors, Stone Farm, Stone Lane, Chagford (Listed Building Consent) – Mrs A. Imrie.
Cllr Imrie had declared a prejudicial interest and had left the room during this item.

b) Decisions received:

<table>
<thead>
<tr>
<th>Application Number</th>
<th>Location</th>
<th>Description</th>
<th>Planning Permission Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>0469/19</td>
<td>Hill Rising, Chagford</td>
<td>Alterations at construction of loft conversion to dwelling, removal of garage and erection of car port with ancillary accommodation above.</td>
<td>Conditional planning permission granted.</td>
</tr>
<tr>
<td>0542/19</td>
<td>Highfields, Crockernwell</td>
<td>Alterations to roof to install dormers to the rear and flue to create annexe.</td>
<td>Conditional planning permission granted.</td>
</tr>
</tbody>
</table>
c) Other Planning matters:
  i. Letter of support for Judicial review of application 2701/18 – Deferred
    Cllrs agreed to discuss this matter at the extra-ordinary meeting.
  iii. Cllr Brennan reported on planning enforcement case 016058, Martins Park Road from Harlyn To Whiddon Court, Whiddon Down - Alleged unauthorised planning breach - development starting beyond standard time limit condition.

10.2.20 Clerks reports to include:
  a) SLCC Training webinar course on Website Compliance cost £30+VAT Tuesday 21st April, 10:00am – 11:00am
    The Clerk reported that this webinar would be of use to her to help ensure that all documentation on the website is compliant.
    Cllr Rowe proposed that the Council approve the Clerks attendance on this webinar and agree to pay half of the cost, seconded Cllr Redman All in Favour. Motion carried. (RR2019/057)
  b) Data protection training via DALC for Cllrs and Clerk
    Deferred as course is unavailable at this time.

11.2.20: Finance: Clerk
  a) To approve financial schedule of payments as presented by the Clerk at the meeting. (Appendix A)
    Cllr James proposed that the financial schedule of payments as presented by the Clerk at the meeting be approved, seconded Cllr Imrie. All in Favour. Motion carried. (RR2019/058)
    Cllr Brennan requested that the minutes record that the payment (PM2020/075 for £11261.51) to Western Power Distribution (WPD) is for the installation of a 3-phase electricity supply for the new Devon Air Ambulance night landing light at the Playing Field and that the money is being paid out of a grant received from DAAT. One payment is received by WPD they will allocate a date for works to commence.

12.2.20 Cllr reports:
  Cllr Brennan reported that he had attended the AED training in Drewsteignton, the session will be run again in hopes of improved attendance.
  Cllr James reported that she attended the DALC being a good employer course and found it very informative.

13.2.20: Items for future agenda’s:
  Community day in April – March agenda – Cllr Redman
  Flooding issues in the parish – March agenda – Cllr Imrie

14.2.20 Confirmation of next meeting date:
  The next meeting of the council will be on Monday 16th March 2020, 7.30pm at Whiddon Down Village Hall.

15.2.20: Part II; Public Bodies (Admission to Meetings) Act 1960 s1(2)
  Cllr Brennan proposed that the Council move to Part II due to the sensitive nature of the item under discussion, seconded Cllr James. All in Favour. Motion carried. (RR2019/059)
  a) Discussion on Clerks probationary period.
    Following discussions, the Chair returned the meeting to public session.
    Cllr James proposed that Clerk’s probation be signed off as complete, seconded Cllr Brennan. All in Favour. Motion carried. (RR2019/060)
The Chair closed the meeting at 9pm.

Appendix A:

Drewsteignton Parish Council Financial Schedule
Agenda Item 11.2.20 (a).
Meeting date: 17th February 2020

Payments made (pre-authorised) since last meeting 20th January 2020

<table>
<thead>
<tr>
<th>Pymt Ref</th>
<th>Amount</th>
<th>Payee</th>
<th>Details</th>
<th>Power</th>
</tr>
</thead>
<tbody>
<tr>
<td>PM2020/072</td>
<td>£74.00</td>
<td>Parish Mag Printers Ltd</td>
<td>Parish Magazine</td>
<td>LGA 1972 S.142</td>
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<tr>
<td>PM2020/073</td>
<td>£80.00</td>
<td>MJ Rowe</td>
<td>Cleaning of Toilets (Jan 2020)</td>
<td>Public Health Act 1936 S.87</td>
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<tr>
<td>PM2020/074</td>
<td>£10.00</td>
<td>Whiddon Down Village Hall</td>
<td>Hall Hire</td>
<td>LGA 1972 S.111</td>
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<tr>
<td>PM2070/075</td>
<td>£11,261.51</td>
<td>Western Power Distribution</td>
<td>Installation of Electric for DAAT light</td>
<td>Parish Councils Act 1957 S.1</td>
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<tr>
<td>PM2020/076</td>
<td>£66.00</td>
<td>DALC</td>
<td>Cllr James Being a good Employer Course</td>
<td>LGA 1972 S.111</td>
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<tr>
<td>PM2020/077</td>
<td>£18.69</td>
<td>South West Water</td>
<td>Water for Playing field</td>
<td>LG(MPA) 1976 S.19</td>
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<tr>
<td>PM2020/078</td>
<td>£427.44</td>
<td>Alice Turner</td>
<td>Clerks Salary</td>
<td>LGA 1972 S.112</td>
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<tr>
<td>PM2020/079</td>
<td>£54.01</td>
<td>Alice Turner</td>
<td>Clerks Expenses</td>
<td>LGA 1972 S.111 &amp; S.112</td>
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TOTAL £11,991.65

RECEIPTS SINCE 20th January 2020

<table>
<thead>
<tr>
<th>Payment ref</th>
<th>Pymt method</th>
<th>Details</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>£0.00</td>
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</table>

TOTAL

Monies held as Reserves

<table>
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<tr>
<th>Amount</th>
<th>Details</th>
<th>As of 30th Sept</th>
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</thead>
<tbody>
<tr>
<td>£1,000.00</td>
<td>Election</td>
<td>Bank Total £38,007.35</td>
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<tr>
<td>£3,000.00</td>
<td>General</td>
<td>Payments presented 1.10.19 to date £17,015.52</td>
</tr>
<tr>
<td>£3,600.00</td>
<td>Unpresented Invoice</td>
<td>Plus Receipts since 30th Sept. 2019 £143.39</td>
</tr>
<tr>
<td>£1,076.35</td>
<td>DAAT night landing light (original £12,337.86)</td>
<td>Less Money in reserves £13,100.28</td>
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<tr>
<td>£3,423.93</td>
<td>Asset Maintenance Fund</td>
<td>Available Balance £8,034.94</td>
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<tr>
<td>£1,000.00</td>
<td>Lengthsman</td>
<td></td>
</tr>
<tr>
<td>£13,100.28</td>
<td>TOTAL</td>
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</table>

Signed as a true record: _P. Brennan_ Chair/Vice Chair

Printed: _PETER BRENNAN_. Date: _16.03.2020_

Original signed copy held by the Clerk.

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