

MINUTES OF THE PARISH COUNCIL MEETING OF NEWTON & NOSS PARISH COUNCIL

Held on 10 November 2011

PRESENT Cllr Cooper Mr. Cooper Mr. Hussell Mr. Carter Mr. Gough
Mr. Taylor Mr. Barnett Mr. Stitson Mr. Matthews Mrs. Ansell Mr. Tubb
ALSO Mrs. McDonough
PRESENT (Clerk)

4 parishioners were present for part of the Meeting

OPEN FORUM

POLICE MATTERS: PCSO Potter reported on the following;

Jl/11/922: 28th - 29th October 2011 criminal damage occurred to a house. Persons had been identified and were being dealt with.

Jl/11/932: 3rd - 4th November 2011 a theft from motor vehicle occurred. Enquires were on-going.

Jl/11/941: 28th October 2011 - 5th November 2011 an outboard engine was stolen from a boat. Enquires were ongoing.

Jl/11/947: 4th - 7th November 2011 power tools were stolen from a building site. Enquires were ongoing.

There was nothing further to note other than normal patrols. The police were aware of the concerns raised by a parishioner regarding the incident on 28 October (Jl/11/922) in Membland and her suggestion for further patrols in the area in light of some unoccupied properties.

PARISH ASSETS- a parishioner brought in a map of parish assets dating back to 1932. A copy would be made and given to Mr. Taylor and Mr. Carter to review.

257/11 APOLOGIES FOR ABSENCE apologies for absence had been received from Mr. Lyndon.

258/11 INTERESTS TO BE DECLARED - Members were invited to declare interests in the items for discussion during the course of the Meeting. Mr. Hussell declared an interest in matters relating to consideration of quotes for the Parish Council website by virtue of the website manager being his step son. Personal interests were declared by Mrs. Ansell and Mr. Cooper in matters relating to the Newton & Noss Village Hall/ WIC Hall and Mr. Barnett in relation to the Tennis Courts being on the Committees.

259/11 MINUTES - The Minutes of the 13 October Meeting were confirmed and signed as a correct record.

260/11 PROPOSAL TO VARY THE AGENDA -

RESOLVED: that items relating to consideration of quotations for repairs to the bus shelters at Butts Park/Collaton should be considered in Committee. (*Vote: Unanimous*)

261/11 COUNTY and DISTRICT COUNCILS

261.1 County Councillor's Report- Councillor Mumford reported in respect of the following;

i) Budget- despite having had 70 million taken out of the budget for the financial year, DCC were on track to achieve a balanced outcome. 40 million pounds was due to come out of the budget for the next financial year. There would be steep changes in what DCC would be able to do.

ii) Broadband improvements- the 100 million pound project was going well. It was hoped that the timescale and areas to be upgraded would be known by summer 2012.

iii) Sherford development- DCC were discussing Section 106 agreements with the developer Redtree.

iv) South Devon Link Road- it was hoped that this would be the key to unlocking congestion in the Torbay/South Devon area.

v) DCC Strategic Plan- it was anticipated that the new plan would be completed by the end of the year.

vi) Gritting- Cllr Mumford was aware of concerns regarding the changes to the Primary Salting Network. The route from St Peters via Stoke Cross to Holbeton would now be classed as a secondary route

vii) Drainage work- there was significant work ongoing in the South Hams resulting in some road closure orders.

viii) Grit bins- a parishioner noted a grit bin had been delivered to Hillhead but not to the Village Hall. He was advised that DCC had not supported a grit bin sited at the Village Hall- preferring bins to be sited at the top of hills to allow the salt to track down. The Snow Warden would be able to provide salt bags where there was an additional requirement.

261.2 Highways/Transport-

i) Winter highways

a) Snow Warden. Members were advised that a number of issues had arisen. DCC had confirmed that it would provide public liability insurance only but no personal cover for the Snow Warden or volunteers. Clarification of the insurance position would need to be sought. It had been suggested a risk assessment be put in place. Cllr. Mumford was asked to find out if DCC had its own risk assessment for snow clearance. It was understood that some equipment would be provided to the Snow Warden but not to the volunteers. This would need to be confirmed and the Parish Council could be asked to fund the same. The Snow Warden would need to be assisted by the Parish Council in drawing up operating

1/10 November 2011.....Chairman

parameters- which should be publicised. Some Members felt that the Snow Warden should not be reporting to the Parish Council. The Snow Warden was not permitted to work on B roads which would remain the responsibility of DCC. The Snow Warden had requested the Parish Council purchase a towable gritter. Secure storage would be required. There would be insurance issues for both the gritter itself and the driver. RESOLVED: to undertake an investigation into PI insurance being effected for the Snow Warden and volunteers. Subject to this;

1. A risk assessment be investigated.
2. Insurance for the gritter be investigated.
3. The snow warden/volunteers be made aware of the necessity to arrange motor insurance cover for towing.
4. Secure storage arrangements be put in place for a gritter
5. Investigation be made into the provision of equipment for the Snow Warden and volunteers

Subject to the above being resolved, the decision to purchase a gritter would be delegated to Mr. Matthews, Mr. Carter and Mr. Tubb subject to a maximum cost of £1500 plus VAT. (*Vote: 10 in favour, 1 against*)

It was agreed, subject to the above, Mr. Carter and Mr. Matthews would meet with the Snow Warden to discuss the gritter together with drawing up operational parameters.

b) Car park gritting- SHDC had provided a suggested list of priority car parks for gritting in severe weather. Noss Mayo car park was not included.

c) Salting network- DCC had confirmed that under County Council policy, gritting to Secondary Schools was carried out only from the Primary Salting network to the School as opposed to buses getting from pick up points to the Primary Network. To be included on the Primary Network, there must be a bus service with a frequency of 15 minutes or less.

d) Perches Close grit bin- the further request for a grit bin from a resident was noted. DCC had advised that a grit bin could not be placed on the road and that if it were placed on a pavement/footway, it would need to be sufficiently wide to get a pushchair past. DCC had experience of garden owners being reluctant to have grit bins on their grounds due to the effect on grass. It was agreed to decline the request for a grit bin for Perches Close this year, based upon advice from DCC, but to make the Snow Warden aware of the need for grit for Perches Close.

ii) No. 94 bus timetable - the Clerk had contacted Tally Ho to suggest a meeting, who in turn had suggested that the Meeting should take place with DCC. In response to the request for a meeting, DCC had advised that they had obtained a price from Tally Ho to operate the first journey 20 minutes earlier than its current times. Tally Ho had advised that to achieve this they would have to employ an additional member of staff as the existing driver's duty was already on the limit as to what could legally be achieved by one driver. Tally Ho had confirmed that they used two drivers on this service; both drivers had other work built into their overall shift. Therefore the cost would be £50.00 per day which equated to £13,000 per annum if the journey was altered for Mondays to Fridays. The County Council budget for financially supporting local bus services had been reduced by £1.35million for the current financial year with further cuts possible in the next few years. Against this background DCC would be unable to pay this extra cost from within their normal Public Transport Budget so the funding would need to come from elsewhere (Parish Councils, Locality budgets etc). Having checked with Tally Ho, they had not received any similar comments requesting an earlier arrival in Plymouth. DCC could find no similar requests for this journey to be advanced. It had run at the current time for a number of years and they would have to be totally sure that everyone was happy with the change before proceeding.

Cllr Mumford suggested that the meeting should take place with Tally Ho which he would like to attend commitments permitting. It was agreed that the **Clerk** would arrange a Meeting.

iii) Parking difficulties- from Hillhead to Village Hall over weekend of 22 October were considered. It was agreed that the problem did not appear to be capable of being resolved due to the lack of parking enforcement.

261.3 Locality Budget- following purchase of the grit bin for Hillhead, £3700 remained. Three letters of application had been received from Newton & Noss Village Hall for replacement of China (£1128.27), from WI Community Hall for the planned major refurbishment and from Yealm Yacht Club for quay repairs. Mr. Barnett advised that the Tennis Court resurfacing project would like to be included. A suggestion was made that the towable gritter for the Snow Warden could also be considered. RESOLVED; in principle to agree that a towable gritter be purchased from the DCC Locality Fund (£1500 plus VAT) the balance being divided equally between the WI Community Hall, Newton & Noss Village Hall and the Tennis Courts refurbishment project. (*Vote; 6 in favour, 5 abstentions*). Cllr Mumford confirmed that a final decision was needed by February.

261.4 Collaton-Butts Park Link –the path had been completed. It was agreed to hold the official opening in the spring 2012. Mr. Cooper and Mr. Taylor would coordinate. RESOLVED; to authorise payment of the invoice from W. Daniels Plant Hire Ltd in the sum of £2700 for completion of the path construction. (*Vote; Unanimous*)

261.5 District Councillor's Report- Cllr. Cooper reported that the planning application for Sherford was due to be submitted in January 2012. Section 106 agreements were being negotiated. There would be less affordable housing than first envisaged. Redtree had been given a floor of 15% which would be lifted according to market conditions following a number of sequential reviews. There was disquiet about the proposals but similarly concerns about resources to defend an appeal were the planning application to be refused.

261.6 SHDC Asset Transfer- a response was awaited from SHDC.

261.7 Community Orchard/Noss Play Park Improvement Project- a tree planting day for the orchard had been planned for Sunday 4 December.

The Meeting of 13 October had delegated responsibility for minor variations to the project/contract to £4100 to the Chairman, Vice Chairman, Mr. Carter and Mr. Taylor taking into account the plans for unused contingency monies

outlined by Mrs. Hinchliffe. (*min 243.5 refers*). Mrs Hinchliffe had had a site meeting on 3 November and confirmed that there were no extra/any difficulties for which the existing contingency balance of £4082 would be needed. Mr. Taylor confirmed plans for spending the contingency had been prepared, circulated to the delegated group and had been agreed. The items included two family style picnic benches (£1720), hessian for soil under the trees (£50), 1000 native daffodils for orchard & field (£170), Orchard information board (£620), school transport to the launch (£240), balloons/banners (£40), ribbon (£10), Eden Design's costs to co-organise and to run an all day workshop in school to teach lantern making in willow and glass (which would form part of the launch event) (£350), printing (£30), refreshments (£35) and Story teller (£380). One Member of the group had a query regarding one item which would be discussed with Mrs. Hinchliffe.

RESOLVED: To authorise payment of the invoice from Eden Design for completion of Stage 3 Noss Play park improvements £540. (*Vote: Unanimous*)

RESOLVED: To authorise payment of the invoice from Peter Nyssen Ltd for 1000 narcissi bulbs for the Community Orchard £170. (*Vote: Unanimous*)

261.8 Village Housing Initiative- there was no further news.

261.9 Allotments-the Clerk had not received a response from the Parishioner who had previously indicated that he may have land available for allotments. It was agreed **Mr. Taylor** would prepare a list of local landowners. The **Chairman** would write to the landowners asking if they had land available which they would be prepared to offer to the Parish Council on a long lease for the purposes of allotments.

261.10 South Hams Town and Parish Council Voice- it was agreed to take no further action at present in respect of the proposals outlined in the letter from SHDC dated 28 October aimed at improving the working relationship between SHDC, DCC and local Town and Parish Councils.

261.11 SHDC Budget Consultation Meeting –there were no Members available to attend the meeting.

261.12 SHDC Affordable Housing Surgery- there were no Members available to attend the surgery.

262/11 PLANNING-

Applications received –

262.1 62 Bridgend 37/2711/11/F- householder application to add velux window to roof and create staircase down to quayside from lower terrace. DECISION; No objection. (*Vote; 10 in favour, 1 abstention*).

262.2 Casa Del Rio, Court Wood 37/2683/11/F- householder application for balcony on north-west elevation of existing swimming pool building. The site adjoined/affected a public right of way. DECISION; No objection. (*Vote; 9 in favour, 2 abstentions*).

262.3 Planning Meetings- it was agreed that Planning Meetings start at 7pm from January 2012.

263/11 ADMINISTRATION

263.1 Bishops Court- continuing concerns expressed by Yealm Medical Centre regarding cleanliness was noted. The Clerk had written to Signpost Housing Association referring to the terms of the lease and the covenants with which the Housing Association should be complying. It was agreed that the **Clerk/Chairman** should write to Signpost Housing Association advising that if the problems persisted and the room was not cleaned properly, then the Parish Council would withhold the service charge payment.

Cllr Cooper reported that two flats in Bishops Court were being affected by light restriction caused by trees in the garden of Wisteria Cottage. It was agreed the **Chairman** would write a letter to the owners of Wisteria Cottage asking if they would trim back the hedge/trees to 6ft to afford their neighbours more light.

263.2 Internal Audit- the current contract for the services provided by Ken Abraham had expired. Details of his new contract for the Council's financial years 2011-2012 and the next four financial years had been circulated to the Accounts Inspection working group. The purpose of internal audit was to review whether the systems of financial and other controls over the Councils activities and operating procedures were effective and it was essential that the internal audit function was sufficiently independent of the other financial controls and procedures of the Council which were the subject of review. The person or persons carrying out internal audit had to be competent to carry out the role in a way that would meet the business needs of the Council. RESOLVED; to authorise the **Clerk**, on behalf of the Parish Council, to sign a new five year contract with Ken Abraham. (*Vote; Unanimous*)

263.3 New Councillor training- RESOLVED: to authorise payment of the DALC invoice for £60 for new Councillor training for Mrs. Ansell and Mr. Barnett. (*Vote: Unanimous*).

263.4 Annual Parish Meeting 2012- it was agreed the **Vice Chairman** would approach a local historian/artist to see whether he would be prepared to speak at the Annual Parish Meeting.

263.5 Budget 2012/2013- the Budget working group had met and revised the draft contingency schedule which had been circulated to Members prior to the Meeting, together with the Budget Precept workings, cashflow forecast up to March 2012 and anticipated routine expenses. A suggestion was put forward to include potential resurfacing of Noss Voss which had been raised in the Meeting in May. The working group who had been looking at the potential SHDC Asset transfer maintenance costs had calculated a figure of £15,000-£25000. It was agreed to use a figure of £20,000 for 2012/2013 budget purposes. It was agreed in principle that it was unlikely to be necessary to increase the Precept for 2012/2013. It was agreed to amend the contingency schedule in light of the discussions and to reconsider the matter at the Meeting in December when it was hoped the budget could be finalised.

3/10November2011.....Chairman

263.6 Parish Council Election 2011- SHDC had charged £142.47 for the uncontested election.

263.7 Councillor Responsibilities- following co option of four new Parish Council members it was agreed that the list would be circulated and the **new Members** invited to let the Clerk know which responsibilities they would wish to undertake. Mr. Stitson confirmed that he would like to be added to the Sports Pavilion and Footpaths working groups and would be replaced as the Newton & Noss Village Hall representative by Mrs. Ansell.

263.8 Parish Council website- Mr. Gough had reviewed quotations from the new website manager for updating the Parish Council website which included a semi automated system to enable the Clerk to update the site. The total hours quoted to undertake the work appeared reasonable. RESOLVED; to accept the quotation provided by Mr. Rundle to update the Parish Council website totalling approximately 11 hours 15 min at £18 per hour. (*Vote; 10 in favour, 1 abstention*). Mr Hussell did not take a part in the vote or discussions.

264/11 CORRESPONDENCE RECEIVED The main items received concern:-

264.1 Diamond Jubilee- Mr. Matthews and Mr. Tubb confirmed that they would be organising a Beacon Bonfire on behalf of the Parish Council. Mr. Fenner had confirmed that a number of people were interested in helping to arrange events, The Yealm Yacht Club had confirmed that they were planning events as had a representative from the Holy Cross Church committee. Mr. Leonard- Williams had advised that a Big Lunch was planned. It was agreed that the **Clerk** would write to the parishioners who had made contact with the Parish Council inviting them to meet with the **Chairman** and **Mrs. Ansell** to work out a timetable of events. It was agreed **Mr. Taylor** would look into commemorative items.

264.2 Memory Café – an update was awaited from the Parish Council representative.

264.3 Big Tree Plant- the Clerk had contacted the Tree Warden for further information and had made a contact with a parishioner who it was understood may have plans for the event.

264.4 Stoke Cross Posting Box- the response from Royal Mail declining to replace the post box was noted.

264.5 Newton & Noss Village Hall- Members considered concerns expressed by one resident about a private function on 29 October. It was understood that the party should have finished at 11.30pm but went on until midnight. The Chairman of the Village Hall Committee had met with the parishioner to discuss her concerns. It was agreed that the **Clerk** should write back to the parishioner appreciating her concerns but understood the matter was being dealt with sympathetically by the Chairman of Newton & Noss Village Hall Committee.

264.6 Devon & Somerset Fire Service- it was agreed to take no further action in respect of the fire alarm response consultation.

264.7 Britain in Bloom /Recycling bin// Water Tower/ Area outside Co-op - Yealm Garden Society had responded advising that their organisation felt unable to take the lead with the project due to their Members' other commitments. The letter also mentioned the repainting of the Water Tower, the Recycling bin at Noss Mayo and crates and boxes left outside the Co-op. It was agreed that the **Clerk** should respond to the Chairman of the Yealm Garden Society confirming that the contents of the letter had been noted.

265/11 FOOTPATHS/NOTICEBOARD/SEATS

265.1 2011 Annual footpath Inspection-a summary had been circulated which Mr. Taylor confirmed he would wish to update and discuss at the Meeting in December. A neighbouring resident had confirmed his intention to place a rope rail for the bottom section of the Donkey Path.

265.2 Definitive Map review- **Mr. Taylor** confirmed his intention to attend the DCC Public Rights of Way Committee meeting Friday 11th Nov. 2011 County Hall Exeter when the Definitive Map Review, Parish of Newton and Noss was to be discussed.

265.2 Parish notice boards- **Mr. Taylor** and **Mr. Carter** agreed to take a further look at the notice board signs.

265.3 Dogs- concerns regarding dog excrement bags left in Passage Woods was discussed and the possibility of the bin at Noss Hard being moved to near Axworthy Steps . It was agreed the **Chairman** would speak to the SHDC dog warden.

266/11 MAINTENANCE

266.1 Parish Asset Inspection- Members agreed to inspect the outstanding areas.

266.2 Noss Fountain/granite troughs/parish assets- Mr. Barnett had spoken to a specialist who had knowledge of storm barometers. Mr Barnett had inspected the granite trough at The Tilly Institute and would be inspecting the trough at Crocker's Quay. Subject to **Mr. Barnett** providing the quotations it was agreed that the items would be added to the Parish Council Insurance. Mr John Allen agreed to help **Mr Barnett** with the removal of the Barometer. **Mr. Barnett** and Mr. Allen would look into re varnishing and polishing the barometer.

266.3 Noss Hard- the contractor had telephoned that morning and advised that the resurfacing would be completed in the following couple of weeks. He would be telephoning the Clerk the following Monday to confirm the dates and would be putting appropriate signs up.

266.4 Noss Green/Noss Play Park Hedge- it was confirmed that SHDC, as landowner, had responsibility for keeping the hedges trimmed. **Cllr. Cooper** agreed to contact SHDC to enquire when the next hedge cutting was planned. If no cut was planned, Mr. Barnett volunteered to trim the hedges for no payment.

266.5 Tennis Courts- Mr. Barnett confirmed that the Tennis Club had funds totalling £7500. It was felt that the courts should be resurfaced by next spring. The contractor would need 2 months notice and the courts themselves would be closed for two months. The Tennis Club wished to know whether they could borrow £9000 from the Parish Council. They hoped to raise £3000 per annum. It was suggested that the Tennis Club should present a short written business plan to the Parish Council detailing what grant applications had been made and their sources of funding.

266.6 Noss Voss- it was agreed **Mr. Carter** and **Mr Taylor** would look into the alternative options for resurfacing.

266.7 Christmas Lights- RESOLVED: to make a donation towards the costs of WIC /Newton & Noss Village Hall Christmas Lights in the sum of £25 per hall. (Vote: Unanimous)

266.8 Any other areas for consideration- concerns had been raised by a parishioner regarding an area by a Fir Tree at Butts Park playing field. It was agreed to ask **Mr Lyndon** to look into it.

267/11 GRANT REQUESTS-

267.1 Citizens Advice Bureau- RESOLVED: to make a contribution of £50. (Vote: Unanimous)

267.2 Inter Parish Quiz 2012 RESOLVED: to make a contribution of £10. (Vote: Unanimous)

267.3 Victim Support- the Clerk had contacted Victim Support to see if any parishioners had received the benefit of the service but had not yet received a response.

268/11 MEETINGS ATTENDED:

268.1 Harbour Authority. Mr. Carter advised that a contractor had serviced the top pontoon at Kitley. There had been an increase in illegal netting in the last 3-4 weeks. The Inshore Fisheries Conservation Authority was investigating. Boat nights were 4663 for this year as opposed to 4615 the same time last year.

268.2 Halls- Mrs. Ansell confirmed the wish of the Village Hall to apply for grant funding from the Locality Budget for replacement China. Mr. Cooper reported that bookings for the WIC Hall were very healthy.

268.3 Yealm Estuary Management Forum- Mr. Taylor advised that he had been re elected as Chairman for the next four years. The meeting had been told that here would be no separate infrastructure for waste water for the Sherford development. It was unclear as to whether it would affect the Plym or the Yealm. The Environment Agency as licensing authority had been modelling what might take place at New England Quarry. It had been suggested that an application be made to DEFRA to get bathing water designation for the river. Catchment Sensitive Farming- no farmers in the area had taken up a source of funding to enable them to take preventative measures such as roofing manure stores to prevent run off, or for fencing to keep cattle from streams. Out of human /animal excrement going into the river- animal excrement gave greatest cause for concern. Reports on ecological matters and studies on inter tidal areas showed that uncommon species of sponges and shellfish were doing well. South Devon sustainable use and enjoyment project- people who were visiting and local boat users could be in need of education about careful use of the estuary. Eel grass beds appeared to be thriving.

269/11 AUTHORISATION OF PAYMENTS – Cheque payments were authorised and signed in accordance with the schedule prepared by the Clerk, checked by Mr.Hussell and listed in Minute 270/11.

270/11 FINANCIAL SUMMARY

Alliance & Leicester Current Account	:	Total balance at 1.11.11	£73916.53
The balance includes: Hedge Cutting Bond			£3000
Grant monies held for Play Park Improvement			£14455

The following cheques were authorised totalling: £ 4898.76

Chq No	PAYEE		AMOUNT
1376	DALC	New Councillor Training x2	£60.00
1377	Newton & Noss Village Hall	Hire NNPC Meeting 10 November 2011	£20.00
1378	Newton & Noss Village Hall	Hire NNPC Meeting 24 November 2011	£20.00
1379	J Allen	Cleaning:Noss Voss & Popes Quay October 11	£47.00
1380	S.McDonough	Net salary-October	£1,177.76
1381	M.Hingston	Cleaning:Newton Voss & steps October 2011	£82.00
1382	Eden Design	Noss Playpark Improvements Project-completion Stage 3	£540.00
1383	Newton Ferrers Church School PTFA-PTA	Grant for fund raising event 4 November 2011 *	£50.00
1384	Peter Nyssen Ltd	Noss Recreation area improvement project:	
		Narcissi Bulbs for Community Orchard	£170.00
1385	D.Goodchild	Grass cutting;the Green 6 & 20 October	£32.00
1386	W.Daniels Plant Hire Ltd	Completion of Collaton/Butts Park Link	£2,700.00

5/10November2011.....Chairman

Total £4,898.76

**Section 137 Local Government Act 1972 payments: £50.00 Total to date:£300*

In Committee

271/11 BUS SHELTERS- RESOLVED; to accept the quotation from Mr. Neil Shepherd for replacing the Perspex at Collaton Bus Shelter (£45.00) *(Vote: 11 in favour, 1 against.)*

One of the quotes for refurbishment of the Butts Park Bus shelter required clarification. RESOLVED- to delegate the decision on acceptance of the quotes for refurbishment of the Butts Park Bus Shelter to **Mr. Carter** and the **Clerk** *(Vote: 11 in favour, 1 against)*

The Meeting closed at 10.05 pm