

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

**Held on 13 October 2011**

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

5 parishioners were present for part of the Meeting

**OPEN FORUM**

**POLICE MATTERS:** PCSO Potter reported one theft of two metal farm gates from an isolated rural location in the preceding month. The Police had also received a report at the start of the month from a concerned member of the public regarding a white transit parked on a grass verge on the outskirts of Newton Ferrers. The vehicle and occupant had been checked and all had been in order.

**Postmen-** a parishioner raised concerns regarding the change of postal delivery staff in January 2012.

**Sports Pavilion-** it was confirmed that it had been proposed that the Sports Pavilion at Butts Park be transferred to the Parish Council with the playing field.

**Diamond Jubilee-** a parishioner reported that 12 people were prepared to become involved with the celebrations once a leader had been appointed. The Vice Chairman suggested that one of those twelve people could step forward to act as lead coordinator.

**Bottle Banks-** a parishioner read out a letter, which had been circulated to the Parish Council prior to the Meeting, concerning his further request for a Bottle Bank in Newton Ferrers. The suggested site on the green area opposite Dillons was considered unsuitable.

**238/11 APOLOGIES FOR ABSENCE** apologies for absence had been received from Mr. Matthews.

**239/11 INTERESTS TO BE DECLARED** - Members were invited to declare interests in the items for discussion during the course of the Meeting. None were declared.

**240/11 MINUTES** –The Minutes of the 8 September Meeting were confirmed and signed as a correct record.

**241/11 NEW COUNCILLOR-** Mrs. Alison Ansell was welcomed to the Parish Council and her Declaration of Acceptance of Office and Undertaking to Observe the Authority's Code of Conduct were noted.

**242/11 PROPOSAL TO VARY THE AGENDA** –

RESOLVED: that items relating to consideration of quotations for Parish Council web site maintenance should be considered in Committee. *(Vote: Unanimous)*

RESOLVED: that matters relating to the Noss Play Park improvements should be brought forward on the Agenda. *(Vote: Unanimous)*

**243/11 NOSS PLAY PARK**

Mrs Hinchliffe provided a report, referring to the landscape architect's updates which had been circulated to the Parish Council Members.

**243.1 Sand-** it would no longer be necessary to request use of the car park in Noss Mayo for storage of 120 tons of sand which was to be used for safety surfacing. Mr. Richard Yonge had kindly agreed to a hardstanding at Collaton being used.

**243.2 Drainage-** the contractor had noted poor drainage on the woodland side of the play park and had taken improvement measures including laying a mat of fine grit down the whole of that side of the play park. The drainage work undertaken by the Parish Council appeared to be working.

**243.3 Launch dates-** it was hoped the contractor would be finished by 4 November and to have the play park launch event over the weekend of 25/26 November and the Community Orchard Tree Planting event on 4 December.

**243.4 Funding-** Groundworks had confirmed that the first claim had been processed successfully and that £29080 had been paid into the Parish Council bank account that day.

**243.5 Contract variation-** Mrs Hinchliffe referred to the surplus funding available of approximately £10,000 representing the difference between that promised by the funder and the quote received from Earth Wrights which had come in lower than expected. A report had been circulated to the Parish Council putting forward proposals for amendment to the contract agreed with Earth Wrights in advance of the Meeting together with a revised cashflow forecast and invoice/funding claim schedule. The funders had agreed to the proposals. RESOLVED: to agree to a contract variation providing for site access improvements ( £600), replacement of the existing fencing (£4218) and reinstatement of consultation stage play items( Flotsam crates £2869 and toddler swings and safety matting £2417) in the total sum of £10104. *(Vote: Unanimous)*

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**243.5 Contingency-** a contingency sum of £4100 had been set aside. On the assumption that the monies did not have to be used to meet unexpected payments, Mrs. Hinchliffe proposed that unused sums be used for the following:

- i) Landscape Architect fees- Eden design had reported spending in excess of the budgeted time allowed for the project to the sum of approximately £900. They had also discounted their original quoted fee by £450. Mrs. Hinchliffe suggested that part of the contingency be used to put Eden Design back into the position they would have been had they not discounted – equating to approximately 50% of their additional time spent.
- ii) Launch events-it had been suggested that the launch event take place over two days with an event involving the school on the Friday afternoon and a community event at the weekend. It was hoped to have a willow lantern making workshop with a bus being provided to take the school children over to the park. Questions were raised into the use of public funding for transportation costs when the park was within walking distance.
- iii) Family picnic benches- Earth Wrights could provide 2 substantial picnic benches seating approximately 12 for £860 each. It was proposed to site one in the play park and one in the orchard.
- iv) Daffodil bulbs for the Community Orchard.
- v) An information Board for the Community Orchard.

Concern was expressed about additional fees being paid to the Landscape Architect and costings for the launch. The Council was asked to strongly consider consenting to the additional fees for the Landscape Architect in light of their help and additional time spent on the project.

RESOLVED; to delegate responsibility for minor variations to the project/contract with Earth Wrights 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. *(Vote: Unanimous)*

**243.6 Invoices** -RESOLVED; to authorise payment of the invoice received from Earth Wrights (preliminaries and equipment fabrication) in the sum of £33,600. *(Vote: Unanimous)*

RESOLVED; to authorise payment of the invoice received from Eden Design (completion of stage 2 and part of Stage 3) in the sum of £1395. *(Vote: Unanimous)*

**243.7 Tree-** the Parish Council were happy for the dead tree to be felled. Mrs Hinchliffe was thanked for her work to date.

## **244/11 COUNTY and DISTRICT COUNCILS**

**244.1 County Councillor's Report-** Cllr Mumford had sent his apologies.

### **244.2 Highways/Transport-**

**i) Winter highways-** it was agreed that the parishioner who had requested inclusion of Court Road as part of gritting network should be referred to Cllr. Mumford/Devon County Council Highways Department. Cllr. Mumford would be asked to check whether the bus routes were gritted. It was noted that Devon County Council required one nominated Parish Snow Warden. It was agreed to confirm Mr. Jon Anthony as the Snow Warden, with Mr. Paul Clark and Mr. John Sexton assisting together with other volunteers. Mr. Clark was thanked for arranging storage facilities for the gritting salt.

**ii) Road signs-** Members considered correspondence from a parishioner requesting an advisory sign for Widey Hill, warning about the narrow road, and place name signs for Membland/Pool Mill. RESOLVED: To thank the parishioner for her concern and to refer her to Devon County Council Highways Department to further her request for a sign for Widey. With respect to place name signs for Membland, Members felt there was adequate signage at Bridgend. A sign for Pool Mill was not considered appropriate at Membland as it was not a "Through Road".

The Chairman advised that she would raise the issue lowering the speed limits in the Parish in her capacity as District Councillor.

**iii) Bus Shelters-** it was agreed that the Clerk would seek quotations for replacement of the Perspex and repainting Butts Park bus shelter. **Agenda November.**

**iv) No. 94 bus timetable-** a request for amendment to the departure time of the first morning bus was considered. Mr. Lyndon reported that six or seven parishioners were being transported to Yealmpton to catch the No 93 bus as the No. 94 did not get them into Plymouth in time to start work/college. It was hoped that the bus could leave Newton Ferrers 20-30 minutes earlier than currently timetabled. RESOLVED; to arrange a meeting with Tally Ho to discuss bringing forward the departure time of the first bus to Plymouth in the morning. *(Vote: Unanimous)*

**244.3 Collaton-Butts Park Link** –a start date from the contractor to complete the path was awaited. The **Vice Chairman** would call the contractor for an update.

**244.4 District Councillor's Report-** there was no report.

**244.5 SHDC Asset Transfer-** the Council was still awaiting a response from SHDC. It was agreed that the **Chairman** and **Clerk** would press for a response. Concern was raised that reference had been made in a local publication to confusion amongst parishioners about whether SHDC would reduce Council Tax payments were the Parish Council to take over their land assets. The Vice Chairman referred to the public consultation and presentation available on the Parish Council website. Members considered that the purpose behind the proposed transfer was to enable SHDC to save money. If the Parish Council Precept increased to enable the Parish Council to maintain any SHDC assets transferred, then the understanding was that there would be no corresponding reduction in SHDC element of the Council Tax. SHDC had suggested a possibility of a transitional phase over two years regarding maintenance costs but this was to be confirmed.

**244.6 Village Housing Initiative-** the Chairman advised that Gary Streeter MP had been invited to the first earth turning.

**244.7 Ivybridge Parish Cluster Group** it was agreed the Chairman and Vice Chairman would attend the Meeting on 16 November 2011. There were no nominations to Chair nor potential agenda items put forward. The Vice Chairman agreed to review completion of the devolved services analysis table.

#### **245/11. PLANNING;**

**245.1 Pre applications- Yondercoombe, Noss Mayo-** a parishioner had asked the Parish Council to consider revised proposed plans for a house in the grounds of Yondercoombe. An email had been received from a neighbour in support of the original proposed plans. The Parish Council had not received the revised plans and was unable to consider the matter.

**Applications received –**

**245.2 Coast Barn, 8 Rowden Court 37/2289/11/LB-** Listed building consent to replace casement windows with new wooden frame double glazed windows, replace front door with new wooden frame and door to match existing. Application affected a Listed Building. DECISION; No objection. (*Vote; 10 in favour, 1 abstention*).

**245.3 Beacon Hill Tea House SX573 468 37/2274/11/F -** Restoration and conversion of building to bunk barn for holiday letting. The site adjoined/affected a public right of way. The applicant was present and outlined the purpose behind the proposed plans- a bunk barn for visitors walking the coastal path or on holiday. The plans provided for a Delabole slate roof, oak framed windows, mains water, off grid power provided by a small solar panel in a recessed excavated site and LPG. Car parking would be provided at Lambside. Refuse would be taken off site to Carswell. The chimney stack would be reinstated. Copies of letters in support/objection copied in to the Parish Council had been circulated. DECISION; Support. (*Vote; 10 in favour, 1 abstention*).

**245.4 5 Yealm Road 37/2283/11/F-** Application for replacement of Leylandii hedge with stone wall. The site adjoined/affected a public right of way. DECISION; Objection. The Parish Council had concerns about the height of the proposed wall. (*Vote; 9 in favour of objecting, 2 abstentions*)

#### **246/11 ADMINISTRATION**

##### **246.1 Bishops Court**

i) Telephone arrangements for the consulting room were reconsidered following a further request from Yealm Medical Centre to maintain the telephone line for computer usage. RESOLVED: to maintain telephone line arrangement at Bishops Court but to increase the contribution sought towards the line rental. (*Vote: unanimous*)

ii) The increase in rent payments for 2011/2012 representing the RPI for June 2011 +0.5% as per the terms of the lease amounting to an annual increase of £146.06 plus VAT was noted.

iii) Concerns raised regarding cleanliness of the consulting room by Yealm Medical Centre were noted. The Clerk was in communication with Signpost Housing Association regarding the same.

iv) An enquiry from a person hiring the room as to whether the hire charges could be reduced if she were to hire monthly and pay by direct debit were considered. It was agreed that the hire charges were already favourable and should not be reduced. It was further agreed that times for payments of invoices should be tightened.

**246.2 Deeds-** the deeds were presently being inspected by Mr Matthews. RESOLVED: Following completion of the deeds inspection, the deeds should be stored by Woollcombe Yonge Solicitors. (*Vote: Unanimous*)

**246.3 2010/2011 Audit-** the external audit had been completed without comment or any issues being raised.

**246.4 Clerk's employment-** it was agreed that the matter should be considered in Committee at the end of the Meeting.

**246.5 Councillor training-** it was agreed that Mrs. Ansell and Mr. Barnett would attend new Councillor training organised through DAPC on 2 November 2011 at South Brent at a cost of £25 plus VAT per Councillor.

**246.6 Parish Council Meetings 2012-** it was agreed to keep to the existing arrangements providing for Parish Council meetings on 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month save for August when there would be no Meeting and December when there would be one Meeting.

**246.7 Budget 2011/2012-** it was agreed that the budget working group would arrange a meeting to begin considerations. It was noted that there had been no response from SHDC regarding the potential asset transfer which would hamper budget calculations. Both the **Clerk** and the **Chairman** were to press SHDC for a response. Suggestions for future spending plans/contingency allowances which should be included in the budget provision for 2011/12 and beyond were invited. The Vice Chairman anticipated making a request on behalf of the WIC Hall. It was agreed Mrs. Ansell would join the Budget Working Group.

**246.8 Wine gift-** a half case wine had been presented as an apology from Santander PLC to Mr. Tubb as one of the signatories to the Parish Council bank accounts following difficulties experienced with the account. RESOLVED: To present 3 bottles of wine to the WIC Hall Committee and Newton & Noss Village Hall Committee to raffle to raise funds. (*Vote: Unanimous*)

#### **247/10.REMEMBRANCE SUNDAY**

Members were encouraged to attend the Remembrance Day Service. RESOLVED: to make a payment of £100 to the Royal British Legion by means of a donation and wreath. (*Vote: Unanimous*)

#### **248/10 CORRESPONDENCE RECEIVED** The main items received concern:-

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**248.1 Bottle Banks-** it was agreed to take no further action in respect of the request for a bottle bank in Newton Ferrers, particularly in light of alternative bottle banks at Yealmpton and the major supermarkets in the area.

**248.2 Brookings Down Wood** – Members were pleased to note that the Brookings Down Wood Group had been selected as the 2011 Volunteer Group of the Year by the Woodland Trust

**248.3 Co-operative-** the Co-operative had written to confirm that the store status had not been downgraded. In view of the size of the store, there was insufficient room to support a full promotional package normally intended for the smaller stores. Therefore the promotional package designed for petrol forecourts which were also small had been applied to the Newton Ferrers store. The range had been assessed recently to improve the fresh offer . A request for a handrail had been sent to the maintenance team for assessment.

**248.4 South Devon & Dorset Shoreline Management Plan Review-** completion of the plan which was available to view at [www.sdacag.org](http://www.sdacag.org) was noted together with the policy of 'Hold the Line' at Newton Ferrers and Noss Mayo within the Yealm Estuary which would allow continued protection to the developed area..

**248.5 Big Greenspace Challenge-** the scheme had been circulated to the Parish database.

**248.6 2013 Review of Parliamentary Constituencies in England-** it was not considered necessary to respond to the consultation. The consultation proposed that the Parish would be come under the Totnes constituency. ([www.independent.gov.uk/boundarycommissionforengland](http://www.independent.gov.uk/boundarycommissionforengland))

**248.7 Village Green Registrations-** it was agreed that further action to investigate the potential for registering green areas in the Parish as Village Greens would be undertaken once it was established whether the Parish Council or SHDC were going to have ownership of the areas. It was not considered necessary to respond to the consultation on proposals to reform the system for registering new village greens.

#### **249/11 FOOTPATHS/NOTICEBOARD/SEATS**

**249.1 2011 Annual footpath Inspection-**it was agreed to review the results at the Meeting on 10 November.

**249.2 Parish notice boards-** RESOLVED: to authorise payment of the invoice from Mr. J Shepherd for fixing the new signs in the sum of £46.00. (*Vote; Unanimous.*) It was agreed **Mr. Carter** and **Mr. Taylor** would review the Parish notice boards with respect to the appearance of the old lettering.

#### **250/11. MAINTENANCE**

**250.1 River Yealm Water Quality-** the position was reviewed. Mr. Carter advised that a letter was being sent to South West Water on behalf of the RYHA. Consideration was given as to whether the designation under the Bathing Water Regulations could be obtained in light of the various activities that took place on the river. **Mr. Carter** agreed to investigate matters further. Concerns from a parishioner regarding further sewage leaks into the river were noted. It was agreed that contact should be made with the parishioner to establish whether the Environment Agency were taking matters further following his report. If they were not taking further action then a letter should be written by the Parish Council expressing its concern.

**250.2 Parish Asset Inspection-** Members were requested for assistance in completing the inspection.

**250.3 Noss Fountain/granite troughs-** following an inspection, it was reported that the Admiral Fitzroy Stick Barometer needed varnishing. Following advice from Mr Barnett, it was agreed that the granite troughs at Crocker's Quay and at The Tilly Institute together with the Admiral Fitzroy Stick Barometer should be included within the Parish Council insurance.

**250.4 Post Box-** a request from a parishioner for assistance with reinstatement of the post box at Stoke Cross following its removal was considered. RESOLVED: To write to Royal Mail requesting reinstatement of the posting box at Stoke Cross. (*Vote; 10 in favour, 1 against*).

**250.5 Noss Hard** – the Clerk had asked for a start date from the contractor for the resurfacing work on a couple of occasions. His response was awaited.

**250.6 Other areas for consideration-**Mr. Hussell reported pot holes on Puslinch Hill. The **Clerk** would report the matter to Devon County Council Highways.

#### **251/11 MEETINGS ATTENDED:**

**251.1 Harbour Authority-** Mr Carter reported that there had been three applications for the Mooring Holder elections.

**251.2 Halls** -the Vice Chairman had no report. Mrs. Ansell advised that any grants available would be welcomed by Newton & Noss Village Hall.

**252/11. 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 253/11.

#### **253/11 FINANCIAL SUMMARY**

<b>Alliance &amp; Leicester Current Account</b> :	Total balance at 1.10.11	<b>£75681.43</b>
<b>The balance includes: Hedge Cutting Bond</b>		<b>£3000</b>
<b>Grant monies held for Play Park Improvement</b>		<b>£14770</b>

**The following cheques were authorised totalling:** **£36,211.02**

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### Payments 13 October 2011

Chq No	PAYEE		AMOUNT
1365	WIC Hall	Hire NNPC Meeting 13 October 2011	£22.00
1366	WIC Hall	Hire NNPC Meeting 27 October 2011	£22.00
1367	J Allen	Cleaning: Noss Voss & Popes Quay September 11	£47.00
1368	S. McDonough	Net salary-September	£965.02
1369	D. Goodchild	Grass cutting: the Green 8 & 22 September	£32.00
1370	M. Hingston	Cleaning: Newton Voss & steps September 2011	£82.00
1371	J. Shepherd	Parish Notice Boards- fixing signs	£46.00
1372	Earth Wrights Ltd	Noss Mayo Play Area Improvement Project Preliminaries and equipment fabrication	£33,600.00
1373	Eden Design	Noss Mayo Play Area Improvement Project Stage 2 and part of stage 3	£1,395.00
			<b>£36,211.02</b>

*\*Section 137 Local Government Act 1972 payments: Nil. Total to date:£150*

#### **In Committee**

Mr. Hussell declared a personal and prejudicial interest in matters relating to the quotations for the Parish Council website by virtue of being related to one of the applicants and left the Meeting whilst this item was considered.

**253/11 PARISH COUNCIL WEBSITE-** Mr. Gough reported that there had been two quotations which had been considered and benchmarked against the existing supplier. The two had been compared from the points of technology, skills, hourly rate, and annual estimates and as to whether the Parish Council's requirements had been understood. Current payments made to the website manager were a matter of public record and detailed in the Minutes of the Parish Council Meetings. It was recommended that the Parish Council accept the quotation from Mr. Matthew Grundy on the basis of his qualifications, flexibility and lower risk. RESOLVED: To accept the quotation from Mr. Matthew Grundy to manage the Parish Council website at an hourly rate of £18. (*Vote: Unanimous*)

**245.4 CLERK'S EMPLOYMENT-** the employment working group were to arrange a meeting to consider review the Clerk's contract of employment. RESOLVED: To approve increase in the Clerk's current contractual pay scale from 28 to 29 (from 1 April 2011).

*The Meeting closed at 9.25 pm*

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