

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

Held on 8 September 2011

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

9 parishioners were present for part of the Meeting

OPEN FORUM

POLICE MATTERS: PCSO Potter made a report in respect of the following-

July - two thefts. A charity box and a dinghy.

August- two thefts. Property had been stolen from a car parked at an isolated rural location. An outboard had been stolen from a dinghy moored on the river.

During the early hours 22 August 11 a white Ford Transit had been stolen from Plymouth. The vehicle had been fitted with a tracker device which showed that the vehicle was parked on Yealm Road. The vehicle had been seized for forensic examination, Enquiries were ongoing.

The new police non emergency number was changing from 08452 77744 to 101. The use of 999 for emergency calls remained unchanged.

Noss Green- a parishioner sought clarification as to whether SHDC were seeking planning permission to develop Noss Green. Cllr. Suzie Cooper advised that this was not true.

Co option- apologies had been offered by one of the applicants. Three of the other applicants gave short presentations in respect of their applications.

210/11 APOLOGIES FOR ABSENCE apologies for absence had been received from Mr. Tubb.

211/11 INTERESTS TO BE DECLARED - Members were invited to declare interests in the items for discussion during the course of the Meeting. Mr. Matthews declared a personal and prejudicial interest in matters relating to South West Water.

212/11 MINUTES –The Minutes of the 14 and 28 July Meetings –were confirmed and signed as a correct record save that the title to the Minutes of 14 July were amended to remove reference to the Meeting having been the “Annual” Parish Council Meeting.

213/11 PROPOSAL TO VARY THE AGENDA –

RESOLVED: that items relating to consideration of quotations for fencing repairs for Noss Play Park should be considered in Committee. (*Vote: Unanimous*)

RESOLVED: that the co-option of Parish Councillors proposed by the Agenda for the Meeting be conducted by secret ballot of those Councillors present and that, to the extent necessary to enable this to happen, the Council's Standing Orders would be suspended and/or modified accordingly in respect of the Meeting and this item of business only. (*Vote: 6 in favour, 1 against*)

214/11. COUNTY and DISTRICT COUNCILS

214.1 County Councillor's Report.

i) **Wembury Steps-** the steps in Wembury opposite the Yealm Steps had been inspected and their structure found to be satisfactory. Investigations were being undertaken into ownership.

ii) **Hillhead-** concerns had been expressed at a previous Meeting regarding parking on the bend and obstruction being caused for the bus. The DCC had contacted Tally Ho who had confirmed that contrary to previous suggestions, that should the bus be obstructed and unable to turn, further bus services for the day would not be terminated. The bus company had not flagged the matter up as a concern. The cars concerned mostly belonged to local residents who lived in that area.

iii) **DALC-** Cllr. Mumford had passed on the concerns about wastage of postal costs.

Highways/Transport-

214.2 Winter Maintenance Community Self Help / Snow Warden Scheme 2011- a brochure regarding the scheme had been circulated to Parish Council Members. Two volunteers had come forward. It was agreed that the **Clerk** would pass copies of the brochure to the two volunteers who would be asked to reconfirm their interest. Cllr. Mumford confirmed that some parishes did have two trained snow wardens. A suitable place to store 5 tons of salting grit would need to be found. **Agenda 22 September.**

214.3 No. 94 Bus timetable- the timetable had now formally changed. The last bus from Plymouth now left at 1740 with an additional stop outside Primark at Drake's Circus. The bus service was actively used. Cllr. Mumford suggested reviewing matters at a meeting with Tally Ho possibly in November/December.

214.4 Rural Lanes-

i) **South Pool Parish Council** – correspondence from a South Pool Parish Councillor inviting further action to be taken regarding the increase in both size and number of large vehicles using South Hams lanes was considered. It was agreed to take no further action in this respect.

ii) **Widey/Clannicombe**- a parishioner's concerns regarding the speed and use of Widey by heavy vehicles was considered. Cllr. Mumford advised that in view of the size of the reported vehicles, it would not be possible to stop them using the road. It was agreed that the **Clerk** should suggest to the parishioner that van drivers who failed to drive without due care and attention should be reported to both the police and their respective companies.

214.5 National Highways and Transport Network (NHT) Survey- it was agreed to take no further action.

214.6 Locality Budget- it had been suggested that the purchase of a grit bin for Hillhead be funded from the Locality Budget. A letter of request from Yealm Yacht Club for funding for the rebuilding of their quay had been received. It was thought a bid would be received for the WIC Hall Committee for the planned refurbishment. It was agreed to put a further notice in the Parish Magazine inviting bids. Cllr. Mumford advised that the decisions needed to be made by April 2012.

Agenda November.

214.7 Collaton-Butts Park Link –an estimate to complete the section outside 1 Butts Park had been received from WD Plant Hire Ltd in the sum of £2250 plus Vat with tarmac, reduced by £680 plus VAT if tarmac was omitted. Mr. Cooper had discussed appropriate kerb height with the contractor to discourage cars parking on the path. It was agreed to review the issue of bollards if it subsequently became necessary. The contractor had indicated that he could start within the following two weeks and the job would take around five days to complete. **RESOLVED:** to accept the quotation from WD Plant Hire Ltd to complete the section of the Collaton/Butts Park path in tarmac for the sum of £2250 plus VAT. (Vote ;Unanimous)

214.8 District Councillor's Report- there was no report.

214.10 SHDC Asset Transfer- arrangements for the public consultation on 22 September were finalised. The **Clerk** would prepare an Agenda for the approval of the working group.

214.11 Village Housing Initiative- Cllr Cooper advised that the planning application had been signed off. Tor Homes were in negotiation over the Section 106 agreement which was intended to benefit the Primary School. A neighbouring resident had requested a meeting with Cllr Cooper about the scheme. Cllr Cooper would meet with the resident, accompanied by Mr. Carter and Mr. Hussell. A suggestion by a parishioner that grants may be available for renewable energy for social housing was noted. It was understood the parishioner had advised Tor Homes who had responsibility for the project.

214.12 Noss Play Park-

i) **Fencing**-the Play Park Improvement Group would investigate replacement fencing as part of the project. The group wished to invite the Parish Council to make a contribution based upon the two quotes received to date. The group would consider inviting further quotes for replacement fencing rather than repairs.

ii) **Main Contract**- Eden Design had undertaken a single stage selective tendering process. A design layout drawing had been produced along with a full set of preliminaries, specification, work activity schedule and project timetable. Eden had suggested five contractors. Invitations to tender were sent out on 22 July 2011 and were required to be returned by 19 August 2011. Four contractors returned completed tenders by the deadline which were opened on 22 August 2011, witnessed by two members of the Play Park Improvement Group. A meeting of the Play Park Improvement Group and Eden Design had been attended the preceding Tuesday by Cllr. Cooper and Mr. Cooper. The meeting had discussed the draft tender report which had been prepared by Eden Design on the basis of the Tenders received. Based upon advice received by Eden Design, the group concluded that the second lowest quoting contractor should be the preferred contractor to undertake the improvement work for the following reasons:

a) They would be manufacturing and installing their equipment.

b) They were the second lowest quotation. There were some doubts over the feasibility of prices given by the lowest quoting contractor. The preferred contractor had, it was felt, realistically priced- although a couple of points need to be queried/negotiated by Eden.

c) Eden had had good experience of dealing with the preferred firm.

d) Eden had suggested the preferred firm had the expertise/ experience of this type of large project.

Eden had prepared a revised final tender report which had been received by the Clerk that morning and which had been circulated to Parish Council Members.

The Play Park Improvement Group had asked Eden to speak to the preferred contractor regarding a couple of matters arising from their quotation. Subject to Eden resolving the queries, and the Parish Council being satisfied with the contract which was to be forwarded, the Group wished to ask the Parish Council to delegate responsibility for signing the contract to the Chairman and Vice Chairman.

iii) **Cashflow**- the Clerk had prepared a cashflow forecast for the Parish Council current bank account. It was thought the preferred contractor would render two invoices- one at the beginning and one at the end of the project. Exact figures had not been provided and it was unclear as to the timings and when the funds could be recovered from the funding bodies.

Concern was expressed about the late submission of the Tender report, being received the morning of the Parish Council Meeting, and the fact most Members had not had the opportunity of reading it in detail. This was particularly in light of the fact that the second lowest, rather than the lowest quoting contractor appeared to be preferred. There were also concerns that a payment/funding schedule had not been provided to compare against the Parish Council's available cash resources. The Members needed to consider the risk factor. It was felt that a decision to enter into a project of this scale should be made by full Council and not delegated to two Members. It was therefore agreed that the matter should

be put back to the next Meeting by which time Members should have had the opportunity of reading the report and the invoice/funding information would be available. **Agenda 22 September.**

It was agreed that the Clerk could obtain weekly bank statements from Santander at a cost of £5 per statement as and when necessary for the project.

The draft Risk Assessment for the project, prepared by the Clerk, which had been circulated to Parish Council Members, was approved and agreed.

214.13 Allotment Group- Cllr. Cooper, Mr. Gough and Mr. Hussell had met with a potential landowner who had potentially one third of an acre which he could be prepared to consider leasing to the Parish Council. The land was south facing and had water but poor access. The landowner had also advised that the long term future of the land was uncertain. It was agreed that the **Clerk** should write to the landowner to make a formal request. A further article in the Parish Magazine would be included inviting landowners to come forward if they had suitable land to offer.

214.14 Super Cluster Group: Mr. Cooper had attended the meeting in respect of which SHDC had now written a summary. Further action was anticipated in respect of joint tendering for services, particularly if the Parish Council took on SHDC land assets.

215/11 PLANNING-:

215.1 Linden Lea, Church Park 37/1939/11/F-Householder application for replacement of existing metal garden gates with one timber gate and one fence panel, and trellis above. DECISION: No objection (*Vote: 6 in favour, 1 abstention*)

215.2 Revelstoke, Noss Mayo 37/2123/11/F- Alteration to planning consent 37/1992/08 for open stable to provide barn style internal stables. DECISION: No objection (*Vote: 6 in favour, 1 abstention*)

215.3 Trinity, 3 Meadow Close 37/2035/11/F-Householder application for conversion of existing garage to bedroom and ensuite shower room together with erection of new private motor garage. DECISION: No objection (*Vote: 3 in favour, 4 abstentions*)

215.4 Spindrift, 29 Court Road 37/1998/11/F - Resubmission of application 37/0117/11/F for alterations to existing house including extension to front to create a new entrance and at the rear to create a lower level multi-purpose room. New double garage at front of property along with below ground swimming pool at rear with associated terrace.

DECISION: Objection. The Parish Council, whilst recognising the significant steps taken by the applicants to improve upon the original application, objected for the following reasons;

1. Overdevelopment of the site.
2. Building in front of the building line.
3. Change of the street scene in an AONB area.
4. Felling of a prominent tree which was considered to be unnecessary. Reference would be made to the Tree Warden in this respect.

(*Vote: 6 in favour of objecting, 1 abstention*)

215.5 Planning Training-it was agreed Mr. Carter, Mr. Cooper and Mr. Matthews would attend the training session on 'The Planning Process', on 28 September 2011 with further spaces being reserved for any newly co opted Councillor who wished to attend.

216/11. ADMINISTRATION

216.1 Bishops Court-

i) **Licence-** a review of the Licence arrangements with Yealm Medical Centre had been undertaken following admission of a new partner Dr T.E. Davies. The rent had been increased to £105 per calendar month. The new Licence had been approved Yealm Medical Centre. It was agreed to authorise the Chairman and Vice Chairman to sign the new Licence.

ii) **Telephone-**Yealm Medical Centre had advised that the Doctors no longer used the telephone and had mobile telephones. RESOLVED; to cancel the telephone line for the consulting room. (*Vote: Unanimous*)

iii) **Service charges-** The position regarding the service charge and arrears had been clarified. RESOLVED: to clear the service charges arrears in the sum of £1758.65 in settlement of charges for 2009/2010 and 2010/2011 (£1587.29) and for charges to date for 2011/2012 of £171.36 and to increase the monthly direct debit by £42 to cover the service charges for the remainder of the year. (*Vote: Unanimous*)

216.2 Standing Orders- it was agreed to review the Parish Council Standing Orders (following the issue of the revised first edition of NALC Standing Orders for Local Councils) in March 2012. (*Vote: Unanimous*).

217/11 CORRESPONDENCE RECEIVED

217.1 Diamond Jubilee-it was agreed that the **Clerk** would prepare an article for the Parish Magazine and for the Parish Council database, requesting volunteers to come forward to form a working group to coordinate the various events which were anticipated.

217.2 The future of Standards- it was agreed that no response should be made to the consultation.

217.3 Brixham Coastguard Rally- no Members were available to attend the event on Saturday 17 September,

217.4 Royal Horticultural Society- it was agreed to forward correspondence regarding involvement in the RHS 'Britain in Bloom' campaign to Yealm Garden Society.

217.5 Ivybridge and District Association of Local Councils- Mr. Cooper agreed to attend the Meeting on 18 January 2012.

217.6 Co-op- the response from the Co-operative regarding the recent enquiry into the status of the store was considered. It was agreed that the writer may have confused the Newton Ferrers store with another site. It was agreed that the **Clerk** would write back and ask them to clarify their response. Following a request from a parishioner, a request would also be included for a handrail attachment on the external wall by the door to assist the less able with the step.

218/11. FOOTPATHS/NOTICEBOARD/SEATS

218.1 Definitive Map Review- Mr. Taylor provided an update. Late evidence had been passed into Devon County Council whose response was awaited. The results of the footpath inspection would be circulated to Parish Council Members and would be considered at the first Meeting in October. **Agenda 13 October.**

218.2 Wide Slip-the request to add a plaque to the seat in memory of the late Mr. Dennis Shepherd was welcomed. It was agreed that the Parish Council would fit the plaque when it was provided by the family members.

218.3 Parish notice boards- RESOLVED: To accept the quotation from Mr. John Shepherd for fixing the new signs in the sum of £46. (*Vote: Unanimous*)

219/11 MAINTENANCE

219.1 River Yealm Water Quality- it was agreed to put the matter back for consideration at the Meeting in October in Mr Tubb's absence. **Agenda: 13 October.**

219.2 Parish Asset Inspection- receipt of the completed inspection forms would be put back to the Meeting in October. **Agenda 13 October.**

219.3 Noss Fountain/granite troughs-Mr. and Mrs. Allen had been maintaining Noss Fountain for many years- including polishing the limestone and pencilling in the letters. The Clerk had been advised that the Admiral Fitzroy Barometer on the wall by the Village Hall was in need of attention. It was suggested that the Barometer and some granite troughs at Crocker's Quay and by the Tilly be insured by the Council. The railings outside the Village Hall also needed to be repainted. It was agreed **Mr. Matthews** and **Mr. Carter** would visit the site and report back to the Council. **Agenda 13 October**

219.4 Hedge trimming –approval of payment of an invoice for hedge trimming and clearing from Gypsy Meadow to Noss Play Park in July, which had been considered urgent, was considered. RESOLVED: To authorise payment of Mr. Roger Barnett's invoice for hedge trimming and clearing from Gypsy Meadow to Noss Play Park (£264.00). (*Vote: Unanimous*)

219.5 Other areas for consideration- there were no other areas.

220/11 GRANT REQUESTS/FUNDING OPPORTUNITIES

220.1 Newton Ferrers Primary School PTFA- RESOLVED: to grant the request for financial assistance from the PTFA for an event on 4 November 2011 to raise funds for school and community equipment in the sum of £50. (*Vote: 6 in favour, 1 abstention*)

220.2 Education funding- no Members were available to represent the Parish Council on the trustee boards of the Elizabeth Hele Foundation/Devon & Cornwall Aid for Girls Trust.

221/11 MEETINGS ATTENDED:

221.1 Harbour Authority. Mr. Carter reported that boat nights had been down by 400 with 8 weekends to go. The Harbour Master had taken part in a rescue of the Mouthstone. There had been a meeting three weeks previously in connection with the Marine Conservation one project. Further information was available from the Harbour Master.

221.2 Halls- there were no reports.

Mr. Jonathan Rundle was invited to address the Council in respect of a potential planning application for a new building in the grounds of Yondercoombe, the home of his grandfather. He had been advised by an SHDC planning development officer to consider a contemporary low structure with little visual disturbance to the scene. He wished to engage with the Parish Council in pre application consultation. The Parish Council were invited for a site visit but Members declined being aware of the site from local knowledge. It was suggested that he bring his plans to one of the Parish Council Planning Meetings.

222/11 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 223/11.

223/11 FINANCIAL SUMMARY

Alliance & Leicester Current Account :	Total balance at 1.9.11	£61751.64
The balance includes: Hedge Cutting Bond		£3000
Grant monies held for Play Park Improvement		£14770

The following cheques were authorised totalling: **£ 2293.28**

Chq No	PAYEE	AMOUNT
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4/8September2011.....Chairman

1346	Newton & Noss Village Hall	Hire NNPC Meeting 8 September 2011	£20.00
1347	Newton & Noss Village Hall	Hire NNPC Meeting 22 September 2011	£20.00
1348	J Allen	Cleaning: Noss Voss & Popes Quay August 11	£47.00
1349	S. McDonough	Net salary-August	£966.02
1350	S. McDonough	Expenses; Stationery, IT accessories, anti virus software	£150.43
1351	D. Goodchild	Grass cutting: the Green 14&28 July	£32.00
1352	M. Hingston	Cleaning: Newton Voss & steps August 2011	£82.00
1353	HM Revenue & Customs	Clerks quarterly tax and National Insurance	£717.47
1354	Ricoh UK Ltd	Invoice for copies:	£54.86
1355	South West Water	Public tap: Pillory Hill 10/5/11-19/8/11	£15.10
1356	Ricoh Capital Ltd	Photocopier lease: 1 August-31 October 2011	£148.40
1357	Ivybridge & District Assoc Local Councils	Annual Subscription 2011-2012	£8.00
1358	D. Goodchild	Grass cutting: the Green 11 & 25 August	£32.00
			£2,293.28

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

In Committee

224/11. COUNCILLOR VACANCY- Eight applications for co-option to the vacant seats had been circulated to all Members prior to the Meeting. Two applicants had withdrawn their applications that morning. After careful consideration and voting, Mrs. Alison Ansell, Mr. Roger Barnett, Mr. Colin Lyndon and Mr. Peter Stitson were declared elected. The unsuccessful applicants would be thanked for their applications. The **Clerk** would meet with the new Councillors to take their undertakings to observe the Authority's Code of Conduct and Declaration of Acceptance of Office.

225/11 NOSS PLAY PARK-Two quotations for fencing repairs were considered. One contractor had quoted for complete replacement on the basis of the current state of the fencing. It was agreed that the Play Park Improvement Group should be contacted to see if the costs could be incorporated within their budget. In addition Cllr. Cooper also had a budget of £1000 available for a community project.

The Meeting closed at 9.30pm