

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

Held on 12 May 2016

PRESENT MRS.ANSELL MR. COOPER CLLR.GREEN MR. CARTER MR. LYNDON
MS. ADAMS MR.PARRY-SMITH MS. LONGWORTH MR. TUBB

ALSO PRESENT; 0 parishioners, Cllr. Baldry, Cllr. Hosking, Mrs McDonough (Clerk).

112/15 ELECTION OF THE CHAIRMAN AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE-

RESOLVED: Mrs. Alison Ansell was elected as Chairman of the Parish Council to serve until May 2017. (*Vote; 8 in favour, 1 abstention.*) Mrs. Ansell signed the Declaration of Acceptance of Office.

113/15 ELECTION OF THE VICE CHAIRMAN AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE-

RESOLVED: Mr. Alan Cooper was elected as Vice Chairman of the Parish Council to serve until May 2017. (*Vote; 8 in favour, 1 abstention.*) Mr. Cooper signed the Declaration of Acceptance of Office.

OPEN FORUM

Newton Ferrers and Noss Mayo Police Report April 2016- PCSO Potter had sent apologies. The Clerk read out the crime report.

Newton Ferrers

1st, offence under the communications act [offensive e mails] enquiries ongoing, CR/023149/16

Noss Mayo

13th, burglary non-dwelling, detached garage entered, property stolen.

114/16 APOLOGIES FOR ABSENCE- there were apologies from Cllr. Blackler, Mrs. Cooper and Mr. Hussell.

115/16 INTERESTS TO BE DECLARED - members were invited to declare interests in the items for discussion during the course of the Meeting. None were declared.

116/16 DISPENSATION REQUESTS- none.

117/16 VARIATION OF AGENDA – RESOLVED: matters relating the Clerk’s employment should be considered in committee. (*Vote; Unanimous.*)

117/16 MINUTES- the Minutes of the 28 April Parish Council Meeting were confirmed and signed as a correct record.

118/16 DISTRICT COUNCIL

Cllr. Blackler had sent apologies.

Cllr. Baldry congratulated the Chairman and Vice Chairman on their re-election and gave the following report;

i) 59 Yealm Road- the Development Management Committee Meeting had refused the planning application, the vote being 6/5 in favour of refusing.

ii) 85 Court Road- the appeal by Mr. Monson had been refused by the Planning Inspectorate.

iii) Revelstoke Coombe- a drainage report had been requested. The AONB organisation had neither approved nor disapproved the application. The SHDC Conservation Officer had been contacted. Cllr. Baldry was not supporting the Case Officer’s recommendation to approve. Cllr. Baldry was thanked for the support and was asked to continue to monitor the application.

iv) Recycling and waste- Cllr. Baldry had been advised of a parishioner’s complaint regarding unsightly refuse/recycling bins being left on Court Road near Newton Court. It was understood the bins had not been used. Cllr. Baldry had made enquiries and had understood the bins had been removed. He would check.

119/16 PLANNING

Planning applications received;

119.1 The Bakery Riverside Road West1191/16/HHO- householder application for erection of replacement porch and rear extensions. Concerns were raised regarding the visibility of the extension from the water and Noss Mayo in a Conservation Area. It was suggested that some of the plans were inaccurate and unclear. DECISION: Objection;
1. The proposed extension would be visible over the front roofline according to the plans, affecting the views within the Conservation Area and the Area of Outstanding Natural Beauty.

2. Plan PA/Viz 1 of the proposed alterations was incorrect. (*Vote; Unanimous.*)

119.2 Point Cottage, Passage Road 1009/16/HHO-householder application for internal and external alterations, new raised roof with rooms in roof space and balcony. DECISION: No objection subject to the Conservation Officer being satisfied with the height and bulk of the proposed plans. (*Vote; 7 in favour, 2 objections.*)

1/12May2016.....Chairman

119.3 Development Management Committee meeting- 59 Yealm Road 2682/15/FUL.Min 118/16 refers. The Chairman thanked Cllr. Green and Mr. Parry Smith for attending the meeting.

119.4 Newton & Noss Neighbourhood Plan- the Housing Needs Survey had had a 38% response rate. The Steering Group would be meeting on 19 May. A suggestion had been made to consider applying to extend the Conservation Area. It was agreed to put this on the agenda for the next Parish Council Meeting.

Cllr Hosking arrived.

120/16. COUNTY COUNCIL

120.1 County Council report-Cllr. Hosking gave the following report;

i) Puslinch Hill- attempts were being made to get repairs effected using a trial repair method. The Highways Department did not consider the surface of the road fell below their safety specifications. Ms. Longworth advised that a teacher had a car tyre puncture on the hill and was left stranded half way up the hill, disrupting lessons at the School. Cllr. Hosking advised he would pass this information on but that it would be difficult to prove it had been caused by the road surface condition. Mr. Lyndon advised he too had heard someone had had a car tyre puncture in the same area. Ms. Longworth queried why a little used back road to Wrescombe had been resurfaced but the main route into Plymouth for the Parish had not. Cllr. Hosking advised that the Highways Department aimed to maintain roads in reasonable condition to preserve the life of the road. These considerations would have been factored in the decision to undertake the work on the Wrescombe road. Cllr. Green asked if consideration could be given to the Parish Council influencing which roads were prioritised for repair. He suggested that had the Parish Council been aware of the plan for Wrescombe it could have proposed Puslinch Hill instead. He accepted the allocation system would need to be changed. Cllr. Hosking advised that Devon County Council had a contract with South West Highways which was up for review. Devon County Council was trying to run a maintenance programme on half budget.

ii) Broadband – Cllr. Hosking suggested that groups of isolated dwellings beyond 1.2km from a cabinet could group together to use the voucher scheme to negotiate fibre to cabinet contracts with suppliers.

iii) Parsonage Road- Cllr. Hosking was still in the process of considering the letter from a parishioner regarding speeding and parking concerns to which he would be replying. Reference was made to the possibility of School Roundels being painted on the road approaches. The Highways Officer had been contacted enquiring into flashing warning signs at school drop off/collection. A suggested parking plan had been sent to the Primary School with the suggestion that it be circulated to parents to promote considerate parking.

120/16 ADMINISTRATION

120.1 Internal Audit report- the annual internal audit for 2015-2016 had been carried out by South and West Internal Audit. The Internal Audit Report had been circulated to Members. All testing was satisfactory. No issues.

120.2 Members' Responsibilities – no changes were considered necessary.

120.3 Investment strategy- Members were reminded of Department for Communities & Local Government issued Guidance on Local Government Investment which had been circulated previously. **RESOLVED:** the Guidance on Local Government Investment was noted but it was agreed it was not considered necessary to have a formal investment Strategy in place. *(Vote; Unanimous.)*

The Budget Working Group would consider whether any funds should be transferred from the Santander current account to the deposit account held with Unity Trust Bank and would advise the Clerk.

120.4 Risk assessment review- a review was undertaken the risk schedule having been circulated to the Members.

i) Pope's Quay- given the Parish Council's joint contribution towards its maintenance it was agreed that a draft risk schedule would be prepared for consideration. The area would also be added to the regular inspections undertaken in the Parish. An inspection schedule would be drafted and sent to the Chairman. The area was inspected annually by the River Yealm Harbour Authority.

ii) Big Slip Quay- the risk assessment was being reviewed by Mr Carter. It was agreed that the quay should be inspected on an annual basis as part of the parish asset inspection.

iii) Noss Hard- it was agreed that neither a risk assessment nor regular monthly inspections were necessary for the area of common land nor the boat storage facilities. The areas should be inspected annually as part of the annual parish asset inspection.

iv) Crocker's Quay/Kiln Quay foreshore and Steps- it was agreed that neither a risk assessment nor regular monthly inspections were necessary. The areas should be inspected annually as part of the annual parish asset inspection.

v) Broken Way- a draft risk assessment would be prepared for consideration.

vi) Trees- the areas at Broken Way and Ferry Wood would be added to the expert tree inspections undertaken.

120.5 Insurance- a schedule showing renewal comparisons between four insurance companies had been circulated to members. Consideration was given to entering into a three year contract. **RESOLVED;** to accept the quotation from Came & Co and authorise payment for the renewal premium for Newton & Noss Parish Council

insurance with Hiscox insurance on a three year contract from 1 June 2016 in the sum of £784.92. (Vote; Unanimous.)

The Declaration of Insurance was considered. RESOLVED; to authorise the Clerk to complete and submit the Declaration of Insurance to Came & Co. (Vote; Unanimous.)

120.6 Policies- a review of the Council's policies was undertaken. The Tree Policy, Data Protection Policy, Filming /Media Policy, Environmental Policy and Ant-i Fraud/Corruption Policy were agreed without amendment. The Code of Conduct was reviewed It was agreed no amendments were necessary. Cllr. Green would review the Complaints Policy, Ms. Longworth would review the Equal Opportunities Policy with the Clerk reviewing the Freedom of Information Scheme .Mr. Parry Smith agreed to prepare a draft Health and Safety Policy for consideration.

120.7 Financial Regulations/Standing Orders-were reviewed and agreed without amendment.

120.8 Bishops Court/ alternative storage-

i) Reading Room-Mr. Tubb confirmed that he would contact the Reading Room representative for a response regarding the Parish Council's suggestions for security of the potential storage area.

ii) Bishops Court- Ms. Longworth and the Clerk had met on site with the Spectrum Housing Officer Catherine Parker and the Yealm Medical Centre Practice Manager on 10 May.

1. Ms. Parker confirmed she was satisfied with the condition of the room and did not require the Parish Council to take any action.

2. In light of the continuing use of the room by Yealm Medical Centre, Spectrum Housing Association would not require vacant possession of the room.

3. The Parish Council did not hold a key for the consulting room.

4. The telephone line account held in the name of the Parish Council would be cancelled on 24 June.

5. A physiotherapist had permission to use the room until lease termination. It appeared as if someone had been using the room without the Parish Council's knowledge as confidential notes and care plans had been left in an unlocked cupboard. Spectrum Housing Officer agreed to undertake investigations as to who had been using the room, without the Parish Council's knowledge, and would advise the outcome.

6. The Parish Council will be arranging to remove its boxes of papers from the store room behind the communal lounge.

It was agreed the Clerk would press the Housing Officer for the outcome of the investigations into the breach of confidence.

120.9 Publications- RESOLVED; to authorise purchase of Arnold Baker's Local Council Administration 10th edition in the sum of £92 plus VAT and any post and packing. (Vote; Unanimous.)

120.10 Parish Council vacancy- no applications had been received to date.

120.11 Events applications- the Chairman and Mr. Parry Smith were continuing to liaise with the applicant regarding the wedding reception planned for Noss Green in July.

120.12 NALC LCC / CALC Coastal Towns' Task & Finish Group Survey-it was agreed that it was not considered necessary to respond to the survey.

121.2Highways/Transport-

Meadow Close- a resident had raised concerns regarding contractors' vehicles parked along Parsonage Road in the vicinity of the Village Housing Initiative development and its impediment of visibility of oncoming traffic. Ms Longworth advised she would take a look and if necessary speak to the contractors.

122/16 AUTHORISATION OF PAYMENTS -Cheque payments were authorised and signed in accordance with the schedule prepared by the Clerk, checked by the Vice Chairman and listed in Minute 123/16

123/16 AUTHORISATION OF PAYMENTS

Santander Current Account :	Total balance at 30/4/16	£74346.76
The balance includes: Hedge Cutting Bond		£3000
Monies held on completion of Newton & Noss Play Park Improvement Project		£36.02
Monies held in respect of the maintenance of the Revington Memorial Seat		£390
The following cheques were authorised totalling:		£2609.14

Chq No	PAYEE		AMOUNT
2098	WI Community Hall	Hire fee NNPC Meeting 12 May 2016	£25.00
2099	WI Community Hall	Hire fee NNPC Meeting 26 May2016	£25.00
2100	S. McDonough	Net salary-April 2016	£1,222.98
2101	HM Revenue & Customs	Clerks monthly Tax & National Insurance	£287.74
2102	South and West Internal Audit	Internal Audit Service 2015-2016	£200.00
2103	South Hams Garden & Property Services	Grass cutting; The Green 8 & 21 April 2016	£32.00

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2104	S. McDonough	Travel expenses reimbursement- audit	£31.50
2105	Came & Company	Parish Council annual insurance	£784.92
		Total	£2,609.14
SO	Spectrum Housing Group Ltd	Bishops Court rent May 2016	£363.62
DD	EDF	Sports Pavilion	£15.00

*Section 137 Local Government Act 1972 payments: £0 total to date; £0

125/16. MEETINGS ATTENDED:

125.1 Harbour Authority-Mr. Carter advised that Mr. Martyn Oates had been elected Chairman and Mr. David Southwood Vice Chairman at the AGM. Up to £10,000 was being spent on upgrading surveillance.

125.2 Halls- the Chairman advised that Mrs. Amanda Parry-Smith had been elected Chairman at the AGM for Newton & Noss Village Hall. There would be new telephone numbers for the Emergency Plan. Ms. Adams was waiting for a date for the next WI Hall Committee Meeting. Mrs. Venning was now Chairman. Investigations were taking place into the source of a smell thought to be coming from the roof space.

126/16 MAINTENANCE

126.1 Maintenance working groups-

i) Sports Pavilion-the Vice Chairman was in communication with Yealm Cricket Club regarding terms of a draft Licence. Reference was made to some broken roof slates. These were to be included in the annual maintenance work by Grounds Maintenance South West. The Parish Council risk assessments had now been approved and signed by the working group. Cllr. Green advised the rugby posts manufacturer was sending a risk assessment template. Mr. Larry Finch would be making a site visit to inspect the stability of the posts. The top section of the posts may be missing- it was thought they may either not have been delivered or may have been stolen. Concern was expressed about children trying to climb the rugby posts. The Clerk was asked to make enquiries with SHDC into the procedure to ban dogs from the playing field and play park

ii) The Green/Dillons Green- the Beech Tree was due to be felled on 19 May. The Vice Chairman advised no more notes appeared to have been left on cars at Dillon's car park.

iii) Play parks- details of an article to be placed in the Parish Magazine regarding improvements for Butts Park Play Park were discussed. Mrs. Wheatley was assisting with fund raising.

iv) Noss Recreation Areas- the Chairman was continuing discussions with the Boules and Tennis Clubs regarding Licence terms. Curtis Whiteford Crocker had not responded on a substantive basis regarding concerns about their conduct of the matter. It was agreed to press for the matter to be concluded and to take the concerns further if Curtis Whiteford Crocker did not respond.

v) Website- the Clerk suggested updating the Parish Council website with details of the new land areas. It was suggested the working groups may wish to provide details of what they would like included to enable the Clerk to speak with the website manager.

126/2 Other areas for consideration- a report of overgrown vegetation on the footpath leading to Wadham beach had been reported to Devon County Council using their online "Report- a -problem " facility.

In committee

127/16 CLERK'S EMPLOYMENT

The Employment Working Group had reviewed the Clerk's employment and performance and had consulted with the Clerk. The Clerk had confirmed that she was not troubled by not having had a formal performance appraisal. It was agreed the Council was satisfied with the Clerk's work. RESOLVED; to accept the recommendation by the Employment Working Group that this year's pay award would honour the National Pay Award applicable to Parish Clerks plus any required pension contribution when the scheme took effect. (Vote; Unanimous.) .

The Meeting closed at 9.05pm

4/12May2016.....Chairman