

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

Held on 14 July 2016

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

**ALSO PRESENT;** Cllr. Hosking, Cllr Baldry, 5 parishioners, Mrs. McDonough (Clerk).

**OPEN FORUM**

**Housing Needs Survey 2016-** Mr. Christopher Lunn gave a summary of the results of the Housing Needs Survey which had been circulated to Parish Council Members prior to the Meeting.

The Housing Needs Survey had been conducted by Devon Communities Together (DCT) - all responses had been sent to DCT. In the interests of confidentiality nobody in the Parish, whether in the Steering Group or on the Parish Council, had seen the detailed responses.

The response rate had been very good- 40%.Four main results had emerged;

1. People wanting to move- 83 households had responded advising they intended to move within the next 5 years. A significant number.
2. Affordable Housing- 21 households in the Parish emerged as being qualified and wished to be considered.17 households were on the Housing Register some of whom had replied to the questionnaire. DCT followed up with those that had not completed the survey- 4 responded. With the four who responded it gave a total Affordable Housing Need of 25.
3. Older persons aged 55+ -in excess of 40 households wished to move within the next 5 years with a further 63 who may wish to move after that. This included the wish to downsize, stairs/steps issues, health and smaller properties. Out of 308 who responded, 98 advised that they would wish to move to a smaller property but not designed for older people (no design details had been given). 21 wanted to move to a property specifically designed for older people. Some wanted to move to open market housing, others to affordable housing. 14 wishing to move to a residential/nursing home.
4. Support for small development in the Parish- 84% of households who replied would support small development for local people.

38 second homeowner households responded- the low rate could have been accounted for by absence or perhaps such householders were less likely to complete such a survey. No conclusions could be drawn.

The Parish Council was invited to sign off the report. DCT would then forward the final invoice. The Housing Needs Survey would be sent to SHDC. Two public meetings to discuss the report would be taking place on 23 and 24 July where more detail would be given.

**Land adjacent to Parsonage Farm, Parsonage Road- 3139/16/OPA-** the applicant requested the support of the Parish Council. Reference was made to the proposal being just outside the Village Development Boundary but the Council was urged not to use this as a reason to refuse the application-the applicants had been through the Pre Application Planning process with SHDC who had not had an issue with this. The land was the only site to be given the "green light" when SHDC had assessed potential sites in the Parish for development. The public consultation conducted by the applicants had resulted in overwhelming support for the proposal. The plans provided for 6 affordable houses and 6 market value (200 square metres, 3-4 bedrooms). The market value homes would be the approximate size of the houses at Archer's Court. Some Parish Council members had paid a site visit the night before. The Chairman commented about the "outline" nature of the application and what the end result would be. The applicant advised that they had not wished to go to the risk of a full planning application. The Parish Council would have their input when the full planning application was put forward.

**Community Orchard-** Mrs. Sue Hinchliffe from the Newton & Noss Community Orchard Group advised of funding received to conduct community activities within the orchard. There was a potential to create one seat and two benches for the orchard. Members were passed around pictures of examples of work conducted by Mr. Peter Lanyon who ran workshops producing outdoor furniture from green wood. It was intended the first wood split taking place at the Community Orchard Day in October. There would then be 6-8 sessions at this workshop which anyone was available to attend. Members gave some feedback on their preference for design.

**Newton Ferrers and Noss Mayo Parish Council Police Report June 2016** -PCSO 30540 Andy Potter had sent apologies. The Clerk read out his report;

**Newton Ferrers-**no reported crime

**Noss Mayo**

2<sup>nd</sup> , theft , car park donation box at The Warren car park broken into, cash stolen CR/037322/16.

4<sup>th</sup>, burglary to farm out building, damage caused within CR/037589/16.

PCSO Potter had advised that he was aware of an Audi car which had been left for some weeks by Puslinch Bridge. The owner had been contacted. PCSO Potter would be contacting SHDC the following week if it had not been removed.

**166/16 APOLOGIES FOR ABSENCE**- there were apologies from Mr. Hussell. (Apologies were received from Cllr. Blackler the day after the Meeting.)

**167/16 INTERESTS TO BE DECLARED** - members were invited to declare interests in the items for discussion during the course of the Meeting. None were declared.

**168/16 DISPENSATION REQUESTS**- none.

**169/16 VARIATION OF AGENDA** – RESOLVED: matters relating to any pre planning applications/planning enforcement and consideration of invitations to tender for grounds maintenance should be considered in committee. (Vote; Unanimous.)

**170/16 MINUTES** – the Minutes of the Parish Council Meetings held on 9 and 23 June were confirmed and signed as a correct record.

### **171/16 DISTRICT COUNCIL**

**171.1 Councillor reports**-Cllr. Baldry advised that he would take part in the planning discussions.

**171.2 Community Re-investment Project Fund**- applications appeared to have been closed, according to the SHDC website, with no information as to when they may reopen.

### **172/16 PLANNING**

#### **172.1 Newton & Noss Neighbourhood Plan**

**a) Housing Needs Survey**; RESOLVED; The Housing Needs Survey Report undertaken by Devon Communities Together was accepted. (Vote; Unanimous.) It was agreed to make the Housing Needs Survey Report available on the Parish Council website.

**b) Funding**- the Parish Council, Revelstoke Community Trust (RCT) and River Yealm District Association (RYDA) had each agreed to contribute one third to the costs of the Survey. Mr. Lunn had suggested that the Council, RYDA and RCT each contribute £1500 in total, the balance of which could be used to provide a “working pot” of money to progress the plan pending an application to the Locality Fund. The RCT had agreed subject to the RYDA and Parish Council similarly agreeing. The Parish Council had made original budget provision for £1000. RESOLVED: to make a further £500 available from the expense contingency budget provision- to make a total contribution for the Neighbourhood Plan of £1500. (Vote; Unanimous.)

Mr. Lunn would seek authorisation from the RYDA. Cheques from the RYDA and RCT would then be forwarded to the Clerk. It was requested that any expense claims be forwarded to the Clerk with supporting invoices/receipts for authorisation for payment by the Parish Council. The Meeting was advised that the Parish Council needed to have the statutory power to pay for expenditure. If in doubt potential expenses should be checked with the Clerk before it was incurred.

**c) Invoice**- RESOLVED; to authorise payment of the invoice from Devon Communities Together for the preparation of the Housing Needs Survey Report in the sum of £3255 plus VAT. (Vote; Unanimous.)

Cllr. Baldry was provided with a copy of the Housing Needs Survey Report. He advised that he would be attending one of the public meetings. He urged those who wanted to apply for Affordable Housing to make an application to be included on the Housing Register. Some applicants may prove to be ineligible. It was those who were on category A-D who could be eligible. Those on Category E would not be eligible for rented. Local people must still demonstrate a Housing Need. Cllr. Green suggested that DCT would be aware of potential applicants and would be able to contact them direct. He asked if Mr. Lunn could please ask DCT to contact those individuals and suggest that they make application to be included on the Housing List.

Ms. Longworth advised that notices had been put in the Parish Magazine and the Primary School newsletter. Laminated posters would be out up in the Parish in the near future.

**172.2 Plymouth and South West Devon Joint Local Plan**- Members had had the opportunity of reviewing the consultation for a new Local Plan covering period April 2014- 2034 prior to the Meeting. The Vice Chairman, Cllr. Green, Mr. Christopher Lunn, Mrs. Sarah Taylor and Mrs. Denise Marchant had attended a meeting organised by SHDC regarding the consultation. The Vice Chairman advised that the consultation was looking at an additional 700 houses spread though South Hams villages. This could equate to an average of 15 additional houses per village if it worked that way. It was suggested that with the developments at Parsonage Road and Collaton, the Parish would far exceed that number. Cllr. Green referred to the site information pack applicable to the Parish which included sites entered in 2013, 2015 and 2016. Collaton had not yet been updated. Two sites had been marked as “green” in the Parish. The Neighbourhood Plan Steering Group, on which there was five Parish Council Members, would be looking at the sites and the method by which they had been assessed. The N3P group would be meeting the following Sunday. Deadline for submissions was 12 August 2016. RESOLVED; to delegate the Parish Council’s response to the Plymouth and South West Devon Joint Local Plan to the Neighbourhood Plan Steering Group. (Vote; Unanimous.)

A parishioner suggested the Parish Council play close regard to planning applications which offered a high percentage of Affordable Housing given the experience with Sherford which he suggested had seen a drop in percentage from 60% to under 20%.

**172.3 South Devon AONB Planning guidance-** it was agreed to put back consideration of the consultation to the next meeting, by which time the Neighbourhood Plan Steering Group would have met.

**Planning applications received including;**

**172.4 Land adjacent to Parsonage Farm, Parsonage Road 3139/16/OPA** Outline Planning application for the erection of twelve dwellings to include 6 affordable dwellings. Major application. Application affected the setting of a Listed Building. The proposed development did not accord with the provisions of the development plan in force in the area in which the land in which the application related.

Members expressed concern that it was an outline planning application with no detail of the housing, that it was outside the planning boundary and that the six market value houses were large. It was suggested that smaller 2-3 bedroom properties which could enable downsizing as described in the Housing Needs Survey Report could be more appropriate. Further concern was raised concerning the impact on a Grade II Listed Heritage building, the effect on an Area of Outstanding Natural Beauty (AONB) and the Dormouse Survey being insufficient. A Member suggested that development outside the Development Boundary would set a precedent potentially leading to infill between the village and Butts Park and up to Collaton. A housing need should be proven.

Reference was made to the land having been identified as a site allocation and for potential investigation under the Neighbourhood Plan. Another Member commented that the Village Housing Initiative would impinge on the skyline and be open, whereas the development adjacent to Parsonage Farm would be hidden. The final buildings could be ecofriendly with garden areas for wildlife and any felled trees being replaced. The Member was referred to the Village Housing Initiative being an Exception Site which had limited market housing and was for the primary function of meeting local housing need. To develop outside the Village Development Boundary, there would need to be demonstrated an exceptional need. A comment was made that joining Butts Park with the rest of the Parish would render Butts Park more included and should not be used as a reason to refuse the application.

DECISION: objection. **Objection;**

1. Outside the Village Development Boundary.
2. Area of Outstanding Natural Beauty.
3. Heritage impact on a Grade II Listed Building.
4. Ecological implications- no Dormouse survey..

*(Vote; 4 in favour, 4 against, 2 abstentions. The Chairman gave casting vote; objection. )*

*Cllr. Hosking arrived.*

### **173/16 COUNTY COUNCILLOR'S REPORT**

Cllr. Hosking gave the following report;

**a) 111 Service-**was to be rationalised with the Devon Doctors Service. Callers would be channeled as soon as possible to the service needed which could be A & E, overnight Devon Doctors or an appointment the following day with their G.P. He invited parishioners to let him know if there were instances where the objective was not met.

**b) Broadband-** the second phase was going live. Devon and Somerset was to be split into six regions to attract alternative Broadband suppliers.

**c) Devolution-** it would not be necessary to appoint a Mayor.

**d) Potholes action fund-** the road from Puslinch Bridge running south to the top of the hill was due to be improved. There was no time frame.

**e) Invest in Devon-**he had received an application from the Revelstoke Rangers for funds to improve the Sports Pavilion.

**f) A379 roadworks-** anticipated to be completed by the end of July. Arrangements were in place for the Yealmpton Show. The road would be patched and surface dressed on completion.

### **174/16 PLANNING**

**174.1 Caulston Farm, Stoke Cross to Membland Cross 1344/16/FUL-**Slurry and waste water lagoon to use in association with dairy farming business. DECISION: No objection. *(Vote; Unanimous.)*

**174.2 11 Yealm Road 1771/16/HHO-**householder application to extend southern roof gable dormers over an area of an existing balcony, providing a flat roof area between gables. Remove an existing patio area and build a new patio area with glass balustrading. DECISION: No objection. *(Vote; Unanimous.)*

**174.3 Overstrand Riverside Road West1329/16/FUL-**conversion of existing garden room and garages to studio and annex. DECISION: No objection. *(Vote; Unanimous.)*

**174.4 Development Management Committee meeting-** Whitegates, Parsonage Road 0699/16/FUL. The application had been referred to Committee by Cllr. Blackler who had not attended the Development Management Committee Meeting. The application had been unanimously refused by the Committee. Cllr. Baldry was thanked for reading out the Parish Council's statement at the meeting. The RYDA had also sent a representative to speak. Reference was made to this being the second time Cllr. Blackler had referred a matter to the Development Management committee without attending Parish Council meetings.

**174.5 Summer break arrangements-** RESOLVED: for those applications in respect of which the Parish Clerk was unable to secure an extension from SHDC planning control to 8 September 2016 for the Council to respond, Members should submit their comments to the Clerk and the Chairman, the Clerk then having delegated authority under Section 101, Local Government Act 1972 to submit those comments on the Parish Council's behalf to South Hams District Council. However should any controversial planning applications arise in respect of which an extension cannot be secured the Council may consider holding an EGM. (*Vote: Unanimous.*)

**174.6 Village Housing Initiative-** a request had been received from a parishioner that the Parish Council arrange a guided site visit for local residents at the current stage, mid- term and when almost complete. It was agreed to suggest that the parishioner made his own independent arrangements with the site manager.

#### **175/16 ADMINISTRATION**

**175.1 Policies-** Ms. Longworth requested the review of the Equal Opportunities be put back to the next meeting. Mr. Parry- Smith advised that there had been recent legislative changes to Health and Safety regulations and requested consideration of a policy be put back to September. Cllr. Green advised he would be happy to assist Mr Parry-Smith.

#### **175.2 Bishops Court/ alternative storage-**

**i) Reading Room-** the agreed terms for the Heads of Agreement had been circulated to Members. RESOLVED; to authorise the Chairman to sign the Heads of Agreement regulating the use of the Reading Room for storage on behalf of the Parish Council. (*Vote; Unanimous.*)

It was agreed that the Agreement be dated to coincide with the start of the work by the contractor to install a partition and door within the Reading Room to secure the storage area. The Reading Room representative would be forwarded the Agreement for signature and arrangements made for the contractor to start work. The Clerk was still waiting to receive details of access to Bishops Court to retrieve the papers- it was anticipated this would be in September.

#### **175.3 Events applications-**

**i) HM Coastguard -** had been in contact regarding proposed familiarisation / training for coastguard helicopter landing sites and associated practices. The proposal was for local coastguard teams to run a drill on 17<sup>th</sup> of July at 0930 at Butts Park Playing Field lasting one hour 30 mins. Members had been advised and no objections raised. Revelstoke Rangers had a football match at 11am. A risk assessment and public liability insurance details had been provided. RESOLVED: The Parish Council support HM Coastguard's request to use Butts Park Playing Field for a helicopter training exercise on Sunday 17 July Sunday from 09.30am, which should take precedence over the football match if necessary. (*Vote; Unanimous*)

A local farmer had been advised who would be moving his livestock from the neighbouring field. The local riding school, a local horse owner and a representative for the Butts Park residents had been advised.

**ii) PC 4166 Adam GEE Operations and Events Planner, Devon and Cornwall Constabulary-**a request had been made to use the playing field at Butts Park on which to land a helicopter of the Queen's Helicopter Flight (QHF) Wednesday 20<sup>th</sup> July 2016 at 2.30pm. The QHF had been asked to provide a risk assessment and their insurance indemnity. A local farmer had been advised who would be moving his livestock from the neighbouring field. The local riding school, a local horse owner and a representative for the Butts Park residents had been advised. RESOLVED; to grant permission for the Queen's Helicopter Flight to use Butts Park Playing Field to land on Wednesday 20 July. (*Vote; Unanimous.*)

**iii) St. Peter's Village Fete-** an application had been received on behalf of St Peters Church which had been circulated to members and checked by the Chairman and Mr. Parry-Smith. RESOLVED to grant permission for the use of Noss Green for St. Peter's Church Fete on Monday 29 August 2016. (*Vote; Unanimous.*)

**iii) Parking on Noss Green-** a parishioner had requested use of Noss Green for parking for his daughter's wedding week ending 15 October. Whilst appreciating the difficulties with parking in the area, members felt it necessary to decline the request to park cars on Noss Green as the area was prone to becoming "boggy" and was a well- used recreation area.

**iv) Football summer School-** an application had been received from Mr. Harry Golding to use the Sports Pavilion and playing field. Mr. Golding had advised that he would be making a charge to parents for the coaching sessions but, at this stage, he was uncertain as to uptake and whether the sessions would run on a daily basis. RESOLVED: to grant permission for Mr. Golding for football coaching for under- 12s between 25 July- 31 August. Mr. Golding would be asked to provide a sheet of times and dates the Pavilion and Playing Field were used. No charge would be made for the first session, but thereafter the charge would be £5 per hour/£15 per session, the Council agreeing to reduce their normal charge rate from £10 per hour to £5 per hour. An invoice would be raised after 31 August. (*Vote; Unanimous.*) Mr. Golding was to liaise with both the Cricket and Football Club to ensure there were no clashing events.

**175.4 Quarterly accounts inspection/budget review-** Mr. Carter and Mr. Parry- Smith had undertaken the quarterly accounts inspection. The cashbook and quarterly budget comparison had been circulated to members. There were no comments.

#### **176/16 COUNTY COUNCIL**

4/14July2016.....Chairman

**176.1 Highways/Transport-** the Clerk had been contacted by Mr. Paul Gardner from Devon & Cornwall Housing Association regarding ownership and usage of the car park at Dillons. Mr. Gardner had advised that he would be seeking copies of the plans from the Land Registry and would revert back.

**176.2 Invest in Devon/Locality Grants-** Revelstoke Rangers had made an application for work on the Sports Pavilion. The Treasurer had confirmed that the funding was not to replace the goalposts.

**177/16 AUTHORISATION OF PAYMENTS** -Cheque payments were authorised and signed in accordance with the schedule prepared by the Clerk, checked by Mr.Parry-Smith and listed in Minute 178/16.The Vice Chairman had authorised a quote for some urgent work to cut back grass along the section of Collaton /Butts Park footpath from Butts Park to Widey. The Chairman had authorised a quote for urgent work to cut back vegetation down the Doctor's Steps and the end of the Leas Path.

**179/16 AUTHORISATION OF PAYMENTS**

<b>Santander Current Account</b> :	Total balance at 30/6/16	<b>£66489.28</b>
<b>The balance includes: Hedge Cutting Bond</b>		<b>£3000</b>
<b>Monies held on completion of Newton &amp; Noss Play Park Improvement Project</b>		<b>£36.02</b>
<b>Monies held in respect of the maintenance of the Revington Memorial Seat</b>		<b>£390</b>
<b>Sustainable Communities Locality Fund held for Butts Park Play Park refurbishment</b>		<b>£500</b>
<b>Butts Park Play Park Appeal</b>		<b>£470</b>

**The following cheques were authorised totalling:** **£4,249.84**

<b>Chq No</b>	<b>PAYEE</b>		<b>AMOUNT</b>
2126	WI Community Hall	Hire fee NNPC Meeting 14 July 2016	£25.00
2127	WI Community Hall	Hire fee NNPC Meeting 28 July 2016	£25.00
2128	SLCC Enterprises Ltd	Local Council Administration publication	£76.60
2129	M. Hingston	Newton Voss and Steps cleaning June 2016	£124.00
2130	S. McDonough	Net salary-June 2016	£1,224.66
2131	HM Revenue & Customs	Clerks monthly Tax & National Insurance-June	£294.86
2132	M. Grundy	Management of Parish Council website 12/7/15-1/7/16	£189.00
2133	South Hams Garden & Property Services	Annual maintenance	£200.00
2134	South Hams Garden & Property Services	Grass cutting; by water tower & Parsonage Road verge	£90.00
2135	South Hams Garden & Property Services	Footpath vegetation cut back- by Vine Cottage	
		Collaton/Butts Park footpath- road crossing point	£35.00
2136	South Hams Garden & Property Services	Beech Tree mulching- The Green	£100.00
2137	South Hams Garden & Property Services	Grass cutting; The Green 2,16 and 30 June 2016	£48.00
2138	J. Longworth	Travel expenses reimbursement	£13.50
2142	Ricoh UK Ltd	Photocopier lease and copies	£160.70
		Cheque dated 28 July 2016	
2139	M. Hingston	Newton Voss and Steps cleaning July 2016	£124.00
		Cheque dated 11 August	
2140	S. McDonough	Net salary July 2016	£1,224.86
2141	HM Revenue & Customs	Clerks monthly Tax & National Insurance-July	£294.66
		<b>Total</b>	<b>£4,249.84</b>
SO	Spectrum Housing Group Ltd	Bishops Court rent	<b>£363.62</b>
DD	EDF	Sports Pavilion	<b>£15.00</b>
DD	B & C E Financial Services Ltd	Pension set up charge	£360.00
DD	B & C E Financial Services Ltd	Employee/employer Pension contribution July	<b>£16.88</b>

\*Section 137 Local Government Act 1972 payments: £0 total to date; £75.

**180/16. MEETINGS ATTENDED:**

**180.1 Harbour Authority-**Mr. Carter reported that it had been very quiet on the River.

5/14July2016.....Chairman

**180.2 Halls**-the Chairman advised that Newton & Noss Village Hall was proceeding with the installation of Wi-Fi. Ms. Adams confirmed that the WI Hall had been confirmed as being suitable for Wi-Fi installation.

### **181/16. MAINTENANCE**

#### **181.1 Maintenance working groups-**

**i) Sports Pavilion-** Mr. Lyndon had reported taps being left running in the outside WC at the Sports Pavilion. RESOLVED; to accept a quote from Mr. Andrew Goodchild for the installation of a new latch and lock on the outside WC at the Sports Pavilion in the sum of £39.92. (*Vote; Unanimous.*) Insurance details and risk assessments were awaited from the Football and Cricket Clubs. Mr. James Baldwin had been contacted regarding the electrical inspection. Members further considered the condition of the goalposts following the Allianz report. It was agreed that the Vice Chairman would seek three quotes for replacement.

**ii) The Green/Dillons Green-** Ms. Adams would speak with Mr. Swift regarding the use of the wood from the felled Beech Tree.

**iii) Play parks-**Ms. Longworth advised that the First Tuesday Lunch Club had kindly agreed to donate income derived from the lunches in October, November and December to the Butts Park Play Park Appeal, on condition that it was allocated to a specific piece of equipment. SHDC had identified some work needed in Noss Mayo Play Park in respect of which the Clerk would obtain a quotation.

**iv) Noss Recreation Areas-** the Tennis Club had been presented with a fifth draft of proposed Licence terms to regularise their use of the Tennis Courts. Mr. George Buckland from Newton & Noss Community Orchard Group was intending to come to the next meeting to discuss proposals for the orchard.

**181.2 Kilpatrick's Steps-** it was agreed to review trees in the area in September/October.

**181.3 Other areas for consideration-** the Chairman advised Mr. John Allen had arranged for and funded considerable work on an area of land near Noss Voss which he attributed to the Parish Council's suggestion in the Parish Magazine for parishioners to "Adopt a Spot". The Revelstoke Trust had provided funding for one bench. A second bench would also be installed. The Revelstoke Trust had suggested the area be called Allens' corner to which Members had no objection.

*Mrs. Cooper then advised the Parish Council that she had concerns about the "Woongarra" development, next door to her property on Lower Court Road, and the manner in which the issue of the excavation work had been dealt with by the Parish and District Council. Mrs. Cooper left the meeting.*

#### ***In committee***

**182.4 Grounds maintenance** - the Parish Council would be assuming responsibility for grounds maintenance for the land assets transferred by SHDC from June 2017. A draft works schedule had been circulated to Members. It was agreed to delegate responsibility for finalising the work schedule and invitations to quote to the Clerk, Chairman and Vice Chairman. Quotations would be invited from a minimum of three contractors. Any quotations received following the deadline date for submission of quotes would be opened in the presence of the Chairman and Vice Chairman who would then deal with any queries/clarifications and report back to the Council at the next available meeting in October. Suggestions were put forward for contractors from whom to seek quotes. A grounds maintenance contract would need to be drafted.

**RESOLVED:** No glyphosate herbicide was to be used on Parish Council play park areas. (*Vote; Unanimous.*)

### **182/16 PRE PLANNING/PLANNING ENFORCEMENT**

A planning enforcement matter was considered. The concerned applicant had been advised to contact SHDC Development Management to investigate.

*The Meeting closed at 9.25pm*