

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

**Held on 10 May 2012**

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

1 parishioner was present for part of the Meeting

**117/12 ELECTION OF THE CHAIRMAN AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE-**  
RESOLVED: Mrs. Suzie Cooper was elected as Chairman of the Parish Council to serve until May 2013. (Vote; Unanimous) Mrs Cooper signed the declaration of Acceptance of Office.

**118/12 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 2013. (Vote; Unanimous).Mr Cooper signed the declaration of Acceptance of Office.

**OPEN FORUM**

**Police Matters-** PCSO Potter made a report in respect of the following:

Jl/12/306- theft Newton Ferrers

Jl/12/320/324- two incidents of dog bites, one in Newton Ferrers the other in Noss Mayo

Jl/12/331- one common assault

**119/12 APOLOGIES FOR ABSENCE-** there were apologies for absence from Mr. Matthews.

**120/12 MINUTES** –the Minutes of the 12 April Meeting were confirmed and signed as a correct record.

**121/12 INTERESTS TO BE DECLARED** - Members were invited to declare interests in the items for discussion during the course of the Meeting. Mr. Tubb, Mr. Stitson and Mr. Carter declared interests in matters relating to the grant application for the Regatta Fireworks by virtue of being on the Regatta Committee. Mr. Hussell declared an interest in matters relating to the Parish Council website manager as they were related.

**122/12 PROPOSAL TO VARY THE AGENDA** – RESOLVED: the item relating to consideration of quotes for public seats refurbishment, bus shelter refurbishment and basketball court /swings repainting should be considered in Committee.(Vote: Unanimous)

**123/12 COUNTY and DISTRICT COUNCILS**

**123.1 County Councillor's Report-**Cllr Mumford made a report in respect of the following

**i) Kilpatrick Steps-** the passing space was now being used as a parking area. Vehicles had been eroding the adjacent bank. DCC Highways Dept would monitor the situation and may seek expert advice on the stability of the bank.

**ii) Stoke Road-** the surface was due to be resurfaced from St. Peter's Church upwards. Cllr Mumford would enquire about the section from the Church to Bridgend.

**iii) Revelstoke Rd/Hannaford Rd-** "No Parking" signs would be placed in the area by DCC to prevent obstruction.

**iv) Parsonage Rd-** DCC did not feel signs to deter parking above the fountain at the Green were necessary.

**v) Wembury Ferry Steps -**were due to be repaired shortly. Difficulties had been experienced in establishing responsibility for the repairs. The AONB organisation had effected repairs previously but had no funding to do so this time. An attempt was being made to gain consensus between the AONB, DCC, the National Trust and the RYHA. For the moment the repairs were being funded out of Cllr Mumford and Cllr John Hart's Locality budgets.

**vi) Puslinch-** DCC had received the request for extra work to be performed in the area whilst the bridge was closed for repairs. The missing HV sign at Collaton was on order. Responsibility for sweeping of the highway including channels lay with SHDC. Compacted detritus was dealt with by DCC. If there had been budget allocation for siding of the roads, then Puslinch would be put forward for the channels to be cleared. There was a small amount of budget for patching on the Collaton side of the bridge.

**vii) Parking-** the ability for enforcement officers to be able to deal with parking on pavements was being improved.

**123.2 District Councillor's Report-** Cllr Cooper advised that there had been promising comments regarding possible funding to resurface the Tennis Courts.

**123.3 SHDC Asset Transfer-** results of searches were awaited.

**123.4 Community Orchard/Noss Play Park Improvement Project-** the retention payable to Earth Wrights was payable shortly. Eden Design were due to undertake an inspection of the play park the following Tuesday. The

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Chairman and Mr. Barnett confirmed attendance. The design for the sign for the play park was to be finalised. One of the funders, Awards for All had some queries regarding the Final Report form submitted- Mrs. Hinchliffe had confirmed that she was dealing.

**123.5 Village Housing Initiative-** Tor Homes had written to confirm that negotiations with the landowner were still progressing. There were financial and legal issues outstanding before the planning agreement (S.106) could be signed and the planning consent determined. With the funding and contractor in place ready to start, Newton Ferrers remained a priority scheme for them.

**123.6 Collaton/Butts Park Link-** Mr. Taylor was liaising with the Primary School regarding the opening. The Police had pledged support. Details of the situations and fixings for the plaques had been resolved. The contractor had been instructed to trim the hedges/verges in readiness. The School had requested consultation on any publicity photographs taken.

## **124/12 ADMINISTRATION**

**124.1 Members' Responsibilities** –the list was reviewed. RESOLVED: Councillors' responsibilities for the forthcoming year to April 2013 would remain unchanged. (Vote: *Unanimous*)

**124.2 Financial Risk Assessment Review-** the annual consideration of financial risk had been undertaken by the RFO, Mr. Gough, Mr. Matthews and circulated to the Members. RESOLVED: To approve the Financial Risk Assessment. (Vote: *Unanimous*)

### **124.3 Insurance –**

i) A review of the insurance cover had been undertaken by the Risk Assessments working group. It was agreed that the Council would not commit to the long term arrangement proposed by the insurance company to enable the Council to be free to obtain alternative quotes annually. RESOLVED: to approve the insurance arrangements and to authorise payment of the premium payable (£1096.74). (Vote: *Unanimous*)

ii) It was agreed to accept the offer from a representative from the Parish Council's insurers, to come to the Parish to review insurance arrangements, free of charge, following the potential transfer of SHDC land assets to the Parish Council.

### **124.4 Policies-**

i) **Reviews-** were considered of the Council's policies. It was agreed that the Environmental Policy, Freedom of Information Policy, Data Protection & Information Security Policy, Equal Opportunities Policy and Affordable Housing Policy would remain unchanged. The Complaints procedure would be reviewed once the position regarding the new Standards arrangements became clear.

ii) **SHDC Asset Transfer-**it was agreed that the working group would instigate formulation of policies in anticipation of the transfer of SHDC land assets to the Council approximately three months prior to completion of the transfer.

iii) **Statement of Internal Control-** RESOLVED: To approve the Statement of Internal Control for year ending March 2012. (Vote: *Unanimous*)

**124.5 Sports Pavilion-** it was agreed that the Clerk, Chairman and Vice Chairman would visit the Sports Pavilion to undertake a risk assessment. SHDC had advised that they were investigating the designation of Butts Park Playing Field. The Vice Chairman had been impressed by the speed in which SHDC had reacted to a request for the grass to be cut, in anticipation of a match.

**124.6 Asset Inspection 2012-** it was agreed the list would be circulated with Members reporting back to the Clerk with updates as inspections took place. It was hoped the inspection would be completed over the summer with a report being made at the first Meeting in September.

**124.7 Bishops Court-** Licence arrangements were considered. It was agreed to leave Licence arrangements with Yealm Medical Centre and hire charges unchanged. Signpost Housing Association had been advised of the Parish Councils wish to terminate the yellow bag collection service. The contractor required one month's notice. An update from Signpost was awaited.

**124.8 Parish Council website-** RESOLVED: to approve work by the website manager to establish usage of the website. (Vote: *10 in favour, 1 abstention*). It was agreed to consider which ParishOnline applications could be linked to the Parish Council website once usage had been determined.

## **125/12 DIAMOND JUBILEE**

**125.1 Car Rally-** Mr. Matthews had reported that there was sufficient interest to confirm a small parade of classic cars and motorcycles. Volunteers would be needed to informally direct traffic between "Fiveways" at The Green and St. Peter's.

**125.2 Beacon-** Mr. Matthews had had a helpful meeting with Mr. Sayers the landowner. The Beacon would be lit at 2215 on 4 June. It had been suggested that the Chairman light the Beacon. The Beacon had been registered. It was anticipated the Parish Council would advertise. Mr. Tubb, Mr. Stitson and Mr. Barnett volunteered to marshal. Mr. Stitson knew of a few others who also may be prepared to help and would also speak to a local paramedic about acting as First Aider.

**125.3 Commemorative mugs presentation-** Mr. Taylor advised that the mugs would be presented to the play group in the Village Hall and then to the Primary School children at the school at 11am on 31 May. Consideration would be given for the price to be charged for the surplus mugs. The Chairman had ordered the packaging.

**126/12 GRANT REQUESTS-**

**126.1 Regatta Fireworks-** Mr. Tubb left the Meeting. RESOLVED: To make a grant of £50 towards the costs of the 2012 River Yealm Regatta Fireworks. (Vote: 8 in favour, 3 abstentions) Mr. Tubb returned to the Meeting.

**126.2 Domestic violence & Abuse Service-** the service had confirmed that in the past financial year they had directly assisted 3 members of the Parish. All received support from their Outreach Service, one received support at court, another a place on their pattern changing course and another from their counselling service. RESOLVED: To make a grant of £100 by means of financial support. (Vote: Unanimous)

**127/12 MEETINGS ATTENDED:**

**127.1 Harbour Authority-** Mr Carter reported that three members of the public had attended their Annual Meeting. Mr Carter had stepped down as Chairman being replaced by Mr Dermot Drought. Mr Martin Oates became Vice Chairman. Mrs. Philips had started the check on harbour disks.

**127.2 Halls-**the Vice Chairman reported that the Knitathon had raised £6000 to date. There was no news from Newton & Noss Village Hall.

**128/12 TWINNING-** Mr. Barnett reported that the recent visit to Trebeurden had been a great success. The "Promenade de Yealm" plaque had been unveiled. The French had been very hospitable.

**129/12 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 130/12.

**130/12 FINANCIAL SUMMARY**

<b>Santander Current Account</b> :	Total balance at 1.05.12	<b>£68726.59</b>
<b>The balance includes: Hedge Cutting Bond</b>		<b>£3000</b>
<b>Monies held on behalf of Newton &amp; Noss Play Park Improvement Project</b>		<b>£2056.87</b>
<b>Receipt of half year Precept</b>		<b>£19622.50</b>

**The following cheques were authorised totalling: £2919.07**

<b>Chq No</b>	<b>PAYEE</b>		<b>AMOUNT</b>
1478	WIC Hall	Hire NNPC Meeting 10 May 2012	£22.00
1479	WIC Hall	Hire- NNPC Meeting 24 May 2012	£22.00
1480	J Allen	Cleaning: Noss Voss & Popes Quay April 12	£50.00
1481	S.McDonough	Net salary-April	£1,082.36
1482	Event Hire Solutions	Balance; WC Hire Diamond Jubilee**	£216.00
1483	Vantech Media	Maintenance ja.net domain name for 2 years-newtonandnoss-pc.gov.uk	£60.00
1484	M.Hingston	Cleaning: Newton Voss & steps April 12	£82.00
1485	S.McDonough	Reimbursement expenses: stationery	£22.41
1486	Broker Network Ltd	Insurance Renewal 1/6/12-31/5/13	£1,096.74
1487	Signpost Housing Association Ltd	Bishops Court rent- May 12	£265.56
		<b>Total</b>	<b>£2,919.07</b>

\*Section 137 Local Government Act 1972 payments:£00.00 Total to date;£849.02

\*\* S 87 Public Health Act 1936

**131/12 MAINTENANCE**

**131.1 Noss Voss-** Mr. Carter was waiting to speak to a local contractor. It was agreed Mr. Taylor and Mr. Carter would arrange a meeting with DCC PROW department to look at the surfaces of both Newton and Noss Voss.

**131.2 Noss Hard-** the costs of provision of a tidal warning sign were considered. Mr. Hussell confirmed he would investigate suitable signs further.

**131.3 SHDC-** timing for summer grounds maintenance and their offer to tender for additional services was considered. SHDC had been advised of the date for the Diamond Jubilee Big Lunch. The Vice Chairman had sent the cricket match schedules for Butts Park Playing field.

**131.4 Routine Spring Maintenance-** - it was agreed the Clerk would prepare invitations to tender for annual spring tidying to be approved by Mr. Taylor. It was agreed Mr .Taylor and Mr Carter would meet with potential contractors to visit the sites to discuss in detail the work to be undertaken.

**131.5 Noss Hard Boat Parking-** an apology had been received from a parishioner for unauthorised boat parking. It was agreed the Clerk would arrange for the release of the kayak. It was further agreed that clerk would investigate updating signs for both Noss Hard and Big Slip Quay.

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**131.6 Tennis Courts-** Mr. Barnett reported that the Tennis courts had raised £6800 from income last year, £1000 from DCC, £5000 from the Revelstoke Trust and £400 income to date for the current financial year. They had received a quote to resurface of £18823 net of VAT. The Tennis Club were seeking a loan from the Parish Council for the balance. The Clerk would investigate the Parish Council's power to lend. The Clerk confirmed the circumstances in which Parish Councils' had power to reclaim VAT for community projects and would circulate an outline of the rules to the Parish Council Members. The Chairman advised that SHDC may have funding and that she would arrange a meeting between Mr. Barnett, herself and the relevant department to discuss. Mr. Barnett was also referred to potential funding of £3500 through the Active Villages Programme operated by Tone Leisure on behalf of Active Devon.

**131.7 Other areas for consideration**-no other areas were raised.

**In committee**

**131.8 2011 Annual Asset Inspection** -one tender had been received in respect of public seats refurbishment, bus shelter refurbishment and basketball court /swings repainting.

RESOLVED: To accept the quotation from Grounds Maintenance South West in the sum of £1108 plus VAT less any discount offered for the contractor undertaking the project of the benches/bus shelter/play park inclusive.(Vote: *Unanimous*)

*The Meeting closed at 8.45pm*