

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

**Held on 8 May 2014**

PRESENT Cllr. Cooper Mr. Cooper Mr. Hussell Mr. Carter Mr. Lyndon  
ALSO Mr. Taylor Mr. Matthews Mrs. Evans Mrs. Ansell  
PRESENT 6 Parishioners Mrs. McDonough  
(Clerk)

**113/14 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 2015. (*Vote; Unanimous.*) Mrs. Cooper signed the declaration of Acceptance of Office.

**114/14 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 2015. (*Vote; Unanimous.*) Mr. Cooper signed the declaration of Acceptance of Office

**OPEN FORUM**

**Monticello, 73 Court Road 37/0890/14/VAR-** the applicant spoke in support of his application for a minor amendment to the planning approval given under 37/0150/13/F. He advised that his neighbour to the western side of the property was happy with the proposal. He addressed complaints raised that the building was one metre further forward than the planning consent given and the existence of the first floor balcony which had been examined during the planning process and which did not affect the neighbours to the eastern side in any degree.

The neighbour to the eastern side of the property referred the Council to his letter of objection to South Hams District Council in respect of the variation proposal. He advised it was unacceptable to have a first floor balcony overlooking his property's main living area. The property had enjoyed privacy for the last twenty five years.

**Yealm Branch, Royal British Legion-** Mr. Matthews advised that the Yealm Branch would be placing a small sign on the roadside grass in front of the Holy Cross War Memorial- "Please respect this War Memorial".

**Police report-** PCSO Potter had sent his apologies. He had advised that the following crimes had been reported for April 2014:

Newton Ferrers;

Jl/14/302 -between 11<sup>th</sup> and 13<sup>th</sup> burglary of an unoccupied building.

Jl/14/325-16<sup>th</sup> minor assault. Dealt with by way of restorative justice.

Jl/14/363-27<sup>th</sup> minor assault, enquiries were ongoing.

Jl/14/383- between 25<sup>th</sup> and 28<sup>th</sup> theft of fencing panels. Enquiries were ongoing.

Noss Mayo;

Jl/14/267-2<sup>nd</sup>- dog worrying sheep.

Jl/14/365-15<sup>th</sup> theft of money. Enquiries were ongoing.

**115/14 APOLOGIES FOR ABSENCE** –there were apologies for absence from Mr. Stitson and Mr. Tubb. Mr. Hussell had advised that he would be slightly late.

**116/14 MINUTES** –the Minutes of the 10 and 24 April Meetings were confirmed and signed as a correct record subject to minor amendments to the order of Open Forum of 10 April and Min 99.2.

**117/14 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 interest in 1 The Point planning application by virtue of his son in law and daughter running a café in Newton Ferrers.

**18/14 DISPENSATION REQUESTS-** none were made.

**119/14 PROPOSAL TO VARY THE AGENDA-** RESOLVED; items relating to consideration of quotes for repairs to Big Slip Quay, planning enforcement and the Clerk's salary review should be considered in committee. (*Vote; Unanimous.*)

**120/14 COUNTY and DISTRICT COUNCILS**

**120.1 Highways/Transport** – including

**i) Bridgend Wall-** there had been no update from Devon County Council. It was agreed to contact the Conservative Party Candidate standing for the County Council Election on May 22 to see if he had met with Mr. William Mumford to discuss the wall. The Clerk had also been contacted by Devon County Council regarding the Revelstoke Railings removed for wall repairs on Riverside Road West. It was agreed to ask Devon County Council to store the railings which could then be reused at Bridgend Wall.

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**ii)Yealm Road-** it was hoped Devon County Council would be clearing their equipment shortly as works on Riverside Road West were nearing completion.

**iii) Kitley-** concerns were raised regarding the condition of the road surface leading from Puslinch Bridge to A379. It was agreed the Clerk would contact Devon County Council to enquire whether there were any plans to resurface.

**120.2 District Councillor's Report-** Cllr. Cooper advised that the Annual District Council Meeting had taken place that day.

**120.3 SHDC Asset Transfer/Parish Asset Land Registration-** Curtis Whiteford Crocker had emailed comments on the Registered Titles to the various land assets late that afternoon. Mr. Matthews and the Clerk would review.

**120.4 Village Housing Initiative-**Gary Streeter M.P. had written to the Council advising of the response from SHDC regarding the current position. Alan Robinson, Executive Director (Communities) & Head of Paid Service, understood the Parish Council's concern and frustration at the lack of progress of the Village Housing Initiative in Newton Ferrers. It was a concern shared by both SHDC and Devon & Cornwall Housing (DCH). Subsequent to planning approval in November 2012 the landowner had advised that he required a change to the previously agreed position of the attenuation tank. This resulted in the need for changes to the scheme and in turn the need for revised drawings which would require a new planning application for one end of the site. The architects had completed the new plans and they had been sent to the landowner's solicitor. The landowner's approval had been given before Christmas. DCH was awaiting the landowner's signature on the land transfer document before submitting the new planning application. DCH had also requested that the landowner's solicitor obtain the final list of outstanding queries from the landowner in order to be able to answer/address them to minimise further delays to the project. A response from the landowner's solicitor was awaited.

Mr. Hussell arrived at 7.25pm

**120.5 SHDC Public Conveniences-** the Clerk had pressed SHDC Environment Services Manager for an update following his indication in April that meetings would be arranged in May to discuss various options.

## **121/14PLANNING**

### **Planning applications received including**

Mr. Hussell left the meeting having declared an interest by virtue of being a neighbour.

**121.1 Monticello, 73 Court Road 37/0890/14/VAR-**variation of condition 2 (amended plan) of planning approval 37/0150/13/F).DECISION: Objection. The Parish Council supported the neighbours' objection regarding loss of privacy. (*Vote; 4 in favour of objecting, 4 abstentions*).Mr. Hussell returned to the meeting

**121.2 59 Bridgend 37/0842/14/F-** householder application for replacement flat roof over single storey passageway with mono-pitch slate roof. Installation of additional first floor window. DECISION: No objection. (*Vote; Unanimous*)

Mr. Matthews left the Meeting.

**121.3 1 The Point, Passage Road, 37/0011/14/CU -** change of use from C3 (residential) to mixed C3/A3 (residential/cafe).The Parish Council considered revised plans relating to the omission of the use of the summerhouse/garden room in the lower garden. The proposed change related solely to the garden areas as outlined in red on the location plan and part of the main dwelling as detailed in the revised planning statement. DECISION: Strongly support. (*Vote; Unanimous*). Mr. Matthews returned to the Meeting.

**121.4 Seagulls, 37/0541/14/F-** it was agreed Mrs. Ansell should represent the Parish Council at the SHDC Development Management Committee Meeting on 14 May in support of the Council's objections.

**121.4 Neighbourhood Planning-**the consultation in respect of the Designation of the Neighbourhood Plan area expired on 16 May. A response from the RYDA regarding arrangements for the public consultation meeting was awaited.

**121.5 SHDC Planning Workshop-** planning for the future. The Vice Chairman and Mr. Matthews had attended. Many Parish Councils there had complained about the apparent failure of SHDC Development Control to take note of Parish Councils' views in respect of planning applications. SHDC was working on a replacement for their strategic plan. In June a report would be published identifying potential land for development in parishes- whether land was available/had been offered, whether it was suitable and whether development was achievable. The National Planning Policy Framework required evidence of a land bank. The Neighbourhood Plan would need to tie in and run in parallel with the National Planning Policy Framework and the new Local Plan which was due to be completed by 2016. A concern was raised that no one appeared to be looking at existing housing stock.

## **122/14. ADMINISTRATION**

**122.1 Members' Responsibilities** –the list for the forthcoming year to April 2015 was reviewed. It was agreed responsibilities should remain as for 2013 save that Mrs. Evans would replace Mrs. Ansell on the budget working group, and Mrs. Evans would have responsibility for the Parish Council website.

**122.2 Financial Risk Assessment Review-** a review had been undertaken by the risk assessments working group and circulated to Members. The annual consideration of financial risk was considered and approved.

**122.3 Risk assessment review-** areas owned and maintained/monitored/administered by the Parish Council were considered. It was agreed risk assessments should be prepared in respect of all land owned by the Parish Council comprising currently the area by Kilpatrick's Steps and Big Slip Quay. Mr. Carter would prepare.

**122.4 Insurance** – the Clerk had obtained two quotations for Parish Council insurance coverage. The terms of the insurance coverage offered had been considered by the working group and circulated to Members. It was noted that the

quotes had come in at substantially less than the previous year's premium of £1135.22. On that basis it was agreed to take out one year's insurance rather than a three year long term agreement.

RESOLVED; to accept the quotation provided by Came & Co, through Hiscox insurance and to authorise payment of the premium for one year's coverage of £772.36. (Vote: Unanimous.)

The Insurance declaration was completed at the Meeting.

RESOLVED: To authorise the Chairman to sign the insurance declaration from Came & Co/Hiscox Insurance. (Vote: Unanimous)

Fidelity Guarantee- it was agreed that the accounts inspection working group should keep to its present practice of cashbook entries being checked against bank statements, receipts and supporting documents quarterly.

Legionella-regular risk assessment of water systems and management of the risk of Legionella being conducted , together with notification to the insurers of any premises where there were apparatus giving rise to the risk of Legionnaires would be reviewed by the Sports Pavilion working group.

**122.5 Policies-** the Council's Environmental Policy, Freedom of Information Policy, Data Protection & Information Security Policy, Equal Opportunities Policy had been reviewed in 2013 and were considered to be currently satisfactory. The Affordable Housing Policy would be addressed as part of the Neighbourhood Plan process. Mr. Carter would review the Emergency Plan, Mrs. Ansell advising that she would be interested in attending an SHDC Emergency Planning event planned for 1 July. The Clerk would review the Complaints procedure. The Code of Conduct was considered satisfactory.

**122.6 Financial regulations/Standing Orders-** Mr. Matthews was reviewing.

**122.7 Sports Pavilion-** it was agreed the sports pavilion working group should review health and safety matters. The Clerk would speak with Mr. Stitson regarding quotes to undertake the annual electrical inspection/PAC testing.

**122.8 End of Year Accounts-** the internal audit had been undertaken by South and West Internal Audit. No issues had been raised.

**122.9 Parish Council Computer-** the Clerk advised that a Computer repair contractor had been called out the preceding Friday/Saturday but had been unable to repair the Parish Council computer. A quotation for a replacement desktop PC tower, hardware installation, operating system and software installation, data backup, data restoration with program and peripheral configuration had been obtained from one contractor and another was awaited. RESOLVED: To authorise costs of up to £1000 to replace the Parish Council PC desktop with installation, the Clerk to liaise with the Chairman/Vice Chairman.(Vote;Unanimous)

#### **123/14. CONSULTATION/CORRESPONDENCE**

**Sustainable Communities Act-** the Members considered the request from Sevenoaks Town Council to support a proposal submitted to the Government: "That the government take the necessary action to allow a percentage of Business Rates to be paid direct to Parish and Town Councils for the benefit of local economic growth."A response was not considered necessary.

**124/14. 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 125/14.

#### **125/14 FINANCIAL SUMMARY**

<b>Santander Current Account :</b>	Total balance at 1.5.14	<b>£71061.36</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>£500</b>

**The following cheques were authorised totalling:** **£2849.51**

<b>Chq No</b>	<b>PAYEE</b>		<b>AMOUNT</b>
1794	Newton & Noss Village Hall	Hire- NNPC Meeting 8 May 2014	£20.00
1795	Tilly Institute Charity	Hire- NNPC Meeting 22 May 2014	£10.00
1796	S. McDonough	Net salary-April	£1,155.52
1797	HM Revenue & Customs	Clerks monthly Tax & National Insurance	£274.49
1798	M. Hingston	Cleaning; Newton Voss & steps April 2014	£124.00
1799	S. McDonough	Travel expenses reimbursement- internal audit	£31.50
1800	Erme Valley Computers	Parish Council Computer: repair attempt. Hard drive removal and storage. HMRC files transfer.	£94.00
1801	Newton Gardening Services	Public footpath repairs	£920.00
1802	South and West Internal Audit	Independent Internal Audit Service 2013-2014	£200.00
1803	River Yealm Harbour Authority	Slipway Cleaning Fluid	£20.00
<b>Total</b>			<b>£2,849.51</b>

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**126/14 MEETINGS ATTENDED:**

**126.1 Harbour Authority-** Mr. Carter advised that work to resurface Bridgend Quay had been completed together with the slipway on the west end of the quay.

**126.2 Halls-** with respect to Newton & Noss Village Hall, Mrs. Ansell advised that the AGM had taken place on 30 April 2014 when Mrs. Penny Box had retired as Chairman. It was anticipated that a new Chairman would be elected at the next meeting on 15 May. The Vice Chairman advised that work on the WIC Hall continued. It was possible the Parish Council's contingency fund would need to be called upon- work needed to be undertaken on one of the internal walls. Meetings were taking place with the contractors regularly.

**126.3AM/AC- CPRE AGM** – the Vice Chairman and Mr. Matthews had attended the CPRE Plymouth and South Hams AGM. Gary Streeter MP had given a speech followed by a useful discussion entitled “Urbanisation of the South Hams- Fact or Fiction?” It appeared to be suggested that development was going to go ahead whether it was liked or not. It would be good for the economy. Sherford would be going ahead. A Member suggested that there was a need for more affordable housing. Within Newton & Noss Parish small homes were demolished and replaced by far larger houses. There was a suggestion this be addressed in the Neighbourhood Plan.

**127/14. MAINTENANCE**

**127.1 Routine Spring Maintenance-** the work to be undertaken was discussed and agreed. Tenders would be invited from four contractors. A site visit would take place, with potential contractors, on 22 May.

**127.2 Trees- Broken Way/Noss Voss-**it was agreed to try to trace ownership of the land adjacent to the footpath leading to Noss Voss (Point side). There were two dead elm trees. SHDC would need to be notified as the land was within the Conservation Area. RESOLVED: To authorise land registry search fees to endeavour to establish ownership of the land between the steps leading to Noss Voss and Point View. (*Vote; Unanimous*)

Mr. Hussell left at 8.50pm

**127.3 Noss Voss-** Mr. Stitson had agreed to look at the manhole cover.

**127.4 Annual Footpath Inspection-** at Mr. Taylor's suggestion it was agreed there would be no footpath inspection this year but Members were asked to notify the Parish Council of any matters causing concern between May- July.

**127.5 Noss Hard-** Mr. Stitson had advised that he could repair the rack. The cost of materials would be £40 plus VAT. RESOLVED: To authorise Mr. Stitson to conduct repairs to the canoe rack and to incur material costs of up to £40 plus VAT. (*Vote: Unanimous*)

**127.6 Other areas for consideration;**

**i) Butts Park-** the Clerk was asked to draw the condition of the burned out dog bin to the attention of SHDC and the amount of dog fouling in the playpark to the SHDC Dog Warden. Concern was also raised regarding camping in the playing field.

**ii) Dillons-** concern was raised that DCC had designated a second area for disabled parking adjacent to Parsonage Road without prior consultation. The area was already short of parking spaces with Dillons residents having their own allocated spaces. The Clerk had contacted DCC for clarification.

**In committee**

**127.7Big Slip Quay-**Four invitations to tender had been submitted. One tender had been received. RESOLVED; to accept the tender from Mr. Steven Shepherd to effect repairs to Big Slip Quay in the sum of £260. (*Vote; Unanimous*)

**128/14. PLANNING ENFORCEMENT**

A letter had been received from a parishioner regarding planning enforcement concerns. The parishioner would be advised to contact SHDC Planning Enforcement Department.

**129/14 EMPLOYMENT.** The Clerk left the Meeting.

**Clerk's salary review-**after debate it was unanimously resolved that the Chairman be authorised to write to the Clerk confirming that:

1. In recognition of the Clerk's outstanding service to the Council in 2013/2014 the Clerk's remuneration is increased to point 31 on the NJC scale with effect from 1 April 2014. This is an increase awarded on merit and does not create a precedent for similar increases in future years.

2. The Council will honour any increase awarded on a national basis in 2014 (currently expected to be 1%) from the date of such award.

The Meeting closed at 9.20pm