

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

Held on 9 April 2015

PRESENT Cllr. Cooper Mr. Cooper Mr. Matthews Mr. Lyndon Mrs. Ansell

ALSO Mr. Hussell Mr. Carter
PRESENT 2 Parishioners Mrs. McDonough
(Clerk)

OPEN FORUM

Rowden Farm 37/0695/15/F - a neighbouring resident advised that the planning application had been discussed with the Chairman of the Rowden Court Management Company which comprised 18 properties. There were no objections to the development proposals. It was however hoped that the planned purpose for the development (to provide accommodation for the farm manager) would be adhered to and that it would not become a dormitory for multiple occupancy of farm workers.

Caulston Farm- a local resident raised his further concerns regarding the condition of the highway by Caulston Farm enquiring into whether the Parish Council had any powers to persuade the owner to clean the highway. The resident was advised that Devon County Council was responsible for highways and that the Parish Council had no direct powers. The resident was concerned about Devon County Council's lack of action. He had taken 8 photographs of the highway and compared it against DCC and NFU guidelines. He had made his first report in summer 2014. Since then there had been 18 exchanges of email and 5 customer advisers involved. There had been 3 inspections by DCC- on 18 January the condition of the highway had been seen as satisfactory, on 24 January unacceptable and on 26 January the farm hands appeared to have cleared the worst advising that a sweeper attachment had been purchased and buckets used. PCSO Potter had also inspected.

Since then the resident had sent further pictures and reminder emails, resulting in making a formal complaint on 31 March which he had been advised would be responded to within 20 working days.

The Vice Chairman advised that the local DCC Highways Officer was usually very good. DCC had been under tremendous pressure with financial cuts.

The resident was advised that the complaints procedure should run its course. If it was not resolved following completion of the complaints procedure, the parishioner should revert back to the Parish Council. PCSO Potter would be asked if a traffic officer could visit the site.

Police Report- PCSO Potter had sent apologies.

Newton Ferrers and Noss Mayo Parish Council Police Report March 2015

Newton Ferrers -no reported crime

Noss Mayo-19th, Dog not under proper control. On two occasions two dogs had entered the rear garden of a property and attacked a hutch containing a rabbit. The rabbit had been unharmed. The dogs' owner had not been traced [cr/015373/15.]

73/15 APOLOGIES FOR ABSENCE- there were apologies from Miss Cove, Mr. Stitson and Mr. Tubb. Apologies were received from Mr. Taylor and Mrs Evans by the Clerk after the meeting.

74/15 MINUTES –the Minutes of the 12 and 26 March Meetings were confirmed and signed as a correct record, save for an amendment to Minute 66.15 to reflect that it was “explained” rather than “suggested” that the Village Housing Initiative site along Parsonage Road was an Exception Site.

75/15 INTERESTS TO BE DECLARED - members were invited to declare interests in the items for discussion during the course of the Meeting. None were declared.

76/15 DISPENSATION REQUESTS- none.

77/15. COUNTY and DISTRICT COUNCILS

77.1 County Councillor's Report- Cllr. Hosking had not arrived.

77.2 District Councillor's Report- Cllr. Cooper had no report, save that she had been told that the agreement for the Village Housing Initiative site had been “signed up.”

77.3 Highways/Transport-

i) No 94 bus -a report had been received of 2 parishioners being left waiting at the bus stop near “Mewstone”, Yealm road on 8 April 2015 which did not arrive. Tally Ho had advised her that the driver had contacted the HQ to say he had been unable to get down Yealm Road as the road had been blocked by parked cars. He had already reported that the turning circle had been blocked by a car on the previous trip. He had been unable to access Yealm Road at all leaving the waiting passengers unaware at the bus stop. Photographs had been taken of cars blocking

the highway. Tally Ho had advised the parishioner that their drivers were very fed up with builders lorries obstructing the highway. Tally Ho had asked the parishioner to contact her local council advise of the difficulties. It was agreed to ask PCSO Andrew Potter to give the area some attention.

ii) Signage- it was agreed the Clerk would contact DCC Highways to ask for an update regarding additional 30 mph signage at Butts Park.

77.4 SHDC Asset Transfer/Parish Asset Land Registration-

Asset Management Group for Noss Green, Noss car park, tennis courts and community orchard **Report to Newton and Noss Parish Council**

The Group was made up of Alison Ansell and Peter Stitson. The Group had had its first meeting on 1 April 2015 with the Parish Clerk in attendance. The report circulated to the Members assumed that the asset transfers had taken place.

NOSS GREEN

1. Maintenance

i) **Grass** - grass cutting for two years from the date of transfer of the assets to the PC would be provided by SHDC.

ii) **Hedges-** it was agreed to monitor the hedges. to see if this was included.

Maintenance tenders should be sought 6 months prior to the expiry of the agreement with SHDC.

iii) **Benches** should be included in the SHDC agreement. In the past the PC had also maintained the benches. The situation should be monitored.

iv) **Trees** - Miss Suzanne Cove, the Clerk and Mr. Chris Wood-Walker (if available) would be asked to inspect the trees whilst inspecting those at the play parks and decide on any immediate requirement and what inspection regime was required. A formal tree inspection of all the trees on PC land could be needed by a qualified arboriculture consultant.

v) **Fencing and gates** - generally these were believed to be in good order. The gate from the car park was in need of a latch and the fence adjacent needed some repairs.

vi) **Bins** - dog litter bin in the car park.

2. Inspections-Mrs. Ansell and Mr. Stitson were prepared to undertake weekly documented inspections.

3. Risk Assessments-Mrs. Ansell had agreed to draft a risk assessment.

4. Insurance-the PC had third party public liability insurance in respect of land it occupied generally.

5. Refurbishment/renewal-Mr. Stitson had advised that the baseball hoop was due to be removed. The Council may receive a request from the Boules group to move the pitch to a sunnier position.

6. Signage-would be required.

7. Dogs-there was a dog sign on the gate asking owners to clear up after their animals and a dog litter bin in the car park. Any problems with dog fouling would be monitored during weekly inspections.

8. Licences-Licences would need to be drawn up for Brookings Down Wood and the Boules Club. Mr. Matthews advised he could assist.

9. Events-it was agreed the SHDC event booking form would be adapted for use by the Parish Council. The Council would need to decide about any charges for use/damage caused. St Peter's Fete would take place in August and it was known that a parishioner would like to book Noss Green for her daughter's wedding in summer 2016.

10. Village Green status-there were a number of people in Noss Mayo who wished to pursue Village Green status. Mrs., Ansell had the application forms. It was agreed she would look into the matter further.

NOSS CAR PARK

Maintenance

i) It was thought there was provision in the SHDC agreement to spray herbicide to hard surfaces for two years from the date of transfer. The situation should be monitored. Maintenance tenders should be sought 6 months prior to the expiry of the agreement with SHDC.

ii) **Fencing and gates** - Fences appeared to be in satisfactory condition. The gate from the car park was in need of a latch and the fence adjacent needed repairs.

iii) **Bins** - dog litter bin in the car park. It was believed that this would continue to be emptied by SHDC.

2. Inspections- Mrs. Ansell and Mr. Stitson were prepared to undertake weekly documented inspections.

3. Risk Assessments-Mrs. Ansell agreed to draft a risk assessment.

4. Insurance-the PC had third party public liability insurance in respect of land it occupied generally.

5. Refurbishment/renewal- the surface appeared to be in satisfactory condition.

6. Signage- there was currently SHDC signage advising no boat parking, overnight camping etc. Discussion would take place into replacement signage.

7. Licences-the bottle bank would be discussed.

9. Events-it was agreed to prepare an events booking form. The Council would need to decide about any charges for use/damage caused.

TENNIS COURTS

Licence/Lease-The Tennis Club had in effect been running the tennis courts and receiving the income from booking fees. The Tennis Club had been able to arrange the resurface of the courts, a large amount of the funds being raised from the booking fees. It was understood the Parish Council would like the Tennis Club to continue being responsible for the administration and maintenance of the courts following transfer.

1. **Maintenance**-SHDC agreement provided for spraying the surface, power washing and inspecting once per month for two years from the date of completion of the transfer. Approximately six months prior to the end of the two year agreement the Council /Tennis club would need to seek tenders.
2. **Inspections**-Mrs. Ansell and Mr. Stitson were prepared to undertake weekly documented inspections- subject to arrangements with the Tennis Club. SHDC would also be doing monthly inspections under the Agreement.
3. **Risk Assessments**-preparation would be subject to the arrangements with the Tennis Club who should have undertaken their own risk assessments. Copies would be sought.
4. **Insurance**- the PC had third party public liability insurance in respect of land it occupied generally. The Tennis Club would also have their own insurance. A copy would be sought.
5. **Refurbishment/renewal**-resurfaced recently.
6. **Signage**-replacement signage would be needed dependant upon arrangements with tennis club.

COMMUNITY ORCHARD

1. Maintenance

i) **Grass** - grass cutting for two years from the date of transfer of the assets to the Parish Council would be provided by SHDC.

ii) **Hedges**- it was agreed to monitor the hedges.

Maintenance tenders should be sought 6 months prior to the expiry of the agreement with SHDC.

iii) **Benches** should be included in the SHDC agreement. In the past the PC had also maintained the benches. The situation should be monitored.

iv) **Trees** - Miss Suzanne Cove, the Clerk and Mr. Chris Wood-Walker (if available) would be asked to inspect the trees at the Community Orchard and decide on any immediate requirement and what inspection regime was required. To date the group organising the Apple Day on behalf of the Parish Council had pruned the apple trees and weeded around them.

v) **Fencing and gates** - generally these were believed to be in good order.

vi) **Bins** - dog litter bin in the car park.

2. **Inspections**-Mrs. Ansell and Mr. Stitson were prepared to undertake weekly documented inspections.

3. **Risk Assessments**-Mrs. Ansell agreed to draft a risk assessment.

4. **Insurance**-the PC had third party public liability insurance in respect of land it occupied generally.

5. **Refurbishment/renewal**-not necessary at the moment

6. **Signage**-replacement signage would be needed.

7. **Dogs**- dog litter bin in the car park. Any problems with dog fouling would be monitored during weekly inspections.

9. **Events**-a booking form would be drafted. The Council would need to decide about any charges for use/damage caused.

RESOLVED: To note receipt and to adopt the report of the asset management group for Noss Green, Noss car park, tennis courts and community orchard of 1 April 2015. (*Vote; Unanimous*)

78/15 PLANNING

Planning applications received including:

78.1 Wide View, Yealm Road 37/0675/15/F- householder application for construction of quay and slipway with repair of access steps. Affected a public footpath or right of way. DECISION; No objection. (*Vote; Unanimous.*)

78.2 Rowden Farm, Stoke Road 37/0695/15/F-retrospective householder application for single storey extension to provide 2 no. bedrooms. Affected the setting of a Listed Building. Affected a public footpath or right of way. DECISION; No comment. (*Vote; Unanimous.*)

78.3 Neighbourhood Plan – there was no update. Mrs Ansell had tried unsuccessfully to contact Mr. Christopher Lunn, RYDA Chairman.

78.4 Newton Downs Farm- Good Energy had advised that the public exhibition in respect of Solar Farm development proposals was likely to be put back to 30 April 2015.

79/15 COUNTY COUNCIL

Cllr. Hosking reported upon the following;

i) **Signs**- he would be speaking with the County Council regarding the signs for St. Peter the Poor Fisherman which were currently pointing in the wrong direction.

ii) **Highways**- Cllr. Hosking was advised of the complaint made to Devon County Council by a parishioner regarding the condition of the highway at Caulston Farm.

iii) **Chelson Meadow**- the Vice Chairman advised he had not experienced any difficulty in using the site on his last visit.

80/15 ADMINISTRATION

80.1 End of Year Accounts- the Clerk advised the year end bank statement had been received that morning and the accounts finalised. The accounts and supporting papers would be passed to Mr. Carter and Mrs. Evans for the final year end inspection. The Clerk hoped to circulate the accounts to the Parish Council in time for them to be considered for approval for the Parish Council Meeting on 23 April. The accounts and supporting papers were to be made

available for public inspection from 20 April- 18 May. The papers were scheduled to be passed to Ken Abrahams for internal audit on 30 April. The annual return was to be submitted to Grant Thornton by 25 May 2015. There had been delays in receiving the year end bank statement from Santander. RESOLVED; to authorise the Clerk to investigate and if appropriate to register the Parish Council current bank account for internet banking- View only. (Vote; Unanimous).

80.2 Audit- guidance notes relating to the changes to the smaller authorities' local audit and accountability framework had been circulated to Members prior to the Meeting, outlined by the Clerk and noted by the Council.

80.3 General Election Meeting- the Hustings Meeting organized by the Council was to take place the following evening at 7pm. All candidates for the South West Devon constituency had accepted.

In committee

The Clerk left the meeting.

80.4 Clerk's employment- Mr. Matthews advised that the Employment Working Group had reviewed the Clerk's employment and had consulted with the Clerk. The Clerk had confirmed that she was not troubled by not having had a formal performance appraisal. The Clerk had asked for some assistance on the implementation of the automatic enrolment pension scheme. 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 that scheme took effect. It was agreed to ask Mrs. Evans if she would undertake the arrangements for the Parish Council and set up the automatic enrolment pension scheme. If not, the Parish Council would pay the fee to an IFA to have a suitable scheme set up. (Vote; Unanimous.) *The Clerk returned to the Meeting.*

81/15 CORRESPONDENCE

70th Anniversary VE Day Beacons- on this occasion it was agreed the Council had no plans to arrange a beacon lighting on 8 May.

82/15 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 83/15

83/15 FINANCIAL SUMMARY

Santander Current Account :	Total balance at 1.04.15	£51481.29
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		£500
The following cheques were authorised totalling:		£2219.29

Chq No	PAYEE		AMOUNT
1925	Newton & Noss Village Hall	Hire fee NNPC Meeting 9 April 2015	£24.00
1926	Newton & Noss Village Hall	Hire fee NNPC Meeting 23 April 2015	£24.00
1927	S. McDonough	Net salary-March	£1,216.18
1928	HM Revenue & Customs	Clerks monthly Tax & National Insurance	£294.77
1929	M. Hingston	Newton Voss & steps cleaning March 2015	£82.00
1930	River Yealm regatta	Grant- Regatta fireworks*	£75.00
1931	Getmapping Plc	ParishOnline annual fee	£33.60
1932	DALC	Annual subscription	£424.74
1933	South Hams Garden & Property Services	Grass cutting; The Green 13 & 30 March 2015	£32.00
1934	S. McDonough	Expenses reimbursement; stationery	£13.00
		Total	£2,219.29
SO	Spectrum Housing Group Ltd	Bishops Court rent April 2015	£342.93
DD	BT	Telephone charges- Bishops Court	£78.31
DD	BT	Telephone charges- Clerk's office	£79.38

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

84/15 MEETINGS ATTENDED:

84.1 Harbour Authority-Mr. Carter advised that he had attended a Yealm Estuary Management Committee meeting. Eel grass would be sampled between Looe and Weymouth and monitored by the National Marine Aquarium.

4/9April2015.....Chairman

84.2 Halls – Mrs. Ansell advised that the AGM for Newton & Noss Village Hall would be held on 22 April .The Revelstoke Room was being refurbished. A grant from the Revelstoke Trust had been received to help with the costs of windows. The Vice Chairman advised that the back wall of the WI Hall had now been clad.

84.3 Clerks' meeting- had taken place with other Clerks from the Ivybridge & District Association of Local councils on 18 March. The Clerk from Bigbury had advised that planning permission had been granted by South Hams District council for 200 solar panels on the old tennis courts on Burgh Island despite 67 objections on the SHDC website. Arguments had been put forward that it would be screened by vegetation but the Bigbury Clerk had suggested that little vegetation grew on the island and the solar panels would be visible from the cliffs which looked down on to the island.

85/15 MAINTENANCE

85.1 Big Slip Outhauls- the Clerk and Mr. Carter would discuss the position regarding Big Slip Quay outhauls with the Harbour Office.

85.2 Annual Spring maintenance- work including the Revington Seat was discussed. The list of work proposed to be included would be circulated to the Members prior to the next Meeting.

85.3 Land adjacent to Noss Voss footpath- Mr. John Allen outlined his plans to rebuild the shore side wall on the land adjacent to the footpath leading from Passage Road to Noss Voss. The Parish Council was unable to give authorisation for the work to go ahead as it did not own the land, and the land ownership was unknown. The Members did not however object to the proposals.

85.4 Footpath/Parish Assets- inspections and footpath guide would be considered at the following Meeting.

85.5 Other areas for consideration- South West Highways had advised that they would be scheduling in the drainage work for the area adjacent to the Pollexfen Archer Memorial bus stop at The Green.

85.6 SHDC TAP funding 2015- potential work to undertake was considered. A suggestion was put forward to include jetting out the drain by the filled in lay by on B3186 between Widey and Collaton and to clear the drains from Butts Park to The Green. It was agreed the Clerk would make enquiries into the costs of a flashing speeding sign with the potential to share with other parishes.

The Meeting closed at 8.25pm