

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

Held on 11 February 2016

PRESENT MR. COOPER      MR.TUBB      MS. LONGWORTH      MR. HUSSELL  
MS. ADAMS      MR. CARTER      MR.LYNDON

**ALSO PRESENT;** Cllr. Richard Hosking, Cllr. Keith Baldry, 1 parishioner, Mrs McDonough (Clerk).

**OPEN FORUM**

**Bridgend Hill-** a resident had emailed the Parish Council regarding his concerns over the speed of traffic travelling up Bridgend Hill (Newton Ferrers side). This had a 30mph speed limit as opposed to 20mph for the Noss Mayo side. He was aware of investigations being undertaken into speed limits down Parsonage Road past the school and proposed a 20mph limit extending around Bridgend, up Bridgend Hill and past The Green. He expressed concerns over pedestrian safety and in particular unaccompanied children. The parishioner was advised that a speed/traffic survey was due to be undertaken by Devon County Council at The Green and the Parish Council would be reviewing the position once the results were known.

**Police-** P.C.S.O. Potter had sent apologies. His report for January was read out;

Newton Ferrers-19<sup>th</sup>, arrest for drink / driving CR/003973/16

Noss Mayo-31<sup>st</sup>, report of a minor assault. No further Police action taken CR/006495/16

**In the absence of the Chairman Mrs Ansell, the meeting was chaired by the Vice Chairman Mr. Alan Cooper**

**28/16 APOLOGIES FOR ABSENCE-** there were apologies from the Chairman Mrs. Ansell, Cllr. Green and Ms. Cove.

**29/16 INTERESTS TO BE DECLARED** - members were invited to declare interests in the items for discussion during the course of the Meeting. None were declared.

**30/16 DISPENSATION REQUESTS-**none.

**31/16 MINUTES-** the Minutes of the 14 January Parish Council Meeting were confirmed and signed as a correct record.

**32/16 VARIATION OF AGENDA** –RESOLVED: Matters relating to consideration of quotations for hedge trimming and Clerk's employment matters should be considered in committee. (*Vote; Unanimous.*)

**33/16 PLANNING**

**33.1 The Malthouse, road from Stoke Road to Post Office Noss Mayo 2980/15/HHO-**partial demolition of south and west facing facades and 2 openings formed in east facing facades. Proposed extension of 12 square meters wrapping around south and west facades. Two new windows proposed to east facade. Entrance route re-arranged from car park area. Proposed detached out building to be used as a boat house.

It had not been possible to secure a time extension to respond to the application to 12 February from the planning officer. The planning officer had not wished Parish Council Members to accompany her on the site visit wishing to maintain her independence. A couple of members had viewed the site from public areas. Members had been asked to submit their comments to the Clerk, the Clerk then having delegated authority under Section 101, Local Government Act 1972 to submit a decision on the Parish Council's behalf to South Hams District Council. DECISION; No objection provided that the River Yealm Harbour Authority had no objection and that the decking that was shown overhanging the estuary and stream was no longer included within the planning application and had been withdrawn.

**33.2 Rose Cottage, Riverside Road West, APP/K1128/D/16/3142688-** householder application for new parking space to side of property. The Parish Council had not objected to the application. The appeal submitted was noted.

**33.3 Brook Bakery, Riverside Road 0082/16/TCA** -works to trees in a Conservation Area. DECISION: No objection (*Vote; Unanimous.*)

**33.4 10 Perches Close, Membland 160262 0203/16/TPO-**work to Tree Preservation Order trees. DECISION: Support (*Vote; Unanimous.*)

**33.5 Parsonage Farm, Parsonage Road 0158/16/LBC-**Listed Building consent for replacement windows and internal repairs and alterations. DECISION: No objection provided the Conservation Officer was satisfied with the proposed plans. (*Vote; Unanimous.*)

**33.6 The Cruach Stoke Road Noss Mayo 3137/16/HHO-**retrospective householder application for single storey side and rear extension with detached garage. DECISION: No objection. (*Vote; Unanimous* )

**33.7 Cedar House, Membland 3147/16/HHO** -householder application for construction of three bay garage and boat / office space above. DECISION: No objection. (*Vote; Unanimous.*)

**33.8 Newton & Noss Neighbourhood Plan**-the Vice Chairman advised that the Steering Group had met the previous day. The draft Housing Needs Questionnaire and covering letter had been agreed by the Steering Group and circulated to Parish Council Members. **RESOLVED:** The Housing Needs Questionnaire and covering letter was approved by the Parish Council. (*Vote; Unanimous.*)It was intended to hand deliver the questionnaire to households by Easter with replies requested by 30 April.

Mr. Christopher Lunn would be standing down as Chairman of the Steering Group. Nobody had come forward to replace him. Cllr. Green had suggested rotating the chair. Grant funding may be applied for to engage a professional co-ordinator for the Neighbourhood Plan- possibly shared with another Parish.

The draft contract to be entered into between Devon Communities Together and the Parish Council had been received and circulated to Members. The estimated cost had been given at £3011 plus VAT

It was confirmed that there would be a funding bid to Locality for the Survey to be made in the name of and with the approval of the Parish Council. A bid to Locality could not be made until after 1 April because the allocated funds had to be spent within the financial year. The invoice from DCT would be received at the end of the project, probably late May/June.

If the Locality bid was unsuccessful, which was thought to be unlikely, the Steering Group had proposed that the Survey was funded jointly and equally by the Parish Council, RYDA and Revelstoke Trust. The latter had both committed up to £1,500 each. If the final invoice was as in the contract, the RYDA would pay the extra. If the cost rose, the Steering Group had requested that the Parish Council increased its current provision in order to pay a third. A potential increase could be if the response rate to the questionnaire went above 25%-e.g. respondents would be provided with a pre-paid envelope. If the response rate went above 25%, there would be an additional postage charge. In the event that the response rate was 50% for example, the additional cost in the region of £200 would be divided equally between the Council, RYDA and Revelstoke Community Trust. **RESOLVED;** The contract between Newton & Noss Parish Council and Devon Communities Together to conduct a Housing Needs Survey for the Parish was approved and the Chairman of the meeting was authorised to sign the same on behalf of the Parish Council. The Parish Council agreed, in principle, to increase its contribution to cover a third of any increase, above the quoted figure of £3011 plus VAT. (*Vote; Unanimous*)

#### **34/16 DISTRICT COUNCIL**

Cllr. Baldry gave the following report;

**i) Council Tax-** it had been anticipated that Council Tax would be increased by 1.99% being the maximum increase without the necessity for a referendum. Budgets had been calculated on that basis. However, in the past seven days, the Government had advised that Councils could increase Council Tax by a maximum of £5 per Band D property per annum which equated to a 3.4% increase. The extra funds would be put into reserves. Cllr. Baldry did not know at this stage whether the extra funds could result in preventing some cuts in services.

**ii) Citizens' Advice-** Plymouth Citizens Advice could no longer accept anybody from the South Hams. Cllr. Baldry was concerned that the parishes in this area of the South Hams were some way from Totnes with no public transport. He was investigating the possibility of an outreach service at a local venue with a separate, private waiting area. Thirty people from this side of South Hams had used the service in Plymouth. He would be engaging in further discussions with Plymouth.

#### **35/16 ADMINISTRATION**

**35.1 Deposit account-** the Clerk had made further account application enquiries with Lloyds Bank. In order to open a deposit account for the Parish Council it would be necessary to open a current account. Members were advised of the charges Lloyds would make on the basis that the Parish Council would be maintaining its current account with Santander. Details of a Community Account with Barclays were also provided, offering online banking. Arrangements to open and operate the account were considered by members to be cumbersome. Members had already been made aware of the terms and conditions for an account with Unity Trust Bank. **RESOLVED;** to proceed with the application to open a deposit account with Unity Trust Bank with an initial deposit of £1000. (*Vote; Unanimous.*)

**35.2 Events applications-** none

**35.3 Fixed assets schedule 2015/16.** A draft had been circulated for approval. **RESOLVED;** to agree and approve the Fixed Assets Schedule for 2015/2016. (*Vote; Unanimous*)

**35.4 Bishops Court-**Mr. Carter had passed the letter to the Chairman of the Reading Room requesting storage facilities. It was understood the Reading Room Committee was to discuss charges to be made.

**35.5 Dependants' Carers Allowance-****RESOLVED;** to authorise a payment of £15 by means of Dependants' Carers Allowance to M.s Longworth to reimburse childcare costs for a Parish Council Meeting on Wednesday 9 September 2015.

**35.6 Annual Parish Meeting-** arrangements were agreed for the Annual Parish meeting on Thursday 10 March at 1830 at the WI Hall. Cllr. Baldry confirmed he would attend. Cllr. Blackler, Cllr. Richard Hosking and PCSO Potter had been invited to attend.

#### **36/16 CORRESPONDENCE**

**36.1 Dementia Friendly Parishes-** no members were available to attend the AGM on Thursday 10 March. Apologies would be sent in the event Mrs. Ansell was unavailable to go. It was understood Mrs. Hirst would be attending as Parish Council representative.

**36.2 South Devon Catchments Partnership** –the latest newsletter and draft Catchments Action Plan had been received from the South Devon Catchments Partnership and circulated to Members. The Council had no comment.

**37/16 COUNTY COUNCIL**

**37.1 County Council-Cllr.** Hosking had not yet arrived.

**37.2 Electoral Review of Devon-** the final recommendations made by the Local Government Boundary Commission for the Electoral Review of Devon had been circulated to Members and were noted.

**37.3 Highways/Transport-** there had been no update regarding A379 repairs. The DCC Highways Officer was aware that the provision of grass cutting plans was outstanding and was dealing. The Highways Officer was aware of the condition of the road surface at Puslinch and would be seeing what could be done. He advised members and parishioners look at <https://new.devon.gov.uk/devonhighways/faqs> especially why some pothole reports were not actioned. <https://new.devon.gov.uk/roadsandtransport/maintaining-roads/> was also a good point of reference. Mr. Lyndon referred to trees overhanging the highway at Puslinch. With respect to parking difficulties near the school, the Highways Officer had advised that the roadside parking bay at Dillons and the turning area by the school gate had both been adopted as public highway. He would be asking the County Council to write to the Housing Association to remove their residents only parking signs. The Valuation Office Agency had advised that were part of the Green area by Dillons to be converted into parking, it was likely it would attract Business Rates. The Parish Council would also have to bear in mind any overage provisions in favour of South Hams District Council as part of the Sale Agreement. It was agreed to take no further action at this stage with respect to converting part of Dillons Green into parking.

**38/16 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 39/16

**39/16 AUTHORISATION OF PAYMENTS** –

<b>Santander Current Account</b> :	Total balance at 1.2.16	<b>£62734.82</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>Monies held in respect of the Locality Fund Grant from Devon County Council</b>		<b>£400</b>
<b>The following cheques were authorised totalling:</b>		<b>£7461.90</b>

<b>Chq No</b>	<b>PAYEE</b>		<b>AMOUNT</b>
2050	Newton & Noss Village Hall	Hire fee NNPC Meeting 11 February 2016	£24.00
2051	Newton & Noss Village Hall	Hire fee NNPC Meeting 25 February 2016	£24.00
2052	S.McDonough	Net salary-January, 2015 overtime and annual payment for use of home as office.	£2,446.71
2053	HM Revenue & Customs	Clerks monthly Tax & National Insurance	£1,123.68
2054	L. Finch	Point Steps repairs	£2,313.60
2055	Information Commissioner	Data Protection Registration	£35.00
2056	Ivybridge and District Association of Local Councils	Annual subscription 2015	£4.00
2057	South Hams Garden & Property Services	Grass cutting; The Green 10/12/15	£16.00
2058	South Hams Garden & Property Services	Handrail repairs public footpath	£40.00
2059	South Hams Garden & Property Services	Sign repairs; The Green	£20.00
2060	South West Highways Ltd	Parish signs	£194.40
2061	South West Highways Ltd	Highways signs	£1,110.00
2062	M. Hingston	Newton Voss & steps cleaning January 2016	£82.00
2063	South West Water	Public tap Pillory Hill 17 Nov 15-5 Feb 16	£13.89
2064	South West Water	Sport Pavilion 11 Nov-5 Feb 16	£14.62
		<b>Total</b>	<b>£7,461.90</b>

\*Section 137 Local Government Act 1972 payments: £0 total to date; £480

**40/16 MEETINGS ATTENDED:**

**40.1 Harbour Authority-**Mr Carter had no report to make.

**40.2 Halls-**the Vice chairman advised he would be standing down as the Chair of the WI Hall Committee in March and wished to stand down as the Parish Council representative. He sought a replacement Parish Council Member.

3/11February2016.....Chairman

**41/16 COUNCILLOR VACANCY-** one application to fill the vacancy had been received. The application had been circulated to Members prior to the meeting and was considered. Mr. Parry- Smith was present and gave a short presentation as to why he wished to become a Parish Council Member. The application put forward by Mr. Philip Parry- Smith was proposed and seconded. After careful consideration and voting; RESOLVED; Mr. Philip Parry- Smith was co-opted as a Member of Newton & Noss Parish Council. (Vote; Unanimous.)The Clerk would meet with Mr. Parry–Smith to take his Declaration of Office prior to the next meeting.

#### **42/16 COUNTY COUNCIL**

Cllr. Richard Hosking gave the following report;

- i) Budget-**the County Council would be seeking a 3.99% increase in Precept equating to £46pa per Band D property. The Council was adjusting accounting protocol dealing with long term debt. This would reduce the amount of repayment on capital by some nine million p.a. which could be used for services. The Rural Deficit Fund had been increased – eleven million to be divided between Devon & Cornwall. This would prevent some services being cut.
- ii) Devolved powers-** was proceeding. A prospectus had been produced forming a broad principles document. Further details were to come.
- iii) Boundary Review-** 62 wards would be reduced to 60 from the next elections. Newton & Noss would fall within the Yealmpton Division comprising 12 parishes and an electorate of 10,800.
- iv) A379-** the majority of the repairs would be undertaken in the current financial year. The issue of crash barriers had arisen as a result of the tree felling and had caused delays to the repairs.
- v) Wright’s Lane-** SHDC Building Control had deemed the wall an unsafe structure with which the Highways Officer had agreed. It would be considered dangerous to remove the safety fencing. The signage was considered Chapter 8 compliant. The provision of the fencing would be charged for by South West Highways to Devon County Council. SHDC Building Control would not enforce repairs to the wall.
- vi) Bishops Court-** Devon County Council had conducted a re assessment of the residents. The results were such that there was no justification for overnight supervision. Reassessments could be requested by relatives through the manager at Bishops Court.
- vi) Invest in Devon funding-** the Vice Chairman requested support for funding for the Butts Park Play Park renovations in the sum of £5000. Cllr. Hosking advised he would be pleased to support an application but thought this may be limited to an offer of up to £2000. The Clerk would forward the application form.
- vii) Puslinch-** reference was made to the southern side and poor surface condition. Cllr. Hosking advised members and the public to report online. He would also report through the Highways Officer.

#### **43/16. MAINTENANCE**

##### **43.1 Maintenance working groups-**

- i) Sports Pavilion-** the Vice Chairman had been to a Cricket Club Meeting. It had been hoped that the Club would have secured a quotation for the removal of the cricket nets by the Parish Council Meeting. It was agreed the Clerk would seek quotes for their removal. Mr. Hussell asked if the pro forma inspection schedules could be resent by the Clerk. The Licences were awaited from the Cricket and Football Clubs together with their insurance details, risk assessments and inspection schedules. It was agreed the Clerk would approach the Clubs for updates on the working group’s behalf.
- ii) The Green/Dillons Green-**Ms. Adams advised that the risk assessment was to be completed. The sign at The Green had been repaired. The application for the tree to be felled at The Green had been submitted to SHDC by the Tree Surgeon. Mr. Tubb had the broken fingerpost sign and was investigating means of repairing it.
- iii) Play parks-** Funding applications were being submitted to carry out renovations for Butts Park play Park. A costed delivery plan needed to be submitted to secure funding from the Big Greenspace Challenge. The Vice Chairman agreed he would telephone the co- coordinator to discuss.
- iv) Noss Recreation Areas-** a resident had raised concerns about the grilles for the streams entering the recreation areas and the necessity to keep them clear to prevent flooding. Mrs. Ansell and Cllr. Green would be meeting the resident on site to discuss.

**43.2 Parish asset inspection-** Mr. Hussell confirmed he had conducted inspections at Bridgend and Wright’s Lane. The Pill Box at Cellars had gone. Mr. Carter advised that the seats at The Brook which had recently been repaired had been damaged again by boats tied near it. He and the Harbour Master had inspected all public slips and quays. The damaged Revelstoke Railing at Wide Slip would be reported to Devon County Council Public Rights of Way Department. A parishioner had written to the Council regarding the poor surface condition of the Cinder/ Leas path particularly the Riverside road West end. This would be reported to DCC PROW.

**43.3 Other areas for consideration-**a parishioner had reported concerns regarding a hole left by the removal of a public telephone box at Collaton. The Clerk had been asked by BT to visit the site and take a photo.

##### **In committee**

**43.4 Hedge trimming work quotations-** two quotations had been sought to trim the hedges and grass along the Collaton/Butts Park path prior to nesting season. One quote had been received. RESOLVED; to accept the quotation from Grounds Maintenance South West in the sum of £302 plus VAT. (Vote; Unanimous.)

**43/16. CLERKS EMPLOYMENT**

**Pensions-** Ms. Adams gave a report of the meeting with the Independent Financial Adviser from DFP Wealth Management regarding arrangements for Pension Auto-Enrolment and the steps needed to be taken by the Parish Council to comply. RESOLVED; to instruct DFP Wealth Management to assist the Parish Council to comply with its obligations under Pension Auto-Enrolment regulations to provide a workplace pension scheme. To accept the quotation of £600 plus Vat and to authorise the Chairman of the meeting to sign the Corporate Client Agreement between Newton & Noss Parish Council and DFP Wealth Management. (*Vote; Unanimous.*)

*The Meeting closed at 9.05pm*