
Shillingford Parish Council

Minutes of the meeting held on Tuesday 31st May 2016

Present: Cllrs Carr (Chairman), Turner, Howard & Durrans, TDC Cllr Lake. TDC Cllr Goodey 8 member of the public present.

1. Apologies for absence – Cllr Parrott, Stamp & TDC Cllr Lake

2. Declarations of Interest – None

3. Open Forum – Members of the public were invited to comment on any relevant issues. Potholes: A member of the public asked why Devon Highways spent so much money on re dressing the entire length of Manstree lane when there are large potholes on main road through the parish. Also the road is cleaned but the drains are not being dealt with. The drain outside Shillingford House should be cleared to prevent flooding. Road cleaners are contributing to blocking the drains. Members of the public have been trying to clear it but it is deep and the sump needs sucking out. There is a culvert outside Pengellys farm that has eroded and presents a hazard to passing vehicles due to the collapse. TDC Cllr Goodey stated that surface dressing comes from a different budget to road repairs. Cllr Durrans was asked to progress the matter with Jamie Hewitt who is the point of contact for DCC Highways.

4. Minutes of last Ordinary meeting. (4 April) & extraordinary planning meetings on 26 April and 3 May – Were accepted and signed as true records of the meetings.

5. County & District Councillors' Reports - Cllr Goodey discussed the Elector fund which was underspent by £34k last year. This funding is available for any parish to draw from. £1.10 is available per elector. TDC sends an email to all Clerks when bids can be submitted. There was a criteria last year that parishes must work collaboratively with a neighbouring parish but this requirement has been removed due to the underspend. Whilst available this year, due to overall budget constraints this funding may not be available in future years.

The Councillors Community fund is also available for small grants for parishes. Cllr Goodey offered £400 from this fund towards the new floor covering for the village hall toilets. It was suggested that Viridor the waste disposal company would be worth applying to for grant funding for the toilets. Also Devon Contract Waste are a local company who could be approached as the fees the waste companies charge are reinvested in grant funding.

Cllr Goodey advised that the electricity supply and dance floor for the marquee could be looked at as a separate project to increase the parish ability to spend.

An internet connection in the village hall was suggested as worthy of consideration. It would make the venue more attractive for hire. It would also assist the Parish Council with the paperless planning consultation process which is soon to be introduced.

Cllr Goodey offered to photograph the potholes previously discussed and send the pictures to DCC to get some action.

With regard to TALC, Cllr Goodey generally attends every other meeting and offered to bring back any issues to the Parish Council.

6. Matters Arising

6.1 Defibrillator update – The National Lottery have given a grant of £5,670 to purchase two defibrillators, one for each village. They have arrived and the cabinets are due imminently. The Community Heartbeat Trust (CHT) who are procuring the equipment on behalf of the Parish Council have sent an invoice for £5176.80. Any additional unspent funds will be returned to the Lottery fund at the completion of the project. Details of approved local installers are awaited. There may be a delay in installing in the telephone kiosk in Shillingford Abbot as in 2008 the Parish Council objected to the adoption of the kiosk. BT therefore need to get into a 90day consultation period. The Chairman of the PC in 2008 ,Michael Selby

Heard was present at the meeting and confirmed the objection due to the dangerous bend in the vicinity and the fact that fewer people had mobile telephones then. This information will be passed back to BT to see if the consultation period is still required now the Parish Council are in favour of adoption. Once installed a launch event will be arranged. There will be awareness sessions run for up to 60 community members and two key fobs will be issued to every household in the parish, bearing the code to the cabinets (this is also given in the event of someone dialling 999).

The Parish Council have been successful in an application to the British Heart Foundation for training equipment to enable CPR and defibrillator refresher training without the need to engage the services of a first aid trainer. This equipment has arrived.

In order to continue its work to make the parish a safe and healthy place to live, the Parish Council agreed that it would be helpful to have a presentation on Community First Responders. Clerk to arrange for the next meeting.

The Chairman thanked those involved for making such swift progress with the project and suggested the invoice for CHT is paid promptly. **Proposed** Cllr Carr. **Seconded** Cllr Howard.
All agreed

- 6.2 First Aid Courses update** – A free First Aid course was run for parishioners in April in collaboration with St John Ambulance. A further course is booked for 25 June (12 places). If fully subscribed the Parish Council could consider running a further course. Louise Selby Heard was thanked for her time and efforts in administering and supporting the courses.
- 6.3 Lawnmower update** – Cllr Carr gave details of the second hand lawnmower purchased on behalf of the Parish Council. This has now been serviced and is proving reliable and more cost effective than using a contractor. Michael Selby Heard and Cllr Carr voluntarily cut the grass and will endeavour to do so prior to any events being run on the Millennium field.
- 6.4 Transparency Code Compliance**– The Clerk reported that following the audit process the Accounting Statement, Governance Statement and other relevant documentation will be uploaded onto the parish website in accordance with the code requirements. Grant funding had been approved (£699.99) for the purchase of a computer, printer/scanner, software and training.
- 6.5 Teign Housing Occupancy**- There was a discussion regarding the Parish Councils concern about the apparent waste of Teign Housing property being let to single and occasional tenants when a family in need could be housed. Cllr Carr reiterated the wish to have an input when vacancies in the parish are being processed so that priority may be given to local people. Clerk to reiterate to Josh Lewis at Teign Housing that there is a need for consultation when the next vacancy arises.
- 7. Shed Renovations** – Cllr Carr stated that the window was smashed recently and the glass has been replaced with plastic and mesh to protect it. The shed needs painting. A replacement would be costly so it needs to be looked after. Cllr Carr to purchase green preservative and arrange painting on behalf of the Parish Council.
- 8. Potholes opposite St George's Terrace** – Cllr Turner stated that DCC are filling occasional potholes when the whole road needs resurfacing. It must be cheaper to do the whole stretch. TDC Cllr Goodey will photograph these potholes tomorrow (1 June) and submit them to DCC Highways to provoke some action.
- 9. Violation of Agricultural Building Consent** – Cllr Turner stated that the building relating to this consent (12/03111/FUL) was being used to house vintage cars. The initial planning permission was turned down in April 2012 due to lack of requirement for agricultural use. The planning was re submitted in 2013 for use for agricultural purposes. The planning officer approval report has been obtained. The report advised the applicant that if the use is for domestic purposes not agricultural then a planning application would be required for change of use. TDC Goodey advised that this should be notified to the TDC planning enforcement officer as it was believed that it was
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not being used for the purposes the planning was granted for. Clerk to submit details to the enforcement officer.

10. Devon Pollinators (email circulated) – A discussion took place and the Parish Council decided it was already actively supporting pollinators but did not feel the need to back that up with a pledge. No further action required.

11. Electoral Review of Teignbridge – This review occurs every 10 years. The review covers Teignbridge district and wards. There are 2 or 3 wards that are more than 10% over the recommended size, without even considering future planned development. This includes Exminster & Kenn valley ward. There will be a boundary change within this ward. It is unknown where but the ward may lose Powderham and Ide. Public consultation is ongoing until end of July. TDC Cllrs will be interviewed by the electoral commission for their views. Cllr Goodey will keep the Parish Council updated. Ward boundaries will be published towards the end of September. Each elected councillor will represent a similar number of electors to rebalance the representation. The changes won't come into effect until 2019 when the boundary will be redrawn prior to the election.

12. Finance

12.1 Report – Bank account balance @ 28 April was £11,495.41

12.2 Approval of expenditure

- IT equipment for Clerk - £595.97

- Village Hall hire - £18

- First Aid Course - £300

- Lawnmower Service - £213.46

Proposed Cllr Carr. Seconded Cllr Turner. All agreed

- Renewal of Parish Insurance – It was felt that the quote at £263.13, was competitive. There was an outstanding matter of adding the lawn mower and checking insurance cover for events on the Millennium field. It was agreed that provided the increase cover was still below £300 the policy could be renewed and paid for without the need to refer back to the Parish Council. Clerk to progress. **Proposed Cllr Carr. Seconded Cllr Howard. All agreed**

12.3 Update on Internal Audit – This had now been completed and papers were ready to send to the external auditors. Thanks were expressed to Tracy Gould for carrying out the audit. A gift card to the value of £30 was proposed. Clerk to arrange. **Proposed Cllr Carr. Seconded Cllr Turner. All agreed.**

12.4 Agreement of dates for the Exercise of public rights – This was for the publishing of unaudited accounts for public examination and comment. It must be for a period of 30 working days spanning the first 10 working days of July. The period of 20 June to 29 July was agreed. **Proposed Cllr Carr. Seconded Cllr Turner. All agreed**

13. Village Hall Report – Previously discussed.

14. Clerk's Correspondence – No matters of late correspondence.

15. Chairman's Remarks – None

16. Date of next meeting – Monday 1st August 2016

The meeting closed at 9.45pm

Chairman
