
Shillingford Parish Council

Minutes of the meeting held on Monday 3rd October 2016 (amended)

Present: Cllrs Carr (Chairman), Turner, Howard, Parrott, Durrans, DCC Cllr Connett & TDC Cllrs Goodey & Lake. 7 members of the public present.

- 1. Apologies for absence** – Visiting speaker Vanessa Fraser
- 2. Declarations of Interest / Requests for dispensation** – Cllr Carr declared interest in planning application at item 8 on the agenda (16/02347/NPA)
- 3. County & District Councillors Reports including Boundary Commission Review**

Every 10 years the Boundary Commission review the district council wards. Teignbridge has 46 elected councillors. The proposal is to redefine the ward boundaries to make the proportion of electors in each ward more balanced. This will require an increase of 1 councillor. Due to the Exminster development and other future local development, the Kenn valley ward will be disproportionate and therefore the plan is for Ide, Shillingford st George, Shillingford Abbot and Ide to move from Kenn valley ward to form an Ide and Whitstone ward. The ward will be represented by one not two councillors which will halve the community funding available to Shillingford parish council. Changes will come into effect in 2019. The public consultation period is running until the end of October. The parish council decided to submit a comment in the consultation process regarding the importance they of being part of the Kenn valley ward identity. The current ward constituents have similar and common issues and work closely together and wish to appeal to stay as part of the Kenn Valley Ward

Cllr Connett spoke on progress with parking outside Exeter Forest School. Highways department had proposed no objection to the original planning and are now restricted in what they can do. Annually DCC councillors can put forward proposed traffic orders for their areas. It is too late for this year but could be considered for next year. Double yellow lines would be the most likely solution, however, this could displace the issue further down the road. The situation could be monitored until the appropriate time to put forward a proposal. Recently the parking has been less problematic so it was agreed the situation would be monitored.

- 4. Visiting Speaker Vanessa Fraser – Community First Responder Scheme** - The Clerk updated the meeting on Vanessa's behalf. There is currently no Community First Responder scheme in the Shillingford area and due to the proximity to Exeter it would be unlikely to be an area of need. Therefore, if we wish to set up a scheme it would be likely that full funding for equipment would need to be found. Vanessa has offered to research the best viable option for the parish and report back to the next meeting.
- 5. Open Forum – Members of the public were invited to comment on any relevant issues.** - No issues raised
- 6. Minutes of the previous meeting (circulated) – Ordinary meeting of 1st August 2016 and extraordinary planning meeting of 22 August.** – Accepted and signed as a true record of the meetings.

7. Matters Arising

a) Defibrillator Project – The Clerk reported that of the £5670 of grant funding from the National Lottery, £5548 had been spent so far. The parish council had planned to issue key fobs to each household. These were now costed out at 35p each with a minimum order of 250. Following discussion, it was agreed that it would be better to spend the remaining money on an information card or fridge magnet that could be issued, one to every household. The Clerk to research and cost options.

b) Violation of Agricultural Building Consent Monitor and if there is concern the parish council to secure substantial evidence – The response to the Parish Council letter was discussed. It was agreed that in future evidence of the breach should be secured prior to reporting the matter to the planning department so that if remedial action is taken between the announcement of the planning inspector visit and the actual visit, the evidence of the

breach is still available for the inspector to consider.

- c) **Parking on the Highway in Vicinity of Exeter Forest School** – Discussed at item 3
- d) **War Memorial** – The Clerk updated that the Peamore war memorial now had listed building status. With regard to the war memorial in Shillingford St George, a pre application had been made to the War Memorial Trust to try to secure grant funding for the work to lift the tree canopy. It is not known at this stage whether they will fund for retrospective work.
- e) **Grass Cutting – St Georges Terrace** – The map and legend supplied by Teign Housing to show the areas for maintenance was viewed but felt to lack clarity. The Clerk to invite Josh Lewis to the February meeting of the Parish Council to discuss prior to the new season of maintenance work.
- f) **Village Hall Toilets** – The application to Viridor was proving difficult. The previous quotes were now out of time for the application. The Clerk offered to assist with an alternative application to the National Lottery and it was agreed this would be helpful.
- g) **Data Protection** – The registration with the Information Commissioner is now complete and Shillingford st George Parish Council is registered as a data controller.

Vice chairman Cllr Turner took the chair and Cllr Carr left the room.

8. Planning Application – 16/02347/NPA

Location – Pengellys Farm, Shillingford Abbot

Proposal – Application change of use of agricultural building to 2 dwellings.

Applicant – Mr C Carr

A site visit was conducted by Cllrs Turner, Stamp and Howard. The proposal relates to an agricultural structure with asbestos roof and cladding. There is concern that the parking provision is not clear on the plan and this should be clearly designated. Access and egress to the planned development is either via Barton Lane which is a single track road which has seen a significant increase in traffic over the past few years, or the access to Pengellys Farm which would be across a farm yard and in proximity to an industrial building. Neither option would appear to be entirely suitable and access to the development should be considered. Consideration should also be given to the development being separated from the main farm yard. It is unclear from the plans whether any windows will overlook the neighbouring properties and gardens. **Proposed Cllr Turner Seconded Cllr Durrans. All Agreed.**

Cllr Carr returned and resumed the Chair for the remainder of the meeting.

- 9. **Lighting and flooring for Marquee** - Cllr Carr updated that flooring for the marquee should be easy to purchase new or secondhand. The lighting would need to be certificated at the same time as the village hall electricity supply which needs to be inspected. The power point in the shed would need to be reinstated. The village hall committee to discuss further. Cllr Carr to research costings so that an application can be made to the Teignbridge Councillors community fund.
 - 10. **Litter Pick** – Booked for 11 March starting at 10am from the village hall. A poster will be displayed and an advert placed in the February Country News.
 - 11. **Councillor Contact Details on Website** - In order to comply with the Transparency Code, councillors should have their contact details available on the parish website. It was agreed that parish council business was primarily conducted by email and that the email contact details for each councillor should be published. Clerk to update the website.
 - 12. **Council Tax Referendum Principles** - It was agreed that a 2% capping is unlikely to affect the parish council as in times of austerity the parish council cannot foresee requiring an increase in the precept of over 2%. A comment will therefore not be submitted in this consultation.
 - 13. **DALC Training Courses** – The Clerk advised that the planning course was over-subscribed, however DALC had suggested that it may be possible to run a bespoke course for the combined councils of Shillingford and Doddiscombsleigh. Costings are awaited but in principle it was agreed that this was a good way forward.
-

14. Pensions Regulator – The Clerk reported that the employing status of the Parish Council was unlikely to change and therefore the Staging Date had been brought forward from 2017 to August 2016 and the legal declaration had been completed. Therefore, the Parish Council legal duties in relation to registration had been complied with.

15. SLCC Membership – It was agreed that it would be useful for the Clerk to have a point of reference and support. The membership cost is worked out per elector or for clerks who cover more than one parish by the combined number. This works out at £5 joining fee and £65 membership on a rolling 12 month basis. Doddiscombsleigh Parish Council were prepared to pay 50% of the cost if the remainder is met by Shillingford Parish Council.
Proposed Cllr Carr Seconded Cllr Howard. All Agreed.

16. Finance -

16.1 Report – The bank account balance was £5,870.26 as of 28 August. The latest bank statement is awaited. However, we have received a remittance advice for £1980, being the second payment of the precept. The Clerk reported that enquiries with HMRC revealed that the Parish Council had not reclaimed any VAT since 2010. Therefore, a claim for £149.22 had been submitted.

16.2 Approval of expenditure –

Clerks salary & expenses – 1 July – 30 September 2016. The Clerk advised that the HMRC agent had worked the payment out on the previous pay scale and would make adjustments in the next pay quarter. Salary - 13 weeks @ 2.5hrs/wk = 32.5hrs @ £9.90/hour = £321.75. Additional Hours = 12 hours @ £9.90/hour - £118.80. Total payment = 440.55. (PAYE deducted) £264.55 (HMRC payment £176.00)

Other Expenses £138.35. Mileage: 32 miles @ 45p/mile = £14.40. Expenses associated with working from home (July - September'16) @ - £8.33 per month = £24.99. Broadband @ £5/month April – September = £35.00. Printer ink = £59.97. Storage Box = £3.99

Exe Tree Care- £120 for work to raise the canopy on the beech tree over the war memorial.

Village Hall Hire – £27 for 1 ordinary meeting and 1 planning meeting.

Proposed Cllr Howard. Seconded Cllr Turner. All Agreed

17. Village Hall Report– Lighting certification and application for grant funding for the toilets already discussed.

18. Clerk's Correspondence – An awareness session for the defibrillator had been booked for Saturday 29 October and it was felt that this did not allow for it to be fully advertised in the time. The Clerk to re book and ensure a poster is displayed and the Country News has an advert to give the best chance for attendance.

19. Chairman's Remarks – Cllr Carr thanked the members of the public for coming and the councillors for their participation.

20. Date of next meeting – Monday 5th December 2016

The meeting closed at 9.22pm

_____ Chairman
