**Shillingford Parish Council**

**Minutes of the meeting held on Monday 1st August 2016**

**Present**: Cllrs Carr (Chairman), Turner, Howard, Parrott, Durrans, DCC Cllr Connett & TDC Cllr Lake. 5 members of the public present.

 **1. Apologies for absence** – Cllr Stamp, TDC Cllr Goodey

**2. Declarations of Interest / Requests for dispensation** – Cllr Carr declared interest in planning application at item 6 on the agenda (16/01806/FUL & 16/01807/LBC)

**3. Open Forum –** Members of the public were invited to comment on any relevant issues.

No Items raised by members of the public.

District Councillor report was brought forward on the agenda. DCC Cllr Connett commented on the culverts and drains. The lengthsman was programmed to work in the parish on 11 August and the parish can direct work to be done. The public informed Cllr Connett that blocked drains have been causing difficulties in the village for many years. Potholes were discussed and due to new reporting process only those reported are being filled which means that there is a need for constant repeat visits. Cllr Connett agreed to speak with Jamie Hewitt at highways.

Cllr Connett confirmed his understanding of the site visit approximately 3 years ago to Forest school. In order to relieve road safety concerns, the school were to provide off-site parking and move a hedge line back. Once done, highways would provide road signs. The work does not appear to have been done by the school. Members of the public raised several incidents of near misses with emerging vehicles and those causing a hazard parked on the road. Cllr Connett undertook to speak to Teignbridge planning dept. Cllr Connett requested that any photographs taken of dangerous parking are sent to him.

Cllr Connett confirmed that he had supported a grant application to DCC for £2k from the village hall committee towards the toilet project.

Cllr Connett spoke of the DCC restructure of children and adult services to separate them out in order to improve the performance of children services. This will fall within the current budget with no additional cost to the tax payer.

**4. Minutes of last Ordinary meeting** on 31 May (circulated) – Were accepted and signed as a true record of the meeting.

**5. Matters Arising**

a) **Blocked culverts and drains** – It was agreed that the Clerk would let highways have details of the problem areas for the lengthsman visit on 11 August.

b) **Defibrillator** – Both defibrillators are now installed and are being registered with South West Ambulance Service. The 999 phone facia is in the post and the key fobs are still outstanding. Two awareness sessions will be arranged as soon as possible.

c) **Teign Housing Occupancy** – There have been no vacancies since Josh Lewis attended the parish council meeting but he has confirmed the intention to involve the parish council as a consultee when they re-let the next vacant property.

d) **Shed renovations (Millennium Field)** – Now completed.

e) **Violation of Agricultural Building Consent** – The planning inspector confirmed that he had notified the occupants of the intended visit. The parish council feel that this was counter-productive, giving opportunity to prepare for the visit. It was felt that the matter had not been handled well. The Clerk to send a letter to be Teignbridge district council outlining their concerns.

f) **Purchase of Marquee** – Purchased and used at the village fete. Approval sought for £499.90 reimbursement for cost of purchase. **Proposed** Cllr Howard **Seconded** Cllr Durrans. **All Agreed**.

**6. Planning Application – 16/01806/FUL & 16/01807/LBC**

Proposal – Closure of open fronted porch

Applicant - Mr and Mrs Combe

Cllr Turner took the chair for this item. Cllrs Stamp and Howard conducted a site visit.

The porch is not overlooked and they had no objections. Supported.

**Proposed** Cllr Durrans**. Seconded** Cllr Howard**. All Agreed**

**7. Planning Application – 16/01734/LBC**

Location – Brooks Barn, Pengellys Farm

Proposal – Replacement of 6 windows on ground floor

Applicant – Mr Deardan

Site visit conducted by Cllr Stamp and Howard. The existing windows are in a poor state. Proposal is to replace as original, in same colour. No objections. **Proposed** Cllr Turner **Seconded** Cllr Carr. **All Agreed**.

**8. The war memorial** is deteriorating and it was felt that raising the tree canopy would allow light and air to reduce damage. The tree has a preservation order. Treecare who have submitted a quote of £120 are used to working with Teignbridge on preserved trees. Cllr Carr to ensure they consult Teignbridge when carrying out the work. Agreement to proceed. Costs approved. **Proposed** Cllr Turner. **Seconded** Cllr Parrott. **All Agreed.**

**9.** **Hedge Cutting** – Church Path – Cllr Carr will undertake this work in due course.

**Parish roads –** Cllr Durrans confirmed that the hedges have now been cut.

**10.Grass Cutting – St Georges Terrace –** A discussion also took place regarding the overgrown hedge and path from the carpark at St Georges Terrace. There is a thorny tree encroaching on the path and weeds overgrowing it. It is the responsibility of homeowners whose property adjoins the area however Teign Housing have historically helped maintaining foliage. This year they have only cut the banks. The Clerk to contact Teign Housing to establish what they are committed to do.

**11.Police Presence - Manstree Terrace –** Cllr Durrans reported a large police presence in the early morning a couple of weeks ago. It is believed to have been a one off incident and not ongoing.

**12.Parking on the Highway in Vicinity of Forest School –** Discussed at item 3 (District Councillor report).

**13.Village Hall Toilets –** Cllr Carr made a proposal to donate funds to assist the refurbishment of the toilets and provision of disabled facilities. The work is estimated £8k DCC funding and application to Viridor. Parish Council agreed to pledge £1k.  **Proposed** Cllr Turner**. Seconded** Cllr Durrans.

**14.Protection** – In view of the personal data that the council has access to, the Clerk advised that the parish council should be registered with the Information Commissioners as a data user. Registration is £35 a year. **Proposed** Cllr Durrans**. Seconded Cllr Carr. All Agreed.**

**15.Commonwealth Day is on 14 March 2017.** The parish council considered whether to participate and fly a flag in the parish. It was decided to defer the decision to end of year.

**16.Electronic Planning Process** – Notification has been received that from 1 Jan 2017 only paper copies of paper plans submitted will be sent to councils. From 1 April 2017 the process will become paperless. Plans could be downloaded and project at meetings but concern was expressed about the inability of the website to facilitate downloads. Clerk to research cost of projector for discussion at next meeting.

**17.Finance** -

17.1 Report – The bank account balance is currently £7,566.79.

17.2 Approval of expenditure – Clerks salary & expenses – 1 April – 30 June 2016. £321.75 = 13 weeks of 2.5hours @ £9.90/hr. 26.5 additional hours = £265. PAYE deduction of £233.60. Mileage of 40 miles @ 45p/mile = £18.00 and expenses associated with working from home April - June @ £8.33/month= £24.99. **Proposed** Cllr Parrott**. Seconded** Cllr Turner**.** **All Agreed**

**Mower fuel –** Approval sought for reimbursement of £13.69 incurred for cutting grass on the Millennium field. **Proposed –** Cllr Turner**. Seconded** Cllr Howard**. All Agreed**

17.3 Audit Update – The Clerk has had several email exchanges and telephone calls with the external auditors. The accounts have one further scrutiny process to go through.

17.4 Parish Insurance – The defibrillators have been added to the insurance policy. Payment had been approved for the Clerk to proceed up to £300 but the premium has raised to £318.72. Also the marquee needs to be added to the policy. Payment approved.

 **Proposed** Cllr Carr. **Seconded** Cllr Durrans. **All Agreed**

* 1. Elector Fund Applications – The Parish Council can apply for £1.10/311Electors = £342.10. It was agreed that this funding would best be used to help fund the toilets in the village hall. The Clerk to apply for the full amount on behalf of village hall toilet fund

**18.County & District Councillors Reports –** Cllr Goodey had been in discussion with Jamie Hewitt from highways about the blocked drains and culverts and the potholes in the Parish. The Lengthsmans’ programme has been sent to the Clerk by email. Cllr Goodey supported the village fete. More fly tipping had been found by Cllrs Goodey and Lake in Waybrooke lane which they reported today and it is being cleared tomorrow.

**19.Village Hall Report –** Louise Selby-Heard reported that the fete had raised £740. In addition to refurbishing the toilets, the roof is to be insulated to reduce heat loss and the lighting is to be reviewed. Bookings are increasing partly due to efforts to make the facility more attractive for hire. A free cheese and wine evening is planned for 9 September when it is hoped to give out the free key fobs with the defibrillator code. Children’s activities are planned. A quiz night and skittles night will be put on later in the year along. Consultation to take place to ensure the village hall is being used as the community wishes. The next Exchange is on 24th September.

**20.Clerk's Correspondence –**

-Funding is available for the maintenance of Yew trees. It was agreed that there weren’t any Yew trees on council land.

-Approval was sought for the electrician costs of £372 for installation of the defibrillators. This will be covered by the National Lottery grant. **Proposed** Cllr Carr. **Seconded** Cllr Turner. **All Agreed**.

-Cllr Parrott updated on his first attendance at TALC. Concerns had been expressed about the paperless planning process. Larger councils raised concerns about the amount of extra work being picked up by them from District and County Councils. A questionnaire was circulated by the Police and Crime Commissioner about policing priorities. Councillors agreed to complete this following the parish council meeting.

**21.Chairman's Remarks –** Cllr Carr thanked the public and councillors for their attendance and participation.

**22.Date of next meeting – Monday 3rd October 2016**

 The meeting closed at 9.20pm \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Chairman