

**STOKENHAM PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING
HELD ON 16TH MAY 2019 IN THE
STOKENHAM PARISH HALL**

PRESENT:**COUNCILLORS:****P. SPENCE (Chairman)****J. ANSELL****J. CHURTON****MRS P. DOUST****MRS. S. ROWLAND****A. GOODMAN****J. BRAZIL (District and County Councillor)****L. COWLEY****MISS G. ADDISON****T. LYNN****C. ROGERS****R. PAIN****Also in attendance:****Clerk – Mrs G. Claydon****APOLOGIES:****COUNCILLORS:****J. GARDNER****1. ELECTION AND DECLARATIONS OF ACCEPTANCE OF OFFICE**

It was unanimously AGREED to elect Cllr Spence as Chair and Cllr Mrs Doust as Vice Chair then they duly signed Declarations of Acceptance of Office.

Cllr Rogers arrived at the meeting.

2. DECLARATIONS OF INTEREST

Councillors were invited to declare any disclosable interests, including the nature and extent of such interests they had in any items to be considered at this meeting. They were also reminded to consider whether in the light of recent activities any items within their Register of Interests should be updated. It was advised that any unforeseen request for a Dispensation would be considered by the Clerk at this point only if there was no way a councillor would have been aware of such before the meeting. None Received.

3. MINUTES

The Minutes of the:

- (a) full council meeting dated 18th April 2019 were approved by all present and duly signed as a true and correct record.
- (b) Planning Committee meeting none held in May 2019

4. REPRESENTATIVES AND COMMITTEES

It was AGREED to amend the representatives on Committees and outside organisations list as below:

Beeson Village Green – Cllr Rogers

Beesands Village Green – Cllrs Ansell and Rogers

Beesands and Torcross Flood Gate Co-Ordination – Cllrs Gardner and Lynn

Coleridge Bus – Cllr Cowley

Chillington Community Association – Cllrs Mrs Rowland and Miss Addison

Coleridge Association of Parish Councils – Cllrs Ansell and Gardner – It was noted that if this group were no longer meeting it should be disbanded and the parishes split the money held.

Community Voluntary Service and Health Care meetings – Cllrs Pain and Cowley

Emergency Plan – Cllr Gardner

Footpaths – Cllrs Rogers, Miss Addison and Goodman

Kingsbridge & Salcombe Estuary Forum – Cllrs Ansell, Miss Addison and Lynn
 Parish Council Finance Working Group – Cllrs Spence, Cowley and Mrs Rowland
 Parish Website Working Party – Cllrs Gardner – Meetings diary, Mrs Doust – Bulletins/Stories,
 Spence - Blogs, Minutes and articles. Cllr Ansell suggested that parish articles should be raised at
 the forthcoming APM asking people to update the diary dates on the Parish Council website.
 Slapton Line Partnership – Cllr Spence
 Snow Wardens – Cllrs Lynn and Goodman
 Stokenham Parish Hall Committee – Cllr Mrs Rowland
 Stokenham Parish Tree Warden – Cllr Spence
 Stokenham Village Community Association – Cllr Cowley
 Stokenham Village Green Committee – Cllr Spence and/or Cllr Mrs Doust
 Woodland Voles Representatives – Cllr Miss Addison
 Young People and Schools Liaison – Cllr Mrs Doust

The Chairman enquired if anyone present wanted to represent on anything they were not currently on as, if so, they would be welcome to do so. No further requests were made.

The Chairman advised those present of housekeeping and emails as they were the curse of modern life as could proliferate. He pleaded with councillors not to ‘reply all’ unless they wanted everyone to know, just respond to the clerk as no one wanted a meeting by email. He continued that it was important that all discussions should come to council as conversations could get out of control. Also as councillors’ correspondence was public property it could be obtained by subpoena to show how things were discussed. Not everything said should be in an email that might be used prejudicially against a person or the council. In an Appeal for planning correspondence could be demanded and anything inadvertently written could show someone had prejudged a matter. This would not have been an issue 5 years ago but nowadays something remained data for ever and people sometimes commit to email things that they did not fully think through and therefore could be subject of a Freedom of Information demand.

5. ANNUAL SUBSCRIPTIONS

The following annual payments were noted and APPROVED:

National Association of Local Councils subscription £476.94

Devon Communities £50.00

Coleridge Association of Parish Councils £20.00

Data Protection Act £35.00

Society of Local Council Clerks (subscription shared with Salcombe Town Council for the annual membership of £247p.a.) £123.50

Insurance renewable 1st June 2019 and to be discussed later in the meeting.

6. INSPECTION OF DEEDS.

The following documents were APPROVED and noted:

- Beesands Village Green Constitution signed 20th January 2011 wherein the District Councillor acts as Chairman with two parish councillors nominated to represent Stokenham Parish Council along with four residents of Beesands elected to serve thereon. They were currently Cllrs Rogers and Ansell and it was agreed in 2015 that the residents continue as Rob Steer, Alan Steer, Steph Dean and Joe Johnston. Every four years (i.e. 2015 and thereafter 2019) if alternative residents wished to be considered for the committee a ballot would be held by Stokenham Parish Council to decide on such village representatives. Parish Council retain or change their representatives, as applicable, at this annual meeting each year. This election would take place within open forum below.

- No documentation had ever been provided by Devon County Council or South Hams District Council in relation to the placement of bus shelters on land at Beesands, Carehouse Cross, Stokenham and two in Chillington opposite the post office and at Meadowside. However

purchase invoices exist for Kellaton Bus Shelter although this shelter was removed early 2019. Two further bus shelters had been placed by Parson Brinkerhoff on behalf of Devon County Council at Fairfield and Robins Field, Chillington during May 2008 but no legal documentation had been received apart from plans. Parish Council was also gifted these with the understanding that they were now responsible for ongoing maintenance and insurance of such. In March 2019 all were refurbished and repainted accordingly.

- Devon County Council had entered into an agreement with parish council for the erection of hanging baskets and the placement of a Christmas tree on County owned land within the triangle at Torcross. Such agreement terms with nominee resident volunteers as to maintenance required updating with representatives in Torcross. The Christmas tree was noted as now being placed within the duckery area and powered lights by battery.
- The Permissive Path Footpath Agreement between all landowners that the footpath passes across from Stokenham to Torcross dated June 2005 was noted. This was to run for at least a term of 15 years, due to funding criteria, until June 2020. The Stokeley Lodge property was sold and in new ownership since 2016 and during that year works had been carried out as a goodwill gesture to the fence and gate along this section. The new owners had carried out tree works in 2016 which were paid for by parish council on the understanding that if future contributions were to be requested the works intended must be advised of and quotes obtained from contractors agreed with parish council. The owner for the section commencing at the church car park had approached parish council to deviate the route at that point due to their recent planning permission for the barn to be converted to a dwelling. This was still under negotiation and awaiting development.
- There were currently no loans, leases or other agreements in relation to land or equipment.
- The current Bank Mandate allowed for cheque signatories Cllr Rogers, Cllr Cowley and Cllr Goodman, together with the clerk also being a signatory to enable occasional necessary cheques to be signed in the absence of two of the aforementioned and for the clerk to be able to obtain bank balances and action inter account transfers. Internet banking had been set up with Cllr Cowley having access to overview the accounts each month and two councillors approving the payments before release each month. Cllr Spence was yet to be added to the mandate as cheque signatory.
- A Permissive Path had been created between Helmers Way and Orchard Way with the agreement of the landowners Stokenham Church and Taylor Wimpey who held a ransom strip. Parish Council had care and maintenance of the footway entrance/boundary but not the public paths either side belonging to Devon County Council on the Orchard Way side and Taylor Wimpey on the Helmers Way side.
- Chillington playing field to include the lease to the Hall Committee was finally transferred to parish council 22nd August 2016. The covenant regarding the size of the hall was removed during 2017 with the agreement of the Helmers Trustees and such agreement signed by two councillors, the Chairman and Vice Chairman of Parish Council, to regularise this point.

7. OPEN FORUM

No members of the public being present this was dispensed with.

BEESANDS VILLAGE GREEN ADVISORY GROUP

Nominations for four people resident in Beesands were proposed to join the Beesands Village Green Advisory Group and therefore these were elected without the need for a ballot. Those elected were Joe Johnston, Alan Steer, Steph Dean and Terry Scott.

DISTRICT AND COUNTY COUNCILLOR'S REPORT

Cllr Brazil advised that during and since the Parish and District elections council had not been taking decisions due to anything done being seen as advantageous to a candidate or party. The Annual Meeting of District had now taken place and he was elected chairman of planning committee. He was aware of the constraints this put on him taking part in debate and would

monitor this. He remained as Chairman of Salcombe Harbour Board as the newly elected Leader, Judy Pearce, wanted continuity as there were also three new councillors joining this committee.

With regard to climate change and the extinction rebellion there was a paper going to Executive on 6th June to formulate some sort of plan. It was all well and good to sign up to something as an emergency but long term District needed a plan as they could not just change the world. They would tighten planning rules regarding matters such as house insulation, environmental heating and such environmental things, they were considering electric car charging points in more car parks together with solar panels on their business park properties etc.

He was hopeful that although District was under the same administration it was now a tight vote so it could be more consensual administration going forward removing some of the more ludicrous historical schemes. This term of office would be more members rather than an officer led council as he had already challenged one officer that they provide information and the District Councillors made decisions. Chairman of Overview and Scrutiny had gone to the opposition party along with other key positions.

County Full council would be the following week so nothing had been decided there yet but with no election there would be few if no changes and he would remain on audit, children services and scrutiny. The road up to Coleridge would be closed at the junction with Carehouse Cross for five days repair and upgrade of passing places. Unfortunately some people who lived up along the back roads thought this would make access more user-friendly and more people would use this route and were concerned about an increase in traffic past their properties. This was true but on balance the road was for everyone.

Coleridge Lane road was currently a swimming pool. Cllr Brazil acknowledged Cllr Rogers' idea to raise the level of the road and explained this. There had been a meeting with Lisa Edmonds, Highways Officer, and they had considered diverting the water into the field. On approaching the farmer he was happy and this might clear the water off the road but they now realised that there was also a leak from the main water pipe. This would necessitate the Water Board and highways department getting together on this work so they were looking into this. The Community Enhancement Fund remained and it could be that parish council apply for this and do such works. Action had ground to a halt with the flooding problem at the end of Coleridge Lane, on the main A379, as highways were saying one thing and the landowner another so he was going to organise a meeting between the landowner and County.

Cllr Miss Addison enquired if there were any plans to resurface around Torcross corner by the triangle as this was a really dangerous surface. The bottom of South Pool hill into Frogmore was also bad and whilst marked up a couple of times it had not been done. Cllr Brazil noted these and the Muckwell works ever changing dates and explained that the officer advised that programme dates change because of weather or if the team was pulled to other urgent works. Cllr Churton felt that the call centre did not know where Muckwell was and there was a problem with access when works were being carried out. He continued that people locally wanted to co-operate to get the works done but there was misleading information about dates. The Chairman noted that parish council had a good relationship with highways officers and it was better to deal with some things more tactfully. Officialdom was frustrating but there were ways to obtain more effective results. The clerk raised a complaint received with regard to weeds growing out the Bickerton wall which meant that those using the diversion were scratching their cars and needed attention.

Cllr Churton continued regarding an issue at the Fishermans Store at North Hallsands which received planning for a café but had fallen into disrepair and was becoming dilapidated from the weather and starting to collapse. There had been some attempt to do something and install better drainage but a year ago the owner died. Locals were concerned for the safety of children and

others around this area. Cllr Brazil suggested Environmental Health or Building Control and outlined what he could be done but was not sure what powers there were other than telling the executors of the estate. The Chairman advised, from personal experience of this kind of problem, that the fire brigade or police needed to be invited to attend and condemn the structure as unsafe.

Cllr Ansell noted that a bitumen spraying lorry went past his property and then decided it could not get through at Kellaton Cross. As this was an ongoing problem at this junction he wondered if a width restriction sign could be installed at the top road before vehicles turned down. Cllr Brazil would discuss this with the highway officer. At Stokenham to Collaton Cross signs were diverting vehicles through Dunstone which was a really tight corner and yet they still sent Lorries which upon arriving at this point had to back up. Diversions being implemented needed a better understanding of the road capability.

The clerk raised concern that the main A379 at the junction with Fairfield/Gratton Drive, Chillington continued to display a highway cone over an unrepaired water leak/pothole some three months later.

Cllr Brazil left as soon as he had completed this report.

8. PLANNING & PLANNING MATTERS

The applications below were considered at this meeting and the following observations submitted to District:

- 0204/19/FUL READVERTISEMENT (Revised site location plans received) Construction of slurry store, Coleridge Farm Cottage, Coleridge Lane, Chillington – Response 31st May – No objection as parish council approved of the resiting but felt the slurry store required a cover as this change dealt with run off but not the smell. Parish Council understood the requirements of the Nitrate Vulnerable Zones (NVZ) but recommended that best practice was followed in such a way that any nuisance from odour for neighbours be minimised and consideration be given to its elevated position. It would be preferable if this facility was a covered concrete ring with lid to match another facility that was currently in place. Historically there had been reports of significant unpleasant odour experienced around Chillington so parish council encouraged best practice measures adjacent to this AONB and environmentally sensitive area. It was further noted that flood management stated they had no jurisdiction however locally it was felt that such changes could contribute to flooding on this back road. There were no levels shown on the drawings so it was hard to consider surface water. Also, the 20 year life span could not be proven so further assurance should be sought.

WORKS TO TREES IN A CONSERVATION AREA

- 1086/19/TCA T1: Beech - Crown height reduction by 4m, lateral reduction by 3m and crown thinning by 20%. T2: Lime - Pollard to 12m from ground level, The Whitehouse, Chillington – Objection. The request to pollard by 30% was questioned as there was no arboricultural impact assessment and parish council would wish such assessment to be considered by the Tree Officer. This was the best specimen of a Beech tree in the area and could be seen from all around.

PLANNING CORRESPONDENCE

Nothing further received for this meeting.

Dist Cllr Brazil arrived.

9. INTERNAL AUDIT AND ANNUAL GOVERNANCE STATEMENT

It was AGREED;

- (a) to accept the annual internal audit report as there were no recommendations or findings thereon

- (b) following going through each section of the audit form that town council approved the Annual Governance Statement and therefore it should be signed accordingly.

10. ACCOUNTS AUDIT STATEMENT

It was AGREED by full council to;

- (a) adopt these Accounting Statements for 2018/19 as duly completed and presented, signed and dated, by the Responsible Financial Officer
- (b) approve such signed Accounting Statements and for the Chairman to also sign and date confirming such proposal within the meeting.

11. GRANT

A request to contribute £667 towards the purchase of a lifting chair for use by the First Responder covering Stokenham and surrounding parishes was discussed in detail and it was AGREED to offer £667 as requested.

12. PERMISSIVE FOOTPATH

Works required to divert the permissive path section running from Kiln Lane to the churchyard gate were discussed and it was AGREED to obtain estimated costs to be able to consider funding and proceed immediately the current route was no longer available.

13. CHILLINGTON PLAYING FIELD

The plans and actions required to secure funding had been set out and it was AGREED to approach District Council to ask if their engineer could meet with the play equipment landscape contractors to discuss the most suitable option.

Due to a personal commitment Cllr Mrs Doust left the meeting at this point.

14. INSURANCE

The previous year three quotes were received from the company historically providing cover and these ranged from £1164 - £1444. This year quotes received £1336.98 x 2 and £1378.78 so an increase of £65.22 - £172.98. A further company provided an insurance proposal that offered the same cover benefits on a tiered scheme quoted £520.03 with a 3 or 5yr LTU. This was a saving in the region of £850p.a. and it was AGREED to enter a five-year long-term agreement with CAS Limited at a cost of £520.03 for the year.

15. INTERNET PROVISION FOR MEETINGS

It was AGREED to obtain a survey by Actionwest at £40 so that this information could be used to obtain quotes.

16. ANNUAL PARISH MEETING

The requirements for the celebration of the Permissive Path were AGREED and expenditure approved for refreshments to include a footpath celebration cake up to £100.

17. NOTICEBOARD

The Parish Hall Committee choice of provider for noticeboards was considered and it was AGREED to purchase a matching one from the same company at a cost of £349 plus fitting.

15. REPORTS

- Cllr Lynn – The Seaweed Farm proposal was ongoing, but its location had moved further towards the middle of Torcross line and the Brixham fishermen were up in arms at this. He had a complaint from a walker that the National Trust had placed a fence over the cliff to stop people falling over but the barbed wire was on the wrong side and people could get hurt.

- Cllr Churton – Enquired about provision of a noticeboard for Hallsands at some point. The Chairman suggested the newsletter that was provided for Hallsands, by the residents, would suffice as if just a handful of people wanted they could have paper copies of the Minutes rather than installing a board. Cllrs Churton and Lynn had been looking at installation of a cash box at the side of the portaloos and suggested this might cost £80 including box, concrete post and fitting. Cllr Rogers suggested that a sign highlighting that these portaloos were provided by parish council was needed. It agreed that a cheap honesty box was preferable then if people donated all well and good. After further discussion it was agreed that usage of this facility should be kept free as this was the aim around all parishes for public toilets but a notice stating ‘public toilets provided by parish council’ should be placed. Endurance Life could be approached for a contribution towards the provision in view of their usage of this area earlier in the year for a commercial event.
- Cllr Cowley – Noted that placing play equipment on the Stokenham Orchard land was proving difficult. The Association paid a peppercorn rent for the land and Stokenham Community Village Association would raise funds and provide the play equipment. It was the insurance of such that needed parish council to consider if there was some way that perhaps they could sub lease a portion of the orchard. This would give them some form of ownership to allow them to ask the insurance company how they could cover this equipment. Ongoing investigation and discussions would take place to enable this.
- Cllr Ansell – The bus shelter at Kellaton was demolished and he had taken it to bits and removed. It was suggested that the phone box in Kellaton could have a defibrillator but he was not sure of the stability of the structure.
- Cllr Miss Addison – The footpath barrier at Sumerye Lane by the Whitehouse onto the path towards Stokenham had staggered poles which needed repairing. Cllr Rogers offered to deal with this immediately.
- Cllr Pain – Noted the road sign on the Widewell Road had fallen to bits and the signpost to Kernborough was gone.
- Cllr Gardner – In his absence it was reported he had enquired about the provision of a defibrillator in Beeson and been advised by the clerk that fitting of such was imminent. He had also asked about a defibrillator being placed up at Start Point. Discussion regarding location took place but all present felt there was nowhere suitable in this location to house one.

CLERK’S REPORT

- At last year’s Annual Meeting the Open Spaces Sport and Recreation plan projects were noted and the plan completed. Highway drainage to include 5 days clearing all buddles, grips and easements around the parish was approved and such works had been completed successfully. The bus shelters were identified for maintenance/repainting and this had also been carried out. Funding was obtained for the Chillington Community Hall driveway access to the highway with £1500 grant obtained for £3400 quote and this work had been completed. The edging of the play equipment was failing and areas of matting and repairs needed replacing and this had been done by Mortiplay. Chillington Hall gas tank had been installed but orange netting remained along with the pin stakes which the play equipment check had picked up as dangerous. These would be removed the following day.
- Standing Orders and Financial Regulations could do with updating and these would be brought to a future meeting. A Risk Assessment of the council would also be considered.

16. FINANCE AND CHEQUES PARISH COUNCIL PENSION SCHEME

The payments and annual return to the Local Government Pension Scheme was being dealt with for submission shortly.

Balances were provided and the below transactions were approved:

Current £361.41
Savings £95,408.81

Received - Nil

Payments:

Greenspace – Tanpits Cuts 13, 27 Mar; 11, 21 Apr and 5 May £275
Hawthorns Accs Sers Ltd – Apr Payroll and Internal Audit £190
HMRC – Tax & NI £182.13
Wages £1149.67
DCC– Pension £360.43
CAS Ltd - Annual Insurance premium £520.03

Cheques: None

17. NEXT MEETING

The next full parish council meeting would be held on 20th June 2019 and a planning committee meeting would be held on the first Thursday in June 2019, if necessary, due to additional plans being received that could not await full council. Both meetings commenced at 7.30p.m. in the Wesley Smith Room at Stokenham Parish Hall.

Meeting finished: 10.05p.m.

Signed Chairman Dated: 20th June 2019.