

**STOKENHAM PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING
HELD ON 18TH MAY 2017 IN THE
STOKENHAM PARISH HALL**

PRESENT:**COUNCILLORS:**

P. SPENCE (Chairman)
J. ANSELL
W. FLETCHER-NEAL
MRS C. PEARCE
T. LYNN
MRS T DAYMENT

MRS. S. ROWLAND
L. COWLEY
J. GARDNER
MRS P. DOUST
R. JACKSON

Also in attendance:

Clerk – Mrs G. Claydon

APOLOGIES:**COUNCILLORS:**

A. GOODMAN **C. ROGERS**
J. BRAZIL (District and County Councillor)

1. ELECTION AND DECLARATIONS OF ACCEPTANCE OF OFFICE

It was unanimously AGREED to elect Cllr Spence as Chair and Cllr Mrs Doust (proposed by Cllr Gardner and seconded by Cllr Ansell) as Vice Chair. They duly signed Declarations of Acceptance of Office. The Chair thanked Cllr Gardner for his service as Vice Chair.

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 20th April 2017 were approved by all present and duly signed as a true and correct record.
- (b) Planning Committee meeting none held in May 2017.

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 – Cllr Rogers and Fletcher-Neal

Coleridge Bus – Cllr Cowley

Chillington Community Association – Cllrs Jackson and Mrs Rowland

Coleridge Association of Parish Councils – Cllr Gardner

Community Voluntary Service and Health Care meetings – Cllrs Mrs Pearce and Mrs Dayment

Emergency Plan – Cllr Gardner

Footpaths – Cllrs Rogers and Goodman
 Kingsbridge & Salcombe Estuary Forum – Cllrs Ansell, Lynn and Gardner
 Parish Council Finance Working Group – Cllrs Spence, Cowley and Rowland
 Parish Website Working Party – Cllrs Gardner – Meetings diary, Spence Blogs, Minutes and articles and Fletcher-Neal
 Slapton Line Partnership – Cllr Fletcher-Neal
 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
 Young People and Schools Liaison – Cllr Mrs Doust

5. ANNUAL SUBSCRIPTIONS

The following annual payments were noted and APPROVED:

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 £225p.a.) £112.50

Insurance renewable 1st June 2017 (£809 last year but added £166 for Chillington play equipment and open space/part year = £975) three quoted at **£1000 - £1180** so a marginal increase. Parish council had previously had a long term agreement to expire 2017.

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.
- 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. 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 maintenance and insurance of such.
- 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 current representatives in Torcross.
- 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 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.

- 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.
- 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 with regard to the size of the hall was to be removed with the agreement of the Helmers Trustees and such agreement had been signed by them and awaited Parish Council signature to regularise this point.

7. WEBSITE

The website was created in 2015 and more information and policy documents were added as and when to meet the Transparency criteria. It was decided the previous year that advertising for local businesses would be provided at no charge but this would be reviewed. It was AGREED to ensure the removal of the statement Stokenham 'Community' website and Cllr Gardner would handle all entries for the calendar. Cllr Mrs Pearce would assist Cllr Spence with articles for the website. The new site had been tested as easy to navigate and currently required addition of the new councillors.

8. OPEN FORUM

Clare Pawley was in attendance with regard to concerns on the changes to The Cove planning application. She had provided profiles of the cliff and these were passed to all councillors. The 90sq m of wall of swimming pool had been removed but it appeared that more of the cliff was to be removed and it could impact on the South West coast path so she questioned whether the correct surveys had been carried out. Therefore she asked parish council to support her request for more information. Otherwise she believed that the applicant intended to commence development imminently. Cllr Fletcher-Neal asked when construction and preparation of the site was expected and it was noted they were not allowed to do works within the Devon school holidays. Preparation would be done before with the serious construction probably in September. The contract was out for tender and as access was really sensitive up and over, close to the coast path the traffic up and down from village would need smaller vehicles which would increase the amount of journeys. The gunning placement was noted but this was situated at the top but to the south.

DISTRICT AND COUNTY COUNCILLOR'S REPORT

Not in attendance and therefore no reports.

Clare Pawley remained to listen to The Cove then left.

9. PLANNING & PLANNING MATTERS

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

- 1111/17/HHO Householder application for a garage conversion and internal alterations 7 Robins Field, Chillington – No objection.

- 1123/17/HHO Householder application for replacement garage with link to dwelling Westbrook, Kiln Lane, Stokenham – No objection.
- 1164/17/VAR Variation of condition 2 (approved plans) following grant of planning permission 53/2267/15/F The Cove Guest House Torcross – OBJECTION as this was a substantial change to the proposal without enough information. The drawings appeared to indicate that there was significant change to the rock details without enough information to consider such.

It was noted that this application contained none of the original drawings and as all drawings were differently numbered comparison was difficult. The approved drawings and what was being asked for appeared to vary substantially in the amount of excavation that was proposed. With no datum points any consideration had to take entirely on trust that the architect's datum points were the same. The amount of excavation of the cliff was of concern in respect of the coast path. Parish Council did not feel in a position to approve or disapprove this application and therefore registered protest that they were being asked to give approval on something that did not have enough data to provide a satisfactory decision on this proposal. The original concerns remained the same and the requested changes did nothing anything to allay these fears as much more data and information was required. The Parish Clerk was asked to request an outline difference line between the previously approved and current application. Also a request was to be made as to what remedial works such as cliff armour was being considered.

- 1557/17/PHH Notification of proposed erection of conservatory extending 3.1m beyond rear wall, 2.65m maximum height and height at eaves 2.1m 1 Clay Park, Beesands – No objection.

PLANNING CORRESPONDENCE

Nothing further arrived.

10. 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.

11. ACCOUNTS AUDIT STATEMENT

It was AGREED by full council to;

- (a) adopt these Accounting Statements for 2016/17 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.

12. REPORTS

- Public Bins were overflowing and now with the busy period Hallsands required a larger repository or more frequent collection. Also there was grass on the footpath by Mildmay Cottages which need cutting back.

KINGSBRIDGE AND SALCOMBE ESTUARY FORUM

Reference was made to the whale that was recently seen at Torcross and the red water in the estuary coming from streams, nitrate pollution and algae bloom. A general overview was then

given of the area. The gates on Hallsands Beach and Tinsey Head needed attention due to maintenance and loose stones.

STOKENHAM VILLAGE GREEN AGM

Financially they were sound and there had been no change in committee. This area did not have the benefit of a lease just a mutual agreement and as it was unlikely to change in status with regard to land designation a more formal arrangement should be sought.

STOKENHAM COMMUNITY VILLAGE ASSOCIATION AGM

The finances were noted and re-approval of the same committee given. The Devon Air Ambulance night time landing strip and 2017 Apple Day were raised and the committee asked that the parish council bring them up to date on these projects. The reason was that the group wished to make their target for raising funds this year the Air Ambulance project. Cllr Spence would check progress with the Air Ambulance and make contact with the SCVA.

JOINT LOCAL PLAN SITE ALLOCATION

Cllrs Spence and Cowley along with the clerk met with Richard Jackson of Highways and Tom Jones District Strategic Planning to review the two potential sites in Stokenham purely in relation to highway access. The Holbrook Terrace site as it stood at present was unsuitable for access but further investigation was required as to land ownership of each visibility splay and whether this barrier could be overcome. DCH probably owned the land in question and there could possibly be a joint solution with them to extend the highway vision by cutting such banks back. This however was for the applicant's agent to discuss. Highway would not approve any development on that site/field as it presently stood.

With regard to the land proposed behind School Cottages as the landowner owned from the cottages up 150m up the road Highways believed they could create a suitable entrance. Therefore the size of the field could accommodate any proposal. Cllr Mrs Doust noted that some of the properties adjacent to the Holbrook Terrace entrance were privately owned but even considering this it was the splays that affected this proposal. Cllr Spence was complimented by all present for the well written response from Stokenham Parish Council to the Joint Local Plan consultation.

BUDDLES, DRAINS AND DITCHES CLEARANCE

Cllr Ansell had assisted Cllr Rogers on some areas and they had cleared the problematic areas but not as many as they had wished as some were so impacted with earth and in one they found a bucket full of concrete. For some it would have been better to renew the pipes and both agreed someone needed to do this every year with the increase in water/soil run off due to climate change.

COLERIDGE BUS AGM

Cllrs Mrs Doust and Rowland attended this and noted the committee were doing well and had a £10,000 surplus in hand. However their main problem was advertising as many residents did not realise that the bus was available for everyone and not just the older generation. They were producing a new leaflet and hoped to get the Guides to distribute the leaflets. Cllr Spence asked how parish council could spread the word. There was some information on the website and perhaps he could place a new banner on the front with the leaflet information. The committee wanted to include tourists as this would reduce cars travelling around the narrow lanes so flyers would be placed in holiday homes etc.

This bus had been purchased with the safeguard that bits could be repaired and maintained without having to buy a whole new bus so they expected it to last for at least 20 years. They did need more drivers, especially women and a treasurer for the group. Cllr Gardner advised that the felt sure that his boss would allow an information/advertising display in his work office window in Kingsbridge.

STOKENHAM GUIDES

It was noted they had moved from Stokenham School to the Chillington Village Hall as it would give them access to the kitchen and open space. However they had concern with regard to payment of hall hire due to cash flow as the Chillington Association wanted BACS transfer. Also it was felt that the basketball hoop was too close to the hall in that its use infringed on the club meeting with youngsters use causing noise and their close proximity being a peer pressure problem. WPC Jane Gerrard would be asked to speak to the boys around the area to explain and hopefully alleviate this problem. Meetings were Wednesday 6.30 to 8.30p.m. Cllr Mrs Pearce suggested something like the spiritualised bus visiting to offer a diversion rather than a negative request to move on but it was felt that access for the bus might be a problem.

EXERCISE TIGER MEMORIAL

Cllrs Jackson and Gardner attended this memorial to represent parish council and noted approximately 20 in attendance mostly comprising the tank regiment.

CHILLINGTON COMMUNITY ASSOCIATION COFFEE MORNING

The Chairman thanked all the parish councillors who attended this event and felt that the support had helped the relationship with the association.

CLERK'S REPORT

- The Agreement for transfer of the telephone box in Beeson had been submitted and acknowledged. However no works could be carried out until notification that the telephony equipment had been removed. This should now be added to the insurance policy and simple terms of reference created with Beeson Orchard Group volunteers.
- The highway drains, ditches and buddles had been cleared with further works ongoing.
- The portaloos for Hallsands had been booked and a deposit of 25% paid. However full payment would need to be made two weeks before the hire Agreement as the company had suffered from organisations not paying after usage and therefore this was a condition. It was noted that Parish Council must add the portaloos to their insurance for the duration of hire this year.
- An invoice for restoration works to the War Memorial had been received. This was highlighted as these works were carried out in financial year 2015-16 and there was a grant provided to cover this of £130. The invoice was £145 plus VAT and parish council were content to cover the shortfall.
- A response had been sent to Cathy Aubertin with regard to the charges within Torcross parking and highlighting the problems with the meters. At present the public consultation on the amendments to the permits was being held on the District website and she had noted that the Torcross meters were due for replacement which would deal with this problem. Overgrown vegetation would be addressed if it was within District's remit but there appeared no concession or amendment to the concern with regard to the Business Permit and such increase to holiday let owners. The final comment raised was that as parish council had not contested the charging scheme could District assume that they could roll out the new charges without further consultation and this was accepted.

- The question had been raised as to what was being done with regard to Beesands Play Area. Dist Cllr Brazil had sought to get a solution and David Parkes had responded that the play park was now in an unsustainable location and would increasingly be liable to flooding. He stated that it could not be moved to behind the public toilets because of the sewage works beneath and such smells could be a health hazard. He then outlined usage if the site was developed or finding another site in the village but they would not assist with funding to buy such. Dist Cllr Brazil had responded his dissatisfaction requesting a short term solution with £4000 being spent on new surfacing and if this was not possible attendance at a parish council meeting by an officer. Rob Sekula had offered to attend.
- Parish Council solicitors had advised that they had received a signed copy of the Deed in relation to the Chillington Hall covenant and would be sending out a copy for signing on behalf of the Parish Council.
- Blossom day postponed and rearranged with school for next Wednesday with a bug hotel to also be built. Chillington bench workshop to be held in Chillington Orchard tomorrow Friday 19th May 2017 with all volunteers to assist welcome.

13. FINANCE AND CHEQUES PARISH COUNCIL PENSION SCHEME

The years payment and annual return to the Local Government Pension Scheme had been submitted and acknowledgement of details confirmed such receipt.

Balances were provided and the below transactions were approved:

Current £984.79
Savings (1) £68,733.51
Savings (2) £4929.65
Transferred £6120.00
Received

Payments:

Doug King-Smith – Orchard Signmaking Workshop £238.00
Event Hire Solutions – 25% deposit for Hallsands Portaloos £162.00
HMRC – Tax & NI £186.40
Wages £1095.25
DCC Pension Fund – Pension payment £355.42
Adrian Mundy Monumental Mason – Stokenham War Memorial £174.00
Charles Rogers Building Contractor – Highway maintenance £2400.00
Hawthorns Accounting Sers. Ltd. – Internal Audit + April payslip £188.50
Forest and Beach – Bioblitz to be paid out of Orchard Link Grant £130.00
Stokenham Parish Hall – Hall hire for the year £525.00
Came and Co – Annual Insurance premium £1118.56

Cheques: 002281 BT Payphones – Transfer of Beeson Telephone Box

14. NEXT MEETING

The next full parish council meeting would be held on 15th June 2017 and a planning committee meeting would be held on the first Thursday in June 2017, if necessary. due to plans being received. Both meetings commenced at 7.30p.m. in the Wesley Smith Room at Stokenham Parish Hall.

Meeting finished: 9.30p.m.

Signed Chairman Dated: 15th June 2017.