

Membury Parish Council

Clerk to the Council:

Mrs S C J Jones

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Before the start of the meeting Cllr Debbie Burrough presented a certificate of long service to Nick Yool from East Devon District Council in recognition of his services to Membury Parish Council both as a Councillor and as the Clerk to the Parish Council. Cllr Burrough congratulated Nick for getting this award on behalf of Membury Parish Council and thanked him for his years of service to the council.

Minutes of the Annual General Meeting held in Membury Village Hall on Tuesday 24th May 2016 at 7.30pm

Present: Cllrs D Burrough (Chairman), R Barrell (Vice Chair), M Bell, M Burrough, B Foster, R Foster, S Foster, P Pearse and L Warren.

In Attendance: Parish Clerk, Cllr Andrew Moulding (DCC) and seven members of the public.

16/037 Election of Chairman and signing of Declaration of Office:

Cllr D Burrough asked for nominations for Chairman. Cllr D Burrough was proposed by Cllr Bell and seconded by Cllr Warren. There being no other nominations Cllr Burrough was duly elected as Chairman for the ensuing year. Cllr Burrough read out and signed the Declaration of Acceptance of Office, which was witnessed by the Parish Clerk, Mrs S Jones.

16/038 Election of Vice Chairman:

Cllr D Burrough asked for nominations for Vice Chairman. Cllr Barrell was proposed by Cllr B Foster and seconded by Cllr S Foster. There being no other nominations Cllr Barrell was duly elected as Vice Chairman for the ensuing year. Cllr Barrell read out and signed the Declaration of Acceptance of Office, which was witnessed by the Parish Clerk, Mrs S Jones.

16/039 Election of the Clerk: Mrs Stephanie Jones was proposed by Cllr Barrell and seconded by Cllr B Foster and was duly elected as Parish Clerk for the ensuing year.

16/040 Election of Committee members to the Planning Committee:

Cllrs M Bell, M Burrough, B Foster and L Warren were proposed by Cllr Barrell and with the agreement of the Council were duly elected as Members of the Planning Committee for the ensuing year.

16/041 Election of Representatives to outside organisations:

Village Hall – Cllr Lesley Warren

Playing Field – Cllr Richard Barrell

Footpath Warden – Cllr Bill Foster

Emergency Officer – Mr Ron Martin (in his absence and to be confirmed)

16/042 Apologies: Cllr Paul Diviani (EDDC) and PCSO Hayley Widger.

16/043 Declarations of Interest: No Declarations were made at this stage of the meeting.

16/044 Minutes: The minutes of the meeting held on 1st March 2016 were adopted as a true record and signed by the Chairman. The Clerk thanked Cllr Ruth Foster for taking the minutes at the meeting held on 1st March 2016 in her absence.

16/045 Matters arising that are not an agenda item: Several people had made complaints to Councillors concerning the parking of vehicles on roads in the Parish. The roads were narrow and when vehicles parked on the side of the road it reduced the width which restricted access, particularly for large lorries and any emergency vehicles trying to negotiate the roads. Cllr Simon Foster offered to contact PCSO Hayley Widger to seek her advice. The Clerk said that Hayley was willing to attend any local events to give crime prevention advice or any other advice. It was resolved that Cllr Simon Foster would contact Hayley Widger to seek advice from her concerning the highway issues and the Clerk would ask if she could attend a future meeting of the Council to offer advice and answer questions.

16/046 County and District Council Reports: The Chairman congratulated County Councillor Andrew Moulding on being elected Chairman of Devon County Council for the ensuing year. Cllr Moulding, in reply, thanked Cllr Burrough and said it would be a busy year for him, but one he was looking forward to and would enjoy. It would be a different role for him as he had always held political ones before.

16/047 Police Report: The Chairman read out the Police Report for April. Six crimes had been reported in the Parish for the month which was very rare for a small village. Membury only had three crimes reported last year. Please find below a copy of the crime report along with the outcomes:

Membury – KA/2E

1x Criminal Damage to Property under £5000 – Vehicle

1x Send Communication / Article of an Indecent / Offensive Nature - (possible that these two crimes are linked and related to domestic issues)

1x Burglary Other Than Dwelling with Intent to Steal - (Spoken and visited the victim reassurance and help given, advice ref CCTV and crime prevention, also possible offender been dealt with)

1x Theft - Other - Including Theft by Finding - (I've carried out a reassurance visit and property marked a lot of equipment, such and power tools and garden equipment)

1x Owner of a Dog Worrying Livestock - (Dog removed from home, at owners' decision)

1x without the Consent of the Owner / Occupier of Land Take / Injure A Deer - (very usual and rare incident, at this time we haven't got a victim, it's been reported by a resident of Membury, we have research several deer farms in the area and none of them are missing any, so crime has been recorded at Membury due to it being found there, but the crime may not have happened there)

16/048 To approve the Annual Governance Statement: The Annual Governance Statement (Section 1 of the Annual Return for 2015/16) was read out by the Clerk.

RESOLUTION: It was proposed by Cllr Debbie Burrough that the Annual Governance Statement be approved. The proposal was seconded by Cllr Barrell and unanimously supported.

16/049 To approve the Accounting Statements for 2015/2016: Figures contained within Section 2 of the Annual Return for 2015/16 were presented to the Council. Currently these figures were subject to the Internal Audit which would be carried out shortly.

RESOLUTION: It was proposed by Cllr Debbie Burrough that the figures in Section 2 of the Annual Return for 2015/16 be approved as correct totals for the Councils' Receipts and Payments, subject to the Internal Audit. The proposal was seconded by Cllr Barrell and unanimously supported.

16/050 Appointment of the Internal Auditor: Jeanette Tuck, the Internal Auditor, retired at the end of last year. David Hinchliffe had been recommended as her replacement by the Clerk to Newton Poppleford and Harpford Parish Council. Mr Hinchliffe was a retired local government financial officer and was the Internal Auditor to several Town and Parish Councils in the East Devon area. **RESOLUTION:** It was proposed by Cllr Bell that David Hinchliffe be appointed as the Internal Auditor to Membury Parish Council. The proposal was seconded by Cllr Warren and unanimously supported.

16/051 Finance:

Bank Reconciliation as at 22nd April 2016

1st April 2016	Opening Balance	18,726.88
	Plus Income	
01/04/2016	EDDC – Precept payment	3,497.50
11/04/2016	Interest Paid	0.36
	TOTAL	<u>3,497.86</u>
	CLOSING BALANCE	22,224.74

	Less Expenditure	
09/04/2016	Chq 850 – Playsafety Ltd-Playing Field Inspection	79.80
09/04/2016	Chq 851 – DALC -Audit Training Course	30.00
09/04/2016	Chq 852 – DALC -Membership Subscription	117.11
12/04/2016	Chq 853 – Membury PO-Refreshments for NP	184.12
12/04/2016	Chq 854 – Mrs H Pearse-Refreshments for NP	230.00
12/04/2016	Chq 855 – Membury Village Hall-Hall Hire NP	28.00
12/04/2016	Chq 856 – Cancelled	00.00
12/04/2016	Chq 857 – Membury Village Hall-Hall Hire NP	<u>32.00</u>
	TOTAL	701.03
	CLOSING BALANCE	21,523.71

22ND April 2016	Bank Balances	
	Current Account	14,224.74
	Deposit Account	<u>8,000.00</u>
	TOTAL	22,224.74

	Less cheques not cleared	
09/04/2016	Chq 850 – Playsafety Ltd-Playing Field Inspection	79.80
09/04/2016	Chq 851 – DALC -Audit Training Course	30.00
09/04/2016	Chq 852 – DALC -Membership Subscription	117.11
12/04/2016	Chq 853 – Membury PO-Refreshments for NP	184.12
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12/04/2016	Chq 855 – Membury Village Hall-Hall Hire NP	28.00
12/04/2016	Chq 856 – Cancelled	00.00
12/04/2016	Chq 857 – Membury Village Hall-Hall Hire NP	<u>32.00</u>
	TOTAL	701.03
	CLOSING BALANCE	21,523.71

Payments made between meetings due to time implications were ratified:

<u>Cheque No</u>	<u>Payee</u>	<u>Amount</u>
000858	J J J Wallace	£130.00
000859	J J J Wallace	£63.00
000860	Clystnet Ltd	£146.25
000861	Paul Prettlejohn	£758.78
000862	Axminster Printing Ltd	£426.25
000863	Membury Village Hall	£15.00

Payment was approved for new invoices

<u>Cheque No</u>	<u>Payee</u>	<u>Amount</u>
000864	J J J Wallace	£130.00
000865	Membury Post Office	£74.29
000866	Community First Trading	£207.54
000867	Mrs S C J Jones	£570.66

16/052 Planning:

Planning applications validated by East Devon District Council for March 2016:

Agricultural Storage Building - **New House Farm, Membury, Axminster.**

Single storey lean-to extension to side of property – **The Holly, Membury, Axminster.**

Planning applications validated by East Devon District Council for April 2016:

Variation of Condition 2 of planning application 01/P2189 (change of use from hotel bedrooms to self-catering units) to allow unrestricted residential use of one of the units – **Lea Hill, Membury, Axminster.**

STILL AWAITING A DECISION.

Planning applications validated by East Devon District Council for May 1st – 20th May 2016: NIL.

Planning applications decided by East Devon District Council for March 2016: Raise a section of roof to allow installation of an elevator – **Crawley Farm, Yarcombe, Honiton. APPROVED.**

Construction of two storey extension – **Hill Common Cottage, Membury, Axminster. APPROVED.**

Planning applications decided by East Devon District Council for April 2016:

Agricultural Storage Building - **New House Farm, Membury, Axminster. APPROVED.**

Single storey lean-to extension to side of property – **The Holly, Membury, Axminster. APPROVED.**

Construction of access to highway and parking area – **1, Springfield, Membury, Axminster. APPROVED.**

Planning applications decided by East Devon District Council for May 1st – 20th May 2016: NIL.

Cllr Pearse updated the meeting concerning the current situation with regards to the unauthorised use and siting of a static caravan at Park Farm. East Devon District Council had stated that the caravan required planning permission under the terms of the Town and Country Planning Act 1990. Therefore, the caravan either had to be removed or planning permission applied for retrospectively to retain the caravan and its use. Cllr Pearse said that a planning application would be submitted shortly by the architect for a new Agricultural Workers dwelling which would tie in with the pending removal of the static caravan.

16/053 Highways: Cllr Simon Foster told the meeting that he was reporting potholes via Devon County Councils' website. This was the best way to report them as it could be monitored and Parishioners could add their details to potholes already reported. He said he was happy to continue to do this if potholes were reported to him, or Parishioner's found it difficult to report them, but it was easy to use the County Councils' website to report problems. Cllr Foster was also reporting back to the County Councils' Highways Officer's when the repairs were not satisfactory. County Councillor Andrew Moulding said it was important to report if repairs were not satisfactory. South West Highways manage the County Councils' Highways Maintenance and Repair Contract, but it was due for renewal with a new one commencing in May 2017. The County Council were currently going through the tendering process with several firms for this contract. Cllr Foster said there was an ongoing issue with the quality of South West Highways work which Officers at the County Council were aware of. This resulted in work having to be done again. Cllr Foster said that any outstanding issues he had were reported to Nick Allen, the Neighbourhood Highways Officer.

Potholes were reported on Bedlam Lane between Furley Cross and Yarty. These had been repaired, but were still not of a satisfactory standard. Cllr Foster said he would report this again. Cllr Barrell reported there was an enormous pothole outside Windrush which he had reported several times and also some near Nimrods. Twist Lane was getting bad again and there were also potholes by the bottom entrance to Yarty Farm.

Mr Mike Capper asked what was happening with the wall at Star Cross which had been damaged in March 2015 by a Morrisons delivery vehicle. Nobody knew who the wall belonged to, so it was still in a state of disrepair. Mr Capper said there was now a problem with Japanese Knotweed growing in the area and this needed resolving. It was suggested that a notice was put in the Membury Mercury asking that if anybody knew who owned the land to please contact one of the Parish Councillor's and they would put them in contact with Mike Capper who had the information needed to make a claim. Cllr Moulding wondered whether the Parish Council could approach DEFRA or the Environment Agency to ask for their help in tracing the owner so that the Japanese Knotweed could be dealt with. It was resolved that the Clerk should contact Environmental Health at East Devon District Council to seek their help and advice.

16/054 Footpaths: Cllr Bill Foster said he had nothing to report regarding footpaths this month. Cllr Debbie Burrough said there was a footbridge at the bottom of Lake which goes over a wet area and the footbridge needed a few new planks and a rail. Cllr Foster asked if he could be shown the footbridge to see what repairs were needed. It was also reported that there was a footpath at Waterhouse Lane which went over a stream and needed repairing. Cllr Simon Foster offered to have a look at the footpath to see what repairs were needed. Cllr Burrough asked Cllr Bill Foster where the strimmer, which he recently purchased on behalf of the Parish Council, was stored. Cllr Foster said that it was locked away and if anyone needed to use it they had to collect it from him. The Clerk was asked to make enquires from the Councils' insurance company about adding the strimmer to its insurance policy.

16/055 Resolution relating to the publication of planning applications: A resolution had been presented to the Annual Parish Meeting in April written and proposed by Cllr Bill Foster and seconded by Jeremy Wallace. The resolution read 'Bearing in mind the Home Secretary's remarks about the need for transparency and respect for the Electorate, this assembly calls on East Devon District Council to show its respect by publishing every planning application in local newspapers as well as notifying affected neighbours'. Cllr Andrew Moulding said that East Devon District Council published planning applications each week in the local newspapers. Cllr Debbie Burrough said that she had not seen any in the local press for Membury since the start of the year even though there had been six applications validated by the District Council. Cllr Moulding suggested that the Parish Council wrote to the District Council with their concerns. Cllr Moulding was under the impression that all planning applications were published in the local newspapers, but Jeremy Wallace said this was not the case and it was very limited as to what was published. It was agreed that the Clerk write to Nick Wright, Economy Practice Manager at East Devon District Council and copy in Ed Freeman, Service Lead – Strategic Planning and Development Management asking for them to consider the resolution and its recommendations and respond accordingly. The proposer and seconder of the resolution agreed with this action.

16/056 Emptying of the village trough: At the Annual Parish Meeting Ron Martin had asked what was happening about the emptying of the trough under the chestnut tree. It needed cleaning and clearing of any debris. Cllr Simon Foster suggested that the Council used the Parishes Together Funding to pay a contractor to do the work. Cllr Pearse offered to clear the trough as soon as possible. Cllr Simon Foster proposed that an advert was put in the Membury Mercury for a person to do this work and clear other drains and ditches as and when required. Cllr Moulding said that other Parish Council's, such as Chardstock, Shute, Kilmington, Whitford and Dalwood, employed a Lengthsman with qualifications and insurance to do this work for them. The Clerk was asked to contact one of the Parish Councils to get details of their Lengthsman to ask them whether they would be able to carry out the same service for Membury Parish Council.

16/057 Purchase of a defibrillator for the Parish: Cllr Barrell had asked at the Annual Parish Meeting in April what the position was regarding getting a defibrillator for the Parish. Since then Cllr Barrell had contacted a number of companies asking about prices. A defibrillator could be purchased for approximately £1,000 which was fully automatic and gave instructions of how to use it verbally whilst in use. A cabinet to keep it in would cost around £200 plus VAT. One company offered a free on site demonstration along with advice of where the best place to locate it would be. They were based in

Birmingham and a representative would be happy to come out to give a demonstration. it was agreed that Cllr Barrell should arrange for the company to come and give a demonstration to anyone interested.

16/058 Items for the next meeting on 5th July 2016:

Update on the Parish Councils website
Usual items

16/059 Dates of future meetings:

Tuesday 5th July 2016,
Tuesday 16th August 2016,
Tuesday 11th October 2016
Tuesday 29th November 2016

16/060 Public Forum: The frequency of the clay pigeon shoots held at High Lea Farm was raised by a member of the public. High Lea Farm were allowed to hold shoots on twenty-eight days per year. Cllr Moulding confirmed that East Devon District Council were looking into a possible breach of this condition. The District Council had been contacted by a number of Parishioners stating that High Lea Farm were holding more shoots than they were permitted to hold. The District Council were investigating this case further.

Jeremy Wallace reported that the swing at the Playing Field was in a dangerous condition due to the wood rotting and the bolts becoming loose. Cllr Barrell responded that RoSPA had carried out their Play Area Safety Inspection on 24th March, 2016 and the Inspector had commented on the loose bolt, but said it was not particularly dangerous at the moment. Cllr Barrell had suggested that the swing was no longer used, but the Playing Field Committee were planning to have a complete new unit and the swing would then be replaced. Jeremy thought the swing should be taken out now and Cllr Barrell said he would report this to Elly Jemison, but the Playing Field Committee were basing their decision on the recent RoSPA Inspection Report.

There being no further questions the Chairman closed the meeting at **9.20 pm**

Signed.....

Date.....

