

Membury Parish Council

Clerk to the Council:

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Minutes of the Parish Council Meeting held in Membury Village Hall on Tuesday 5th July 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, Jeremy Wallace and Drew Yapp.

16/061 To receive apologies for absence

Cllr Andrew Moulding (DCC), Cllr Paul Diviani (EDDC) and PCSO Hayley Widger.

16/062 To receive declarations of interest

No declarations were made at this stage of the meeting.

16/063 To receive and resolve as a correct record the minutes of the Parish Council meeting held on 24th May 2016

The minutes of the Parish Council meeting held on 24th May 2016 were approved by the Parish Council and signed by the Chairman as a correct record.

16/064 Matters arising that are not an agenda item

Cllr Simon Foster gave the meeting an update regarding the Flood Wardens. Jason Hawkes had resigned as a Flood Warden, but Melissa Taylor was interested in becoming one. A meeting was held on 21st June with the Assistant Flood Wardens and they agreed to Melissa becoming a Flood Warden. Ron Martin has agreed to continue as the Emergency Officer. Currently there were problems with the auto dialler of the Flood Siren System. It needed checking and updating with the telephone numbers of those affected. Melissa has offered to look into this and do the necessary work required. The group were looking into what equipment was needed and where it could be stored. The Parish Council was awarded a sum of £1,755 from the Devon Emergency Flood Resilience Fund last year to purchase any equipment needed. The Assistant Flood Wardens would be asked if they wished to continue in the role. Cllr Foster advised that as volunteers they were covered under the Parish Councils' insurance policy, but as this is a rather 'grey area', if they are working in the road he advised that it would be in their best interests if one or two of them attended Devon County Councils' Chapter 8 training course. Melissa is looking into all these issues going forward and will keep the Parish Council updated. The Emergency Plan is currently being updated but needs further work doing on it.

Cllr Foster also updated the meeting regarding the parking of vehicles on the side of the road which was causing a few issues in the village and was brought up at the last Parish Council meeting in May. Cllr Foster had contacted PCSO Hayley Widger concerning this and the response from Hayley, which Cllr Foster had circulated to all Councillors, was that as there were no restrictions in place the police are unable to enforce or have any power over. If a vehicle is causing an obstruction, then the police can be contacted and will try to get the owner to remove it, only getting it removed as a last resort.

Cllr Ruth Foster updated the meeting on the progress to date on the Councils' new website. Cllr Foster had had a meeting with David Dodd, who administers the Membury Village website, to discuss how we could synchronise the existing village website with the new parish council website. Cllr Foster said that she and the Clerk would work together with David Dodd to ensure there was no crossover or difficulties of running the two sites in tandem. David was very keen to receive any training which will be given by Clystnet, the website builder, when the site has been built.

The Clerk told the meeting she had contacted Environmental Health at East Devon District Council regarding the Japanese Knotweed growing on land at Star Cross. Environmental Health had given the contact details of where a search could be done to see who the land belonged to.

The Chairman thanked Cllr Phil Pearse for clearing the trough which he had offered to do at the last meeting. Cllr Pearse said it was not a difficult and time consuming task to carry out and thought the Parish Council could save money by not employing someone to do this job.

16/065 To receive reports from District and County Ward Members

No reports were received. Both Cllr Moulding and Cllr Diviani had given their apologies as they were attending the Local Government Association AGM and would report back on any relevant issues.

16/066 To receive the Police Report

The Crime Reports for May and June had been circulated to all Councillors. For May there were no reported crimes, but in June there was one reported crime of an assault which had caused actual bodily harm.

16/067 To receive an update on the Neighbourhood Plan

Cllr Mike Bell updated the meeting by saying that both himself and Cllr Mark Burrough were meeting with the group next week. Currently there was an Interim Scrutineer who was compiling a report which the Steering Group would look at and formally respond to. The feedback the group had received so far was very positive.

16/068 To note correspondence received and to resolve any matters arising

East Devon District Council had sent out the following consultations for Parish Councils to make comments on:

Cranbrook Development Plan – Membury Parish Council did not wish to make any representations regarding this consultation.

Street Trading Consultation- Membury Parish Council did not wish to make any representations regarding this consultation.

Viewpoint Questionnaire for Town and Parish Councils – this would be placed on the agenda for the next Parish Council meeting on 16th August 2016.

Axe Valley Community College had sent out an Academy Conversion Consultation Paper for the Parish Council to comments on. However, the Parish Council felt that as they had no direct involvement with the college they would not respond to this consultation.

The Clerk reported that she had been emailed by East Devon District Council details of a Community Building Fund which was available to help refurbish, improve or build village halls, community shops or community buildings in rural areas covered by Parish Councils. The closing dates for applications to this fund were 29th July, 2016 and 25th November, 2016. However, the amount of funding was limited and in the unlikely event that all the funding was allocated in July then the November deadline would be cancelled.

16/069 To receive the Internal Auditors report

The Internal Auditor, David Hinchcliffe, had sent a letter concerning his completion of the Internal Audit for 2015/2016. The Chairman read the letter out to the meeting the contents of which were:

INTERNAL AUDIT 2015/2016

I have to report that I have completed the Internal Audit of your Council's accounts for 2015/2016.

I confirm that the published Receipts and Payments Account properly reflects the Council's financial transactions during 2015/16 and that the closing balance of £18,726 was held in Lloyds Bank at March 31st, 2016.

I reviewed your financial controls and procedures, which are generally in order, but I take the liberty of making some suggestions as to how they might be improved.

I have recast your Receipts and Payments Account, intending to arrange the various lines in a more logical order. Your Account did not add correctly on the receipts side for 2013/14 or 2014/15. I have made the necessary small adjustments by changing the line 'interest'.

I note you have an item 'Finance' in each set of minutes, which includes the bank reconciliation and the detail about all the receipts and payments for the period. That is very good.

The Council should perhaps consider having an annual review, possibly at the budget meeting of:

Standing Orders and Financial Regulations

The Bank Mandate – ensuring that the bank acknowledges your requirements

The Insurance Cover

Internal Control

Internal Audit – is there anything the Council would like to be done?

Fees and Charges – does the Council do/provide anything for which charges could/should be made?

The Clerk's remuneration package – salary grade, hours worked and allowances

The Assets Register – is it up to date? Is everything listed in order?

Looking at the points which I am required to confirm to the External Auditor, I can confirm them all except that I have to ask you to do a Risk Assessment.

I should also suggest that you check the insurance cover and ensure that 'employee dishonesty' is covered for the risk of £25,000. The cover should apply to Members as well as employees.

It would be good practice if a Member undertook 'internal control' to the extent of seeing that bank statements support the balances reported by the Clerk to each Council meeting. The Member should report their findings to the meeting. A check should be made to ensure that HMRC know of the Clerk's employment by the Council. Ought not the Clerk be given an allowance for using her home as the Council Office?

Thank you for entrusting me with this work.

Yours faithfully,

David Hinchliffe

The Clerk was asked to circulate a copy of the letter to all Councillors and place this as an agenda item for the next meeting in August.

16/070 To receive the financial reports

Bank Reconciliation as at 31st May 2016

22nd April 2016	Opening Balance	21,523.71
	Income	
09/05/2016	Interest Paid	0.31
18/05/2016	East Devon DC-Parishes Together Funding	<u>441.10</u>
	TOTAL	441.41
	CLOSING BALANCE	21,965.12

	Less Expenditure	
28/04/2016	Chq 858 – JJJ Wallace-Grass Cutting Contract	130.00
28/04/2016	Chq 859 – JJJ Wallace-Grass Cutting Of Field	63.00
30/04/2016	Chq 860 – Clystnet Ltd-Building of website	146.25
30/04/2016	Chq 861 – Paul Prettlejohn-Strimmer	758.78
30/04/2016	Chq 862 – Axminster Printing-NP Printing	426.25
10/05/2016	Chq 863 – Membury Village Hall-Hall Hire	15.00
24/05/2016	Chq 864 – JJJ Wallace-Grass Cutting Contract	130.00
24/05/2016	Chq 865 – Membury Post Office-Refreshments	74.29
24/05/2016	Chq 866 – Community First Trading-Insurance	207.54
24/05/2016	Chq 867 – Mrs S C J Jones-Clerks Salary	570.66
31/05/2016	Chq 868 - Axminster Printing-NP Printing	<u>17.17</u>
	TOTAL	2,538.94
	CLOSING BALANCE	19,426.18

31st May 2016	Bank Balances	
	Current Account	12,251.55
	Deposit Account	<u>8,000.00</u>
	Total	20,251.55

Less cheques not cleared

09/04/2016	Chq 851 – DALC -Audit Training Course	30.00
24/05/2016	Chq 866 - Community First Trading-Insurance	207.54
24/05/2016	Chq 867 – Mrs S C J Jones-Clerks Salary	570.66
31/05/2016	Chq 868 - Axminster Printing-NP Printing	<u>17.17</u>
	TOTAL	825.37
	CLOSING BALANCE	19,426.18

Payments made between meetings due to time implications were ratified:

<u>Cheque No</u>	<u>Payee</u>	<u>Amount</u>
000868	Axminster Printing Co Ltd	£17.17
000869	Membury Village Hall	£26.00
000870	D B Hinchliffe	£168.00
000871	JJJ Wallace	£130.00

Payment was approved for new invoices

<u>Cheque No</u>	<u>Payee</u>	<u>Amount</u>
000872	JJJ Wallace	£130.00
000873	Kevin Pearse	£40.00
000874	Ron Martin	£110.00

16/071 To receive the planning report

Planning applications validated by East Devon District Council for May 2016: **NIL**.
Planning applications validated by East Devon District Council for June 2016: **NIL**.
Planning applications validated by East Devon District Council for 1st July 2016: **NIL**.
Planning applications decided by East Devon District Council for May 2016: **NIL**.
Planning applications decided by East Devon District Council for June 2016: **NIL**.
Planning applications decided by East Devon District Council for 1st July 2016: **NIL**.

A decision is still to be made on planning application **16/0843/VAR** for the:
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**.

The Clerk reported that she had written to Nick Wright, Economy Practice Manager at East Devon District Council and copied in Ed Freeman, Service Lead – Strategic Planning and Development Management asking for them to consider the resolution relating to the publication of planning applications and its recommendations and respond accordingly. She was still awaiting a reply and would chase this up if a response was not forthcoming.

Cllr Pearse reported that a planning application had been submitted to East Devon District Council for a new Agricultural Workers dwelling which would tie in with the removal of the static caravan. He also said that another planning application would be submitted shortly for an agricultural building.

A discussion took place concerning planning applications, particularly in relation to agricultural buildings, as to how the Parish Council could make a response with reference to water runoffs and conditions that the Council could ask to be placed on the application if approval was given. This was a particular problem in the village and a few residents felt that the Parish Council should be more active in ensuring that East Devon District Council were made aware of any potential problems relating to runoffs. This would be taken into consideration with any future applications which were submitted and needed responding to.

16/072 To receive highway reports

Cllr Barrell reported that there had been a large oil spill which was going from the corner of Butchers Hill through into Rock. Sand had been spread over the spill, but this needed to be reported to the Environment Agency as a matter of urgency. The Clerk was asked to follow this up.

At the last meeting Cllr Simon Foster had offered to look at the sluice bridge at Waterhouse Lane. He had gone down and walked on the bridge and taken some photographs. Even though the bridge looked a little unsafe it was in a satisfactory condition.

Potholes had been reported in Bedlam Lane between Furley Cross and Yarty, Rock Mill, outside Nimrods in Butchers Lane and Beckford Bridge. The potholes outside Nimrods had been repaired, but were bad again as were the ones in Bedlam Lane, Beckford Bridge and Rock Mill. The quality of the repairs was bad and in many cases these potholes were having to be repaired two or three times. Councillors commented that this needed to be reported to Cllr Andrew Moulding as he had said at the last meeting that it was important to report poor repairs to the County Council. Councillors were concerned potholes were having to be repaired two or three times in some cases and the quality was not sustainable.

Potholes had also been reported in Lewsley Lane and Cllr Foster said he would report these on-line to Devon County Council.

16/073 To receive the footpaths report

Cllr Bill Foster reported that since the last meeting Ron Martin had attended and passed a County Council Safety and Competence course and David Terry of April Cottage had volunteered to attend another

Safety and Competence course being held on 18th July. If David passed this course it would bring the 'cutting team' up to strength.

Footpath 44 from The Folly to Lane End Cottage. Ron Martin had been asked to clear the overgrowth. He had agreed to do this and would submit a tender for the work.

Bridleway 81 – Ros Davies of Devon County Council had spoken to the landowner, Richard Pearse, about the gates he needed. These would be provided in the near future.

Bridleway 17 – A replacement 7" by 7" post for Rock Mill would be delivered later in July to Mr Wilson for him to install.

Footpaths 8 and 18 – Mrs Davis had been reminded about the number of urgent repairs needed.

Footpath 7 and Bridleway 95 at High Lea were in a very bad condition. Ros Davis of Devon County Council had promised a thorough DCC survey.

The footbridge at Lake still needed looking at and Cllr Bill Foster said he would liaise with Cllr Debbie Burrough concerning this.

16/074 To agree the purchase of a defibrillator for the parish of Membury

Cllr Barrell reported that he had arranged for Cardiaid to come and give a demonstration of a defibrillator. Three people attended this course which they found very interesting and instructive. One person who attended was a retired nurse and she had commented that this defibrillator was the one which the Council should purchase. Cllr Barrell had contacted the company to ask for a quote. As it was intended that everyone should have access to the defibrillator it had been decided to place it on the outside wall of the village hall next to the loading bay.

The total cost for the defibrillator and case was £1,826 plus VAT. The case was more expensive than first envisaged as the Council wanted the defibrillator to be accessible to everyone. The case the company had suggested had a touchpad for access and every household in Membury would be given the code. There would be two or three phone numbers on the case for anyone who needed access to the defibrillator, but did not have the code. This was the best option available for the village's requirements. The Village Hall Committee had agreed to cover the electricity costs of running the defibrillator. The Clerk was asked to enquire from Jamie Buckley, the Community Engagement and Funding Officer at East Devon District Council, whether she knew of any sources of funding which the Council could apply for to help towards the cost of the defibrillator.

Cllr Simon Foster proposed that the Parish Council proceeded with the purchase of the defibrillator. This was seconded by Cllr Bill Foster and **WAS RESOLVED.**

16/075 To discuss the financial arrangements between Membury Parish Council and the Membury Playing Field Committee

Cllr Debbie Burrough attended the Playing Field AGM on 17th June. The Committee had successfully secured £10,000 from the National Lottery Fund and now had approximately £17,000 in their funds. There was an agreement in place signed on 5th December 2011 for fifteen years that the Parish Council paid a rent of £20 per year to Kevin Pearse for the Playing Field land. At the Parish Council meeting held on 13th October 2015 the Council resolved to help pay for the safety surface costing £1,267. The Chairman had checked with the previous Clerk, Nick Yool, and the Parish Council had no written agreement with the Playing Field Committee. It had been agreed in the past at the Parish Council's AGM that the Council would be responsible for the grass cutting and insurance for the Playing Field. Cllr Barrell proposed that the Parish Council would be responsible for the grass cutting and insurance for the Playing Field for 2016/2017. This was seconded by Cllr Warren and **WAS RESOLVED.**

At the Playing Field AGM Cllr Debbie Burrough was given a plan by the Committee of the proposed layout of the new equipment which they were intending to buy. Drew Yapp gave a brief resume of how the Playing Field Committee had evolved over the past few years and the success they had had in raising funds to improve the Playing Field. The money from the National Lottery Fund would have restrictions

imposed on what it could be spent on. Basically the committee, at the moment, was a fund raising one and in the future they would need to bring a drawing to the Parish Council as their proposal. It was possible that they could self build some of the equipment and £17,000 would go quite a long way. Maybe a working team could be put together to take this project forward. If they decided not to self build or it did not work out £17,000 would not buy an awful lot of equipment, probably just a climbing frame and a slide. John Tuck who lived in the village had the necessary qualifications to oversee the construction of any playing equipment and to make sure it was up to standard. Ultimately it would be inspected to make sure it was up to the standard required. As a consequence of the new equipment the insurance the Parish Council paid would increase. Going forward when the committee had got a definitive plan they needed to bring it to the Parish Council and it could be discussed along with all the various issues. The Playfield was the designated landing area for the Air Ambulance at the moment and if any proposed structure was going to impact upon this then another designated area would need to be found. All of this would need to be taken into consideration when a definite plan was submitted to the Parish Council for consideration. Kevin Pearse needed to be kept informed going forward. The reason the Playfield Committee was a subcommittee of the Parish Council was that all monies raised went back to the Parish Council so that any equipment bought could be paid for and the VAT reclaimed. Cllr Barrell stated that the Parish Council was responsible for the Playing Field.

The Chairman thanked Drew for his update on the Playing Field and congratulated the Committee on behalf of the Parish Council for all their efforts in raising a substantial amount of funding for the Playing Field.

16/076 To receive a report from the Chairman on the Blackdown Hills Parish Network AGM held on 22nd June 2016

The Chairman and Cllr Mike Bell attended the Blackdown Hills Parish Network AGM held on 22nd June along with Cllr Andrew Moulding. The main business of the meeting concerned the provision of Broadband in the Blackdown Hills area. At the meeting Cllr Mike Bell was elected onto the Steering Group for 2016/17. Cllr Bell said this would give the Parish Council a good opportunity to work together with other Parish Councils and he would be attending the next BHPN meeting in September and would report back to the Council anything which was relevant. A general discussion then took place concerning the provision of Broadband in the village and surrounding area. Cllr Bell said he would report this back to the next BHPN meeting. The BHPN had recently submitted an outline application to the European Regional Development Fund for £4.6m to improve broadband provision in and around the Blackdown Hills and it was expected that the Department of Communities and Local Government would communicate a decision on the outline application in July. The Clerk said she would contact Cllr Phil Twiss at East Devon District Council, who was the Cabinet Member for Corporate Services and dealt with the provision of Broadband, to get an up to date statement regarding the provision of Broadband in the Parish.

16/077 To receive items to go on the agenda for the next Parish Council meeting on 16th August 2016
Audit Letter, Broadband, Neighbourhood Plan Update, Website Update plus the usual items.

16/078 To note the dates of the next meetings of Membury Parish Council for 2016

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

16/079 Public Question Time

Drew Yapp asked about the erection of buildings, particularly agricultural ones, that did not need planning permission. His concern related to water runoff from the sites. The erection of a building would still come under Building Control at East Devon District Council even if planning permission was not required. As the area around Membury was a designated flood plain Drew thought that Building Control had a mandate to make sure that water runoff was looked at in a sensible manner. Cllr Simon Foster asked that the Clerk write to James Bennett in Building Control at the district council asking him to reassure the Parish Council that any inspections Building Control carry in the parish takes due care and

attention to the absorption of water runoffs. Jeremy Wallace voiced concerns that every time planning permission was sought for the erection of an agricultural building it was always for the storage of machinery or feed products and within two years of them being erected the buildings had livestock residing in them which produced dirty water runoff. He also said that planning permission was never sought for 'Change of Use' which it should be. Also, the question was raised relating to concrete being laid to erect these buildings on and whether the district council should look into gravel being laid instead of concrete which would act as a soakaway.

Jeremy Wallace thanked the Parish Council for all their hard work since they had been elected which was much appreciated by the Parish. Jeremy asked about the Quaker Burial Ground as it was in an overgrown state which he was disappointed to see. The Parish Council had a budget in place each year for the maintenance of the burial ground and no work had been done on it for several years by the Council, though Jeremy had kept the ground clean and tidy. Jeremy asked that the Parish Council get someone to clear the ground which was covered in Hogweed and Brambles. Cllr Barrell suggested that Ron Martin was asked to tidy up and trim the burial ground. Cllr Bill Foster said he would contact Ron and ask him to do the necessary work to the burial ground as soon as possible. It was asked that the maintenance of the Quaker Burial Ground was put on the agenda for the next Parish Council meeting in August.

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

Signed.....

Date.....