

Membury Parish Council

Clerk to the Council:

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Minutes of the Parish Council Meeting held in Membury Village Hall on Monday 10th October 2016 at 7.30pm

Before the start of the meeting the Chairman asked all to stand in remembrance of Harry Tennant, past Chairman of the Parish Council, who had recently passed away.

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

In Attendance: Parish Clerk, Mr M Capper, Mr K Pearse, Mr A Tasker and Mr J Wallace.

16/100 To receive apologies for absence

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

16/101 To receive declarations of interest

Cllr Bell declared a non-pecuniary interest in agenda item 10 Planning for 16/2041/FUL - 8 Heath Common, Membury, Axminster EX13 7UF.

16/102 To receive and resolve as a correct record the minutes of the Parish Council meeting held on 16th August 2016

It was resolved that the minutes of the Parish Council meeting held on 16th August 2016 were signed as a true and accurate record.

16/103 Matters arising that are not an agenda item

- The Clerk reported that the matter of tracing the owner of the land at Star Cross was still ongoing. It was suggested that Richard Pearse of Challenger Farm may be able to help along with Joy Dodd.
- The Clerk reported that Grant Thornton had completed the external audit. They had commented that the Parish Council had not undertaken a risk assessment during the year 2015/16 and this should be performed annually and they noted the Council held a high level of general reserves and should consider taking steps to reduce the level of reserves in future years if necessary.
- Councillors Debbie Burrough, Richard Barrell and Bill Foster had completed the Viewpoint Questionnaire for Town and Parish Councils on-line.
- Cllr Debbie Burrough said she would speak to Leo Dugdale, who had been away, asking if he could repair the fencing around the Quaker Burial Ground which was in a state of disrepair.
- The Clerk had contacted the Devon Association of Local Councils concerning Internet Banking and was advised that our bank will be able to offer the Council on-line banking, however, the Council needs to determine whether what the bank offers meets the Councils Financial Regulations. The Clerk advised that the Councils Financial Regulations needs to be updated and perhaps this is something which could be looked into when setting the Budget/Precept for next year. Cllr Simon Foster proposed that the Council continues to go forward with Internet Banking.
Action: It was RESOLVED that the Council should go forward with looking further into Internet Banking for the Parish Council. The Clerk will take this forward.

16/104 To receive reports from County and District Councillors

- Cllr Moulding had sent a report which had been circulated to all Councillors.
- Cllr Diviani was sending monthly reports to all his Parish Councils and forwarding on any emails of interest to Councils. The Clerk was forwarding on these to all Parish Councillors.

16/105 To receive the Police Report

- The August Rural Crime Report had been circulated to all Councillors. One crime had been reported for Membury of a dog worrying livestock. So far the September Rural Crime Report had not been received.
- Cllr Barrell asked that the Council requested an update from Devon and Cornwall Police regarding the teenager from Membury who went missing on Tuesday 6th September 2016.

Action: The Clerk to contact the police asking for an update on this case.

16/106 To receive an update on the Neighbourhood Plan

- Alex Tasker reported that the Neighbourhood Plan Steering Group were at the stage where they were happy with the plan which reflected the Parish's wishes and asked Membury Parish Council to formally adopt the Membury Neighbourhood Plan. Once the Plan has been adopted then the Parish Council need to submit the Plan to East Devon District Council and it then needs to go out for consultation to various public organisations and outside bodies. Cllr Mike Bell said the Plan had taken over three and a half years to complete and was an excellent piece of work. Cllr Bell, Alex Tasker and Jeremy Wallace have a meeting arranged on 3rd November with the Minister of State for Housing and Planning, Gavin Barwell MP, at the Department for Communities and Local Government along with Neil Parish MP to discuss Membury being classed as unsustainable in the Adopted East Devon Local Plan 2013-2031 and the consequences of this along with ongoing issues regarding planning and communication/technology in the Parish. It was proposed by Cllr Lesley Warren and seconded by Cllr Bill Foster that Membury Parish Council formally adopt the Membury Neighbourhood Plan.

It was RESOLVED unanimously that Membury Parish Council formally adopted the Membury Neighbourhood Plan.

- Jeremy Wallace said that Alex and the Neighbourhood Plan Steering Group had done a fantastic job of producing the Neighbourhood Plan and thanked them for all their hard work. He also thanked the Parish Council for adopting the Plan.
- Cllr Simon Foster enquired whether further provision should be made in next years' budget for the Neighbourhood Plan. Alex explained that there was enough money left in the NP budget to cover the cost of printing 500 copies of the Plan and for the referendum.
- Cllr Debbie Burrough made a small presentation to Alex from the Parish Council in gratitude of all the work he had done on producing the Membury Neighbourhood Plan.

16/107 To note correspondence received and to resolve any matters arising

- Electoral Review of East Devon: Warding Arrangements – The Parish Council were happy with the warding arrangements for Membury. **Action: The Clerk to seek the views of Cllr Paul Diviani with reference to this consultation.**
- Letter from Grant Thornton upon completion the of Annual Audit – The contents of the External Auditors' certificate and opinion for 2015/16 were noted and a copy of the Notice of Conclusion of Audit would be displayed on the village noticeboards for the required two weeks.
- 'Your Future Care' Devon Clinical Commissioning Group public consultation concerning the future location of community hospital inpatient beds in East Devon – The Parish Council were concerned about the potential loss of hospital beds in the local area. Seaton Town Council were organising a public meeting concerning the consultation and the Parish Council wished to send a letter of support for the retention of inpatient beds at Seaton Hospital. **Action: The Clerk to send a letter supporting the retention of inpatient beds at Seaton Hospital to Seaton Town Council.**

16/108 Finance

- Preparing for the budget 2017/18 – The deadline for East Devon District Council to receive the Parish Councils' precept for 2017/18 is Monday 23rd January 2017. The budget and precept will need to be approved at the Parish Council meeting on Monday 9th January. A Budget Working Party comprising of Cllrs R Barrell, R Foster, L Warren and the Clerk will meet prior to the next meeting to prepare a provisional budget which can be presented to the meeting in November.

Bank Reconciliation as at 21st September 2016		
1st August 2016	Opening Balance	15,694.62
	Plus Income	
09/08/2016	Interest Paid	0.32
01/09/2016	EDDC-Council Tax Discretionary Grant	42.00
01/09/2016	EDDC-Parish Precept	3,455.50
09/09/20`6	Interest Paid	0.34
	TOTAL	3,498.16
	CLOSING BALANCE	19,192.78

Less Expenditure		
16/08/2016	Chq 879 – DALC Training Course for the Clerk	50.00
16/08/2016	Chq 880 – JJJ Wallace-Grass Cutting Contract-June	130.00
16/08/2016	Chq 881 – Mrs SCJ Jones-Clerks Salary & Expenses	808.11
16/08/2016	Chq 882 – Peter Hartnell-Work on footpaths	30.00
16/08/2016	Chq 883 – Bill Foster-Materials for footpaths	25.49
16/08/2016	Chq 884 – C.P.R.E.-Annual Subscription	36.00
	TOTAL	1,079.60
	CLOSING BALANCE	18,113.18

21ST September 2016		
	Bank Balances	
	Current Account	10,112.18
	Deposit Account	<u>8,001.00</u>
	Total	18,113.18

Payment was approved for new invoices

<u>Cheque No</u>	<u>Payee</u>	<u>Amount</u>
000885	JJJ Wallace	£260.00
000886	Mr D J Terry	£50.00
000887	Bill Foster	£36.13
000888	Membury Village Hall	£14.00
000889	Ron Martin	£75.00

- Cllr Simon Foster questioned why some expense lines on the 2016/17 budget were over budget and what was the reasons for this. It was felt this could be discussed at the Budget Working Party meeting, but the Clerk would, in future, give reasons for budgets being overspent and notify the Councillors.

16/109 To receive the planning report and applications validated

- **Planning applications validated by East Devon District Council from 15th August 2016:**
To carry out: 1) a reduction of end weight and leverage on the two over-extended primary branches growing to the NW and NE over the driveway and bridleway, making target pruning cuts of up to 75mm diameter to remove branch end lengths of up to 2.5m a crown reduction via thinning. 2) a lifting of the crown over the highway and driveway to give 5.2m clearance over the highway and 3.5m over the driveway, these works are to remove only lower older branches and branch ends up to 2.5m length, making target pruning cuts of no more than 50mm diameter. 3) a crown cleaning to remove or reduce poorly placed or rubbing branches. The cumulative effect of these works will remove no more than 20% of the live foliar area from the trees crown – **Hallendale, Membury, Axminster.**
- **Planning applications validated by East Devon District Council for September 2016:**
Erection of agricultural worker's dwelling in different location to that previously approved through permission 13/0143/OUT – **Park Farm, Membury, Axminster.**
T1, Hornbeam: Reduce the height of the tree by 50% and crown reshape-**Little Haddons, Membury, Axminster.**
Removal of condition 2 of application 01/P0324 to allow use as an unrestricted dwelling – **Bowditch Farm, Membury, Axminster.**
- **Planning applications validated by East Devon District Council from 1st to 7th October 2016:**
Proposed linking extension – **8, Heath Common, Membury, Axminster.**
- **Planning applications decided by East Devon District Council from 15th August 2016: NIL.**
- **Planning applications decided by East Devon District Council for September 2016: NIL.**
- **Planning applications decided by East Devon District Council from 1st to 7th October 2016: NIL**
- 16/2041/FUL – 8, Heath Common, Membury, Axminster EX13 7UF. The Parish Council have no objection to this planning application.

16/110 To receive highway reports

- Cllr Bell read out a copy of a letter he had received from Mr R Rose, a copy of which was to be forwarded onto Cllr Andrew Moulding, concerning the condition of Lewsley Lane. The Parish Council supported the contents of the letter, but were unable to access further information from Devon County Council concerning the issues raised and therefore it needed to be forwarded onto Cllr Moulding for his help and input.
- The road needs repairing again outside Nimrods in Butchers Lane, also the road by the Trout Farm and the road by Waybeares Cottage. Cllr Simon Foster is reporting these and has also raised these issues with Nick Allen, Devon County Council's Neighbourhood Highway officer. Cllr Foster had written to Cllr Andrew Moulding and sent photographs showing the standard of repairs which the Parish Council is unhappy with which have been carried out by South West Highways, the current highways maintenance contractors for Devon County Council.
- Cllr Simon Foster reported that he was attending the Devon Highways Town and Parish Council Conference on 23rd November.
- Cllr Barrell reported that the landowner in Butchers Lane had cleared the drain and dug the pipe out which had solved the flooding problem.
- Cllr Bill Foster reported that the road by him had been blocked from 24th August to 24th September due to Openreach carrying out repairs. He asked that a complaint was made concerning the appalling service Openreach had provided and the amount of time it had taken to carry out the repairs which had caused disruption to residents living in the area.
- Potholes were reported at the top of Challenger bends, the very last bend on the left hand side. Also, just outside the parish, south of Cockcroft, the road was breaking up. It had been repaired, but potholes had appeared again meaning motorists had to drive out into the middle of the road to avoid them. Money Pit Lane, on the border of Devon and Somerset, needed repairing on the Devon side. The Somerset side had been repaired.

- Cllr Simon Foster emphasised the need for residents to report online any potholes they see along with any photographs. Potholes can be reported online at:
<https://new.devon.gov.uk/roadsandtransport/report-a-problem>

Action: The Clerk to forward on Mr Rose’s letter to Cllr Andrew Moulding along with a list of roads with potholes which need repairing.

16/111 To receive the footpaths report

- Footpath 3 – Star Cross to Twist Farm had been checked and tidied.
- Concern had been raised about some paths being blocked and that regulations concerning Bulls are sometimes being ignored.
- Footpath 19 - near Hill View, erosion had made the stile very difficult to climb. Cllr Bill Foster and David Terrie had corrected this fault.
- Footpath 17 had erosion problems similar to those of Footpath 19 which had been repaired.
- Footpath 23 – near to Membury Castle, a gate needed to be raised. This had now been repaired.
- Way markers have been replaced and Devon County Council have been asked to supply a couple of Finger Route sign posts.
- Devon County Council have again been reminded that Bridle Way 7 at High Lee is in a dreadful condition and new gates are required on Bridle Way 1 and 81.

Cllr Bill Foster was meeting with Ros Davies from Devon County Council on 11th October to discuss concerns over Bridle Way 7 and other footpath issues.

Cllr Foster had been contacted by a member of the public with mobility issues about the possibility of opening up a short length of one of the footpaths, preferably southwards from Beckford Bridge, for easy access by wheelchair bound people. This would involve making several changes and adjustments to the footpath to make it wheelchair friendly. In principle the Parish Council unanimously supported this, but asked that Cllr Foster explored costings and enquired from Devon County Council how much they could contribute towards the cost of making these adjustments. As the footpath suggested extends towards Axminster the Parish Council thought that Cllr Andrew Moulding may wish to make a contribution towards any costs from his Locality Budget. Cllr Foster would give Ros Davies a copy of his costings for this work at their meeting on 11th October.

Cllr Debbie Burrough thanked Cllr Foster for all the work he had carried out on the footpaths recently.

Action: Cllr Foster to obtain costings for work needed to footpaths to make it wheelchair friendly and to ask Devon County Council how much money they would be prepared to contribute towards this.

16/112 Winter Issues

- Following on from the last Parish Council meeting in August where discussions took place regarding access to salt, flooding and the clearance of ditches, drains and gullies Cllr Simon Foster reported that the Parish Council had funding in place to support work to clear ditches, drains and gullies between the Lengthsman’s visits. Cllr Foster had sent an email out asking if there were any residents who would be interested in becoming a Road Warden, but had received no response. He proposed that an advert was placed in the next edition of the Membury Mercury and Cllr Ruth Foster suggested that a notice was put up in the Post Office. If the Parish Council pays someone to do the work they should provide their own insurance, but also complete the Chapter 8 training provided by Devon County Council.
- Cllr Simon Foster had sent an email advising residents that if they needed salt to contact a Parish Councillor. The Emergency Plan had been updated and a copy submitted to Devon County Council and Devon Communities Together/Devon Association of Local Councils. The Flood Wardens were having a meeting soon to discuss certain issues, but were moving forward.

- Cllr Barrell said he would ask the Post Office if they had the empty sandbags which were collected last year from East Devon District Council. In future empty sand bags should go to Melissa Taylor who would keep them and give them out.
- Most of the salt bins were full. If there were any damaged salt bins these could be reported online to Devon County Council and would be replaced. If the Parish required new bins these had to be paid for by the Parish Council. Cllr Simon Foster would investigate where to get these.
- Cllr Debbie Burrough had attended a Parishes Together Fund meeting in Axminster. The funding of £456.50 for 2016/17 could again be used for ditches and drainage projects which the Parish Council agreed to.

Action: Advert to be placed in the Membury Mercury and the Post Office for volunteers or contractors who would clear ditches, drains and gullies.

Cllr Barrell to check with the Post Office if they had the empty sand bags.

Cllr Simon Foster to investigate where to get new salt bins or replacement bins.

Parishes Together Funding application to be brought back to the October Parish Council meeting to discuss.

16/113 To receive items to go on the agenda for the next Parish Council meeting on 29th November 2016

- Report from Cllr Bell on the meeting with Gavin Barwell, Minister of State for Housing & Planning
- Parish Council Website
- High Lea Farm – Clay Pigeon Shoots

16/114 Tuesday 29th November 2016

16/115 Public Question Time

- Kevin Pearse suggested that a map should be put on every footpath gate showing the public where they were allowed to go. Some members of the public did not close farm and footpath gates after use. It was suggested that a notice was put in the Membury Mercury asking walkers to please close all gates after use.
- Kevin Pearse spoke about the Combined Farmers Co-op which uses Lloyds Internet Banking Service. He said it worked very well and was an extremely secure site.
- Mike Capper asked if the Environmental Health report concerning the clay pigeon shoots at High Lea Farm had been circulated to all Councillors. He reported that it contained many errors. The officer who compiled the report had been written to about the report, but had so far not responded. Cllr Barrell had been given documents concerning the shoot to read and asked that this be placed on the agenda for the next Parish Council meeting in November.

There being no further questions the Chairman closed the meeting at **9.45pm**

Signed.....

Date.....