

## **Membury Parish Council**

Clerk to the Council:

Mrs S C J Jones

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### **Minutes of the Annual General Meeting held in Membury Village Hall on Tuesday 23rd May 2017 at 7.30pm**

**Present:** Cllrs D Burrough, R Barrell, M Bell, M Burrough, B Foster, R Foster, S Foster, P Pearse and L Warren.

**In Attendance:** Parish Clerk, Cllr Iain Chubb (DCC) and Drew Yapp.

#### **17/050 Election of Chairman and signing of Declaration of Office**

The Clerk took the chair and invited nominations for Chairman. Cllr Debbie Burrough was proposed by Cllr Bill Foster and seconded by Cllr Richard Barrell. There being no other nominations Cllr Debbie Burrough was duly elected as Chairman for the ensuing year. Cllr Debbie Burrough read out and signed the Declaration of Acceptance of Office, which was witnessed by the Parish Clerk, Mrs S Jones.

Cllr Burrough then took the chair for the rest of the meeting.

#### **17/051 Election of Vice Chairman**

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

#### **17/052 Election of the Clerk**

Mrs Stephanie Jones was proposed by Cllr Richard Barrell and seconded by Cllr Mike Bell and was duly elected as Parish Clerk for the ensuing year.

#### **17/053 Election of Committee members to the Planning Committee**

A discussion took place as to whether a Planning Committee was required, or whether it would be better practice in future if all Councillors responded to planning applications which had been submitted to the district council. Cllr Ruth Foster said that once the Neighbourhood Plan had been adopted by the district council there would be a framework in place and it would make more sense for the whole council to make comment on all applications. Cllr Mike Bell said there was a qualified planning officer, Lisa Turner, at the Blackdown Hills AONB Partnership who would be able to give help and advice if required. Cllr Iain Chubb explained that if the parish council and the District Councillor for Membury disagreed with the recommendations of a planning officer to an application then it would go to the Development Management Committee and they would make the final decision, not the officer.

It was proposed by Cllr Barrell and seconded by Cllr Phil Pearse that there would no longer be a Planning Committee and all Councillors could make a response to planning applications circulated for comments.

**ACTION: The Clerk to circulate to all Councillors any information relating to planning procedure and reasons which can be used to object or support a planning application. Cllr Phil Pearse to circulate the contents of a USB stick he received at a Planning training course he recently attended.**

**17/054 Election of Representatives to outside organisations**

It was agreed unanimously that the following Councillors be elected as representatives of the parish council to the outside organisations listed below: -

Village Hall – Cllr Lesley Warren

Playing Field – Cllr Richard Barrell

Charities – No longer required

Footpath Warden – Cllr Bill Foster

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

**ACTION: Cllr Warren to ask Ron Martin if he was willing to continue as the Emergency Officer for the ensuing year.**

**17/055 To receive apologies for absence**

Cllr Paul Diviani (EDDC) and PCSO Hayley Widger.

**17/056 To receive declarations of interest**

There were no declarations of interest received for items on this agenda.

**17/057 To receive and resolve as a correct record the minutes of the Parish Council meeting held on 27<sup>th</sup> February 2017**

It was resolved that the minutes of the parish council meeting held on 27th February 2017 were signed as a true and accurate record.

**17/058 Business arising from the minutes not covered by other agenda items**

No questions or comments were raised relating to the minutes from the last parish council meeting held on Monday 27<sup>th</sup> February 2017.

**17/059 To receive reports from County and District Councillors**

Cllr Iain Chubb introduced himself to Councillors as the newly elected County Councillor for Whimple and Blackdown. He gave a brief résumé of his political career to date saying that he had been the District Councillor for Newbridges Ward for ten years and had also served on the Waste Board and the Highways and Traffic Orders Committee (HATOC) at the County Council. Currently, there was nothing to report, but Cllr Chubb said he was looking forward to working with the parish council.

Cllr Diviani had sent his apologies for the meeting, but always emails a monthly report to the Clerk who circulates it to Councillors.

**17/060 To receive the Police Report**

The April Rural Crime Report had been circulated to Councillors. No crimes had been reported for Membury.

**17/061 To approve the Annual Governance Statement for 2016/2017**

The Annual Governance Statement (Section 1 of the Annual Return for 2016/17) 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.

**17/062 To approve the Accounting Statements for 2016/2017**

Figures contained within Section 2 of the Annual Return for 2016/17 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 2016/17 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.

Cllr Burrough thanked the Clerk for the work she had done in preparing the year end accounts and the 2016/17 audit paperwork.

### **17/063 Appointment of the Internal Auditor**

Last year the parish council had appointed David Hinchliffe as the Internal Auditor. David had emailed the Clerk to say that he would be pleased to do Membury Parish Councils' audit work again and his charges for this service would be £175 plus any travel costs. **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.

### **17/064 Finance**

#### **17/064/1 To receive and resolve to approve the bank reconciliation since the last meeting**

#### **Bank Reconciliation as at 25<sup>th</sup> April 2017**

<b>1<sup>st</sup> April 2017</b>	<b>Opening Balance</b>		<b>13,733.32</b>
		<b>Plus Income</b>	
03/04/2017	EDDC – Precept payment		4,871.50
03/04/2017	EDDC – Council Tax Discount Grant		18.50
10/04/2017	Interest Paid		0.35
24/04/2017	Groundwork UK – NP Grant		3,620.00
24/04/2017	Playing Field Committee – play equipment		<u>12,744.00</u>
		TOTAL	21,254.35
		<b>CLOSING BALANCE</b>	<b>34,987.67</b>
		<b>Less Expenditure</b>	
03/04/2017	S/O JJJ Wallace-Grass Cutting Contract-April 2017		130.00
03/04/2017	Direct Debit – BT-Rental and broadband charges		181.15
10/04/2017	Chq 911 - Playsafety Ltd-Play area annual inspection		79.80
10/04/2017	Chq 912 – Membury Village Hall-Hall hire for PC meetings		14.00
10/04/2017	Chq 913 – Home Front Ltd-Play equipment installation		2,000.00
12/04/2017	Chq 914 – Membury Post Office-APM refreshments		35.85
11/05/2017	Chq 915 – Grassmats Ltd-Playfield equipment		1,831.20
11/05/2017	Chq 916 – Home Front Ltd-Play equipment installation		12,744.00
15/05/2017	Chq 917 – ClearLead Consultancy Ltd-NP scoping report		<u>1,326.00</u>
		TOTAL	18,342.00
		<b>CLOSING BALANCE</b>	<b>16,645.67</b>
<b>25th April 2017</b>	<b>Bank Balances</b>		
		Current Account	25,006.33
		Deposit Account	<u>8,001.00</u>
		Total	<b>33,007.33</b>
		<b>Less cheques not cleared</b>	
27/02/2017	Chq 907 – Membury Merrymakers-Donation		350.00
27/02/2017	Chq 909 – Bill Foster-Materials for footpath repairs		60.61
10/04/2017	Chq 912 – Membury Village Hall-Hall hire for PC meetings		14.00
12/04/2017	Chq 914 – Membury Post Office-APM refreshments		35.85
11/05/2017	Chq 915 – Grassmats Ltd-Playfield equipment		1,831.20
11/05/2017	Chq 916 – Home Front Ltd-Play equipment installation		12,744.00
15/05/2017	Chq 917 – ClearLead Consultancy Ltd-NP scoping report		<u>1,326.00</u>
		TOTAL	16,361.66
		<b>CLOSING BALANCE</b>	<b>16,645.67</b>

**17/064/2 To resolve to approve the list of payments made since the last Parish Council Meeting on 27<sup>th</sup> February 2017.**

Payments made between meetings due to time implications were ratified:

<u>Cheque No</u>	<u>Payee</u>	<u>Amount</u>
000909	Bill Foster	£60.61
000910	D J Terry	£30.00
000911	Playsafety Ltd	£79.80
000912	Membury Village Hall	£14.00
000913	Home Front Ltd	£2,000.00
000914	Membury PO & Stores	£35.85
000915	Grassmats Ltd	£1,831.20
000916	Home Front Ltd	£12,744.00
000917	ClearLead Consultancy	£1,326.00

Payment was approved for new invoices

<u>Cheque No</u>	<u>Payee</u>	<u>Amount</u>
000918	Mrs S C J Jones	£858.94
000919	Community First Trading	£267.29
000920	Ron Martin	£115.00

The parish council have paid for the new play equipment and the safety matting. The Playing Field Committee have raised the funds for these and had paid the money into the parish councils' bank account to offset the cheques which had been issued.

The Clerk asked if the parish council wished to renew their subscription to the Campaign to Protect Rural England. Cllrs asked the Clerk to enquire from CPRE what the advantages were of renewing the subscription and what they had done in the local area recently. Also, would it be possible for CPRE to email newsletters out rather than post them due to the rural nature of the parish. **Action: The Clerk to email the Campaign to Protect Rural England asking them for information with reference to renewing their subscription.**

Councillors **RESOLVED** to return the underspent Parishes Together Funds to East Devon District Council for the year 2016/2017.

**17/065 Planning**

**17/065/1 Applications (for comment, support or objection)**

**17/1039/FUL – Hares Farm, Yarcombe, Honiton. EX14 9AZ –** Erection of two storey extension to north elevation.

The parish council had no objections and fully supported the planning application. **Action: The Clerk to submit comments to East Devon District Council stating that the parish council had no objections to the planning application for Hares Farm.**

**17/1116/FUL – Hill View, Greendown, Axminster. EX13 7TD –** Construction of two storey side extension.

The parish council had no objections and fully supported the planning application. **Action: The Clerk to submit comments to East Devon District Council stating that the parish council had no objections to the planning application for Hill View.**

**17/065/2 Planning applications validated and decided since the last Parish Council meeting on 27<sup>th</sup> February 2017**

**Planning applications validated by East Devon District Council for March 2017:**

Construction of two storey extension, alterations to roof of existing conservatory, canopy linking dwelling to proposed home office and retention and extension of detached workshop/store - **Hook Hill Farm Furley Membury Axminster Devon EX13 7TT**

Single storey side extension to create sunroom - **Green Down House Greendown Axminster EX13 7TD**

Agricultural storage building - **Moxhayes Yarcombe Honiton EX14 9BB**

Demolition of 2 no. wooden sheds and replace with timber built store for agricultural machinery - **Beckford Farm Membury Axminster EX13 7AJ**

**Planning applications validated by East Devon District Council for April 2017: NIL**

**Planning applications validated by East Devon District Council from 1<sup>st</sup> May to 19<sup>th</sup> May 2017**

Erection of two storey extension to north elevation - **Hares Farm Yarcombe Honiton EX14 9AZ**

Construction of two storey side extension - **Hill View Greendown Axminster EX13 7TD**

**Planning applications decided by East Devon District Council for March 2017:**

Removal of condition 2 of application 94/P2227 to allow holiday accommodation to be occupied as a dwelling - **Moxhayes Cottage Moxhayes Yarcombe Honiton. APPROVED**

**Planning applications decided by East Devon District Council for April 2017:**

Erection of agricultural worker's dwelling in different location to that previously approved through permission 13/0143/OUT - **Park Farm Membury Axminster EX13 7TB** (Amendments relate to Revised location of access, dwelling and excavations to address concerns relating to trees). **APPROVED**

Construction of two storey extension, alterations to roof of existing conservatory, canopy linking dwelling to proposed home office and retention and extension of detached workshop/store - **Hook Hill Farm Furley Membury Axminster Devon. APPROVED**

Single storey side extension to create sunroom - **Green Down House Greendown Axminster. APPROVED**

Agricultural storage building - **Moxhayes Yarcombe Honiton. APPROVED**

**Planning applications decided by East Devon District Council from 1<sup>st</sup> May to 19<sup>th</sup> May 2017:**

Demolition of 2 no. wooden sheds and replace with timber built store for agricultural machinery - **Beckford Farm Membury Axminster. APPROVED**

#### **17/066 To receive the highway report**

Cllr Debbie Burrough reported that Bedlam Lane was in a disgraceful state. There were many potholes which filled up with water when there had been a heavy rainfall and the state of the road could only be seen during dry periods of weather. The whole road was covered with water after a heavy rainfall and water just sat on the surface of the lane.

Cllr Ruth Foster reported that Lewsley Lane had been marked up ready for repair, but, so far, these were still waiting to be carried out. The lane was in a bad state of repair and urgently needed attention.

Cllr Simon Foster said that residents must keep reporting any potholes online to Devon County Council. If residents could take any photographs on their phones and add these to the website that would be helpful. Cllr Foster reported that Helen Selby had taken over from Nick Allen as the Neighbourhood Highways Officer for Whimble and Blackdown and, hopefully, a good working relationship could be built up with her. Cllr Bell thanked Cllr Foster for all the work he had done for the parish concerning highways.

Cllr Debbie Burrough spoke about a wire with a plastic bag covering it which was protruding from a hedge at the bottom of Bedlam Lane just above Waterhouse Lane which had scratched a residents' car. **ACTION: Cllr Pearse to have a look to see if it could be removed or pushed further back into the hedge to make it less protruding into the lane.**

To report a pothole or any problems relating to roads and transport please click on the link:

<https://new.devon.gov.uk/roadsandtransport/report-a-problem/>

Cllr Debbie Burrough had been approached by a couple of residents concerning the boundary at Hallendale which appeared to be encroaching onto the highway. Cllr Burrough had spoken with Mr Sheppard who informed Cllr Burrough that he was making improvements to the bank at his property and there would be no encroaching onto the highway from the boundary to his property. Mr Sheppard was turning the bank into a garden with a small wall four to five bricks high to retain the earth and match the already existing water feature which is council owned, but was kept free of debris by Mr Sheppard. The bank used to belong to the bungalow next door but was purchased by the previous owner of Hallendale. Mr Sheppard was happy to continue to clean the tank.

This was noted by the parish council and no further action was considered necessary.

#### **17/067 To receive the footpath report**

Cllr Bill Foster reported that following a complaint about dangerous obstructions on the footpath near the shooting range at High Lea Farm he had taken some photographs of the short length of the path within Membury parish and of a notice placed on the footpath by the owner of High Lea Farm which read: 'Private. This section of footpath is private. Anyone accessing it will do so at their own risk'. The complaint was justified. During Cllr Foster's visit he had spoken to an employee who agreed it was dangerous and he was starting to make the area passible and safe. Cllr Foster contacted Ros Davies, Public Rights of Way, at Devon County Council who was pleased to hear that the owners of High Lea Farm were taking action and making the section of footpath passible and safe. Cllr Foster had checked the path for any improvement on 23<sup>rd</sup> May and was very pleased with the result.

**Footpath 10 at Beckford Bridge.** Ros Davies confirmed that there was progress on making access to the path easier for wheelchair users.

**Footpath 17.** Cllr Foster had recently met on site with Mike Ervine, who owns some of the land near the former Trout Farm, to thank him for strengthening the concrete slab steps on one of the stiles.

The Chairman asked Cllr Foster if he would be happy to continue as the Footpath Warden for the parish council. Cllr Foster said he was happy to continue in the role for the ensuing year and Cllr Simon Foster said he was happy to give Cllr Bill Foster any help with the footpaths.

Cllr Foster was thanked for his report and the work he had done on the footpaths.

#### **17/068 To note correspondence received and to resolve any matters arising**

- Community Buildings Fund. An email had been received from East Devon District Council informing the parish council that this fund was open for applications. This was noted, but it was thought that there were no projects in the parish that could apply for this funding.
- Village of the Year 2017. An email had been received from East Devon District Council. This was noted.

Cllr Barrell reported that the new play equipment and safety matting had been installed in the playing field. As soon as the RoSPA inspection had been completed the play equipment could be opened for use. Cllr Barrell thanked the Playing Field Committee for all the hard work they had done in raising the funds for the new play equipment.

Drew Yapp from the Playing Field Committee asked if it was possible that information notices could be purchased and placed in the playing field as there was a legal requirement, under the Occupiers Liability Act, to ensure that play areas had correct and adequate signage. **Action: The Clerk to make enquires from the parish councils' insurance company and RoSPA what notices legally had to be displayed in the playing field and to add the new equipment to the parish councils' insurance policy.**

It was planned, once RoSPA had completed the inspection to have an official opening of the playing field.

**17/069 To receive items to go on the agenda for the Parish Council Meeting on 4<sup>th</sup> July 2017**

- Update on the Membury Flood Catchment Area.
- Update on Membury Playing Field.
- Membury Parish Council Governance Documents.

**17/070 To note the dates of the meetings of Membury Parish Council for 2017**

Tuesday 4th July  
Tuesday 15th August  
Tuesday 10th October  
Tuesday 28th November

**17/071 Public Question Time**

Drew Yapp asked if there were any outstanding issues with the drainage going down through the village as when he was out in his garden he could hear gurgling sounds from the drain. It is the waste water from the guttering which runs down into a culvert and then into the drains. He had cleared all his pipes and drains and it had not resolved the issue. No one had reported any similar issues to the parish council, but it was noted. If any similar issues were received by the council an item would be put on an agenda for a parish council meeting.

Cllr Pearse asked about the water trough at the top of village. During the term of the last council Harry Tennant had suggested that the corner of the trough was painted white so it would be visible as it was in a shaded area. The parish council did not carry this suggestion forward. As Mr Sheppard had now painted the trough by his property Cllr Pearse wondered what the thoughts of Councillors were regarding this as no one had passed any comments about the trough by Mr Sheppard's' property. Cllr Simon Foster suggested that the parish council left this to Chris Carter to deal with. Also, at Strangers Hill going towards Axminster Cllr Pearse reported that there was part of a Devon bank which had become more like a garden outside one property and white stones had been placed alongside the edge of the road. Cllrs felt these stones were starting to impinge onto the highway. Even though it was outside the parish boundary of Membury and highways comes under the jurisdiction of Devon County Council Cllr Pearse said he was happy to go and speak to the owner about this.

There being no other questions from the public Cllr Debbie Burrough thanked everyone for attending and closed the meeting at **9.20pm**.

Signed.....

Date.....