

Minutes of East Worlington Parish Council Meeting held on Tuesday, 1 December 2020 at 7.30pm by Zoom.

Chaired by: Councillor I Old		Clerked by: Sue Squire
Present: Councillors S Good from Minute No. 54.4 I Old P Risdon Mrs A Rhodes Miss R Smyth from Minute No. 54.4 County / District Councillor J Yabsley under Minute No. 51.2		Agenda: - Representations from the public Apologies Declarations of Interest To approve the Minutes of the Parish Council meeting held on 3 November 2020 Reports Finance Items to discuss Planning & Planning Correspondence Items to note Chairman's Urgent Items Date of next meeting
		Action:
50.	Representations from the public. 50.1 East Worlington Long Stone. Correspondence and pictures regarding the structure had been received, which is now badly leaning. Councillor Risdon had contacted English Heritage who had advised that the structure is a registered ancient monument. The Clerk to reply to the landowner advising it is believed this is a scheduled ancient monument, suggesting that they contact English Heritage.	Clerk
51.	Apologies. Councillors Miss D Sturla and D Webber. Proposed by Councillor Old, seconded by Councillor Mrs Rhodes and unanimously agreed that the Clerk pursue additional cheque signatories on the Bank Account by arranging for the Mandate to be updated.	Clerk
52.	Declarations of Interest. None.	
53.	To approve the Minutes of the Parish Council meeting held on 3 November 2020. Approved as a correct record. Proposed by Councillor Mrs Rhodes after it was noted under Minute 45.5 that she was not interested in organizing the Annual Parish Magazine, and that Councillor Miss Smyth had indicated her interest. Seconded by Councillor Old and unanimously agreed.	Clerk to send approved Minutes to former Chairman for signature
54.	Reports. 54.1 County and District Councillor J Yabsley. <u>Devon County Council.</u> ▪ At a full Council meeting a contentious application for waste was discussed ▪ Cycleways and pedestrian areas in Barnstaple are being considered ▪ Please report potholes online. If a large number are reported, the road goes onto the patching schedule <u>North Devon Council.</u> ▪ Covid-19 has had an effect on the waste and recycling teams which had impacted on collections ▪ The coast public open space legislation on the control of dogs has been approved	S Baber will include details of how to report a pothole on the website

- There has been free car parking in Barnstaple from 4 – 6pm to encourage people to shop locally
- NDC has responded to government changes in planning, in tune with the Rural Services Network. There is concern that all consultation must be done at the beginning and it will be difficult to get people to engage in that short window of opportunity

54.2 East Worlington Parish Hall.

A. COVID-19 and the Hall.

In line with legislation, national guidance and information support provided through Devon Communities Together the Hall remains closed. Monthly H&S checks and maintenance monitoring continues.

B. Community Survey Outcomes.

The Parish Hall community Survey concluded on 1 November and findings reported to the Parish Hall Committee on 12 November.

a. Community Asset

- i. Parish Hall confirmed as a valued asset of and for the community
- ii. Important to support organization and community meetings and activities
- iii. Building with heritage significance
- iv. Support facility to support Parish Emergency Plan

Action

Maintain and improve the facility to achieve these functions

b. Regular Events

- i. High priority for the continued provision of the Community Programme of activities offered at the Hall including Sunday Brunch, Quiz Nights, etc.

Action

Post COVID-19 re-establish a community social programme

c. Annual Events

- i. Significant support for annual events including Fete, Harvest Supper, Crocus and Cream Teas, Riverside Music Event, Christmas Lunch

Action

Continue to organize and support these events

d. New Activities / Events

- i. A number of new activities were suggested including Film Nights, Dances (Barn), Music and Cultural events, Community Walks

Action

Identify and secure people to organize these different events

e. Investment

- i. Support for investment to sustain the provision for future generations
- ii. Maintain and further develop a business strategy to secure necessary income

Action

Continue to implement a Business Strategy

Invest an annual allocation of available funds to the Thatching Fund (£1,000) and Maintenance / Decoration Fund (£500)

f. Two main priorities for improvement

- i. Wi-Fi

Action

Establish a Wi-Fi project group

- ii. Improved Car Parking

Action

Collaborate and support to achieve any possible solutions

C. Wi-Fi Project

Deferred
to the
January
2021
meeting

	The Parish Hall Committee identified Wi-Fi for the Hall as an improvement priority for action. A small project group has been established and they are moving forward with the project, currently at the exploration and clarification stage. D. Christmas Tree The Parish Hall Committee again agreed to purchase and erect a community Christmas Tree to be located outside the Hall. The tree will be erected on 11 December. The tree will be decorated by children from East Worlington Primary School and they will be invited to the lights ‘turning on’. 54.3 Defibrillator. Councillor Good was not present at this part of the meeting to confirm that it is in working order and has sent the November Report to South West Ambulance Service Trust. 54.4 Road Update including Parish drainage – Councillors Miss Sturla and S Good. Councillor Miss Sturla was not present to report on the provision / adequacy of grit salt in the Parish.													
55.	Finance. 55.1 Balances: Lloyds Bank Treasurers Account as at 9 November 2020: £4,887.05 Lloyds Bank Savings Account as at 9 November 2020: £1,000.00 These details, together with budgetary figures to the end of October 2020 had been circulated to Councillors. 55.2 Worlington PCC. The PCC had thanked the Parish Council for a donation of £312.00. It had been advised that the Parish Council agreed to increase this amount to £340.00 on 26/11/19. Proposed by Councillor Old to approve a further cheque of £28.00 to bring the figure to the amount previously agreed. Seconded by Councillor Risdon and unanimously agreed. 55.3 Councillors considered a donation to the North Devon Record Office. Details supporting the request had been sent to Councillors. Proposed by Councillor Miss Smyth to give the sum of £50.00. Seconded by Councillor Mrs Rhodes and unanimously agreed. 55.4 The following payments were approved and authorised: Proposed by Councillor Good, seconded by Councillor Risdon and unanimously agreed. <table><tr><td>Mrs S Squire</td><td>Salary and expenses</td><td>Redacted under the DPA</td></tr><tr><td colspan="3">Details had been circulated to Councillors, advising the findings of the pay practitioner following enquiries made relating to previous payments which were incorrect when she prepared some pay documents</td></tr><tr><td>HMRC</td><td>PAYE</td><td>£67.40</td></tr><tr><td>Worlington PCC</td><td>Balance of donation for the upkeep of the churchyards</td><td>£28.00</td></tr></table> 55.5 To set the 2021/22 Precept and Budget. Details of the previous budget, actual amount spent / received in the last financial year and other figures had been forwarded to Councillors ahead of the meeting. Part of this included a review of the Clerk’s salary when the Clerk turned the sound down on her computer effectively ‘leaving the room’ for this Part II Confidential item. Proposed by Councillor Miss Smyth that the Precept should be increased from £3,500 to £4,105 for the 2021/22 financial year. Seconded by Councillor Good and unanimously agreed Proposed by Councillor Good to agree the 2021/22 budget. Seconded by Councillor Mrs Rhodes. 55.6 Devon Air Ambulance. Email of thanks for the donation of £25.00.	Mrs S Squire	Salary and expenses	Redacted under the DPA	Details had been circulated to Councillors, advising the findings of the pay practitioner following enquiries made relating to previous payments which were incorrect when she prepared some pay documents			HMRC	PAYE	£67.40	Worlington PCC	Balance of donation for the upkeep of the churchyards	£28.00	Clerk Ch.No. 616 Ch.No. 617 Ch.No. 618
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56.	Items to discuss. 56.1 Road surface from Drayford to The Thelbridge Arms. It was noted that the Clerk had contacted the Neighbourhood Highways Manager for Mid Devon District Council and copied in County Councillor Mrs Margaret Squires. It had been confirmed that there is a scheme on the DCC Highways system and that it is in the 2021/22 annual programme and that Kennford Tarmac will be doing the works. 56.2 Transfer of land between the Parish Hall and the highway. It was not possible for Councillor Miss Smyth to give a report as there had not been an opportunity to review the paperwork. It was left that she would give a summary at the January meeting with paperwork to be circulated by the end of December. Councillor Old stressed that Councillors should inspect the site to ensure that what is being transferred is completely understood. 56.3 Removal of telephone box closer to the defibrillator. It was noted that the Clerk is in email correspondence with BT regarding a telephone line being supplied to the Parish Hall. BT had been advised that the Parish Council's request for the phone box to be moved was incorrect. The Clerk is also in email correspondence with BT regarding the possible adoption of the phone box. 56.4 Annual Parish Magazine. The Clerk reported on an email from the Chairman with the up to date position. There was a discussion as to whether the Magazine would be collaged by a Parish Councillor or a member of the public. If the latter, a donation towards the cost had been suggested. Councillor Miss Smyth volunteered to be responsible for and organize the Annual Parish Magazine and she will invite Mr B Percival to quote for the work. . 56.5 Broadband connection in the Parish and the feasibility of a connection in the Parish Hall. It was noted that the Clerk had contacted DCC Officer Mr Matt Barrow reminding him that an update is awaited. Mr S Baber advised that the Parish Hall Committee is interested in having the facility and would initiate a scheme to carry the project forward. There was a discussion regarding a public telephone or wi-fi at the Hall. Councillor Good is providing technical support to the Parish Hall Committee and is willing to supply technical knowledge as well. What has to be determined is whether there will be a public telephone outside the Hall or wi-fi that can be picked up in the vicinity of the Hall. The Clerk to continue dialogue with BT. 56.6 Clerk's Contract of Employment. It was noted that the Clerk and Councillor Miss Smyth held a Zoom meeting to discuss this further and two Contracts of Employment (one prepared on appointment in 2009, another in draft form dated 2020) had been forwarded to Councillor Miss Smyth together with an online booklet provided by the Devon Association of Local Councils 'Being a Good employer'. Councillor Miss Smyth will check with former Councillor Brown as to what progress he had made. 56.7 Website Accessibility Statement. It was noted that the Clerk had responded to Mr P Brown as directed.	RS January Agenda January Agenda January Agenda Clerk to reply to member of the public confirming it would be done by the Parish Council January Agenda January Agenda RS January Agenda
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	The draft document had been re-sent to Councillors but as some were unable to open the document, to be sent again in a PDF format, as must all correspondence in future. 56.8 Fixed Asset Register. It was noted that Councillor Old had requested the Clerk to research details of ownership of the notice board at the Parish Hall and the historical details were given in that the notice board is not owned by the Parish Council. When the recent building works to the foyer had been undertaken, the old notice boards were removed and new ones made and fixed. The Parish Council gave a donation towards the notice board that would be used for Parish Council notices. This was confirmed by Mr S Baber. The Clerk to follow up details about a suitable valuer in respect of the building. 56.9 Plastic Free North Devon. Email asking the Parish Council to support the organisation's campaign to remove, from retail sale, cheap polystyrene bodyboards in North Devon by passing a motion of support. The organisation would also like to request the Parish Council's help in gaining support from the District Councillor by inviting him to do the same. Proposed by Councillor Risdon that the Parish Council support the campaign, and also lobby District Councillor Yabsley to support it. Seconded by Councillor Miss Smyth and unanimously agreed.	January Agenda Clerk to update Asset Register Clerk Clerk
57.	Planning and Planning Correspondence. 57.1 To consider the following Planning Application: 72444 Prior approval for change of use of existing agricultural building to dwelling house at Barn at Rusdon Farm, East Worlington. Unlike a standard Planning Application, it isn't an opportunity for the Parish Council to make a recommendation. North Devon Council just want to know answers to the following: The Local Planning Authority has to assess this Prior Approval Application on the following criteria: a) transport and highways impacts of the development No b) noise impacts of the development No c) contamination risks on the site No d) flooding risks on the site, or No e) whether the location or siting of the building makes it otherwise impractical or undesirable for the building to change from agricultural use to a use falling within Class C3 (dwelling houses) of the Schedule to the Use Classes Order No f) design or external appearance of the building No comment Proposed by Councillor Mrs Rhodes to reply as per the details in bold after each item. Seconded by Councillor Old and unanimously agreed. There was no Planning Correspondence to consider.	Clerk
58.	Items to note. 58.1 Councillor Old advised it had not been possible for him to sign the Chairman's Declaration of Acceptance of Office due to Covid-19 related issues in connection with social distancing. 58.2 South Molton Community News. It was noted that the organisation had been advised there is no one at present to take on the role of representative for the Parish. 58.3 Worlington New Residents Welcome Information Pack.	January Agenda January Agenda

	It was noted that the Parish Council's reply had been sent to Mr S Baber. 58.4 Reviewed and adopted Policies. It was noted that these had been sent for inclusion on the website which had been done. 58.5 Covid-19 Preparedness. It was noted that the Clerk attended this course on 9/11/20 and a written Report has been circulated to Councillors. 58.6 Insurance of defibrillator. It was noted that the Clerk informed the insurers that the Parish Council had leased a defibrillator from South West Ambulance Service Trust and that insurance responsibility does not rest with the Parish Council. The following reply had been received: <i>If it transpires that the Parish Council is responsible for loss or damage to the defibrillator and cabinet, the policy we arrange provides an automatic sum insured of £5,000 subject to a £250 excess for any one claim.</i> <i>With regard to Public Liability insurance, if the Parish Council has accepted responsibility for maintaining the equipment, the policy we arrange will respond should someone be injured by it and the claimant can prove the Parish Council is legally liable for the incident.</i> 58.7 Clerk's Christmas Leave. Thursday, 24 December 2020 to Sunday 3 January 2021 inclusive.	
59.	Chairman's Urgent Items. The following items to be on the January Agenda: ◆ Public footpaths and bridleways ◆ Training for new Parish Councillors	
60.	Date of next meeting. Thursday, 21 January 2021 at 7.30pm by Zoom. The meeting ended at 10.13pm.	
Summary of Decisions: ➤ Approval of the Minutes of the Parish Council Meeting held on 3 November 2020 by Zoom ➤ Approval of a further cheque amounting to £28.00 for the upkeep of Worlington Churchyards to bring the total to the amount agreed in 2019 ➤ Approval of a donation amounting to £50.00 for the North Devon Record Office under the care of South West Heritage Trust ➤ Payments ➤ 2021/22 Precept to be increased from £3,500 to £4,105 ➤ 2021/22 Budget ➤ Support for Plastic Free North Devon's campaign regarding polystyrene bodyboards ➤ Planning		
These Minutes are agreed by those present as being a true record.		
Signed: Chair of East Worlington Parish Council		Date: