

Minutes of East Worlington Parish Council Meeting held on Tuesday, 30 July 2019 in the Primary School at 7.30pm.

Chaired by: Councillor P Brown		Clerked by: Sue Squire
Present: Councillors P Brown I Old P Risdon Miss D Sturla D Webber County / District Councillor J Yabsley 3 Members of the public		Agenda: - Chairman to welcome Councillor Ian Old Representations from the Public Co-option of Parish Councillors to fill the remaining two vacant seats on the Parish Council Apologies Declarations of Interest Approval of the Minutes of the Annual Parish Council Meeting held on 28 May 2019 Reports Matters Arising Planning & Planning Correspondence Finance Correspondence & Notices / Publications Received Matters raised by Councillors / Clerk Matters raised at the discretion of the Chairman Items for the next Agenda Date of next meeting
		Action:
	The Chairman welcomed Councillor Ian Old to the meeting who was co-opted at the Annual Parish Council Meeting on 28 May 2019.	
21.	Representations from the Public. 21.1 Chulmleigh Community College Academy Trust. On behalf of the Academy, of which East Worlington Primary School is part, Mr S Baber as Chair of the Board of Directors advised that the Academy is continuing to function well and the books have been balanced. As with any School, it depends on children numbers and many pupils who attend come from outside the catchment area. Mr Baber asked that the School is promoted as widely as possible to ensure its continued success. 21.2 Driveway to a private house. It had been necessary for the surface to be raised at a cost of over £1,000 to prevent water from the drain which had recently received attention from DCC Highways running down the drive and into the property. The householder wanted it to be minuted that if the drive is damaged by works to the drains, compensation will be expected. The householder had been advised that the two remaining drains would receive attention shortly but this had still not been done. 21.3 Road surface, tarmac and bridge near Glebe Farm. Enquiries were made as to when the road surface would be attended to. It had been noted that a DCC officer regularly takes photographs of the bridge. It was advised that the resurfacing of the road would have to be completed before any work on the bridge is done. There is vegetation overgrowth on the opposite side of the bridge which could impede the resurfacing and the landowner is aware of this. Indications are that the bridge is sound and is being monitored.	

22.	Co-option of Parish Councillors to fill the remaining two vacant seats on the Parish Council. No letters of application had been received.	
23.	Apologies. None.	
24.	Declarations of Interest. None announced.	
25.	Approval of the Minutes of the Annual Parish Council meeting held on 28 May 2019. Approved and signed as a correct record.	
26.	Reports. 26.1 Mr S Baber on behalf of Chulmleigh Community College Academy Trust advised that over the summer, the children's toilets at East Worlington Primary School are to be refurbished. There is an ongoing project for the garden area behind the school to become an outdoor classroom due to grant funding having been secured. 26.2 County Councillor J Yabsley spoke about the following: • He had carried out a highways visit on the day of the meeting with the Neighbourhood Highways Manager where it had been seen that a lot of work was required. The Rackleigh road was being monitored and patching work has secured the future of the road • It was suggested that Councillors and members of the public keep reporting potholes • The South Molton Rural Area of which East Worlington is part, receive quite a lot of funding for pothole repairs but Councillor Yabsley's budget had been over-spent for this purpose • Regarding the Devon and Somerset Fire and Rescue Service public consultation on the proposed closure of fire stations, Councillor Yabsley advised it was not possible to source and maintain firefighters. • There had been a 3% increase in the budget for social care • The budget for the County is tight 26.3 District Councillor J Yabsley spoke about the following: • He was pleased to be able to help with funding for the refurbishment of the toilets at the Primary School through his Community Councillor Funding allocation • Following the election, the new administration is bedding down and there is now a Committee system. He is the leader of the Conservative Group and on a Committees including being Chair of HATOC (Highways and Traffic Orders Committee). This group enables complaints to proceed working with communities and the Neighbourhood Team. There was a possibility that contract work would be moved to Skanska who currently maintain the highway system. 26.4 Police. No report received. 26.5 Parish Hall Committee. On behalf of the Committee, Mr Baber advised that refurbishment to the foyer was nearly completed which would provide male, female and disabled toilets, storage space, emergency lighting and fire alarms. It would be ready to use in time for the Church Fete on 3 August. The grand opening would be held on 7 October with the ribbon being cut by the major funders. This would see the conclusion of major refurbishment of the Parish Hall.	

	A grant paid for works to the building and now external work is required. The Parish Hall is the hub of the community and there are to be notice boards and a seat. District Councillor Yabsley had given part funding for this. Councillor Brown asked if it would be possible for the Parish Council's notices to continue to be displayed in one of the notice boards and it was confirmed that they would be in keeping with the building and suitable for the Parish Council to use. Councillor Brown enquired the cost of the new notice boards which was £2,500 for the two, and all contributions would be welcome. The Clerk advised that the Parish Council could consider a donation towards these on receipt of a letter of request together with a copy of the latest set of accounts, to comply with the criteria laid down for Parish Council's to follow when considering requests for donations. Mr Baber spoke about the provision of a defibrillator at the Parish Hall at a cost of £1,500 including pediatric leads for the adjacent Primary School. 26.6 Drainage Report. County Councillor Yabsley reiterated that people should keep reporting potholes.	
27.	Matters Arising. 27.1 Highways Issues. An update on the situation around the Parish was as follows: • Some patching work had been done on the road to Affeton Moor Cross near Glebe Farm. • In connection with the road near Glebe Farm, there is a ditching drainage issue on the left hand side which needs to be addressed to ensure the patching does not break up. • Mr Peter Heaton-Jones MP has asked for an update on the situation and Councillor Miss Sturla will reply. • Highways are aware that the Parish Council is pleased with the work carried out to date • County Councillor Yabsley suggested the Glebe Farm issue should continue to be chased as there is still more to do, and it was encouraging that the situation had progressed further than he thought it would at the current time The road from Thorndon to the village is on the programme for attention but it is not known when this will take place. The road to Drayford has been looked at but any work required will not take place in the current financial year. It has been patched which has improved the situation. It was known there was a drains issue in this area. Councillor Brown advised he had inspected roads in the Parish and noted the potholes. Patching had been carried out on the Glebe Farm road and County Councillor Yabsley advised that the bridge near Glebe Farm, being monitored at present, will be repaired with the road being closed if necessary for the work to be carried out. The side walls require attention and it is important that there is no water damage. It was not known if there would have to be a weight limit on the bridge pending repair. 27.2 Emergency Plan. Councillor Miss Sturla advised that Mr S Baber did not wish to continue with this and provide Reports. Proposed by Councillor Webber that Councillor Brown, who was willing to	September Agenda

	take on this role, was the elected Parish Representative in respect of the Emergency Plan. Seconded by Councillor Old. Unanimously agreed. 27.3 Batsworthy Wind Farm Reports. Councillor Miss Sturla advised that Mr S Baber will continue to give Reports on the activities of this organization. Devon Community Foundation is preparing publicity material in this connection which will be forwarded to the Clerk. The criteria for grant applications was given. 27.4 Road Warden Scheme. Proposed by Councillor Old that Councillors Brown and Miss Sturla are appointed to this role. Seconded by Councillor Webber. Unanimously agreed. Both Councillors will identify all drains and culverts when the vegetation has died back and pass to DCC Highways who have requested an up to date plan, as they are aware that the drains in the Parish require attention. Chapter 8 training for Road Wardens is provided by DCC and the Clerk is to ascertain forthcoming training dates and whether this is free of charge. The Clerk had made enquiries regarding insurance under the Parish Council's insurance for certain aspects of this scheme and a reply is awaited. County Councillor Yabsley commented that if the location of drains are known, it is easier to hold Skanska to account. 27.5 Caravan at Tweenmoors. Councillor Brown had prepared a draft letter for sending to Devon County Council and North Devon Council. It pointed out that the number of vehicles at the site had increased and there was no room for top dressing to be stored in the lay by. Councillor Yabsley informed that the matter would be referred back to North Devon Council who would need to allocate a traveler site because as present, there were none in the District. Councillors were in agreement for the letter to be sent to DCC adding that it was hoped DCC and the Parish Council could work together. 27.6 Website. Councillor Brown was willing to be the webmaster. Proposed by Councillor Risdon to appoint Councillor Brown and for him to post and edit items at his discretion. Seconded by Councillor Webber. Unanimously agreed. Approval of Website Policy and Protocols. This document had been circulated separately to Councillors. Proposed for approval and adoption by Councillor Old, seconded by Councillor Brown. Unanimously agreed.	PB & DS Clerk Clerk PR PR
28.	Planning & Planning Correspondence. There were no Planning Applications or Planning Correspondence to consider.	
29.	Finance. 29.1 Balances. The details were circulated to Councillors ahead of the meeting together with budgetary figures to the end of June 2019. 29.2 The following payments were approved and authorised:	Clerk

	Mrs S Squire Redacted under the DPA Details were shown to Councillors HMRC PAYE £48.20 Mr P Tanner Annual salary Redacted under the DPA Details were shown to Councillors Mrs J Snooks 2019 internal audit fee £100.00 Devon Association of Local Councils 2019/20 Subscription £ 60.29 Devon Association of Local Councils Chairmanship Course Fee (Cllr Brown) £ 36.00 Devon Association of Local Councils 3 x copies of the Good Councillors Guide £ 11.38 29.3 Mr P Tanner – new Contract of Employment document for approval. Proposed by Councillor Brown, seconded by Councillor Miss Sturla. Unanimously agreed. 29.4 2019 Audit. It was noted that this had been completed and the Clerk advised as follows: 29.5 Fixed Asset Register. Diary note for the March 2020 meeting.	Ch.No. 573 Ch.No. 574 Ch.No. 575 Ch.No. 576 Ch.No. 577 Ch.No. 578 Ch.No. 579 Clerk March 2020 Meeting
30.	Correspondence & Notices / Publications Received (these were placed on the table & available to read). 30.1 North Devon Council. Email regarding community priorities for open space. The Clerk to reply confirming that North Devon Council's records were correct. 30.2 Devon & Somerset Fire & Rescue Service. Letter regarding proposed closures of some fire stations and to note that a public consultation is running for 3 months from 1 July 2019. Details had been forwarded to Councillors. To be an Agenda item for the September meeting for the Parish Council to respond. 30.3 Devon Highways. The Clerk had been advised of a highway maintenance community enhancement fund to which bids for projects can be made and more details will be given. This could be followed up for Chapter 8 training if DCC did not provide free training.	Clerk September Agenda
31.	Matters raised by Councillors/Clerk. 31.1 Councillor Brown has asked for the following items to be considered: ❖ Planning Advisory Group to look at Planning Applications with no decisions being made, a site visit carried out, and ratified at a Parish Council meeting. The Group to comprise Councillors Brown, Old, Risdon and Webber. Proposed by Councillor Miss Sturla, seconded by Councillor Brown. Unanimously agreed. ❖ Personnel Committee to deal with Clerk's job description and annual appraisal The Committee to comprise Councillors Brown, Old and Miss Sturla. Proposed by Councillor Webber, seconded by Councillor Risdon. Unanimously agreed. Storage of Parish Council documents was discussed and with additional space in the Parish Hall, it was felt advantageous that the records were kept	Clerk

	in this location under the care of the History Group.	
	31.2 Clerk's annual leave – 8 – 18 August 2019 inclusive. <i>Noted.</i>	
32.	Matters raised at the discretion of the Chairman. None.	
33.	Items for the next Agenda.  Fire Station closure consultation  Bank Mandate to update cheque signatories	
34.	Date of next meeting. Tuesday 24 September 2019 in the Parish Hall at 7.30pm. The meeting ended at 9.19pm.	
Summary of Decisions: ➤ Minutes of the Annual Parish Council Meeting held on 28 May 2019 ➤ Councillor Brown to be the Parish Representative for the Emergency Plan ➤ Councillors Brown and Miss Sturla to be Parish Road Wardens under DCC's Road Warden Scheme ➤ Councillor Brown to be the webmaster for Parish Council items on the Parish website ➤ Approval and adoption of Website Policy and Protocols ➤ Payments ➤ Updated Contract of Employment for Mr P Tanner ➤ Members of the Parish Council's Planning Advisory Group ➤ Members of the Parish Council's Personnel Committee		
These Minutes are agreed by those present as being a true record.		
Signed: Chair of East Worlington Parish Council:		Date: