

**Minutes of East Worlington Parish Council Meeting held on Tuesday, 24
September 2019 in the Parish Hall 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 until Minute No. 40.3 1 Member of the public		Agenda: - Representations from the public Co-option of Parish Councillor to fill the remaining vacant seat on the Parish Council Apologies Declarations of Interest Approval of the Minutes of the Parish Council meeting held on 30 July 2019 Reports Matters Arising Planning & Planning Correspondence Finance Correspondence & Notices / Publications Received Matters raised by Councillors / Clerk Training Matters raised at the discretion of the Chairman. Items for the next Agenda Date of next meeting
		Action:
35.	Representations from the Public. 35.1 Representations were made about drains outside the School / Parish Hall. These had still not received attention and in particular a drain marked with a yellow tag. It was confirmed that a Drainage Report had been submitted to Devon Highways. The matter was discussed under Minute No. 40.6.	
36.	Co-option of Parish Councillor to fill the remaining vacant seat on the Parish Council. No letters of application had been received.	
37.	Apologies. None.	
38.	Declarations of Interest. Councillor Risdon declared a Personal Interest in connection with items relating to the Parish Hall in his capacity as Parish Council representative on the Committee.	
39.	Approval of the Minutes of the Parish Council meeting held on 30 July 2019. Approved and signed as a correct record.	
40.	Reports. 40.1 Chulmleigh Community College Academy Trust. No information was available. 40.2 County Councillor J Yabsley. The Neighbourhood Highways Manager was in receipt of the drainage issues and work was ongoing. The list was in order of priority and it was important that the ditching was attended. The whole document is to be sent every month to Devon Highways which will also serve as a record Councillor Miss Sturla spoke about material which had been promised at a site meeting after work had been done in another area in May, but this had	

	not materialized With regard to the overhanging trees at the bridge near Glebe Farm, DCC will write to the landowners requesting that the necessary work is done Devon and Somerset Fire and Rescue Service were receiving many representations regarding the consultation on delivery of service. There has to be change and there is flexibility of what can be done. There are fewer home fires and more commercial fires but the biggest problem is getting and retaining on call firefighters. It is fully understood how alarming it can be for communities at risk of losing their fire station. 40.3 District Councillor J Yabsley. Full Council met on 25 September The Council is borrowing money to buy property but Councillor Yabsley questioned this if the private sector are backing out. The District Council has a £1 million shortfall over the next 10 years in the revenue budget based on what it is thought is to be received from the government In the last administration, they tried to let properties but this fell through Leisure Centre at Severn Brethren. A new leisure centre will cost less than keeping the current one open. To revitalize the town centre, it must be done commercially. 40.4 Emergency Plan. Councillor Brown. Minute No. 44.2 also refers. There is a draft document in place and Councillor Brown will draw up a document as a plan. This is a close knit community known to help one another and vulnerable people had been identified. 40.5 Parish Hall Committee. Councillor Risdon, as the Parish Council representative on the Hall Committee, advised that the foyer and toilets had been completed. The grand opening would take place on 7 October. There is the usual programme of events for Christmas. The Jazz Night is to be on 17 July, not 18 July as originally thought. With the Olympics being held in 2020, Worly Olympics would also be held and this item is to be on the next Agenda for further discussion. Defibrillator. Permission had been approved for fixing it on the external wall of the Parish Hall. There is an electric supply in place. The Parish Hall Committee Members are Trustees, responsible for the building but not the defibrillator which would not be covered under the Hall insurance. The Parish Council would be responsible for the insurance and appropriate maintenance. Details and prices of various defibrillators were given. Councillor Old proposed that the Clerk prepare a business case. Seconded by Councillor Brown. Unanimously agreed. 40.6 Drainage Report. Councillors Brown and Miss Sturla. A comprehensive document had been prepared and forwarded to Devon Highways. 40.7 Batsworthy Wind Farm. Details of the funded projects had been supplied to Councillors. 40.8 Website. Councillor Brown advised that he was familiarizing himself with the details.	PB Clerk
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	40.9 Planning Advisory Group. No meeting had taken place. 40.10 Personnel Committee. Councillor Old advised that Committee Members had communicated informally. Councillor Old proposed that the Committee is put on a formal footing with Terms of Reference. Seconded by Councillor Brown. Unanimously agreed.	
41.	Matters Arising. 41.1 Highways Issues. An update on the situation around the Parish was given. The situation was unchanged except for doing the drains by Glebe Farm. The rest of the programme of works is reliant on the Neighbourhood Highways Manager auctioning. Councillor Brown will check potholes around the Parish. 41.2 Road Warden Scheme. It was noted that following recommendations from the Parish Council's insurers, DCC had agreed to amend the wording to that suggested. Work carried out by Councillors and volunteers will be covered under the Parish Council's own insurance. Councillor Risdon asked if the Parish Council is responsible for safety equipment. It was confirmed that this was the case and there would be a cost to the Parish Council to purchase the relevant signs. To agree that East Worlington Parish Council should join the Road Warden Scheme. Proposed by Councillor Brown, seconded by Councillor Old. Unanimously agreed. To agree for Councillors Brown and Miss Sturla to attend Chapter 8 Road Warden Scheme training. Proposed by Councillor Old, seconded by Councillor Webber. Unanimously agreed. To agree that should DCC not have funding to pay for the Road Warden Training, that other ways of funding should be investigated to pay for this. Councillor Brown advised that R & M of Rackenford delivered a course at a cost of £250.00 and it also involves an online course. Proposed by Councillor Old, seconded by Councillor Webber. Unanimously agreed. A report of drains and culverts in the Parish had been covered under the Drainage Report. When the Road Warden Training had been completed, Councillor Brown would provide a new set of plans. 41.3 Caravan at Tweenmoors. It was noted that a letter of representation had been sent to Devon County Council and a reply received advising that a DCC officer had visited the site and had noted an increase in the number of vehicles in the lay by. As a consequence, the occupants had been requested to reduce the number of vehicles. DCC's Gypsy Traveller Liaison Officer intended to visit the site and a further report was expected for the November Parish Council meeting.	PR Clerk to progress PB & DS Clerk PB

	The officer to be advised of a recent experience by a parishioner when at the site. 41.4 North Devon Council Community Priorities for Open Space. It was noted that a reply had been sent confirming that NDC records are correct. 41.5 Devon and Somerset Fire and Rescue Service Consultation. The consultation closed on 22 September and could not be considered for a response from the Parish Council. However the Chairman had submitted a response on behalf of the Parish Council and parishioners a copy of which was circulated to Councillors for information. 41.6 Storage of Parish Council Documents. The Clerk had been investigating this matter further and gave details of the reply received from the Devon Association of Local Councils which advised that Minutes were legal documents and could not be stored as proposed as this would have an effect on the public's exercise of rights to view the details. The Minutes would therefore be deposited in the North Devon Record Office and other paperwork in a fire proof lockable cabinet in the Parish Hall. Councillor Old suggested that the Parish Council records were recovered from the Parish Clerk who is to prepare an inventory of what is held.	Clerk Clerk
42.1	Planning & Planning Correspondence. There were no Planning Applications to consider. 42.1 The following North Devon Council Decision Notice was noted: DISCHARGE OF CONDITIONS APPROVAL for Application 66932 – approval of details in respect of discharge of condition 3 (written scheme of investigation) attached to planning permission 64819 (extension to building) – East Worlington Parish Hall.	
43.2	Finance. 43.1 Balances. Lloyds Bank Treasurers Account as at 9/9/19: £5,073.98 These details, together with budgetary figures to the end of August 2019 had been circulated to Councillors ahead of the meeting. 43.2 Councillors considered a request for a donation to support the installation of community facing notice boards at East Worlington Parish Hall. A letter of application and copy of the latest set of account had been supplied to comply with the criteria set down for Parish Councils to meet when considering a request for a donation. The overall investment in community facilities external at the Parish Hall includes the noticeboard, a defibrillator and community benches. The total shortfall for all items is £1,000 and any grant that can be provided in support of the defibrillator / notice board elements will enable this project to be completed. Other funds for this project are provided by grants from North Devon Council, Devon County Council and the community's own fund raising efforts. A quotation for the notice boards had been supplied in the sum of £2,600.00. Councillor Old commented that the Parish Council had not been given the opportunity of having the old notice board returned, nor an opportunity to give its opinion on a replacement or its location and felt it was unreasonable to be asked to contribute to the new notice boards. Councillor Brown pointed out that over recent years, the Parish Council had	

	increased the Precept in anticipation that the Parish Grant would be lost, which had not been the case. This figure amounted to approximately £400 and money had also been saved on the budgeted figure for the Annual Parish Magazine. Councillor Brown proposed that a donation of £200.00 was given towards the notice boards subject to the Parish Council having the use of one of the notice boards. Seconded by Councillor Webber. Vote: In favour. 3 Carried. Not in favour. 1 1 abstention. 43.3 The following payments were approved and authorised: Mrs S Squire Redacted under the DPA Details will be shown to Councillors HMRC PAYE £48.40 Came and Company Insurance renewal premium due on 1/10/19 £302.85 The Long Term Agreement expires on 30/9/20. The Clerk has responded to the renewal risk presentation. The Clerk has made enquiries as to internet/email cover and crisis management cover and this was advised. East Worlington Parish Hall Donation in respect of Minute No. 43.2 £200.00 Mr B Percival Design and printing of the 2018 Annual Parish Magazine £198.00	Clerk Clerk Ch.No. 580 Ch.No. 581 Ch.No. 582 Ch.No. 583 Ch.No. 584
44.3	Correspondence & Notices / Publications Received (these were placed on the table & available to read). 44.1 Devon Communities Together. Email regarding Community Emergency Planning. <i>Noted.</i> 44.2 Climate Emergency Network. Two documents received which are being circulated to Councillors to study ahead of the meeting. Deferred to the next meeting.	Nov Agenda
45.4	Matters raised by Councillors/Clerk. 45.1 DCC Highways Conference – Monday 7 October at Filleigh Village Hall. It was noted that Councillor Brown and the Clerk are booked to attend. No other items had been raised by Councillors.	PB / Clerk
45.5	Training. Councillor Old is booked to attend a 'Being a Good Employer' course on 7/11/19. Councillor Old is on the reserve list for a 'Being a Good Councillor Short Course' on 15/10/19.	IO IO
45.6	Matters raised at the discretion of the Chairman. All relevant documents for the meeting are to be circulated with the Agenda to give Councillors adequate time for studying.	
45.7	Items for the next Agenda. Those identified from these Minutes.	
46.	Date of next meeting. Tuesday, 26 November 2019 in the Parish Hall at 7.30pm. The meeting ended at 9.36pm.	

Summary of Decisions:

- ☐ **Minutes of 30 July 2019**
- ☐ **Clerk to prepare a business case in connection with suitable defibrillators**
- ☐ **The Personnel Committee is to be on a formal footing with Terms of Reference**
- ☐ **East Worlington Parish Council to be part of the Road Warden Scheme**
- ☐ **Councillors Brown and Miss Sturla to attending Chapter 8 training in connection with the Road Warden Scheme**
- ☐ **Funding for the cost of Road Warden Scheme Chapter 8 training to be investigated from other sources should this not be covered by DCC**
- ☐ **Donation of £200.00 towards the two new notice boards on the Parish Hall wall subject to one being available for use by the Parish Council**
- ☐ **Payments**

These Minutes are agreed by those present as being a true record.

Signed:
Chair of East Worlington Parish Council:

Date: