

HIGH BICKINGTON PARISH COUNCIL

Clerk: Mrs Di Carter, 12 Church Meadow, High Bickington, Umberleigh. Devon EX37 9DT
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Minutes of the Annual Parish Council Meeting Held on Wednesday 15 May 2019 at 7.30pm In the Community Centre, High Bickington

Present: Adam Bunting, Charmaine Coxon, Roger Keen, Neil Parker

In attendance: County Councillor Andrew Saywell
District Councillor Rosemary Lock
District Councillor Michael Clarke
Mrs Sue Ellis
Mrs Di Carter – Clerk

The Clerk welcomed everyone to the meeting; following the resignation of three Councillors at the May elections, and with one existing vacancy, there are four vacancies on the Parish Council. Expressions of interest to fill these vacancies have been received and will be followed up. She invited nominations from those Councillors present for the vacant post of Chairman of the Parish Council.

1. Election of Chairman

Proposed by Adam Bunting and seconded by Charmaine Coxon, Neil Parker was unanimously elected by those Councillors present to take on the role of Chairman for the year 2019/2020.

The formal meeting was adjourned to allow County Councillor Andrew Saywell to report to the meeting.

Councillor Saywell said he would first like to congratulate Neil Parker on his election as Chairman of the Parish Council and looked forward to working with him. He also wished to congratulate Rosemary Lock and Michael Clarke on their election as District Councillors for the Two Rivers and Three Moors Ward on Torrridge District Council. He especially wanted to thank Peter Worrall for his service to the community as Chairman of High Bickington Parish Council for the past eight years.

Councillor Saywell said sections of the A377 are being monitored due to signs of movement and erosion on the river side to the North of the Kingford Hill Junction and Deep Lane. There is no immediate danger but the situation is being kept under review and he asked anyone who notices any significant changes to please contact Highways. Our Highways engineer, Darryl Jagger, is currently on secondment carrying out a review of Highways management; the review will particularly cover the Torrridge Rural area and Hatherleigh and Chagford. The aim of the review is to look at ways of ensuring that repair work on the highways is carried out efficiently and effectively. Councillor Saywell said Darryl Jagger has been an excellent engineer and wished him all the best in his new role; he may return to our area at the end of the secondment. It is hoped to appoint a new Highways Engineer for this area in the next few days. The Clerk endorsed Councillor Saywell's sentiments and said she had thanked Darryl Jagger for his help to our community; his support has enabled a lot of highways maintenance to be achieved.

Councillor Saywell left the meeting.

The formal meeting was re-convened at 7.40pm.

Neil Parker thanked Councillors for their nomination and looked forward to his role as Chairman. He wished to endorse Councillor Saywell's thanks to Peter Worrall who had achieved a lot for the community during his eight years in post. He also thanked Steve Alford and Jim Hutchings, who stood down in May, for their valuable service to the community.

2 Apologies for absence

Apologies were received from PFCSO Sandra Brown.

3 Declarations of Interest – there were no declarations of interest.

4. Election of Vice-Chairman

Proposed by Neil Parker, seconded by Charmaine Coxon, Adam Bunting was unanimously elected as Vice-Chairman of the Parish Council for the year 2019/2020.

5. Election of Finance Committee

The Finance Committee comprises 3 Councillors as cheque signatories, to consider any urgent financial issues and make recommendations to the full Parish Council and, if required, to make decisions on those matters and report that decision to the full Parish Council. A fourth member is elected as a non-signatory member of the Committee.

Decision: Cheque signatories were agreed as Charmaine Coxon, Adam Bunting and Roger Keen. Neil Parker agreed to be the fourth member of the Committee as a non-signatory. New Bank mandate forms to be completed.

6. Appointment of Tree and Footpath Warden

Roger Keen said he was prepared to continue as the Tree and Footpath warden; this was unanimously agreed by Councillors present.

7. Appointment of Highways representative

Adam Bunting agreed to take on the role of Parish Council Highways representative. It is up to everyone to be vigilant and report any highways matters which need attention.

8. Confirmation of Clerk's Salary

The Chairman reported an annual increase to the Clerk's salary as follows:

SCP 20	=	£10.57 per hour	
26 hours per month	=	312 per year	£3297.84
Holiday @ 5.6 weeks per year x 6 hours	=	34 hours	£359.38
Salary per year			£3657.22
= per month			£304.77

Plus:

£10 per month payable for computer maintenance.

£8.50 per month telephone expenses – agreed 10 December 2016 – minute 10(b)

The current salary is £297.01 per month.

Decision: Councillors present agreed that this increase be awarded from 1 April 2019.

9. Minutes of the Parish Council Meeting held on 10 April 2019:

The Minutes of this meeting were agreed and adopted as a true record. The Chairman signed the Minutes.

Minutes of the Extraordinary Parish Council Meeting held on 25 April 2019:

The Minutes of this meeting were agreed and adopted as a true record. The Chairman signed the Minutes.

10 Matters arising from the meeting held on 11 April 2018

- (a) WW1 Commemorative Plaque – The Clerk reported that quotes for the engraving of the plaque have not yet been received. Councillor Michael Clarke offered to take on the responsibility for getting quotations for consideration. The Clerk was asked to retrieve the plaque and pass it to Councillor Clarke; also to check with the Community Fund the wording to be etched onto the plaque. When quotations are received and work recommended agreed, the Parish Council can finalise the donation to be handed to the Royal British Legion.
- (b) Devon Air Ambulance – update on assistance required. The Clerk read the response from Devon Air Ambulance regarding the possibility of appointing a local contact for crews. The response was that in practise local contacts are hard to manage and deliver, and they prefer to rely on the contact with network first responders. Regarding notifying communities about every landing, it is difficult logistically to do this and also they have to be sensitive with information on patients and their outcome. Every HEMS flight is entered on the online map – <https://www.daat.org/Pages/FAQs/Category/mission-map>. As a result of this Councillors agreed there was little more they could do.

- (c) Delivery of Directories and Air Ambulance Flyers – these have now been delivered to all households in the village. Copies are also available in the Community Shop and Post Office.
- (d) Waste Bin on layby adjacent to Libbaton Golf Club – The Clerk is awaiting information from Torridge District Council.
- (e) Land adjacent to Whitebridge Kennels – The Clerk reported that she has been informed by the Enforcement Officer that motor bike scrambling on the site has been stopped until planning permission is obtained. The application is awaited.

11 Police Matters

The Chairman read an annual report for the year to 9 May 2019 from PFCSO Sandra Brown as follows:

2 Anti social behaviour incidents

3 Crimes recorded

21 Public safety incidents

46 Traffic reports

Total incidents recorded for the year were 72 – an 18% increase on the previous year.

Councillors again expressed their concern that the report does not contain sufficient detail to be very meaningful.

12. High Bickington Community Property Trust Ltd

There were no reports from the CPT Ltd.

- (a) Broken Bollard on footpath – The Clerk reported that Highways have confirmed that the bollard has been ordered and are awaiting delivery.

13. Barton Meadow Recreational Play Area

Adam Bunting was unanimously elected to continue as the Councillor responsible for safety and general maintenance of the play area. Councillors expressed their thanks to Adam for his work on the play area.

14 Matters raised by the Chairman

- (a) Sale of strip of land at Barton Meadow play area. Following the Extraordinary Parish Council Meeting held on 25 April 2019, a letter was sent to the resident of 15 Church Meadow informing him that the Parish Council was prepared to sell the land for £10,000; they would pay their own valuation and legal fees. The purchaser would be responsible for his own legal and any planning costs. A written acceptance has been received from the resident and the Clerk was asked to instruct our Solicitor to take this forward. All net proceeds from the sale will be ring fenced for improvements to the play area.
- (b) Appointment of new Clerk – the final contract has yet to be agreed. A further meeting with the applicant is being held on 23 May 2019 and the final details will be presented for approval at the June meeting.
- (c) Councillor vacancies – enquiries have been received from several residents and these will be followed up.
- (d) Parking in the village – the Clerk reported complaints about vehicles being parked across pavements in Barton Meadow; this has caused problems with access for pedestrians and particularly a wheelchair user. The Clerk was asked to contact the Police for their advice. The Clerk also reported that at the request of Peter Worrall she has written to the School asking whether the current disabled parking space recently allotted is fit for purpose. There appears to be insufficient space for reasonable access. A response is awaited.
- (e) Annual review of Standing Orders, Finance Orders, Policies and Risk Assessments – the Clerk will liaise with the Chairman on this.

15. Maintenance

- (a) Highways and village maintenance: there was nothing to report.
- (b) Footpaths and Byways – Roger Keen reported that the new sign is now in place on the footpath at Taylors Lane. The Clerk reported that a grant of £100 from Devon County Council has been received for footpath work.

16. General Finance

(a)	Barclays current a/c statement 29 April 2019		£17,995.78
	Includes 1 st Precept payment £5295		
	Cheques not cleared:		
	100819 DALC – Annual Membership sub	£217.02	£17,778.76
	Cheques to be issued:		
	100825 Peter Worrall – Litter picking equipment	£153.95	
	100826 D Herniman – signpost	£81.00	
	100827 CPT Ltd – room hire	£41.25	
	100828 A Smale – Maintenance	£136.50	
	100829 D Carter – Sal £304.77/Exp £54.43	<u>£359.20</u>	
		£771.90	£17,006.86

Decision: Councillors present agreed to the release of the cheques listed.

- (b) Internal audit – this is taking place on Friday 17 May 2019.

17. Planning

(a) **Applications circulated since April meeting: None**

(b) **New applications:**

(i) **1/0347/2019/FUL**

Erection of a conservatory -

1 Cole Meadow, High Bickington

PC Decision: Approved

TDC Decision:

(ii) **1/0309/2019/FUL**

Extension to form new kitchen

Seckington Farmhouse, High Bickington

PC Decision: Approved

TDC Decision:

(c) **Decisions:**

1/0179/2019/FUL

Formation of double doors for disabled access

High Bickington Methodist Chapel

PC Decision: Approved

TDC Decision: Granted

- (d) Pows Cottage, High Bickington – the Chairman outlined the response from the Development Manager at Torridge District Council following our continued concerns about the development at this site. It was felt this merely reiterated previous responses and as the applications have now been approved, there is little that can be done. However, Councillors wanted to register their disapproval of the decisions made which took no regard of local objections.

(d)

18. Correspondence not included elsewhere –

- (a) The Clerk reported correspondence from Torridge District Council regarding possible funding for work on the Copse in Mill Road – she was asked to arrange a meeting with the Officer responsible.
- (b) Notice of road closure – Bonds Farm to North Road – 5 days from Monday 3 June 2019.

19. Items for information –

- (a) Defibrillator awareness event – Wednesday 22 May 2019 in the Community Centre at 7pm. Everyone is welcome - it is an important facility for our village and it is hoped as many people as possible will feel confident to use it should the need arise. The Clerk said she would like to thank Helen Clark for her continued work in ensuring the Defibrillator is working, for liaising with the Ambulance Service and for arranging these update sessions. Councillors endorsed these thanks.

20. Date of next Parish Council meeting: Wednesday 12 June 2019 at 7.30pm in the Community Centre.

There being no further business the meeting closed at 8.43 pm.