

CULMSTOCK PARISH COUNCIL

Email: clerk@culmstock-pc.org.uk Website: www.culmstock-pc.org.uk

Chairman: Lizzie Jones. Tel: 01823 681476 Clerk: Melanie Shore-Quinain. Tel: 01884 266502

Notice of a meeting of the Parish Council to be held on Wednesday 24th April 2019 in Culmstock Village Hall at 7pm.
Members of the Public are invited to attend and may address the Council at the start of the meeting.

To Members of the Council: You are hereby summonsed to the above meeting for the purpose of transacting the following business.

AGENDA

1. To confirm that the Parish defibrillator is in working order as at the meeting date.
2. Democratic Period. *Parishioners are reminded that at the discretion of the Chairman, representations may not exceed a period of three minutes.*
3. Apologies: Cllrs. R Radford and G Bass.
4. Resignation of a Parish Councillor.
5. Declarations of Interest.
6. Approval of Minutes: of the meeting of the Parish Council held on 13/03/19.
7. Matters Arising.

8. **Planning and Planning Correspondence/Information.**
- 8.1 **Applications to be considered:**
 - [19/00478/HOUSE](#) Erection of a two storey rear extension. Marshalls Farm, Burlescombe.
 - [19/00600/FULL](#) Conversion of agricultural barn to dwelling and conversion of bull pen for use as holiday accommodation. Southey Barton, Culmstock. EX15 3JG.
 - [19/00410/FULL](#) Re-roofing of existing lean-to and erection of a classroom. Culmstock Primary School Hunters Hill, Culmstock. EX15 3JP.
 - [19/00517/FULL](#) Erection of agricultural storage and livestock shed. Land at NGR 310237 115108 (West of Bartletts), Culmstock.
- 8.2 **Results of applications from Mid Devon District Council.**
 - 19/00198/HOUSE Demolition of single storey conservatory and replacement with a lantern roofed sun room. Radford House, Harts Row, Culmstock. EX15 3JL. Approved.
 - [19/00357/PNAG](#) Prior Notification for the erection of an agricultural storage building. Land at NGR 310629 113248 (Jerwoods Farm), Culmstock. Agricultural/Forestry Development Acceptance.
 - [19/00099/HOUSE](#) Erection of two storey extension. Ford House, Nicholashayne, TA21 9QY. Approved.
 - [19/00078/HOUSE](#) Installation of 2 dormer windows. Greenlands, Culmstock. EX15 3HW. Approved.
- 8.3 To note the appeal decision in respect of Prior Notification for the change of use from storage building (Class B8) to dwelling (Class C3) under Class P at Land and Buildings at NGR 309178 117586 (Henegar Farm), Red Ball, Devon. Appeal dismissed.
- 8.4 CPRE: (i) Report on Seminar of 21/03/19 - Devon's New Housing Need: A Government & Local Authority Perspective.
- 8.5 Any other planning matters.

9. **Maintenance Contracts.**

10. **Finance.**
- 10.1 To note the bank balance, any credits received and direct debits taken as at the last statement.
- 10.2 To resolve to make payments:
 - Chq 1330 £ 98.20 HMRC. Quarterly PAYE. (*chq made payable to M Shore-Quinain as re-imbusement*)
 - Chq 1331 £ 12.00 Culmstock Village Hall. Room hire.
 - Chq 1332 £ Spoilt cheque.
 - Chq 1333 £ 13.80 SMA Services Ltd. Payroll provider.
 - Chq 1334 £ 95.00 ICCM. Membership renewal to The Institute of Cemetery & Crematorium Management.
 - Chq 1335 £ 36.00 GeoXphere Ltd. On-line (Parish On-line) mapping system renewal.

(Finance continued)

- Chq 1336 £ 90.14 S Marrison. Salary.
- Chq 1337 £ 614.81 M Shore-Quinain. Salary & expenses.
- Chq 1338 £ 637.70 Creative Solutions. New noticeboard.
- Chq 1339 £ 89.99 Boston Seeds. Wild flower seed mix. (*chq made payable to G Bass as re-imburement*)
- Chq 1340 £ 90.00 Edge It Systems Ltd. Assistance with updating of cemetery terms.
- Chq 1341 £ 43.20 Vision ICT Ltd. Hosting of 2 email accounts.

- 10.3** To sign cheques and invoices.
- 10.4** To note the invoice received for membership renewal to Devon Association of Local Councils - £201.60.
- 10.5** Nest deduction.
- 10.6** Christmas lights for the village.
- 10.7** Possible leasing of Culmstock Methodist Hall.
- 10.8** Portable toilet at the Parish playing field - Eagle Plant account application.
- 10.9** Lloyds Bank – to update the signatories on the bank mandate prior to the new term.
- 10.10** To consider setting up standing order payments.
- 10.11** Review of effectiveness of system of internal control.
- 10.12** Unaudited Accounts 2018/19.
- 10.13** **Annual Governance & Accountability Return & Audit 2018/19.**
- 10.13.1** Section 1 – To approve The Annual Governance Statement 2018/19.
- 10.13.2** Section 2 - The Accounting Statements for 2018/19. (i) To consider the Accounting Statements. (ii) To approve the Accounting Statements. (iii) To sign and date the approved Accounting Statements.
- 10.14** Any other financial matters.

11. Reports. To receive reports:

- 11.1** MDDC Cllr. G Hughes.
- 11.2** DCC Cllr. R Radford.
- 11.3** The Clerk.
- 11.4** The Chairman.
- 11.5** P3/Footpaths (P3 Co-ordinator Mr M Barrow).
- 11.6** Access.
- 11.7** Highways. (i) Temporary Traffic Notices- B3391 Main Road Culmstock (TTRO1930043) and road from Beacon Cross to Fairlawn, Culmstock (TTRO1929772).
- 11.8** Culmstock News (Catherine Bass).
- 11.9** Blackdown Hills Parish Network (Catherine Bass).
- 11.10** Culmstock Playing Field.
- 11.11** Collier's bridge.
- 11.12** Culmstock Village Hall.
- 11.13** Any other reports.

- 12.** Culmstock Cemetery.
- 12.1** Presentation from Edge IT Systems on Epitaph System and quotation.
- 12.2** Cemetery gates.

- 13.** District and Town/Parish Council Elections.

- 14.** GDPR.

- 15.** Annual Parish Meeting 22/05/19.

- 16.** Countryside Stewardship Scheme.

- 17.** Review of Standing Orders and Financial Regulations.

- 18.** Correspondence. CPRE Countryside Voice - Spring Edition.

- 19.** Items for information and future agenda items.

- 20.** **Dates of future meetings:** 15/05/19 at 7.30pm. 12/06/19 and 17/07/19.