

CULMSTOCK PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on 20th May 2019 in Culmstock Village Hall at 7pm

First Item: All elected councillors completed and signed a Declaration of Acceptance of Office form for retention by the Clerk.

Present: Cllrs. Miss L Jones (Chairman), E Box, Mrs J Zebedee, M Plastow, Mrs R Balchin, the Clerk, District Councillor G Hughes (part of meeting) and two members of the public. Mr T Platel, Miss B Davies and Mrs J Saunders were co-opted at minute 79.

74. Election of Officers.

74.1 Chairman - Cllr. Miss Jones was proposed by Cllr. Box and seconded by Cllr. Mrs Zebedee. There being no other nominations, Cllr. Miss Jones accepted the Office and signed a Declaration of Acceptance of Office Form.

74.2 Vice-Chairman. Cllr. Plastow was proposed by Cllr. Box and seconded by Cllr. Mrs Zebedee.

75. The Chairman welcomed everyone to the meeting.

76. The Parish defibrillator was confirmed as in working order as at the meeting date.

77. Democratic Period: The P3 Co-ordinator reported that some parishioners living near Footpath 12 will be erecting a fence at one end of the iron bridge.

78. Apologies: Cllr. G Bass.

78.1 To pre-approve apologies: It was resolved to pre-approve apologies in respect of Cllr. Bass until he was able to attend meetings again.

79. Co-option of Parish Councillors: Three parishioners were in attendance in respect of co-option and all councillors resolved to the co-option; Mrs J Saunders was proposed by Cllr. Plastow and seconded by Cllr. Mrs Balchin. Mr T Platel was proposed by Cllr. Mrs Zebedee and seconded by Cllr. Miss Jones. Miss B Davies was proposed by Cllr. Box and seconded by Cllr. Plastow. All co-opted councillors signed a Declaration of Acceptance of Office form.

80. Declarations of interest: None.

81. Appointment of representatives to advisory/working groups.

81.1 Planning: Cllrs. Plastow, Bass, Box and Miss Jones.

81.2 P3/The Parish Paths: Mr M Barrow as P3 co-ordinator.

81.3 Playing Field: Cllrs. Box, Miss Jones, Mrs Zebedee, Mrs Sanders and the Parish Warden, Mrs S Marrison (as correspondent).

81.4 Highways: Cllrs. Bass, Platel and Mrs Balchin.

81.4.1 Cemetery: Cllrs. Miss Jones, Mrs Zebedee, the Clerk and the Parish Warden, Mrs S Marrison (as correspondent)

81.5 Culmstock Village Hall: Cllrs. Plastow, Miss Jones and Mrs Zebedee.

81.6 Parish Magazine: Mrs C Bass as correspondent.

81.8 Allotments Charity: Cllr. Miss Jones and Mr M Barrow (as correspondent).

81.9 Access, Common Land and Beacon: Cllrs. Miss Jones, Plastow, Platel and Bass.

81.10 Finance: The full council is responsible for the finance. A sub group was agreed of Cllrs. Miss Jones, Plastow, Bass, Mrs Balchin and the Clerk; any other councillor may attend any informal meetings that are held. Signatories on the Lloyds bank account to be Cllrs. Miss Jones, Box, Plastow, Mrs Zebedee, Bass and the Clerk. The Clerk to be the Responsible Finance Officer. Cllr. Mrs Balchin to perform an internal check of the accounts on a quarterly basis.

81.11 Governing Body of the Primary School: Cllr. Miss Jones as correspondent.

81.12 Blackdown Hills Parishes Network: Mrs C Bass as correspondent. It is hoped that a Parish Councillor will be put forward as a representative shortly.

81.13 Website: The Clerk and Mrs C Bass.

81.14 Emergency: Cllrs. Plastow and Bass.

81.15 Personnel: Cllr. Miss Jones.

- 81.16** Collier’s bridge project: Cllrs. Bass, Box, Mrs Zebedee and Miss Jones.
- 81.17** Culmstock Christmas Lights: It was further agreed for Cllr. Box to be a correspondent in respect of the Christmas lights fundraising group.
- 82.** Forms for completion/collection - Register of Parish and Town Council Members’ Interests, Councillor Privacy Notices: Some ROI forms were collected for the Clerk to send to MDDC. Remaining councillors were informed to send their forms in direct by the required date. A number of privacy notices were collected; the remainder will follow. Details of the new council will go into the Culmstock News and on to the Parish website.
- 83.** Due to apologies received, it was agreed to permit the signing of the Declaration of Office form by Cllr. Bass at a future date.
- 84.** **Approval of Minutes:** The minutes of the Parish Council meeting held on 24/04/19 were approved and duly signed by the Chairman. The Clerk reported on typing error in minute 28.5 of 06/02/19 – which should read “Blackdown” Gate (the Chairman amended and initialled the error).
- 85.** **Matters Arising:** The Chairman reported on communication received from the Environment Agency (EA), regarding a disturbance of the native crayfish in the River Culm, following some works that have recently taken place in the area. The EA will now make contact with riparian owners to inform them that there is a “permitting system” in place which helps to protect the native crayfish in this sensitive area. The EA will provide information for The Culmstock News to publicise.
- 86. Planning and Planning Correspondence.**
- 86.1 Applications considered by the Parish Council:**
-19/00659/FULL Conversion of agricultural building to dwelling. Land and Buildings at NGR 311251 113415 (Moorend Barn), Culmstock. No objections.
-19/00756/FULL Conversion of barn to dwelling. Land at NGR 309270 114192 (Oakdale Farm) Road from Lower Cross to Prescott Cross. No objections.
- 86.2 Results of applications from Mid Devon District Council and information:**
-19/00069/HOUSE Erection of first floor extension. Fir Cone, Culmstock. EX15 3JX. Approved.
-19/00369/HOUSE Erection of a 2 storey rear extension. 19 Great Close, Culmstock. EX15 3HQ. Approved.
-19/00462/PNHH & 19/00463/PNHH Prior Notification for the erection of an extension, extending 8m to the rear, maximum height of 4m, eaves height of 3m. Rexmead, Culmstock. Approval of prior approval.
-18/01812/FULL Conversion of barn to ancillary accommodation and re-roofing of existing barn. Land and Buildings at NGR 309085 114434 Silver Street Farm, Prescott, Uffculme. Approved.
- 86.3** Update on planning application -18/01634/MFUL Erection of 19 dwellings (6 affordable). Land at NGR 310020 113953, Linhay Close, Culmstock. Cllr. Hughes reported that he is awaiting further information from the Planning Officer and will report at a future meeting.
- It was agreed to take Item 15.2 here:*
- 86.4** Cllr. Hughes reported that the Annual Meeting will take place shortly. Frank Rosamond did not stand in the recent election and thanks were given for his previous work. *Cllr. Hughes left the meeting.*
- 86.5 Any other planning matters:** Hemyock Parish Council will be asked to notify the Clerk of details of any large planning applications that are submitted in the Parish of Hemyock.
- 87. Finance.**
- 87.1** The bank balance was reported as at 30/04/19 as £41,558.87. Credits received - 03/04/19: £14,407.40 from MDDC - precept first instalment (less DALC subscription).
- 87.2** Payments were resolved:
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| -Chq 1342 £ 546.80 | M Shore-Quinain. Clerk’s salary and expenses. |
| -Chq 1343 £ 90.14 | Mrs S Marrison. Parish warden, salary and expenses. |
| -Chq 1344 £ 13.80 | SMA Services Ltd. Payroll provider. |
| -Chq 1345 £ 125.00 | The Culmstock Chilli Company. War memorial planting/maintenance-quarterly invoice. <i>(cheque made payable to Miss C Sampson – it was noted that the amount differs from that detailed on the agenda due to an error).</i> |

(Finance continued)

-Chq 1346 £ 66.49 South West Water. Cemetery water.
 -Chq 1347 £ 300.00 N Page. P3/footpath work (P3 funds).
 -Chq 1348 £ 12.00 Culmstock Village Hall. Room hire.

- 87.3** DALC Training Sessions and Guides – The Devon Association of Local Councils is offering training sessions for new councillors; currently day sessions are available, the Clerk has asked for details of evening sessions. The Clerk and Chairman will arrange an informal meeting with all new councillors (as 88.3). The Clerk will order a copy of the recently updated publication “The Good Councillors Guide” for all councillors.
- 87.4** Culmstock Scouts donation: It was agreed for a donation of £100 to go to the scout group for the cleaning of the play area equipment.
- 87.5** Any other financial matters to be noted: An increase in the amount agreed to help with the purchase of Christmas lights will be discussed at a future meeting.

88. Reports. To receive reports:

- 88.1** Devon County Councillor: None.
- 88.2** Mid Devon District Councillor: See Minute 86.4
- 88.3** The Clerk: The Clerk and Chairman will arrange an informal meeting with all new councillors before the next meeting – as an introduction to the Parish Council.
- 88.4** The Chairman: None.
- 88.5** P3/Parish Paths: Strimming and vegetation clearance has started on FP3, 12 and 12A. A stile has been replaced with a kissing gate at FP37. A new pedestrian gate has replaced a broken kissing gate on FP10. Burton Farm lands FP4 – there is a possibility that there will be a permissive path along drive.
- 88.6** Access: None.
- 88.7** Hillmoor Common: Cllr. Box reported that the circular walk is clear and that perhaps the rest of the site would benefit from some attention – this was deferred and may be discussed at a future meeting.
- 88.8** Highways: None.
- 88.9** Culmstock News: Catherine Bass via the Clerk – the noticeboard is due to be delivered shortly.
- 88.10** Blackdown Hills Parish Network: Catherine Bass via the Clerk – the AGM will take place on 26/06/19 in Clayhidon Village Hall.
- 88.11** Culmstock Village Hall: There is now only one booking secretary. The committee will discuss a caretaker to deal with the day to day issues. The damage to the garage door which was thought to be a break-in, is now considered to be damage caused by a vehicle driving into the door; a new door is now in place.
- 88.12** Any other reports: Cllr. Box reported that various groups are fundraising for the Christmas lights. The lights will need to be purchased at the beginning of November. *Cllr. Plastow left the meeting.*
- 90. Culmstock Cemetery.**
- 90.1** Cemetery fees: The possibility of a difference between the cost for a single or double plot will be discussed at a future meeting.
- 90.2** Any other matters: There has been good feedback since the Parish Warden has been monitoring the cemetery. Enquiries will be made regarding the timescale involved in respect of the renovation of the gates.
- 91. Culmstock Methodist Hall.**
- 91.1** To consider an application to register the building as an Asset of Community Value: It was agreed to defer this to a future meeting.
- 91.2** To consider the options for the hall to be used as a community building: The building would have to be leased for approx. £7500 pa or purchased for approx. £75,000 – in addition to this there will be ongoing running costs/maintenance etc. Feedback will be asked for - as to whether or not it is considered that the building may be of benefit to the Parish, what it could be used for etc., details will be given of how to submit comments at the Annual Parish Meeting and via a Facebook Page. *One member of the public left the meeting.*

92. The Parish Playing Field.

- 92.1** Monthly/weekly inspections: The Clerk reported that some Parishes have instructed an Officer from MDDC to carry out monthly checks of the equipment – this may be considered at some point following provision of a quotation. It was agreed that the Parish Warden will continue to carry out weekly checks. The agreement for the hire and cleaning of the toilet is now in place.
- 92.2** The Pavilion-bookings/events: The Chairman and Clerk will meet with the Parish Warden shortly to discuss the possibility of managing bookings, events and enquiries. A parishioner has raised concerns following a recent event with music held at the pavilion which the Chairman is responding to.
- 92.3** Proposed Dog Show – June 2019: The PTA is to hold a Dog Show at the Parish playing field in June - the Chairman will request a copy of the insurance in place, together with a copy of a risk assessment.
- 92.4** Picnic Bench: Following a quotation, it was agreed to purchase a picnic bench for £579 plus delivery from Marmax Products. A discount of 10% or 20% may be available. A quotation for installation will be obtained.
- 92.5** Any other matters: The wooden picnic bench has been removed.
- 93.** Countryside Stewardship Scheme: The Chairman reported that the matter is in hand and will be reported on at a future meeting.
- 94.** Annual Parish Meeting – 22/05/19. Some representatives from Parish organisations have confirmed that they are able to attend. The Chairman will give a brief report.
- 95.** Correspondence: None.
- 96.** Items for information and future agenda items: Christmas Lights - funding.
- 97.** Dates of future meetings. 10/06/2019, 17/07/19.