

CULMSTOCK PARISH COUNCIL

Draft Minutes of a meeting of the Parish Council on 24th April 2019 in Culmstock Village Hall at 7pm

Present: Cllrs. Miss L Jones (Chairman), E Box, Mrs J Saunders, Mrs J Zebedee, the Clerk and one member of the public

54. The Parish defibrillator was confirmed as in working order as at the meeting date.
55. Democratic Period: None.
56. Apologies: Cllrs. G Bass, M Plastow, Mrs E Artus, District Cllr. G Hughes and County Cllr. R Radford .
57. Resignation of a Parish Councillor: It was reported that Cllr. H Caldicott had resigned from the Parish Council shortly after the last meeting.
58. Declarations of Interest: None.
59. Approval of Minutes - the minutes of the meeting of the Parish Council held on 05/03/19 were approved and duly signed by the Chairman.
60. Matters Arising: (i) The Chairman reported that a request for a dog show to be held in the Parish playing field has been received. It was agreed that this would be acceptable in principle, but that the matter would be discussed in full at the next meeting. (ii) A clothing bank will soon be sited in the village hall car park.
61. **Planning and Planning Correspondence/Information.**
- 61.1 **Applications considered by the Parish Council:**
- [19/00478/HOUSE](#) Erection of a two storey rear extension. Marshalls Farm, Burescombe. No objections.
 - [19/00600/FULL](#) Conversion of agricultural barn to dwelling and conversion of bull pen for use as holiday accommodation. Southey Barton, Culmstock. EX15 3JG. No objections.
 - [19/00410/FULL](#) Re-roofing of existing lean-to and erection of a classroom. Culmstock Primary School Hunters Hill, Culmstock. EX15 3JP. No objections.
 - [19/00517/FULL](#) Erection of agricultural storage and livestock shed. Land at NGR 310237 115108 (West of Bartletts), Culmstock. No objections.
- 61.2 **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.
- 61.3 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.
- 61.4 **CPRE:** (i) A brief report was given on the Seminar of 21/03/19 - Devon's New Housing Need: A Government & Local Authority Perspective as attended by Cllrs. Mrs Zebedee and Bass.
- 61.5 Any other planning matters: Cllr. Bass attended the Stakeholder workshop for the Mid Devon Design Guide at MDDC Offices recently. (ii) There is no further information with reference to planning application -[18/01634/MFUL](#) Erection of 19 dwellings (6 affordable). Land at NGR 310020 113953, Linhay Close, Culmstock; it is hoped that there will be an update available shortly via the District Councillor.
62. **Maintenance Contracts:** The DPO has provided a privacy notice for suppliers. Cllr. Box will ensure that the issue of fallen trees has been dealt with by the contractor.
63. **Finance.**
- 63.1 The bank balance was reported as £27,263.42 as at 31/03/19. Credits received: 12/02/19 - HLS Scheme £1250, 12/03/19 DCC P3 grant £1100, 04/03/19 £850 in respect of cemetery fees.
- 63.2 Payments were resolved:
- Chq 1330 £ 98.20 HMRC. Quarterly PAYE.
(cheque made payable to M Shore-Quinain as re-imburement)
 - Chq 1331 £ 12.00 Culmstock Village Hall. Room hire.

Finance continued:

-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.
-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. <i>(cheque made payable to G Bass as re-imburement)</i>
-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.

- 63.3** The invoice from the Devon Association of Local Councils for membership renewal was noted as £201.60. Payment will be taken from the precept by MDDC.
- 63.4** The Nest deduction was reported.
- 63.5** Christmas lights for the village: It was resolved the Parish Council will purchase Christmas lights at an approximate cost of £8000. A working group has been formed to take the project forward, to organise fundraising and to enquire about possible grants. To date, £1500 has been donated following the pantomime and the Parish Council agreed to reserve £1000 at the precept meeting - and a further amount will be considered. The Parish Council further agreed to assist if there was a shortfall to ensure that the lights could be purchased in time for Christmas 2019, and that the group will continue to raise funds to help re-imburse the Parish Council towards any shortfall.
- 63.6** Possible leasing of Culmstock Methodist Hall: The Parish Council would like to explore the possibility of either leasing or purchasing the Methodist Hall so that it is available as a community building for the Parish. The Clerk will make enquiries about registering the building as an Asset of Community Value. The Chairman and Clerk will report at a future meeting.
- 63.7** Portable toilet at the Parish playing field - Eagle Plant account application: It was agreed to set up an account and agreement for the toilet to be cleaned weekly.
- 63.8** Lloyds Bank: To update the signatories on the bank mandate prior to the new term - it was agreed to add Cllr. Box as a signatory to the account
- 63.9** To consider setting up standing order payments: It was agreed for the Clerk to set up Standing Orders for salaries if possible.
- 63.10** Review of effectiveness of system of internal control: Resolved that arrangements in place are satisfactory.
- 63.11** Unaudited Accounts 2018/19: The accounts were approved prior to the internal audit.
- 63.11.1 Annual Governance & Accountability Return & Audit 2018/19:** The internal audit will be carried out shortly.
- 63.11.2** Section 1 - The Annual Governance Statement 2018/19 was approved and signed.
- 63.11.3** Section 2 - The Accounting Statements for 2018/19 were considered, approved, dated and signed.
- 63.12** Any other financial matters: Generic email with notification that Stakehouse Poland has been acquired by Arthur J Gallagher & Co., Came & Company Local Council Insurance is a trading style of Stackhouse Poland. The current insurance policy terms and conditions are unaffected by the acquisition.
- 64. Reports. To receive reports:**
- 64.1** MDDC Cllr. G Hughes: None.
- 64.2** DCC Cllr. R Radford: A report received earlier in the month was circulated to all.
- 64.3** The Clerk. (i) Reminder Annual Defibrillator training 27/04/19, Hemyock Parish Hall.
- 64.4** The Chairman: None.
- 64.5** P3/Footpaths (P3 Co-ordinator Mr M Barrow): The padlock is now in place at Blackdown Gate. A grant of £1100 has been received from Devon County Council.
- 64.6** Access: A working group will be formed with Hemyock Parish Council to look into installing information boards on Blackdown Common.
- 64.7** Highways. (i) Temporary Traffic Notices- B3391 Main Road Culmstock (TTRO1930043) 30/04 – 05/05 and Road from Beacon Cross to Fairlawn, Culmstock (TTRO1929772) - June 2019.

Reports continued:

- 64.8** Culmstock News (Catherine Bass): £500 will be donated to the Parish Council towards the new noticeboard.
- 64.9** Blackdown Hills Parish Network (Catherine Bass): Parishes have been asked to put forward a representative on behalf of each Parish Council, and an email with details has been circulated.
- 64.10** Culmstock Playing Field: The wooden picnic bench will be removed from the site. The Clerk will look into the purchase and installation of a new picnic bench.
- 64.11** Collier's bridge: A working group will look into applying for grants.
- 64.12** Culmstock Village Hall: The front and side gutters have been cleaned. The garage door needs replacing following an attempted break-in; the matter will be reported to the police. The committee is obtaining quotations for new toilets.
- 64.13** Any other reports: None.
- 65. Culmstock Cemetery.**
- 65.1** Presentation from Edge IT Systems on Epitaph System and quotation: The Clerk gave a report on a recent presentation as attended. An estimate from Edge It Systems was agreed of £100 for the copying of each register and £155-200 per annum plus training for a new system, to include support and some consultancy time. The Clerk will look into the system further before going ahead which will take some time.
- 65.2** Cemetery gates: An estimate of £1360 was agreed for works required to the cemetery gates. It was understood that the estimate was subject to change if unforeseen problems are found by the contractor.
- 66.** District and Town/Parish Council Elections. There will not be a contested election in respect of the Parish; six candidates have put their name forward and will be elected uncontested. People are encouraged to vote in the District Council elections.
- 67.** GDPR: The following have been supplied by the DPO and were adopted - Data Breach Procedure, Privacy Impact Procedure , Subject Access Request Form and How to Access your Records, Data Protection Policy, Councillor Privacy Notice, Privacy Residents Notice.
- 68.** Annual Parish Meeting 22/05/19: A few representatives from Parish organisations will be invited to attend and provide a small display.
- 69.** Countryside Stewardship Scheme: It is hoped that an update will be available at the next meeting.
- 70.** The following were reviewed: Standing Orders and Financial Regulations.
- 71.** Correspondence. CPRE Countryside Voice Spring Edition.
- 72.** Items for information and future agenda items: BHPN representative, proposed dog show, Methodist Hall.
- 73. Dates of future meetings:** 15/05/19, 12/06/19 and 17/07/19.