

CULMSTOCK PARISH COUNCIL

Draft Minutes of a meeting of the Parish Council on 10th June 2019 in Culmstock Village Hall at 7.30pm
(these minutes may be subject to slight alteration)

Present: Cllrs. Miss L Jones (Chairman), E Box, Mrs J Saunders, Mrs J Zebedee, T Platel, Mrs R Balchin, Miss B Davies (part of meeting), M Plastow (part of meeting), County Cllr. R Radford (part of meeting), the Clerk and three members of the public. Mr M Chugg was also present and was co-opted at minute 104.

- 101.** To confirm that the Parish defibrillator is in working order as at the meeting date – a possible issue with the electrical supply will be reported.
- 102.** Democratic Period: The Clerk will make enquiries about cutting of the village hall hedge and removal of vegetation along the pavement in the Harts Row area following a query from a parishioner.
- 103.** Apologies: Cllrs. G Bass, District Cllrs. G Hughes and S Clist.
- 104.** Co-option of Parish Councillors: Mr Mark Chugg was in attendance in respect of co-option and all councillors resolved to the co-option; Mr Chugg was proposed by Cllr. Mrs Balchin and seconded by Cllr. Plastow and all councillors agreed. Cllr. Chugg signed a Declaration of Acceptance of Office form.
- 105.** Declarations of Interest: Cllr. Mrs Zebedee DPI (as personal payment) cheque number 1356.
- 106.** Approval of Minutes: of the annual meeting of the Parish Council held on 20/05/19 and the Annual Parish Meeting held on 22/05/19. Following one amendment to minute 81.4 – to read Cllr. Bass opposed to Cllr. Box, the minutes were approved and duly signed by the Chairman.
- 107.** Matters Arising: (i) Enquiries will be made regarding the responsibility of the cutting of the verge area outside of 1 Great Meadow. (ii) It was noted that The Culm Valley Inn has expired from the register of Assets of Community Value as held by the district council; this will be carried forward to the next agenda.
- 108. Planning and Planning Correspondence/Information.**
- 108.1 Applications considered by the Parish Council:**
- 19/00779/CAT Notification of intention fell 1 Elder tree and reduce the crown of 8 Plum trees within the Conservation Area. Woodside, Millmoor, Culmstock. EX15 3HA. No objections.
 - 19/00149/FULL Conversion of existing outbuilding/stable block to dwelling (Revised Scheme). The Paddocks, Blackwater Road, Culmstock. EX15 3HF. No objections.
 - 19/00719/FULL Erection of a replacement dwelling, detached garage and summerhouse (Revised scheme), Rexmead, Culmstock. EX15 3JX. No objections.
- 108.2** Results of applications from Mid Devon District Council: None.
- 108.3** Any other planning matters. (i) Notification of Town and Parish Councils/Neighbourhood Plan Group Custom and Self Build Workshop with the Right to Build Task Force – noted, details circulated to all.
- 109. Finance.**
- 109.1** The bank balance was noted as £38,706.83 as at 31/05/19. £59.76 taken by direct debit for Nest on 20/05/19.
- 109.2** Payments were resolved:
- Chq 1349 £ 138.00 Eagle Plant Ltd. Portable toilet hire.
 - Chq 1350 £ 20.00 Culmstock Methodist Church. Room hire.
 - Chq 1351 £ 162.00 Microshade Business Consultants Ltd. Data Protection Officer service/support 2019/20.
 - Chq 1352 £ 13.80 SMA Services Ltd. Payroll provider.
 - Chq 1353 £ 90.14 S Marrison. Salary & expenses.
 - Chq 1354 £ 549.64 M Shore-Quinain. Salary & expenses.
 - Chq 1355 £ 150.00 Vision ICT Ltd. Annual fee for website hosting and support.
 - Chq 1356 £ 95.22 Computerlink (Leicester) Ltd. Printer cartridges.
 - Chq 1357 £ 89.18 Mrs J Zebedee. Re-imburement for refreshments for Annual Parish Meeting (see declarations).
- It was noted that the payees for cheque numbers 1356 and 1357 were correct as above (payees were listed in the wrong order on the agenda).*
- Chq 1358 £ 15.73 South West Water Business. Cemetery water.

Finance continued:

It was agreed to raise cheque number 1359 for £12 to Culmstock Village Hall for hall hire, following receipt of an invoice after circulation of the agenda.

- 109.3** To note that cheque number 1346 has been cancelled internally and replaced with cheque number 1358.
- 109.4** The Nest deduction was reported. *Cllr. Miss Davies left the meeting.*
- 109.5** To discuss funds towards the purchase of Christmas lights for the village: It was agreed to increase the amount to £2000 (funds to be taken from reserve).
- 109.6** Council owned email addresses – councillors were advised to inform the Clerk at any point if they require a council owned email address; three will be set up shortly. *Cllr. Radford joined the meeting.*
- 109.7** **Annual Return and Audit 2018/19** - The Clerk reported on the internal audit and the internal audit report for the external auditors was reviewed and noted. The Clerk will now prepare all of the documents for submission to the external auditor (PKF Littlejohn) by 01/07/19.
- 109.8** Any other financial matters: As in previous years, due to the August recess, cheques will be raised in July for the insurance and the August salaries. Lloyds Bank has confirmed that Cllr. Box is now a signatory to the account.

- 110. Reports. To receive reports.** *Cllr. Plastow left the meeting during the reports.*
- 110.1** MDDC Cllr. G Hughes: None.
- 110.2** DCC Cllr. R Radford: A report was circulated to all – details include information on three funding initiatives to replace the TAP Fund. Pupils in Devon continue to receive less than the national average and DCC has again written to the Education Secretary. MDDC has been quiet whilst the elections have taken place, being subject to a period of purdah. DCC is concentrating on income generation. 2018/19 has been a challenging year because of significant overspending in Children’s Services which peaked at over £12m but was reduced to £9.8m by the end of the year. An amount has been allocated to fund initial work on meeting climate change - an emergency decision that the council took earlier this year.
- 110.3** The Clerk: Notification of the Blackdown Support Group AGM. The Clerk and Chairman held an informal meeting held with new councillors to give an overview of the Parish Council.
- 110.4** The Chairman: The PTA Dog Show held recently was well attended.
- 110.5** P3/Footpaths (P3 Co-ordinator Mr M Barrow): Footpath vegetation is continuing; footpaths 3,4,5,11,12,12A and 20 have been checked. The Five Fords footbridge across the River Culm has been closed due to decaying support timbers. DCC will install a temporary strut as soon as possible, prior to the bridge being replaced after July when the White-Clawed Crayfish won’t be disturbed.
- 110.6** Access: Cllr. Bass met with an MDDC Officer responsible for dog bins recently, regarding the installation and emptying of a combined litter/dog bin at Blackdown Gate.
- 110.7** Highways: Recent damage to Culmstock Bridge will be reported. Advance notice of works from Almshayne Cross to Nicholashayne Cross on 29/8/19.
- 110.8** Culmstock News (Catherine Bass): None.
- 110.9** Blackdown Hills Parish Network (Catherine Bass). Notification of the BHPN AGM on 26-06-19.
- 110.10** Culmstock Playing Field: Previous hirers will be asked to remove wheelie bins left on site recently.
- 110.11** Collier’s bridge: Cllr. Bass is looking into a trial application with the Heritage Lottery Fund.
- 110.12** Culmstock Village Hall: The possibility of grants is being explored for refurbishment of the toilets, which it is hoped will take place over the summer holidays.
- 110.13** Culmstock Cemetery: A couple of graves appear to have been sprayed with weed killer in error, being adjacent to another grave which may have been treated.
- 110.14** Any other reports: The Annual Parish Meeting was well attended. Cllr. Mrs Zebedee will look into possibilities regarding a brazier to mark events on Culmstock Beacon. *One member of the public left the meeting.*

- 111.** Countryside Stewardship Scheme: The Chairman is in receipt of the Common Land and Shared Grazing Supplementary Application which has been completed by the predominant landowner. This was reviewed and then signed by the Chairman on behalf of the Parish Council, as part landowner.

- 112.** Devon Association of Local Councils – Election of County Committee. Noted.
- 113.** Correspondence: CPRE Devon Voice Spring 2019.
- 114.** Items for information and future agenda items: Culmstock Methodist Hall. Assets of Community Value re: Culm Valley Inn.
- 115.** **Future meetings:** July and September (August recess).