

# SOUTH MILTON PARISH COUNCIL

## Minutes of Parish Council Meeting;

<b>Date: 28<sup>th</sup> September 2020</b>		<b>Venue &amp; Time: Virtual Meeting, 19.30hrs</b>
<b>Present:</b> Cllr Anne Berryman Cllr Paul Booker Cllr Marion Brice (in the chair) Cllr Graham Collyer Cllr Graham Jinks Cllr Tim Lewis Cllr Nick Townsend	<b>In Attendance:</b> Katharine Harrod – Clerk & Minute taker Dist. Cllr Mark Long Part Meeting: Dist. Cllr Judy Pearce County Cllr Rufus Gilbert  Parishioners/Guests Present: 2	<b>Apologies:</b>

### REF 2020/21 MINUTES

#### 001 WELCOME & APOLOGIES

Further to the meeting held on 27<sup>th</sup> July 2020 the position of Clerk had been offered to, and accepted by, Mrs Katharine Harrod. Mrs Harrod liaised with the outgoing Clerk with regards to the handover of files/laptop etc and commenced the role with effect from 1<sup>st</sup> September at the National Association of Local Councils pay scale band 9 as approved by the Councillors.

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**002 DECLARATIONS OF INTEREST:** Declarations of interest were received by Cllr Jinks & Cllr Brice in respect of planning. The councillors withdrew from these discussions.

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#### 003 MINUTES OF PREVIOUS PARISH COUNCIL MEETING:

The minutes of the Parish Council meeting of 27<sup>th</sup> July 2020 were agreed without alteration and will be signed at the next available opportunity.

Proposed: Cllr Booker Seconded: Cllr Berryman and agreed unanimously

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#### 004 CLERKS REPORT:

- a. A website review has taken place in line with compliance requirements, a number of minor adjustments have been made and a statement of compliance has been added to the site.
- b. Additional audit documents have been added to the website as per the transparency policy. In addition to this, a full monthly finance report will be provided at the end of each monthly meeting.
- c. The Planning Tracker on the website is not currently working, Hugo Fox are looking into this and hope to resolve the issue shortly.
- d. John Richardson has kindly agreed to look after the War Memorial garden and will liaise with Peter Field who wishes to give it up. Cllr Brice has written to Peter thanking him for all his work, the Councillors also reiterated their thanks.
- e. Cllr Collyer confirmed that the old village website has now been closed although the web address has been retained. The website operative will be asked to provide an invoice (as previously agreed) for approval at the October meeting.

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#### 005 PARISHIONERS OPEN FORUM (allocated time not longer than 15 minutes, a member of the public shall not speak for more than 2 minutes as per Standing Orders):

- a. Cllr Lewis raised the issue of an unexploded WWII bomb that he has been investigating. It is not thought to be of any danger to anyone however, it is preferable for owners of nearby properties to have something in writing from the National Headquarters of Joint Service Explosive Ordnance Disposal JSEODD. The site of the ordnance should also be marked on a map for future reference.
- b. Rosie Cotgreave introduced Saving Devon's Treescapes, a Lottery Funded project being led by Devon Wildlife Trust. The project is key to addressing the loss of Ash in the landscape, South Devon is a key location in the project hence attendance at this meeting. This is a two-phase project expected to span over five years. The project has come about due to ash dieback, South Devon shows the highest signs

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in the county – a lot of the infected trees will be outside of woodlands (i.e. found by the side of roads or walkways). Over a 5-year period the aim is to plant an additional 250k trees. Tree nurseries are being created, schools are being encouraged to take part (possibly micro nurseries) and they are speaking with landowners re nurturing/restoring hedgerows etc. In the future there will be walks & talks (Covid-19 restrictions permitting), there is also a free tree scheme for communities with the nearest location to us for free tree collection being East Portlemouth. Full details can be found on the website

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### 006 POLICE BUSINESS & CONTACTS

We would like to remind residents that there are many ways to contact their local police

- EMERGENCY CALLS 999.
- NON-EMERGENCY TELEPHONE 101
- SIGN UP TO DEVON & CORNWALL ALERT HERE: <https://alerts.dc.police.uk/Join>
- INFORMATION SITE HERE: <https://www.devon-cornwall.police.uk/askned>
- RESEARCH LOCAL CRIME FIGURES HERE: [www.police.uk](http://www.police.uk)

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### 007 COUNTY COUNCILLORS REPORT:

- a. Ash dieback is proving a much larger and more expensive problem than anticipated across the county. An additional £1.4m has been budgeted for this year to deal with the problem.
- b. Recycling Rate for Devon: There has been a 12% increase across Devon with 1,000 more tons of glass and 670 tons of food waste over lockdown period.
- c. Schools Attendance: As of last week, there are now 90% of students back at school, using 75 extra school buses
- d. Highways: There are delays to road repairs due to Covid-19.  
Grit bins. If needing more grit, report online via DCC website 'report a problem'
- e. Edmeston A379 lights: Works are due to commence in November 2020
- f. DCC Budget: There is a £45 million overspend so far this year with the Government to make up most of this. Serious consideration needs to be given regards budget and projects for 2021/22.
- g. Broadband: We anticipate receiving confirmation in January 2021 as to when broadband improvement works will commence.

**PLEASE report all highways issues ONLINE at:**

<https://new.devon.gov.uk/roadsandtransport/report-a-problem/>

**If you do not have internet access, please contact the Clerk on 07704 941150**

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### 008 DISTRICT COUNCILLORS REPORT:

- a. Cllr Pearce reported that due to the Covid 19 crisis South Hams are dealing with a deficit of £1.3m and have used some of their reserves to cover the shortfall. A new interim budget was passed on Thursday.
- b. Changes to rubbish collections: There are changes to the recycling collections taking place week commencing 5<sup>th</sup> October, all parishioners should have received confirmation of the new collection times/dates. Please see the SHDC website for further information. Collections in the parish are split over two days with part being collected on Friday, the remainder will be collected on a Wednesday.
- c. All leisure facilities in the area are due to open imminently.
- d. Planning White Paper & Changes to the Present Planning System Consultations:  
The Changes to the Present Planning System Consultation recommends nearly double the number of new properties be built in the area, the current recommendation is 356 dwellings per year, the new

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figure is 769 new dwellings. Once the AONB and Dartmoor National Park have been removed due to their protected status, it would be difficult to find the sites for the sheer number of properties. The Planning White Paper proposes a new planning system with three zones, growth zones, renewal zones and protected zones – the AONB being protected. The policy would effectively be a national one but there are strong concerns as to how there could be a national policy that would “fit” the entire country. The future of Neighbourhood Plans is also uncertain.

The consultations are available online, the first finishes at the end of the week, the second is open until the end of October.

<https://www.gov.uk/government/consultations/changes-to-the-current-planning-system> (ends 1st Oct).

<https://www.gov.uk/government/consultations/planning-for-the-future> (ends 29th Oct).

- e. Throughout Covid-19 restrictions, Localities officers have been more effective with monitoring bins, dog walking off leads etc, SHDC hope to continue with the positive outcomes of their work.

**It takes two minutes to report a problem, please help keep our community beautiful**

<https://apps.southhams.gov.uk/webreportit>

Abandoned Vehicle, Damaged or Full Dog Bin, Damaged/Full Litter Bin, Damaged/Full Recycling Bank, Dead Animal, Dirty Beach, Fly Tipping, Litter/Dog Mess, Planning Breach, Stray Dogs, AND MORE...

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### 009 PLANNING:

- a. **Applications** received by the Parish Council and under discussion and consideration for the last period. Any recommendation by the Parish Council to the Planning Department is noted after the application details. Those without comment remain under discussion.

**NOTE: When providing a response to applications, the South Milton Neighbourhood Plan will be referenced.**

1. 2731/20/FUL: Land adjacent to Manor Cottage, New 3-Bedroom Detached Dwelling  
A site visit had taken place prior to the meeting. Cllr Townsend had reviewed the planning documentation in the context of the Neighbourhood Plan and following discussion it was agreed that the application did constitute infill and was an appropriate application to support.  
Proposal to support the development Cllr Lewis, seconded Cllr Collyer, agreed unanimously.  
Refer to Appendix B for the response to the SHDC Planning Department.
- b. **Enforcement issues:** Continue to be dealt with.  
Please will all parishioners provide the Clerk with full details of any violations that do not adhere to the original application for which permission was granted. ALL violations can be reported to Enforcement via [www.southhams.gov.uk/article/3043/Report-a-Planning-Breach](http://www.southhams.gov.uk/article/3043/Report-a-Planning-Breach)

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### 010 BUSINESS TO BE DISCUSSED:

- a) Broadband Connection – update from Village Hall Committee. A phone line would be required to get this up and running, however at this stage with such limited use due to Covid-19 restrictions there is no urgency to get it installed.
- b) Remembrance Wreath: A proposal was made to purchase a Remembrance Wreath.  
**Proposed Cllr Collyer    Seconded Cllr Booker    approved unanimously**
- c) Minute Books: A proposal was made to scan and update all minute books online. A quotation will be obtained and provided to Councillors for approval prior to proceeding.  
**Proposed Cllr Townsend    Seconded Cllr Jinks    approved unanimously.**

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### 011 FINANCE & GOVERNANCE:

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- a. The accounts for 2020/21 month 6 were received, shown as year to date **Appendix A**. A mandate sheet and transaction record will be signed in respect of the payments at our next actual meeting:

**Accounts to pay** – Clerks Salary £245.30, DALC Payment for Reference Material £4.89.

The payments were proposed by Cllr Lewis and seconded by Cllr Townsend and approved unanimously.

### Governance:

- a) Hybrid Meetings of South Milton Parish Council – due to existing Covid-19 restrictions and the continued advice received from Council associations, the council will be holding virtual meetings for the foreseeable future. Once actual meetings resume we will refer to Government guidance re the potential for hybrid meetings. Noted: Cllr Booker kindly offered his venue to hold socially distanced meetings (with Wi-Fi) when appropriate.
- b) Councillor Emails: At the Practitioners' Conference last year a speaker from the ICO when asked was there any legal compulsion that members should have and use only specific parish council e-mail address confirmed the answer was no. However, she did strongly emphasise that it was good practice for members to do so. It is very strongly recommended that Councillors do not store or forward emails, and it is essential that no one else in the family be allowed access to any personal accounts being used for Parish Council business.
- c) Councillor Responsibilities:
- Emergency Planning Officer: Clerk to review
  - Flood Plan: Cllr Townsend to review
  - Feoffees Representative: Cllr Brice
  - South Milton Village Hall Committee Representative: Cllr Berryman
  - Police Liaison & Neighbourhood Watch: Cllr Lewis
  - Tree Warden: Bettina Rixon
  - Footpaths: Allocated between the Councillors
  - Street Furniture/Assets: Volunteer Role
  - Snow Warden: Cllr Lewis
  - Burial Ground: Cllr Brice
  - GDPR Officer : Clerk
  - Monthly Defibrillator Reporting: Kate Ladd
- d) Information Commissioners Fee: Every organisation processing any personal information needs to pay a data protection fee to the Information Commissioners Office. Parish Councils are not exempt. The annual fee amounts to £35 if paid by direct debit or £40 by other methods. A proposal was made to register SMPH at an annual recurring payment of £35.  
**Proposed Cllr Townsend      Seconded Cllr Booker      approved unanimously.**
- e) Society of Local Council Clerks Subscription: This is the professional body for local council clerks and they ensure that Members are equipped with significant levels of support, knowledge and training. A proposal was made for SMPC to sign up to the SLCC. The charge to add another Parish Council should not amount to more than £20.  
**Proposed Cllr Berryman      Seconded Cllr Booker      approved unanimously.**
- f) Bank Signatories: Deferred until October.
- g) Review of Governance/Policies: Prior to the meeting the following documents had been forwarded to Councillors for review prior to approval:
- Code of Conduct
  - Financial Regulations
  - Risk Management
  - 10 NALC9e Handling Complaints
- A proposal was made for SMPC to accept all documents without alteration.  
**Proposed Cllr Lewis      Seconded Cllr Brice      approved unanimously.**
- d) Monthly checks have been undertaken on the defibrillators.
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