

# TAWSTOCK PARISH COUNCIL

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## Minutes of the Parish Council Meeting held 29/11/17, 19:00 at Tawstock Village Hall

### PRESENT:

Cllr D Brailey M.B.E. (Chairman)  
Cllr Blackman  
Cllr Knight

Cllr N Lines  
Cllr D Luggar  
Cllr C Prideaux



Cllr N Short  
Cllr C Thorne  
Cllr M Ward

### In Attendance:

County Cllr R Edgell  
County Cllr J Mathews

District Cllr G Lane

1 Member of Public  
P Dunn - Clerk

### 1. Public Session.

A question was put asking how often the dog waste bin at Tower View playing field was emptied as it was regularly overfilled. It was stated weekly. It was agreed to review provision of a larger replacement or second bin at the location. **Clerk to agenda.**

### 2. To Approve Apologies for Absence.

Apologies noted from Cllr Mathews.

### 3. To consider application(s) for co-option.

None.

### 4. To Receive the following Reports:-

#### 4.1. Chairman.

The Chairman reported:-

- Difficulties with rough sleepers at Seven Brethen. A decision to enforce was sought following a request not to light fireworks due to potential methane given the location is on an old landfill site was ignored; they have been offered accommodation by the District Council and are still in negotiations with them.
- Universal credit implementation July 2018.

#### 4.2. County Cllrs.

Cllr Edgell reported:-

- Work underway on the budget for 2018/19.
- County Cllr and TAP Fund grants were available.

#### 4.3. District Cllrs.

None.

### 5. Code of Conduct.

#### 5.1. To consider any councillor dispensation requests.

None.

#### 5.2. To receive Declarations of Interests in the business to be transacted.

Agenda	Councillor	Type	Reason	Dispensation
7.1.1	Cllr Thorne	Prejudicial	Neighbour	n/a
7.1.1	Cllr Luggar	Personal		n/a

### 6. Minutes.

6.1. 25/10/17. To sign if approved, minutes of the Council.

**RESOLVED:** Cllr Prideaux proposed, Cllr Lines seconded and all were in favour approval.

#### 6.2. To note matters arising from the minutes not on the agenda.

None.

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Cllr Short arrived.

See planning report appended.

**7.2. Planning applications received after publication of agenda.**

See planning report appended.

**8. To consider the following Finance matters:-****8.1. Note account balances.**

Noted.

**8.2. Sanction payments due & instruct cheque signatories.**

**RESOLVED:** The Chairman proposed, Cllr Prideaux seconded and all were in favour settlement accounts 8.2.1 to 8.2.16 with Cllrs Short and Thorne to sign. **Clerk to action.**

**8.3. Internal Auditor Appointment.**

**RESOLVED:** The Chairman proposed, Cllr Thorne seconded and all were in favour appointment Ms A Marshal (LCAS). **Clerk to action.**

**8.4. Budget and Precept recommendations for the next financial year.**

Councillors reviewed and noted expenditure to date and 2018/19 proposed budget.

**RESOLVED:** The Chairman proposed, Cllr Short seconded and all were in favour a 2% precept increase to £16544. **Clerk to action.**

**RESOLVED:** The Chairman proposed, Cllr Prideaux seconded and all were in favour a Parish Grant application of £1216.50. **Clerk to action.**

**8.5. TAP Fund application proposal.**

**RESOLVED:** Cllr Luggar proposed, Cllr Thorne seconded and all were in favour County Councillor Grant & TAP Fund applications in respect of Phase 2 window replacements at Harracott Village Hall. **Clerk to action.**

**8.6. Harracott Village Hall – replacement doors update.**

The clerk reported the Chairman had written to Anglian Windows Chairman concerning the invoicing issues which had now resulted in a resolution and final settlement of a correctly addressed VAT invoice.

**9. To consider the following Property/Environment matters:-****9.1. Highways issues.**

Old Torrington Road traffic congestion and the relocation of the bus gate were discussed. The Chairman reported the bus gate issue would be going to the January District Planning Committee.

The Eastacombe sign on the approach from Tawstock was falling down. **Clerk to report.**

**9.2. Tower View – Play Area & other Enhanced Amenities Proposals.**

The clerk reported a site meeting with the contractor attended by Cllrs Knight, Lines, Prideaux and Ward to clarify outstanding items pertaining to the new play area. This was followed by a review of the proposed route for the new footpath around the playing field. **Clerk to finalise a formal purchase order for the play area and arrange quotations for the proposed path and new benches.**

The clerk reported issues residents had with:-

- Dog owners arriving by car after dusk and letting dogs out to roam the playing field alone. The Chairman advised if residents contacted the District Council Dog Warden with intelligence the Dog Warden would visit at the appropriate times.

**RESOLVED:** To suspend Standing Orders to allow a member of the public to speak.

A report followed identifying a dog owner regularly failing to clean up after their dog.

**RESOLVED:** Standing Orders resumed.

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The clerk continued his report:-

- The lock on the playing field service gate had been broken. **Cllr Ward agreed to arrange a replacement as soon as possible.**
- Residents requested new planting on the central Devon Bank would mitigate footballs flying past the goal and hitting people the other side of the bank. **Clerk to discuss with grounds maintenance contractor.**

Ongoing efforts to identify information board suppliers and efforts by the college to address the local drug dealing that was occurring.

**9.3. Tower View – Fencing repair quote.**

The clerk confirmed a quote had been accepted and works ordered.

**9.4. Grange Avenue – Neighbouring wall issue.**

The clerk reported he had met with the neighbour and they were obtaining quotes to repair the wall. In the interim a quote for temporary fencing was being sought.

**RESOLVED:** To delegate to the clerk in liaison with the Chairman the authority to proceed with placing an order for fencing. **Clerk to action.**

**9.5. Holywell – Repair quotation.**

Councillors considered the quotation received and it was decided a second quote was required. **Clerk to action.**

**9.6. Community adoption of the Harracott Telephone Box.**

Councillors determined to identify whether there was a local group prepared to contractually agree to mirror the terms set by BT. **Clerk to action.**

**10. Correspondence / Consultation Received for consideration:-**

**10.1. DCC Highway Maintenance Community Enhancement Fund.**

Noted.

**10.2. Devon & Somerset Fire & Rescue Service Draft Integrated Risk Management Plan 2018 - 2022.**

Noted.

**10.3. Zurich LCAS Risk Management Seminar.**

**RESOLVED:** The Chairman proposed, Cllr Lines seconded and all were in favour the clerk attend. **Clerk to action.**

**10.4. CAB Donation request.**

Noted.

**10.5. NDC business consultation event.**

Noted.

**11. Items for report only and future agenda items.**

**11.1. To consider tabled items received following agenda publication.**

Councillors noted bank correspondence detailing updated terms.

**11.2. To receive items brought through the Chairman and future agenda items.**

None.

**12. 2018 Meeting Schedule.**

Noted.

Meeting closed 21:00.

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**Minutes of the Parish Council Meeting held 29/11/17, 19:00  
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7.1.1.	<b>No. - 63584</b> <b>Type - Application</b>	<b>RESOLVED:</b> Approve LAND ADJACENT TO ROAD TO LOWER UPPACOTT TAWSTOCK BARNSTAPLE DEVON EX31 3LA - PRIOR APPROVAL APPLICATION FOR STEEL PORTAL GENERAL PURPOSE BUILDING  Cllr Thorne left for this item.
7.1.2.	<b>No. - 64014</b> <b>Type - Application</b>	<b>RESOLVED:</b> Approve MEADOW VIEW HARRACOTT BARNSTAPLE DEVON EX31 3JT - CHANGE OF USE FROM HOLIDAY ACCOMMODATION TO FULL RESIDENTIAL DWELLING
7.1.3.	<b>No. - 64069</b> <b>Type - Application</b>	<b>RESOLVED:</b> No Objection ROUNDSWELL TOYOTA LAUDER LANE ROUNDSWELL BARNSTAPLE DEVON EX31 3TA - SITING OF 4X INTERNALLY ILLUMINATED FACIA SIGNS, 1X INTERNALLY ILLUMINATED CHANNEL SIGN, 2X INTERNALLY ILLUMINATED ENTRANCE SIGNS, 1X 6M NON-ILLUMINATED TOTUM, 2X INTERNALLY ILLUMINATED DIRECTIONAL SIGNS, 2X INTERNALLY ILLUMINATED WALL SIGNS & 1 SET OF NON-ILLUMINATED FLAGS  No objection subject to compliance with advertising criteria.
7.1.4.	<b>No. - 63693</b> <b>Type - Granted Report</b>	<b>RESOLVED:</b> Noted THE OLD CHAPEL HISCOTT BARNSTAPLE DEVON EX31 3JS - EXCACATION WORKS TO FORM ADDITIONAL PARKING AREA
7.1.5.	<b>No. - 63771</b> <b>Type - Granted Report</b>	<b>RESOLVED:</b> Noted PARK GATE TAWSTOCK BARNSTAPLE DEVON EX31 3HZ - PRIOR APPROVAL FOR CHANGE OF USE FROM AGRICULTURAL BUILDING TO ONE DWELLING (CLASS QA&B)
7.1.6.	<b>No. - 63774</b> <b>Type - Granted Report</b>	<b>RESOLVED:</b> Noted LAND AT THE STABLES PARK GATE TAWSTOCK BARNSTAPLE DEVON EX31 3HZ - CONVERSION OF TWO BARNs TO FORM TWO DWELLINGS
7.1.7.	<b>No. - 63776</b> <b>Type - Granted Report</b>	<b>RESOLVED:</b> Noted ROWDEM BARN ROUNDSWELL DEVON - PRIOR APPROVAL FOR CHANGE OF USE OF AGRICULTURAL BUILDING TO DWELLINGHOUSE (CLASS QA&B)
7.1.8.	<b>No. - 63844</b> <b>Type - Granted Report</b>	<b>RESOLVED:</b> Noted 9 ANNE CRESCENT STICKLEPATH BARNSTAPLE DEVON EX31 3AF - PRIOR APPROVAL FOR A PROPOSED LARGER HOME EXTENSION IN RESPECT OF EXTENSION TO REAR WHICH EXTENDS 4.95M BEYOND THE REAR WALL, 3.83M TO RIDGE & 2.4M TO EAVES
7.1.9.	<b>No. - 63948</b> <b>Type - Prior Approval Required</b>	<b>RESOLVED:</b> Noted LINSOTT FARM UPPACOTT BARNSTAPLE DEVON EX31 3JY - AGRICULTURAL BUILDING WORKS PRIOR NOTIFICATION FOR ERECTION OF STORAGE BUILDING
7.2.1.	<b>No. - 64155</b> <b>Type - Application</b>	<b>RESOLVED:</b> Approve WEST PRISTACOTT FARM HARRACOTT BARNSTAPLE DEVON EX31 3JR - PRIOR APPROVAL FOR A PROPOSED CHANGE OF USE FROM AGRICULTURAL BUILDING TO A DWELLINGHOUSE (CLASS Q (AB))

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### Finance – Balances & Payment Schedule

Bank Balances		£	
	Current	51222.54	03/11/17
	Deposit	15940.99	31/10/17
		£67,163.53	
	Less uncleared cheque payments	728.67	
	Plus uncleared deposits	138.00	
	<b>Council Accounts Balance</b>	<b>£66,572.86</b>	
	<b>Earmarked Funds – General Reserve</b>	<b>10000.00</b>	
	Burial Ground	7250.59	
	Playgrounds	20000.00	
	Hollamoor Fund	5000.00	
	Harracott Village Hall	-1283.33	
	Tawstock Village Hall	900.00	
	<b>Total Earmarked</b>	<b>£46,257.03</b>	

Item	Ref.	Payee	Purpose	£
8.2.1.	642	ISS Facility Services Ltd	Grounds Maint – Oct ***1153	1053.00
8.2.2.	643	Information Commissioner	Data protection registration renewal ***0357	35.00
8.2.3.	644	Poppy Appeal	Remembrance Wreath	22.00
8.2.4.	645	Tawstock Village Hall	Hall hire Oct	12.00
8.2.5.	646	Ucanstore.com	Qtly File Storage 17866	72.00
8.2.6.	DD	South West Water Business	Burial Ground Water Charges 1/9-8/11	10.52
8.2.7.	647	HM Revenue and Customs	PAYE – Dec	6.00
8.2.8.	648	Clerk	Salary – Dec	504.34
8.2.9.	649	HM Revenue and Customs	PAYE – Nov	6.20
8.2.10.	650	Clerk (£553.12)	Salary – Nov	504.14
			Reimbursements – Aug to Oct	
8.2.11.			Mileage	17.55
8.2.12.			Docmail Print & Postage	8.93
8.2.13.			Postage	21.78
8.2.14.			Labels	0.72
		<b>To Ratify:-</b>		
8.2.15.	640	Anglian Windows	Replacement net cheque	3583.33
8.2.16.	641	Anglian Windows	Replacement vat cheque	716.67
		<b>Income Received in period</b>		
		Various	Burial Fees	268.00
		North Devon Council	½ yr precept	8110.00
			½ yr Parish Grant	1216.50
			½ yr LCTS Grant	197.63

Signed:

Chairman.

Dated:

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**Tawstock Parish Council  
Expenditure to Date and Draft Budget**

Expenditure Yr Ending				2017/18 Budget		Spend to 28/11/17 (a)	Addit' Projected to Yr End (b)	ESTIMATED YR TOTAL (a+b)	2018/19 Proposed Budget (CPI 3%)	
31/03/2014	31/03/2015	31/03/2016	31/03/2017							
					<b>EXPENSES</b>					
					<b>Administration:</b>					
					Audit - AAR03:					
					Computer Hardware/Software Rental					
					3rd party printing & postage					
					Meetings					
					Mileage					
					Parking					
					Postage					
					Printing & Photocopying					
					Stationary:					
					File Store					
					Telephone					
					Web Site					
					Publicity/Newsletter					
					Other					
£1,383	£1,151	£1,078	£995		<b>Administration</b>	£1,288	£721	£567.08	£1,288	£1,327
£4,827	£350	£322	£22		<b>Grants:</b>	£1,200	£100	£1,100	£1,200	£1,200
£503	£507	£526	£483		<b>Insurance - LGA72s111</b>	£600	£451	£148.67	£600	£618
£0	£0	£0	£0		<b>Election Costs</b>	£0	£0	£0	£0	£0
£5,505	£5,877	£6,003	£6,063		<b>Payroll - LGA72s112:</b>	£7,410	£3,572	£2,551.70	£6,124	£6,185
£603	£984	£853	£1,103		<b>Burial Ground</b>	£0	£2,307	£2,475.00	£4,782	£0
£2,591	£1,421	£2,312	£5,193		<b>Grange Avenue Playground</b>	£4,100	£1,935	£760.00	£2,695	£4,100
£0	£0	£0	£0		<b>Holywell</b>	£0	£0	£4,164	£4,164	£2,000
£750	£8	£1,240	£0		<b>Noticeboards</b>	£2,000	£0	£0	£0	£2,000
£473	£604	£1,055	£1,999		<b>Tower View Playing Field</b>	£3,000	£1,043	£782.50	£1,826	£3,000
£0	£0	£0	£0		<b>Elizabeth Drive Corner</b>	£800	£498	£0	£498	£513
£87	£513	£967	£531		<b>Subscriptions:</b>	£600	£0	£600	£600	£618
£0	£724	£0	£0		<b>Tree Survey</b>	£0	£0	£0	£0	£0
£30	£30	£0	£0		<b>Training - LGA72s111</b>	£100	£0	£100	£100	£100
£28	£495	£97	£48		<b>War Memorial</b>	£150	£0	£150	£150	£150
			£207		<b>Misc</b>	£0	£0	£0	£0	£0
					<b>Harracott Village Hall</b>	£0	£3,583	£0	£3,583	£0
			£2,035		<b>Tawstock Village Hall</b>	£0	£0	£0	£0	£0
			£588		<b>Contingency</b>	£2,000				£2,000
<b>£16,779</b>	<b>£12,664</b>	<b>£15,040</b>	<b>£18,680</b>		<b>TOTALS</b>	<b>£23,248</b>	<b>£14,211</b>	<b>£13,399</b>	<b>£27,610</b>	<b>£23,811</b>

