

**Minutes of East Down Parish Council Meeting
at 7.30 p.m. on Monday 16th April 2018 at East Down Village Hall**

Attendance: Cllrs Mr M. Wright (Chair), Mrs E. Kempf, Mr M. King, Mr K. Phillips, Mr R. Tarr, District Cllr Mr J. Tucker, County Cllr Ms A. Davis and Mrs M. Done (Clerk).

Cllr M Wright, Chair, welcomed everyone and opened the meeting.

1. **Apologies:** Cllr Mr. R. Crossman
2. **Declarations of Interest/Dispensations:** none.
3. **Public Participation:** none

Part 'A'

4. County/District Councillors' Reports

District Cllr J. Tucker's report covered:

- John Moore appointed as new chairman of District Council
- New IT system to access housing services for the homeless
- Residents living in North Devon's waste and recycling trial area are being asked to complete a survey about their experiences.
- Mike Kelly, Planning Manager, staying until end of May 2018.
- Enforcement job vacancies – eight applications received.

County Councillor A. Davis reported:

- **Potholes** – progress is being made. The severe weather impacted on the amount of work that could be done as the workforce needed to deal with the snow problems.
- **No Highways Officer** in work at present.
- **Road Salt** – usual amount used is 9,000 tons; this year 21,000 tons used. Now is the time to put in orders for next winter.
- **Ilfracombe Recycling Centre** upgrade is behind schedule because of severe weather.
- **Link Road** – new junction at Tiverton is not far behind schedule
- **New Torridge Bridge** needs repairs

5. **Minutes of Parish Council Meeting 26th March 2017.** Resolved to accept and minutes signed.

6. Matters arising.

The Clerk reported:

- Acknowledgement received from Village Hall Trustees of PC offer of £500 towards maintenance.
- TAP Fund grant received from District Council (£215.60)
- Thank-you cards had been sent to all who helped during severe weather with snow clearing.

7. Certificate of Exemption for the Financial year 1st April 2017 to 31st March 2018.

The Clerk explained the new regulations regarding the completion of the Annual Governance and Accountability returns and explained that since we are under the threshold of receipts and expenditure we can complete a certificate of exemption meaning the documents do not have to be sent for external audit. The order in which the paperwork has to be completed has also changed though the detail required is the same. The Certificate of Exemption does not incur any cost. The completed Annual Governance and Accountability (Audit) Return is still displayed on the parish website together with supporting paperwork.

After studying the income and expenditure for the year the following motion was proposed and seconded

Motion: East Down Parish Council approves signature of the certificate of Exemption for the year 2017-2018.

Vote: carried unanimously

The certificate was then signed by the Chair and Clerk/R.F.O. This would be emailed to the external auditors PKF Littlejohn.

8. Annual Governance and Accountability Return

The Council considered the draft return and were content that they would approve this at the next meeting having received the internal audit report.

9. Planning

Reference 64517: Retrospective application for erection of stables together with retrospective change of use of land to equestrian at Oakford Farm, Shirwell, Barnstaple. The application was discussed. It was resolved to advise the Case Officer that there were no objections.

Reference 64090: Retrospective application for construction of pond at Hartland View, Shirwell, Barnstaple. Planning application **withdrawn**.

Decision by Planning Inspectorate: (for information only). None

10. Financial Statement of accounts for the year to date and payments.

Bank balances 9th April 2018

Parish Council Account: £5749.86 (includes £215.60 TAP Fund)

Cheques presented: 000335 £460.76 M. Wright reimbursement for Projector and 000336 M Done £300 salary and £55.84 year's expenses

Parish Paths Account: £1156.83

Ring-fenced money: £600 computer equipment; £323.32 for High visibility clothing; £180.35 for defibrillator.

11. Audit Form (Accounting Statements) 1st April 2017 – 31st March 2018

The Council considered the draft return together with supporting documentation and were content that they would approve this at the next meeting having received the internal audit report.

12. Parish Paths Partnership Report from Simon Houghton.

The path works are still slowly progressing, the ground has just been too wet to achieve certain things yet...

FP18 at Maddox Down has been cleared out. It turns out that a couple of gate posts need replacing too, so will get that sorted shortly.

FP19 at Bugford has had anti-slip strips attached to the steps and bridge and had a bit of a refurb where needed through Ford Farm – further works planned when budget allows (install a pedestrian gate alongside a field gate to make it easier to use). The dog-friendliness of the route here has not really changed, though.

FP20 When surveyed I cleared out the big ladder stile and replaced some waymarkers. I found no gates tied up and the '2-in-1' gate at the yard was operating well. I will contact the farmer and incorporate any further works needed into the remainder of the works list.

FP21 Gates and signs at Beccot and towards Hammetts Park: works issued and partially complete – still too wet to sort on one location.

As I recall these were the priorities. Various other small works have either been carried out or await better ground conditions - I will keep you updated on this.

It was resolved the Clerk would send a letter of thanks to Simon for the work done and his report.

13. Chairman's items

Tap Fund – drains/gullies needing work: none reported.

Flooding grant – the Clerk requested permission to investigate the grant available for materials to assist in flood defence for the parish. This was agreed.

14. Correspondence. (All emails)

BACS payment from NDC TAP Fund £215.60

Trading Standards – age related sale of goods

Stakeholder briefing Northern Devon Healthcare NHS Trust and the Royal Devon & Exeter NHS Foundation Trust working together to explore clinical sustainability challenge in North Devon.

Connecting Devon and Somerset – update

East Down Village Hall – acknowledgement of offer of grant towards repairs and maintenance

Healthwatch magazine by email

Police monthly newsletter

NDC weekly information sheets, planning applications lodged, determined and enforcement cases closed.

Grants information

DALC Devon Communities together

Rural Services Network

Public Sector Executive

Rural Opportunities bulletin

Rural Vulnerability Service

Rural Services Network weekly email

15. Date of next meetings: Monday 21st May 7.00 p.m.

Annual Parish Meeting to be followed by Annual Parish Council meeting and then May Parish Council meeting. The Clerk would notify the Village Hall Bookings Officer.

Part 'B' (Confidential Restricted Information): none.

The meeting closed at 8.58 p.m.