

# KENTON PARISH COUNCIL

## Minutes of a Meeting of the Parish Council held in Kenton Victory Hall on Wednesday 11 May 2022 at 7.00pm

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### Present

Cllr Thompson (Chairman), D Blount, H Bright, K Savill & D Smith

### Also present

Suzanna Hughes (Clerk), County/District Cllr Connett, Peter White (Village Tidyman), Sue Craythorne (P3 co-ordinator) and two members of the public.

**The meeting was opened by the Chairman at 7.00pm.**

#### **220511.01 Election of Chairman**

It was proposed by Cllr Blount, seconded by Cllr Bright and agreed by all those present and voting that Cllr Thompson is re-elected as Chairman.

#### **220511.02 Election of Vice Chairman**

It was proposed by Cllr Bright, seconded by Cllr Thompson and agreed by all those present and voting that Cllr Blount is re-elected as Vice Chairman.

#### **220511.03 Declarations of Acceptance of Office**

The Chairman and Vice Chairman signed their declarations of acceptance of office.

#### **220511.04 Apologies for Absence**

- PC Orchard

#### **220511.05 Open Forum**

A resident followed up on a question she had asked at the Annual Parish Meeting about what the Parish Council intends to do about mitigating the climate change. She had noted the planned installation of EV charging points in the village car park but was unclear if there were any other actions. She believes that the Parish Council should carry out or commission an environmental impact on the Parish Council's activities to see how it could improve how its assets are managed and also facilitate helping individual residents to improve their environmental impact. After discussion, it was agreed to seek advice from Action on Climate in Teignbridge (ACT) on how the Council should proceed.

#### **220511.06 Declarations of Interest & Requests for Dispensations**

Members were reminded of their responsibility to continually update their Notice of Registerable Interests and invited to state whether they have any interest in the items to be discussed during this meeting in accordance with the Council's Code of Conduct.

There were no declarations of interest or requests for dispensation.

#### **220511.07 Ratification of Minutes**

7.1 Members received the minutes of the Annual Parish Meeting held on 13 April 2022. There was an error relating to the Post Office and the clerk agreed to redraft that sentence to state that the matter was still in negotiation.

7.2 Members received the minutes of the Parish Council meeting held on 13 April 2022. It was agreed unanimously that those minutes are signed by the Chairman as a true and correct record of the meeting.

## **220511.08 Roles and Responsibilities**

It was noted that the most of the responsibilities were shared across the whole Council. These included Finance, Planning, Playing Field/Hard Court, Friends of the Field/Community Forum and Climate Emergency. Two exceptions are:

### **8.1 Dementia Friendly Village**

It was agreed that Cllr Blount would continue to act as the Council's representative on the Dementia Friendly Group.

### **8.2 Defibrillators**

It was agreed that Cllr Blount would be the continue as the guardian of the defibrillators, carrying out the weekly checks and reporting to the Ambulance Service.

## **220511.09 Review of Policies and Governance Documents**

### **9.1 Standing Orders**

Members reviewed the Standing Orders and agreed no changes.

### **9.2 Financial Regulations**

Members reviewed the Financial Regulations and agreed no changes.

### **9.3 General and Financial Risk Assessment**

Members reviewed the General and Financial Risk Assessment and agreed no changes.

### **9.4 Fixed Assets Register**

Members reviewed the Fixed Assets Register and agreed no changes.

### **9.5 Statement of Internal Control**

Members reviewed the Statement of Internal Control and agreed a minor amendment relating to the review of the budget being undertaken by the whole Council rather than just the Finance Committee which no longer exists.

### **9.6 Investment Strategy**

Members reviewed the Investment Strategy and agreed no changes.

Cllr Smith offered to look at this in more detail to ensure that Parish Council is obtaining the best return on investment.

### **9.7 Anti-Fraud and Corruption Policy**

Members reviewed the Anti-Fraud and Corruption Policy and agreed no changes.

### **9.8 Complaints Procedure**

Members received a draft complaints procedure. It was agreed to adopt this procedure.

### **9.9 Equality and Diversity Policy**

Members received a draft Equality and Diversity Policy. It was agreed to adopt this policy.

## **220511.10 Reports**

### **10.1 Police Report**

PC Orchard provided a crime report for the period 1 – 30 April 2022 for Starcross and Kenton. 7 crimes were reported and 18 incidents recorded.

Members also received the monthly newsletter/gazette.

### 10.2 **District/County Councillor's Report**

Cllr Connett advised that he had nothing specific to report relating to the parish but was happy to contribute, if needed, when Parson's Walk was being discussed.

### 10.3 **Village Tidyman's Report**

Peter White reported as follows:

- The gullies on Butts Hill are overgrown above and below the junction with Witcombe Lane. The clerk advised that this had already been reported to DCC Highways but she would follow it up.
- The traffic bollard 5A on the A379 opposite the Rodean which has a rubberised type cover over is old and is not very well lit and needs changing. It was agreed that this would be reported to DCC Highways.
- One of the conifers in the car park by the bottlebank has died. It was agreed to contact Stuart Bradford for a quotation for removal and disposal. Also one of the Cherry trees on the Triangle looks as though it is on its last legs. It was agreed to leave this until the autumn.
- The two Yew trees by the Cemetery gates need to be pollarded as they are spreading out over and covering several graves. It was agreed to ask Stuart Bradford for a quotation to carry out this work.

### 10.4 **Delegate Reports**

#### 10.4.1 Dementia Friendly Village

Cllr Blount reported that the Reflections Café could not take place on Saturday as there is a wedding in the church. Rev Parkes has agreed to attend the next committee meeting as they hope to get the Church on board. They are in discussion with the Jubilee committee about how they can get involved in the Platinum Jubilee celebrations.

### 10.5 Action Report – update on outstanding matters

#### 10.5.1 Kenton Village Allotments Lease

The clerk advised that she is waiting for Kenton Village Allotments to confirm who will be signing the Statutory Declaration. She will continue to chase this.

#### 10.5.2 Wall adjacent to the almshouses

The Chairman thanked Cllr Connett for his recent emails and support in trying to resolve this. As it stands, no-one is prepared to accept responsibility for any action in relation to the wall. DCC have stated that it is not a highway/footpath maintained at public expense (it is not a public right of way) and therefore it has no legal interest in the path. TDC maintains the closed churchyard but the path was not transferred to TDC as part of the closed churchyard. Cllr Connett has endeavoured to bring all parties together (DCC, TDC, Church, Powderham Estate and the Parish Council) to have a discussion on the basis that there is acknowledgment from all parties that no-one has legal responsibility for the wall but to consider working together to at least make the wall safe, if not repair it. TDC and DCC have both declined this. From historical records, it still appears as though the path is Church land. Lord Devon has written to the Archdeacon but no response has been received. After discussion, it was agreed that the Clerk would write to the Bishop, copying in the Diocesan Surveyor and Lord Devon, bringing to his attention the risk of the wall collapsing and requesting that, at the very least,

the safety issue is addressed as a matter of urgency. It was also agreed that the Parish Council, without accepting any liability or responsibility, should erect a sign warning the public of the unstable wall. The Chairman agreed to draft this.

## **220511.11 Finance and Governance**

11.1 Members received the invoices for payment and it was agreed unanimously that the payments as listed are approved (attached).

### **11.2 Audit 2021/22**

11.2.1 Members received and noted the year end bank reconciliation.

11.2.2 Members received and noted the internal auditor's report to agree that this Council is confident that the internal audit arrangements provided by Lee Accounting (South West) Ltd provides excellent reassurance for the public that the financial systems are robust and fit for purpose and to continue with their appointment as the Internal Auditor to the Parish Council.

11.2.3 Members agreed that this Council is exempt from a limited assurance review under s9 of the Local Audit (Smaller Authorities) Regulations 2015 and to sign the Certificate of Exemption.

11.3.4 Members completed and approved Section 1 of the Annual Return (Annual Governance Statement 2021/22).

11.2.5 Members received, approved and signed Section 2 of the Annual Return (Accounting Statements 2021/22)

## **220511.12 Planning**

### **12.1 New applications/appeals:**

None

### **12.2 Decisions**

21/02465/FUL - Dolphin Inn, Kenton

Demolish extensions, convert main building into two dwellings and construct a new public house

Members noted that TDC has refused to grant planning permission.

## **220511.13 Car Park**

The Chairman advised that he had approached the contractors working on the wall opposite the school and they have agreed to consider the repointing of the car park wall later in the year. Due to the weather-dependent nature of the work (lime-mortar pointing), their charge will be based on a daily labour rate. The contractor is working on a quote.

## **220511.14 Playing Field/Hard Court**

CLlr Smith advised that he has received two quotations from the same company – one to replace like for like with timber equipment at a cost of approximately £45,000 and one to replace with steel equipment which is around £35,000. He has identified a couple of grant opportunities which he will explore further.

## **220511.15 Highways & Footpaths**

15.1 Sue Craythorne, P3 Co-ordinator, reported that she has completed the annual footpath survey. She has replaced some of the green and yellow roundels and some of the green

and white stickers on the footpath signs. She has arranged funding from DCC for replacement signs along the permissive track at Clumpit Lane, Chiverstone, and has received designs from Wild Work. It was agreed to accept the quotation for oak signs, hardwood posts and installation as proposed. The total cost will not exceed the grant received (£400).

- 15.2 Cllr Bright advised that the drain cover in South Town is still 'clonking'. The hedge along the main road is overgrown (responsibility of Powderham) making the footpath unsafe. It was agreed to remind Powderham of this.
- 15.3 Correspondence was received from Paul Harmsworth regarding the Vehicle Activated Sign. Once the sign has been delivered, the Parish Council will need to add it to its policy so that it is insured against damage. Currently Devon & Cornwall Community Watch Association provide liability insurance for Community Speedwatch activities and he is awaiting a confirmation from them as to whether this will continue.
- 15.4 The proposal to put double-yellow lines at the top of Slittercombe Lane was noted.

**220511.16 Members' items for information or general discussion, for inclusion on future agendas and/or items requiring urgent attention**

*[Members were reminded that they have not received the statutory notice of this business to be transacted and should therefore recognise that any decision made may be taken to be unlawful if challenged in the future]*

- 16.1 The Chairman advised that the Post Office has reconsidered the Powderham Farm Shop's offer to them and they are now more positive about the Post Office opening in the Farm Shop.
- 16.2 Cllr Savill advised that work to the noticeboards is expected to start on 23 May.
- 16.3 Cllr Blount advised that there is currently a national shortage of defibrillator pads. Both defibrillators are currently in full working order but the Parish Council does not currently hold any spares. St John Ambulance hold a small emergency supply if required.

**220511.17 Correspondence**  
None

**220511.18 Date of Next Meeting**  
The next meeting of the Parish Council will be held on 8 June 2022 at 7.00pm in Victory Hall.

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**Chairman**

**11 May 2022**

**Item 11:**

**Expenditure**

<b>Payment type</b>	<b>Payee</b>	<b>Details</b>	<b>Amount</b>
Standing Order	Salaries	April	£864.96
Online	S Hughes	Mileage, postage	£86.44
Online	Lee Accounting	Internal audit	£240
Online	Arthur J Gallagher Insurance Brokers Ltd	Insurance (3 <sup>rd</sup> year of LTA)	£763.36
Online	Stocksigns Ltd	VAS sign	£2998.50
Online	P White	Fuel, disposal of rubble	£18.06

**Income (10 April – 6 May 2022)**

<b>Date received</b>	<b>Received from</b>	<b>Details</b>	<b>Amount</b>
28 April 2022	Police & Crime Commissioner	Grant for VAS sign	£3626
29 April 2022	TDC	First instalment of precept	£9432

**Bank Balance at 6 May 2022**

<b>Current account</b>	£48,656.48
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**(balance of sum being held on behalf of the community for Queen's Jubilee - £413.92)**