

KENTON PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held at Victory Hall, Kenton on Wednesday 11 May 2016 at 7.00pm

Present

CLRs C Britton (Chairman), D Appleton, D Blount, S Cowell, J Randall and S Maguire-Walker

Also present

Suzanna Hughes (Clerk), District/County Cllr Connett and Sue Craythorne (Parish Paths Co-ordinator)

The meeting was opened by the Chairman at 7.00pm.

160511.01 Election of Chairman

It was proposed by Cllr Randall, seconded by Cllr Maguire-Walker and agreed by all those present and voting that Cllr Britton is re-elected as Chairman.

160511.02 Election of Vice Chairman

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

160511.03 Apologies for Absence

- Cllr C Thompson
- Peter White

160511.04 Open Forum

Sue Craythorne, Parish Paths Co-ordinator, advised that Powderham Estate has carried out some works upstream on the River Kenn. There is a budget available for further works if necessary. She also advised that she has submitted an item for the newsletter reminding landowners to cut any overgrowth affecting the paths. Cllr Blount advised that notices had had been put up on footpaths informing users that they would be closed during the Big Weekend. It was understood that four paths would be closed.

160511.05 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. Unforeseen requests for a Dispensation to be considered at this point only if there was no way a Councillor would have been aware of such before the meeting.

Cllr Blount declared an Appendix A interest in item 14.1.1.

There were no other declarations of interest or requests for dispensation.

160511.06 Ratification of Minutes

Members present received the minutes of the Parish Council meeting held on 13 April 2016. It was agreed unanimously that those minutes are signed by the Chairman as a true and correct record of the meeting.

160511.07 Police Report

No report

160511.08 District/County Councillor's Report

Cllr Connett informed members that the pavements along South Town have received some attention - the brambles have been cut and the footpaths have been re-slurried. A letter has been produced and is being distributed to all residents about Radio 1's Big Weekend. The BBC is hosting an event in the Church on 18th May at 6.30pm. Cllr Connett advised that DCC's policy on highway maintenance is changing from

September. The time within which DCC will repair a pothole on a rural road will increase from 7 to 28 days and the definition of a defect is being extended.

CLlr Blount commented on the condition of the small lane from East Town Lane to the Sawmills.

CLlr Randall asked whether local businesses will be compensated for loss of earnings during the Big Weekend. She has been informed that bookings have been cancelled at both the Rodean and Ragamuffins.

160511.09 Village Tidyman Report

Peter White was unable to attend the meeting but sent a written report as follows:

- Cllr Thompson represented the Parish Council in France last week and is to be congratulated on his civic speech which he did in both English and French.
- The flag stones have come loose on the steps from Brook Path. Cllr Connett has reported this to TDC.
- The damaged road sign at the junction of Butts Hill and Witcombe Lane was replaced yesterday. A new sign has also been ordered to replace the defaced sign at the top of Warborough Hill.
- In the cemetery, the Mansells' stone has been replaced with new inscription. Also in the cemetery, some sheep had found their way in and eaten several flower displays.

160511.10 Representatives and Committees

10.1 Planning Committee

It was agreed that it was not necessary to form a Planning Committee and that all councillors would be involved in the consideration of planning matters.

10.2 Finance Committee

It was agreed that it was not necessary to form a Finance Committee and that all councillors would be involved in the consideration of finance and budgeting.

10.3 Neighbourhood Plan Steering Group

It was agreed that Cllrs Britton, Maguire-Walker, Randall, Blount, Appleton and Thompson would join the Steering Group with Cllr Thompson as Chair.

10.4 Dementia Friendly Group

It was agreed that Cllr Blount would act as the Council's representative on the Dementia Friendly Group to assist with the information flow between the council and the organisation.

10.5 Emergency Planning

It was agreed that all Councillors would be listed as contacts in the Emergency Plan with Cllr Britton as the first contact.

10.6 TALC

It was agreed to rotate attendance between members.

10.7 Friends of the Field

It was agreed that that Cllr Appleton would represent the Council on Friends of the Field.

10.8 Community Forum

As this was linked with the school, it was agreed that Cllr Appleton, as the Council's representative on Friends of the Field, would enquire about what is involved with the Community Forum.

160511.11 Delegate Reports

11.1 Dementia Friendly Village:

Cllr Blount reported that an Old Time Music Hall event in the Reflections Cafe has been arranged for the morning of 19th May during Dementia Awareness Week. The Alzheimer's Society is holding a legacy event on 12th July at Powderham Castle. The Group is trying to do something to replace meals on wheels and are liaising with the PPG as to how this might be achieved.

11.2 Friends of the Field:
Discussed at item 16.

11.3 Website:
Cllr Randall reported that she had been in contact with the gentleman recommended by Mike Dunn and he is happy to take over the administration of the website. A fee has not yet been discussed. Cllr Randall thanked Mike Dunn for his assistance in trying to help resolved the issues around the website.

11.4 Local Listings Project:
Cllr Randall reported that photographs have been taken of prospective items of interest. These will be displayed at the Annual Parish Meeting. An interesting example of an item which is not currently listed but would be suitable for local listing is a wall in a local resident's garden where St Ann's Chapel one stood.

160511.12 Review of Policies and Governance Documents

12.1 Standing Orders

Members reviewed the Standing Orders and agreed no changes.

12.2 Financial Regulations

Members reviewed the Financial Regulations and agreed no changes.

12.3 General and Financial Risk Assessment

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

12.4 Fixed Asset Register

Members reviewed the Fixed Assets Register and agreed to add the interpretation panel (£2,000) and the Youth Shelter (£3,000)

12.5 Statement of Internal Control

, Members reviewed the Statement of Internal Control and agreed no changes.

12.6 Investment Strategy

Members reviewed the Investment Strategy and agreed no changes.

12.7 Anti-Fraud and Corruption Policy

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

160511.13 Finance and Governance

13.1 Invoices for payment - it was agreed unanimously that the payments as listed in the supporting documents (attached) be approved and cheques signed

13.2 Audit 2015/16

13.2.1 Members received, completed, approved and authorised the Chairman and Clerk to sign Section 1 of the Annual Return (Annual Governance Statement 2015/16).

13.2.2 Members received, approved and authorised the Chairman and Clerk to sign Section 2 of the Annual Return (Accounting Statements 2015/16).

13.3 Insurance

Members received and accepted the insurance renewal quotation. The clerk confirmed that there was one year remaining of the long term agreement. It was agreed the insurers should be notified that the population of the parish is more than 1000 and that the youth shelter should be added (value £3,000). It was agreed that the interpretation panel on the Triangle or the two new benches purchased with jubilee funds would not be added.

160511.14 Planning

14.1 New applications/appeals

14.1.1 16/01154/FUL – 4 Manor Gardens, Kenton

Porch and off road parking for two cars

Having declared an Appendix A interest in this item, Cllr Blount left the meeting for this item.

Members had no objections to this application.

14.1.2 15/00877/FUL – 2 Bramley Close, Kenton

Two storey rear extension and front porch

Members had no objections to this application.

14.2 Decisions

There were no decisions reported.

160511.15 Neighbourhood Plan

The Chairman reported that a meeting was held last week at which the format of the presentation for the Annual Parish Meeting was discussed. He also advised that it had been agreed that a survey will be required to assess housing need. A further grant has been obtained for the consultancy fees.

160511.16a Playing Field/Hard Court

16.1 Members were informed that TDC is willing to carry out the repairs to the youth shelter as follows:

- Repair the damaged slats (£210.00 + VAT)
- Repair the bench (£102.00 + VAT)
- Secure all the loose nails. (£80.00 + VAT)

It was agreed that Kenton Parish Council would take on the licence for the shelter once these works have been completed.

16.2 Members received some informal advice about the condition of the changing room and a very approximate estimate as to how much it would cost to repair. A discussion ensued about whether it was worth repairing the current building or whether consideration should be given to replacing it or reducing its current size. Having spoken to some younger members of the parish, it seems that it is not used as a changing room. It was agreed that Cllr Cowell would have a look at it to see if it could be reduced in size – keeping the left hand side with the door on it but disposing of the right hand side.

16.3 With regard to the table tennis table, members agreed that all funds should be in place before any work on the project commences.

16.4 Members received and noted the inspection reports.

160511.17 Bus Shelters

The clerk informed members that the quotation received from Curwell Windows for supplying and installing polycarbonate (£578+VAT for each shelter) did not include provision for replacement beading. Options:

1. Keep with 4mm polycarbonate and use white plastic beading (this will stand out and will not be as secure as metal beading) – additional cost approximately £100
2. Upgrade polycarb to 6mm – an extra £310.85 + £100 for beading (as above)
3. Either 4mm polycarb or upgrade to 6mm polycarb (as above) and use aluminium powder-coated beading to match existing colour. This will be considerably more expensive (awaiting price) but will be stronger and will blend in.

After a discussion, it was agreed that due to the increasing costs to repair the shelters replacing the glass would be put on hold indefinitely or until concerns about its non-replacement were raised.

160511.18 Cemetery

Members received and agreed to adopt a new Notice of Interment form to include a form of indemnity to be completed when a grave or cremation plot deed cannot be produced and the burial is requested by a person other than the registered owner.

160511.19 Defibrillator

Cllr Cowell distributed some information from St John Ambulance. He informed members that he had also received some information and advice from Teign Heartbeat and suggested that a representative is invited to a future meeting of the Council. It was agreed to invite someone to attend the July meeting. Cllr Blount also offered to find out from the PPG where they had bought the one which they are installing in Exminster.

160511.20 Highways & Footpaths

Cllr Maguire-Walker commented on the slippage of the bank adjacent to the A379 at East Town Lane. The Chairman advised that he understood that the bank is the responsibility of a resident of East Town Lane but DCC Highways usually clear any mud when necessary

Cllr Randall reported that the top of the stile on the path from Brook Path to Peartree Close is rotten and could be unsafe. The Parish Council did not think this was its responsibility, however, the Chairman offered to have a look.

160511.21 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]

No items.

160511.22 Correspondence

There were no items of correspondence.

160511.23 Date of Next Meeting

- The Annual Parish Meeting will be held on 19 May 2016 at 7.00pm in Victory Hall
- The next meeting of the Parish Council will be held on 8 June 2016 at 7.00pm in Victory Hall

Part II

Members of the public and press are excluded from this meeting as the items under discussion contain information exempt under Local Government Act 1972 Schedule 12A

160511.24 Employee Report

The Chairman reported that he had met with John Castle and he has agreed to keep the hardcourt area tidy and free of rubbish. It was agreed that his salary would move up 1 point on the pay scale to SCP 8. This would be backdated to 1 April 2016. Members also requested that any defects or issues which come to his attention are brought to the Parish Council's attention as soon as possible so that repairs can be arranged.

The meeting was closed by the Chairman at 8.46pm.

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Chairman

11 May 2016

Item 13: Payments for approval

Cheque no	Payee	Details	Amount
000294	Marsh Barton Security	Car park security patrols (April)	£33.60
000295	S Hughes	Mileage, stamps	£26.14
000296	F J Jackson & Son Ltd	Plants - Kenton in Bloom	£15.30
000297	Steve Kingdom Woodcraft	Jubilee picnic benches	£505.00