

# KENTON PARISH COUNCIL

## Minutes of the Annual Meeting of the Parish Council held at Victory Hall, Kenton on Wednesday 10 May 2017 at 7.00pm

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### Present

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

### Also present

Suzanna Hughes (Clerk), District/County Cllr Connett and one member of the public

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

#### 170510.01 Election of Chairman

Cllr Britton informed members that he did not wish to stand as Chairman. It was therefore proposed by Cllr Blount, seconded by Cllr Maguire-Walker and agreed by all those present and voting that Cllr Thompson is elected as Chairman.

#### 170510.02 Election of Vice Chairman

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

#### 170510.03 Apologies for Absence

- PC Rob Harvey & PCSO Adrian Overieu
- Peter White

#### 170510.04 Open Forum

There were no comments from members of the public.

#### 170510.05 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.

There were no declarations of interest or requests for dispensation.

#### 170510.06 Ratification of Minutes

Members present received the minutes of the Parish Council meeting held on 12 April 2017. It was agreed unanimously that those minutes are signed by the Chairman as a true and correct record of the meeting.

#### 170510.07 Police Report

Reported crimes from 9/4/17 – 8/5/17:

##### Kenton (1 crime)

- Rape - allegation of historic sexual offence within a family unit. Offender charged to court.

##### Powderham (1 crime)

- Burglary - break in and theft to a residential premises that was unoccupied at the time. Enquiries ongoing.

#### 170510.08 District/County Councillor's Report

Cllr Connett informed members that he has reported the potholes/badly fitted drains in South Town. These have now been repaired. The steps near Penhayes have also now been repaired properly. Cllr

Blount reported that the pavement at the exit of the village car park is in a poor condition. Cllr Connett believes that the whole section needs repairing and would remind DCC of this.

#### **170510.09 Village Tidyman Report**

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

- The KENTON village signs need renewing.
- There is a portaloo still on the playing field (used for the May Day).
- I am meeting with Ros Davies (DCC Footpaths Officer) next week to look at updated footpath map. The frame has been cleaned etc by Gwyn Williams. Will discuss with Sue Craythorne so that it can be updated with a new hard copy and relocated.

#### **170510.10 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 and Thompson would represent the Council on the Neighbourhood Plan Steering Group. Cllr Thompson would consult with the Steering Group about the appointment of a new Chairman now that he was Chairman of the Parish Council and did not wish to undertake both roles.

##### **10.4 Dementia Friendly Group**

It was agreed that Cllr Blount would continue to 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 continue to 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 continue as the Council's representative on the Community Forum.

#### **170510.11 Delegate Reports**

##### **11.1 Dementia Friendly Village:**

Cllr Blount reported that the Group had donated dementia friendly clocks to the surgeries in Exminster, Starcross and the Church Fellowship Room. Another successful arts therapy session was held and a walking football group has offered to fund the next session. The Group is continuing with the reconnection of the telephone and broadband in the Fellowship Room to enable films to be shown (e.g. old film reels). The Reflections Cafe on Saturday will be run by the Beavers. The June cafe will run arm in arm with Art in the Aisles. The Annual meeting will be on the second Tuesday in July. Cllr Blount reminded members that Annette German will be giving a presentation at the Annual Parish Meeting next week. Finally, the Group is looking into Dementia Friendly

establishment signs. The Post Office has agreed to put one up and other businesses will be approached over the coming weeks.

#### 11.2 Friends of the Field/Community Forum:

Cllr Appleton reported that he had recently attended a Community Forum meeting at which the issue of parking outside the school was discussed. Vehicles dropping off and collecting children from the school are parking in inappropriately and sometimes dangerously on the pavements, double yellow lines and on bends. It was agreed to ask PCSO Overieu to patrol the area around the school in the mornings and afternoons from time to time. Cllr Appleton also advised members that the school have a new contractor for the grass cutting at the field. This has now been cut for a second time this season.

#### 11.3 Local Listings Project:

Cllr Randall reported that there had been two recent meetings of the group. Two written reports have now been completed about places of interest which will be forwarded to TDC soon.

### **170510.12 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 following to its list of assets:

- Youth Shelter (£2,000)
- Jubilee bench (£500)
- 2 x Defibrillators + cabinets (£3,010)
- Table Tennis table (£1500)
- Goals, nets and supports (£500)
- Safety matting (£720)
- Basketball hoops (£20) – add to sports equipment
- Telephone kiosk (£1)
- Brook Path (£1)

#### 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.

### **170510.13 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 2016/17

13.2.1 Members received, completed, approved and authorised the Chairman and Clerk to sign Section 1 of the Annual Return (Annual Governance Statement 2016/17).

13.2.2 Members received, approved and authorised the Chairman and Clerk to sign Section 2 of the Annual Return (Accounting Statements 2016/17).

### 13.3 Insurance

Members received renewal quotations from Came and Company. It was agreed to accept the quotation provided by Inspire and to commit to a three year long term agreement. The cost for this year's policy would be £655.11 (cheque 367).

### 170510.14 Planning

#### 14.1 New applications/appeals

##### 14.1.1 17/01010/CAN – Middle Court Hall, Mamhead Road, Kenton

Crow reduce one beech tree by up to 6m

Members had no objections to this application.

##### 14.1.2 17/00893/FUL – Copperfield, Kenton

Single storey side extension and detached double garage

Members noted that TDC has granted conditional planning permission.

#### 14.2 Decisions

There were no decisions reported.

### 170510.15 Neighbourhood Plan

The Chairman reported that a meeting was held last week at which members reviewed a very draft Housing Development Policy. A second version will be drafted and will be distributed and reviewed soon.

### 170510.16 Brook Path

Members were informed that TDC is currently working on a business case for funding for the repairs for the path. A question was asked as to whether the Parish Council is able to offer any level of funding as this often helps to secure further funding. The clerk advised members that she had informed TDC that the Parish Council has £6,500 earmarked for repairs to Brook Path.

### 170510.17 Kenton Village Allotments

17.1 Members were informed that there was no further update from Powderham with regard to the renewal of the lease.

17.2 Members received correspondence from KVA expressing its intention to erect deer fencing on the allotment boundaries and asking whether the Parish Council might consider making a contribution by fencing the boundary between the allotments and the cemetery. After discussion, it was agreed that the Parish Council has more pressing financial priorities and deer fencing was not therefore its priority at the moment.

### 170510.18 Millennium Hedge

Members were advised that Powderham Estate has been notified of their responsibility for the Millennium Hedge and a response about maintenance of the hedge was awaited.

### 170510.19 Cemetery

19.1. It was noted that an application has been submitted for Rural Aid towards the cost of improving the cemetery paths. Two quotes had been received so far and a third is awaited.

19.2 Members were advised that further quotations were currently being sought for the repairs to the lych gate.

### 170510.20 Defibrillator

Cllr Cowell reported that the electrician who has been asked to fit the defibrillator at the Victory Hall had raised some potential issues regarding the cabinet. After a lengthy discussion and confirmation from the supplier that the device and cabinet was suitable to install outside, it was agreed that Cllr Cowell should ask the electrician to install the device as soon as possible.

Members were advised that the paint kit for the adopted telephone kiosk had been delivered and that work could now start on refurbishing the box. The defibrillator is due to be delivered w/c 20<sup>th</sup> May.

With regard to governance, Cllr Cowell agreed that he would undertake the monthly checks of the defibrillator in the telephone kiosk. Cllr Blount offered to carry out the checks on the Victory Hall defibrillator. Both devices will need to be registered with the Ambulance Service and Cllr Cowell offered to look into arranging appropriate training. Signage is also to be arranged.

**170510.21 Village Map and Noticeboards**

Members received correspondence from Gwyn Williams regarding the village map. He advised that he has cleaned it and revarnished the frame and that it now looks more attractive. However, he has warned that it is generally in a poor condition and has a limited lifetime. He also advised that the noticeboards are letting in moisture and despite having been repaired, the Parish Council ought to think about replacing them. It was agreed that Cllr Randall would research the cost and designs of new noticeboards together with the cost of replacing the frame containing the map with a wall mounted frame.

**170510.22 Playing Field/Hard Court**

22.1 Members received the inspection reports and noted the contents contained therein.

22.2 Cllr Appleton offered to take over the responsibility of organising the repairs to the changing room from Cllr Cowell who already had responsibility for other projects.

**170510.23 Highways & Footpaths**

Cllr Britton was thanked for trimming the hedge on Exeter Hill.

**170510.24 Annual Parish Meeting**

Arrangements for the Annual Parish Meeting were confirmed which is to be held on Thursday 18<sup>th</sup> May at 7.00pm in Victory Hall. Cllr Britton agreed that he would arrange the refreshments.

**170510.25 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]*

Cllr Randall asked whether the Parish Council could make enquiries to DCC about signage to stop lorries going up Church Street. She advised that the police were recently involved in an incident and could provide a report to DCC if required. It was believed that some vehicles are travelling to Plants Direct and it was suggested that the Parish Council writes to them to ask whether this route could be avoided.

**170510.26 Correspondence**

There were no items of correspondence.

**170510.27 Date of Next Meeting**

- The Annual Parish Meeting will be held on 18 May 2017 at 7.00pm in Victory Hall
- The next meeting of the Parish Council will be held on 14 June 2017 at 7.00pm in Victory Hall

The meeting was closed by the Chairman at 8.52pm.

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Chairman

**10 May 2017****Item 13:****Expenditure**

<b>Cheque no</b>	<b>Payee</b>	<b>Details</b>	<b>Amount</b>
000363	Marsh Barton Security	Car park security patrols (March & April)	£42.00
000364	S Hughes	Mileage	£16.20
000365	SSE Contracting Ltd	Repairs to street light in Kenton car park	£90.06
000366	P White	Mower fuel	£10.04
000367	Came and Company	Insurance	£655.11
Standing Orders	Payroll	Salaries (April)	£680.44

**Income (7 April – 5 May 2017)**

<b>Date received</b>	<b>Received from</b>	<b>Details</b>	<b>Amount</b>
10 April 2017	Cemetery	Cemetery	£250
28 April 2017	TDC	First instalment of the precept, (less annual subscription to DALC £250.40)	£7,518.50
5 May 2017	Linda Edwards	Donation towards cost of defibrillator	£1,500

**Bank Balances at 5 May 2017**

<b>Current account</b>	<b>Fixed term deposit</b> Interest rate 1% Maturity date 24 Oct 2017	<b>Total</b>
£19,421.55	£10,000	£29,421.55