

**KENTON PARISH COUNCIL**  
**Minutes of the Meeting of the Parish Council**  
**held at Victory Hall, Kenton on**  
**Wednesday 11 October 2017 at 7.00pm**

---

**Present**

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

**Also present**

Suzanna Hughes (Clerk), Sue Craythorne and one member of the public

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

**171011.01 Apologies for Absence**

- Peter White
- PC Rob Harvey & PCSO Adrian Ovreiu

**171011.02 Open Forum**

A member of the public advised that the pavement adjacent to the church wall on Church Street is cracking due to heavy lorries and tractors going up on it and suggested that those parking in Church Street are asked to park in the car park so that large vehicles did not have to drive on the pavement. Cllr Connett advised that there are various options though each have their pros and cons. Options might include curbing, bollards and parking restrictions but there needs to be a balance. Residents, for example, would be probably very unhappy about losing the parking on Church Street. Cllr Connett offered to ask the Highways officer to have a look and assess whether there are any safety defects with the pavement.

Cllr Randall thanked the clerk, on behalf of Ann Bond, for resolving the parking issue with the Nippy Chippy which is now parking safely in the village car park.

**171011.03 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.

**171011.04 Ratification of Minutes**

Members present received the minutes of the Parish Council meeting held on 13 September 2017. It was agreed unanimously that those minutes are signed by the Chairman as a true and correct record of the meeting.

**171011.05 Police Report**

No report received.

**171011.06 District/County Councillor's Report**

Cllr Connett reported that the Acting Chief Executive of TDC is visiting the ward with him. It is his intention to discuss the events at Powderham along with the licensing issues as well as any other issues members wished to draw his attention to.

**171011.07 Village Tidyman Report**

Peter White made the following observations:

- The vegetation that is blocking the gully at the bottom of Butts Hill onto the Mamhead Road

needs cutting back. This is normally done by the Lengthsman. Can you let them know please as the road sweeper cannot brush the gully. Members agreed that as the Lengthsman would not be visiting the parish until the end of January, DCC should be advised about the overgrowth blocking the gully.

- The poo bin in the car park has now been removed and the two rubbish bins (the one on the Triangle and the one next to the telephone box) now have notices on them saying that dog mess can be deposited in them. We will reposition the one near the bottle bank over by the car park exit soon when we reposition the amended map. Members agreed that it would be preferred if the bin by the telephone kiosk is moved and put where the old dog bin was.

## **171011.08 Delegate Reports**

### **8.1 Dementia Friendly Village:**

Cllr Blount reported that he next Reflections Café will be held on 21 October at which 1940s video footage will be shown and there will be a 1940s themed quiz. He advised that Sue Craythorne had attended, representing Kenton Village Allotments, to give an update on the sensory garden. A plot has now been designated so the project should be able to move forward soon.

### **8.2 Friends of the Field/Community Forum:**

No report.

### **8.3 Local Listings Project:**

No update.

### **8.4 Powderham Events and review meeting:**

Cllr Blount reported that he had attended the multi-agency review meeting at Powderham on 4 October at which he, along with a Parish Councillor representing Starcross Parish Council, were invited to air their concerns and were then free to leave the meeting. They were therefore not party to any discussions or recommendations involving those present including the Countess of Devon, the Estate Director, TDC's Licensing manager, the promoters of Lockdown and the police. Cllr Blount advised that he had raised concerns relating to noise, litter, absence of portable toilets, drugs, lack of police presence, parking and end of event management. The police stated that they would not support Lockdown in its present form. The Countess stated that the Estate is keen to make improvements and will be speaking to the Big Weekend management team for advice. They are also suggesting two public meetings, one in the spring before the calendar of events begin and one in the autumn to review the season's events.

Members discussed next steps as they unanimously felt that they had been let down by the Estate. Cllr Connett offered to check the process for challenging the licence after which members would give consideration to holding a public meeting to gauge the level of dissatisfaction in the parish.

### **8.5 Other outstanding Powderham matters:**

The clerk advised members that the following update had been received from the Estate Director:

- Millennium Hedge - with Savills, more to follow
- Renewal of allotments lease - in hand, Savills is dealing with this and are aware of the November deadline
- Deer fencing at the allotments and establishing ownership of the hedge - once the lease is done, Kenton Village Allotments is going to seek grant funding. The hedge will need further investigation.

## **171011.09 Finance and Governance**

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

9.2 Members were advised that the one year fixed term deposit matures on 24 October and gave consideration to its future investment. It was agreed that as some of the funds might be needed for

Brook Path, they should be accessible. It was therefore agreed that the funds should, for the time being, return to the current account once the fixed term deposit has matured.

#### **171011.10 Planning**

##### **10.1 New applications/appeals**

10.1.1 17/02343/FUL and 17/02354/LBC - Penhayes Retirement Home, Kenton  
Fence enclosures and gates

Members had no objections to this application.

##### **10.2 Decisions**

No decisions were reported.

#### **171011.11 Neighbourhood Plan**

Sue Craythorne, Secretary to the Neighborhood Steering Group, advised that the first draft of the Neighbourhood Plan is due to be completed by the end of October. A query has been raised about the settlement boundary as it is unclear how the Neighbourhood Plan will be able to fulfill the housing need for eight properties. Advice has been sought and is awaited.

#### **171011.12 Village Inspection and Maintenance**

12.1 Members reviewed actions taken and those still to be completed.

12.2 Members receive a quotation from Neil Bygrave for maintenance works around the parish. It was agreed to accept the quotation in its entirety but to prioritise the following works:

- Car park initial tidy - £195
- Bed by Rodean initial tidy - £460
- Rodean bed application of wood chips - £150
- Bed by East Town Lane bus shelter and trees along East Town Lane initial tidy - £120

12.3 Having observed bamboo cuttings left in the car park, members were advised that the clerk had written a letter to the occupants of 5 Church Street, who are believed to have trimmed the overhanging bamboo, asking that they remove the cuttings from the car park and contact the Parish Council should they wish to trim it in the future.

12.4 Members were advised that the parish lengthsman was due to visit the parish for 1.5 days at the end of January. It was confirmed that the role of the lengthsman is to undertake the cleaning of drainage features such as grips, easements and buddle holes and the cleaning of gullies on the minor network. If members are aware of anything specific, the Parish Council can ask for it to be included in their programme of works.

#### **171011.13 Defibrillators**

Members were advised that MAT Electrics had not yet provided a quotation to install the defibrillator in the telephone kiosk. They are due to install the defibrillator outside the Victory Hall during the October half term.

Members were reminded that a dedication plaque needs to be arranged for the defibrillator in the telephone kiosk. It was agreed that the plaque would go inside the kiosk. The clerk would arrange this.

#### **171011.14 Cemetery**

14.1 Members received confirmation that £500 granted by the Rural Aid Committee towards improvements to the cemetery paths can be used towards the lych gate repairs instead.

14.2 Members were advised that no quotations had yet been received for repairs to the lych gate. It was agreed that alternative quotations would be sought for consideration in November's meeting. Members were made aware of the deadline for part of the Rural Aid funding (£500) which needs to be claimed by 31 March 2018.

- 171011.15 Service of Remembrance**  
Cllr Randall confirmed that she would be happy to lay the poppy wreath on behalf of the Parish Council.
- 171011.16 Car Park**  
There were no issues over and above those which had already been discussed earlier in the meeting.
- 171011.17 Playing Field/Hard Court**  
17.1 No fortnightly inspection reports had been received.  
  
17.2 Cllr Appleton advised that he had not yet arranged a date on which the work on the changing room will be carried out but would confirm this over the coming month.
- 171011.18 Highways & Footpaths**  
The Parish Paths Co-ordinator, Sue Craythorne, reported that it was her intention to pursue repairs to Holloway Lane with DCC as this was still outstanding. She advised that all other parish paths were okay and she had trimmed branches which were below head height. She informed members that she will be attending the P3 Annual Workshop in Crediton on 13 October.
- 171011.19 Agenda Format**  
Members received a request from Cllr Cowell that a 'Matters Arising' item is included on future agendas. The clerk advised that it would not be advisable to include such an item as decisions could not be made on items which were not specifically itemised on the agenda as insufficient notice would have been given. The Devon Association of Local Councils also advised against this. Cllr Connett informed members that neither TDC nor DCC included 'matters arising' as an item on their agendas. Instead, the clerk suggested an action report although warned that it was likely that many items would be duplicated as they would appear both in the action report and as a separate item on the agenda. It was agreed to try it and review it after three months.
- 171011.20 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]*  
  
None.
- 171011.21 Correspondence**  
There were no items of correspondence.
- 171011.22 Date of Next Meeting**  
The next meeting of the Parish Council will be held on 8 November 2017 at 7.00pm in Victory Hall.

## **Part II**

**[Contains items which may be taken in the absence of the public and press on grounds that exempt information may be disclosed]**

- 171011.23 Exclusion of the Press and Public**  
Members resolved that the public and press are excluded from the meeting as the item under discussion contains information exempt under Local Government Act 1972 Section 100A Part 1 and Schedule 12 A & Public Bodies (Admissions to meetings) Act 1960 Section 2(1)
- 171011.24 Review of Employee Job Descriptions**  
Members discussed the obligations of this Parish Council to maintain the parish's assets including the play equipment and how this can be achieved. Further thought would be given to this and it would be discussed again next meeting.

The meeting was closed by the Chairman at 9.05pm.

.....  
**Chairman**

**11 October 2017****Item 9:****Expenditure**

<b>Cheque no</b>	<b>Payee</b>	<b>Details</b>	<b>Amount</b>
000388	Marsh Barton Security	Car park security patrols (September)	£33.60
000389	S Hughes	Mileage and postage	£30.72
000390	HMRC	PAYE	£187.80
000391	DCC	Annual rent for play area	£150
000392	Information Commissioner	Data Protection Licence renewal	£35
000393	Royal British Legion Poppy Appeal	Poppy wreath	£17
Standing Orders	Payroll	Salaries (1 October)	£648.22
Direct Debit	1 & 1 Internet	Web hosting	£19.12

**Income (9 September – 5 October 2017)**

<b>Date received</b>	<b>Received from</b>	<b>Details</b>	<b>Amount</b>
14 September 2017	Interment	Cemetery	£100
29 September 2017	Teignbridge District Council	Second instalment of the precept	£7,518.50
29 September 2017	Groundwork UK	Neighbourhood Plan grant	£4,168

**Bank Balances at 5 October 2017**

<b>Current account</b>	<b>Fixed term deposit</b> Interest rate 1% Maturity date 24 Oct 2017	<b>Total</b>
£29,692.35	£10,000	£39,692.35