

**KENTON PARISH COUNCIL**  
**Minutes of the Meeting of the Parish Council**  
**held at Victory Hall, Kenton on**  
**Wednesday 8 November 2017 at 7.00pm**

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**Present**

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

**Also present**

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

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

**171108.01 Apologies for Absence**

- Cllr S Cowell
- PC Rob Harvey & PCSO Adrian Ovreiu

**171108.02 Open Forum**

A member of the public raised two matters:

- He commented that the overgrowth obstructing the footpath on Kenton Hill needs cutting back to ensure that pedestrians can walk safely into the village without having to step into the highway. Whilst acknowledging that it is the responsibility of the landowners, he believes that the Parish Council should take responsibility and take steps to cut the overgrowth to ensure it is safe for parishioners to use. He was informed that Devon County Council, as the Highways Authority, is pursuing the matter with the landowners and letters have been sent giving them two weeks to cut the hedge. Cllr Connett stated that he would also follow the matter up with the Highways Officer.
- He urged the Parish Council to investigate the refurbishment of the South Town bus shelters which look unpleasant and offer little protection in the rain. He was advised that the Parish Council has explored both the refurbishment of the shelters and their replacement and both options were expensive. Further, there are currently more pressing projects and the Parish Council has to prioritise how it spends its available funds. Members also explained that finding someone to carry out any refurbishment was very difficult but they would be happy to look at any proposals if these were presented to them.

**171108.03 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.

**171108.04 Ratification of Minutes**

Members present received the minutes of the Parish Council meeting held on 11 October 2017. It was agreed unanimously that those minutes are signed by the Chairman as a true and correct record of the meeting.

**171108.05 Police Report**

**Reported crimes from 01/10/17 – 08/11/17**

**Kenton (4 crimes)**

- Drink/Drug Drive – Male offender charged with being under the influence of drink or drugs.

- Assault (ABH) – Between two patients at a care home. No further action as offender lacked mental capacity.
- Assault (ABH) – Patient on care worker at the same care home as above. Again, offender lacked capacity therefore no further action.
- Misuse Telecommunications – Patient at care home constantly rang 999 and was abusive to the call taker. Again, offender lacked capacity so no police action however the care home has taken steps to prevent a repetition.

**Powderham (1 Crime)**

- Public order offence – Offensive comment drawn in dirt on parked vehicle in Powderham to incite racial hatred. No leads. No further action.

**171108.06 District/County Councillor’s Report**  
Cllr Connett had no matters to report.

**171108.07 Action List Report**  
Members reviewed the action list and noted outstanding actions.

**171108.08 Village Tidyman Report**  
Peter White made the following observations:

- Several villagers have commented that even though the trees have been trimmed by the arch on the A379 by Kenn Lane here is still a problem when the sun is shining as the change from light to dark still makes it very unsafe when meeting oncoming traffic. Can some more trees be trimmed back? Members stated that it is not in this parish but asked the clerk to report the issue to Highways.
- The trees on the bank from the sports field to the A379 have now been trimmed back.
- The two posts on the Triangle are being sorted out by Gwyn Williams.

**171108.09 Delegate Reports**

9.1 Dementia Friendly Village:

Cllr Blount reported that attendance at October’s Reflections was impacted by Storm Brian and therefore the planned activities were postponed until the next Reflections Café on 18<sup>th</sup> November

9.2 Friends of the Field/Community Forum:

Cllr Appleton informed members that the Countess of Devon had become the Chair of KPSA and she is looking at ways to improve the field for the school. A meeting was held on the field and a copy of the notes have been circulated. Cllr Appleton asked members to think about whether the Parish Council wishes to contribute to any discussions or if it had a desire to be part of any future plans.

9.3 Local Listings Project:

Cllr Randall reported that the group is struggling to find historical evidence for properties in South Town and therefore a meeting is being arranged with Maureen Pearce, TDC, for advice about how they can be listed without historical evidence.

**171108.10 Finance and Governance**

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

10.2 Members received suggestions for the 2018/19 budget. It was agreed that members would give their consideration to the proposals for further discussion and agreement in January’s meeting.

**171108.11 Neighbourhood Plan**

The Chairman reported that the group had met on 1 November and had received the first draft of the Neighbourhood Plan. The group was very happy with what had been presented. However, there is still a lot of work to do around the policies and further advice is needed from TDC to look at the pitfalls for naming sites for building or not. An interim meeting has been arranged to carry on with the draft.

**171108.12 Defibrillators**

12.1 Members noted that the defibrillator at Victory Hall had now been installed. A meeting has been arranged with Justin Sharples of South Western Ambulance Service NHS Foundation Trust to run through the governance requirements and complete the necessary paperwork. Cllrs Thompson and Blount agreed to meet with him on Tuesday 14 November.

12.2 Cllr Blount agreed that he would carry out the weekly checks and submit the online monthly reports to the Ambulance Service.

12.3 It was agreed that the defibrillator should be advertised as rescue ready by placing an article in the parish newsletter and displaying posters around the parish. Cllr Connett also suggested that letters are also distributed in school book bags. Further publicity would be arranged once the defibrillator for the telephone kiosk has also been installed.

12.4 The clerk advised that she had made contact with Teign Heartbeat and was awaiting a date for training.

12.5 Members were advised that there are some unresolved issues with regard to the electricity supply to the telephone kiosk which was holding up the installation of the defibrillator in this location. Western Power will need to survey the site to establish where the supply will come from and whether a meter will be required.

**171108.13 Cemetery**

13.1 Members were advised that Cllr Cowell has met with a carpenter suggested by Cllr Hutchings and discussed the lych gate. A quote is awaited. Cllr Blount informed members that he also planned to speak to another carpenter he knew to seek a quote. Members were reminded of the deadline for part of the Rural Aid funding (£500) which needs to be claimed by 31 March 2018.

13.2 Members reviewed the schedule of fees. It was noted that Kenton's fees are low compared with other cemeteries and it was agreed that the fees should be increased to help with maintenance costs. However, it was agreed that a decision as to how much they should be increased should be deferred until the next meeting to give members the opportunity to give it some more thought.

**171108.14 Kenton Village Allotments Lease Renewal**

The clerk advised that Savills had now confirmed that they will be drafting the Heads of Terms as soon as they have received the existing lease from the Powderham Estate's solicitors. Savills have asked whether the Parish Council has a term of years in mind for the new agreement. It was agreed that the Parish Council would be guided by KVA who may be looking into grant funding for the deer fencing and therefore may need the agreement to coincide with the grant's term of years. It was agreed to write to KVA and seek their opinion.

**171108.15 Powderham Events**

Members discussed the matter of whether the Parish Council should take steps to challenge the licence. Cllr Connett advised that in his view it is very difficult to challenge a licence. However, he would contact TDC's Licensing Manager to establish the process. In the meantime, members suggested a meeting with Starcross Parish Council to agree a joint approach to tackle the issues affecting both parishes. The clerk was also asked to contact Lympstone Parish Council to find out if they had taken any action regarding the noise levels.

- 171108.16 Weed Spraying**  
Members received correspondence from Neil Bygrave advising that he wishes to withdraw his quotation for weed killing. It was agreed that the Council should ask TDC to undertake this twice a year as the costs are very similar.
- 171108.17 Car Park**  
Members received and noted a response to its letter regarding the bamboo in the car park advising that the cuttings will be removed over the next few weeks.
- 171108.18 Playing Field/Hard Court**  
18.1 No fortnightly inspection reports had been received. Peter White verbally reported that there were no new issues.  
18.2 Cllr Appleton advised that a small group of volunteers had carried out the repairs to the changing rooms, including the roofing, which will prolong its life. Members thanked all those involved for their efforts. Cllr Randall advised that there is some foliage and old roofing material which needs to be disposed of. Cllr Appleton and Peter White agreed to arrange this.
- 171108.19 Highways & Footpaths**  
The Parish Paths Co-ordinator, Sue Craythorne, reported that it she had attended the P3 workshop in Crediton on 13 October at which there had been some useful presentations concerning project management, use of volunteers, duties of landowners and P3 coordinators, health and safety and what DCC can and cannot do.  
Local news: Sue has replaced the worn out dog fouling signs. She has also installed 'no cycling' signs along the Brook Path and will do the same as far as Powderham Church along the footpath, in response to complaints about cyclists using the footpath. However, enforcement of the cycling ban is nearly impossible. There have been no new flooding incidents along the Brook path, although it is quite muddy at the moment.  
On Holloway Lane, Sue reported that the landowner (the Forestry Commission) intends to do work to make this bridleway safe for cyclists and horses before the end of the financial year though there has been no formal confirmation of this.  
Sue advised that she did not intend to request further funding from DCC at this time, as we have no major projects which need doing and we still have money in the budget.
- 171108.20 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.
- 171108.21 Correspondence**  
An email from TDC was considered asking whether the parish wished to receive a set of campaign materials targeting motorists throwing litter from vehicles in an effort to reduce the amount of litter on the roads. After a brief discussion, it was agreed that this kind of littering was not a particular issue in the parish and therefore it was agreed to decline the offer.
- 171108.22 Date of Next Meeting**  
The next meeting of the Parish Council will be held on 10 January 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)

**171108.24 Review of Employee Job Descriptions**

Members continued their discussions about the obligations of this Parish Council to maintain the parish's assets including the play equipment and how this can be achieved. Actions were agreed and would be followed up in time for the next meeting.

The meeting was closed by the Chairman at 9.00pm.

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**Chairman**

**8 November 2017****Item 10:****Expenditure**

<b>Cheque no</b>	<b>Payee</b>	<b>Details</b>	<b>Amount</b>
000394	Marsh Barton Security	Car park security patrols (October)	£33.60
000395	S Hughes	Mileage	£16.20
000396	Caroline Rae	Draft Neighborhood Plan	£2,500 (grant funded)
000397	S Craythorne	Mileage to attend P3 workshop	£13.50 (from P3 budget)
000398	S Craythorne	Paper and ink (N Plan)	£30
000399	J Randall	Reimbursement for materials for changing room repairs	£390.87
000400	ASigns	Dedication plaque	£64.80
000401	Kenton Victory Hall	Hire of Committee room for PC meetings (1 year)	£120
000402	Kenton Victory Hall	Hire of Committee room for NPSG meetings (6 months)	£45
000403	P White	Fuel, oil & mower parts	£30.83
000404	D Appleton	Refreshments for volunteers helping with changing room repairs	£12.20
000405	TDC	Weed spraying	£160
Standing Orders	Payroll	Salaries (1 November)	£648.42

**Income (6 October – 3 November 2017)**

<b>Date received</b>	<b>Received from</b>	<b>Details</b>	<b>Amount</b>
9 October 2017	Kenton Village Allotments	Half yearly rent	£375
24 October 2017	Lloyds Bank	Interest from fixed term deposit account	£100

**Bank Balance at 3 November 2017**

<b>Current account</b>	£39,115.41
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