MINUTES OF THE MEETING OF NORTH MOLTON PARISH COUNCIL

HELD ON WEDNESDAY 13th July, 2016 IN VICTORY HALL

Present: Councillor Bulled (Chairman); Councillor Dunn (Vice Chairman); Councillor Kelland; Councillor O’Brien; Councillor Palfreyman; Councillor Peek; Councillor Procter; Councillor Wallis; District Councillor Edgell and the Parish Clerk, Noel Brooks

088/07/16 1. Apologies: Cllrs Geen & Milne and County Cllr Yabsley - all agreed.

089/07/16 2. Declaration of Interests: None

090/07/16 3. Devon and Cornwall Constabulary: The Clerk informed cllrs that no report had been received. No representative was present.

091/07/16 4. Representations From The Public: Cllr Procter had received a complaint from a parishioner concerning the unsightliness and potential fire hazard of the portakabin owned by the developer in Old Road. Action: Chairman Bulled is to raise this issue with the developer. Cllr Procter had been contacted by another member of the public about the recent new road markings on Holdridge Lane/Lower Poole which were considered to be a waste of public money on what was an unfinished road surface.

Cllr Procter clarified that the street light which remained switched on all day in Roberts Field was situated at the end of the new alleyway by the school. Action: The Clerk is to raise this issue along with general street lighting timing issues with the District Council. Cllr Procter raised the issue of the maintenance of the foliage in both the new alleyway by the school and the one in Oakford Villas - Chairman Bulled was awaiting confirmation of the adoption of the former. Action: The Clerk is to contact the owner responsible for the foliage issue in Oakford Villas with a view to resolving the issue.

092/07/16 5. Planning

Planning Applications For Consideration Received Since Last Parish Council Meeting

<table>
<thead>
<tr>
<th>Case Ref</th>
<th>Proposal &amp; Address</th>
<th>Decision</th>
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<tbody>
<tr>
<td>62/49/16/002</td>
<td>Proposed Agricultural Dwelling (160m² plus 20m² for a single garage) Land at Higher Fyldon Farm Buildings, Heasley Mill, South Molton, Devon</td>
<td>Supported</td>
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<tr>
<td>(Exmoor)</td>
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<tr>
<td>62/49/16/003</td>
<td>Proposed Agricultural Buildings (1560m²) Including re-location of excavated soil - Land at Higher Fyldon Farm Buildings, Heasley Mill, South Molton, Devon</td>
<td>Supported</td>
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<td>(Exmoor)</td>
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<tr>
<td>61328</td>
<td>Listed Building Consent for Relocation of Door, Insertion of New Window, Erection of Internal Stud Wall &amp; Erection of Porch - Higher Hunstone, North Molton, Devon EX36 3ET</td>
<td>Supported</td>
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### Planning Applications Advised Since Last Parish Council Meeting

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<thead>
<tr>
<th>Case Ref</th>
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<tbody>
<tr>
<td>61054</td>
<td>Change Of Use of Land From Agricultural To Mixed Agricultural &amp; Equine, Erection Of One Stable Block &amp; Formation Of All Weather Lunging Area/Sand School (Part Retrospective) At Pullens, East Street, North Molton</td>
<td>Permitted</td>
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<tr>
<td>61099</td>
<td>Prior Approval For Change Of Use Of Agricultural Building Dwelling House (Class Q&amp;B) At Barn Adj., Oakford House, Stonybridge Hill, North Molton</td>
<td>Permitted</td>
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<tr>
<td>61102</td>
<td>Variation Of Condition 2 (Approved Plans) Attached To Planning Permission 57379 (Extension &amp; Alterations To Dwelling) To Allow Amended Design At Bickingcott Cross Cottage, Molland, South Molton</td>
<td>Permitted</td>
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<tr>
<td>61116</td>
<td>Demolition of Existing &amp; Erection of New Storage Building Attached To Stables Together With Alterations To Vehicular Access At Bickingcott Cross Cottage, South Molton</td>
<td>Permitted</td>
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### Planning Enforcement Cases Advised Since Last Parish Council Meeting

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<tr>
<td></td>
<td>None</td>
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**Planning Ref: 59487 - Old House Barns** - Chairman Bulled reported that the Section 106 Agreement had been approved.

**093/07/16 6. Approval of the Minutes of the Parish Council Meetings Held on 18th May, 2016 & 8th June, 2016** - Approved with one abstention by Cllr Procter who had not been present at the last meeting.
094/07/16 7. Clerk’s Report  Re: 8th June, 2016 Minutes

Bridge Issues Following Footpath Report - The Clerk was awaiting responses from DCC on the previous issues reported concerning: the loose wire on the bridge on Footpath 3; the undermined base of the footbridge on Footpath 7; the bent panel on the bridge over the River Mole in East Street and the erosion of the river bank down-stream at Stonybridge, North Molton which carried the potential of undermining the bridge.

Slippery Road Surface For Horses Descending The Hill From Roberts Field On The Newly-surfaced Part Of The Old Road, North Molton - Following cllrs’ concerns, the Clerk had written again to Richard Sables requesting him to reconsider his position - a response was awaited.

Request For Bollard At The Entrance to Jubilee Gardens, North Molton - The Clerk had forwarded to Highways, a recent photo of the postal van which had encountered difficulties at this point in the road - a response was awaited.

Emergency Plan Review - The Clerk informed cllrs that the latest version had been placed on the website - the cllr version had been disseminated to cllrs. **Action:** The Clerk would design and publish a poster seeking volunteer first-aiders and cutting/lifting equipment owner/volunteers in the event of an emergency, as soon as possible.

Pot-hole Link on website - **Action:** The Clerk is to design and publish a poster advertising the link and encouraging its usage.

Laurel’s Playground/Queen’s 90th Birthday Street Party - The Clerk would continue to press for a contribution from the PCC towards the re-painting of the playground’s walls - **Further Action:** Following a request from Vice-chairman Dunn, the Clerk is to write a letter of thanks to the Committee which organised the event.

The Old Road, Lower Poole - The Clerk was awaiting a response from Paul Young on issues such as: pallets on the grass bank and alleged raised height of the drain and manhole covers.

Drainage Issues at Upcott & Yarde Down Cross - Cllr Peek reported that the pothole had been filled in but that the collapsed gulley had not been fully attended to in that it required a grid at ground level - **Action:** The Clerk would chase this issue with Highways.

Letter to MP on Planning Issues - The Clerk had sent a chase letter to Mike Kelly, Head of Planning, on 28th June and had copied in MP Heaton-Jones and Cllrs Yabsley & Edgell - a response was awaited.

Bank Signatory Issues - further ID had been provided to Barclays Bank and a response was awaited.

Litter Bin Provided by McDonalds - the Clerk had sent a letter to Mr Hunt thanking him for the bin.
Correspondence Re: Speeding tractors using mobile phones - PCSO Bray was in liaison with the complainant.

Offensive Graffiti - Laurel’s Playground - Kindly, Cllrs Kelland and O’Brien had removed the graffiti to good effect.

095/07/16 8. Matters Arising From These Minutes Not on This Agenda

Footpath No. 3 - South Leigh to Thorne’s Wood - Modification Order - Chairman Bulled queried how long the process would take - The Clerk explained that the process involved a Public Consultation which would be followed by a decision by the County Council - an exact timescale could not be placed on its conclusion.

096/07/16 9. Items For Discussion

Resignation of Cllr Clark Vacancy Procedures - The Clerk informed clhrs that the Notice to Electors expired on 14th July. The Returning Officer would inform the Clerk as to whether or not sufficient parishioners had opted for an election. If there were to be no election, then clhrs could commence the co-option process to appoint a new Parish Councillor. The vacancy would be advertised on the Notice Boards and website with a request for applicants to send to the Chairman a C.V. along with a brief resumé of why they wanted to become a Parish Councillor and what skills and experience they would bring to the role. Clhrs agreed that in the instance of a co-option, the vacancy would be advertised with a closing date of 31st July, 2016. A decision on the successful applicant would be made at the next Parish Meeting using the information to hand.

Hedge-cutting - Meeting with R. Sables on 11th July, 2016 - Cllr O’Brien reported that Highways had changed the date for this meeting to 14th July. Cllrs O’Brien & Peek would seek clarification on the hedges which NDCC would be cutting and also on any drainage works to be carried out in order to enable the Parish to plan, more effectively, additional works under TAP Fund provisions. Action: The Clerk is to investigate the cost of the procurement of laminated 1:25k mapping for such planning purposes with separate overlay facilities on which drainage and hedge works could be identified.

TAP Fund 2016/7 Application - Cllr Peek referred to the aims and objectives of the 14th July meeting proposed with Highways above. The Clerk advised clhrs on the prudence of making an application as soon as possible as this latest fund was on a first come, first served basis.

Weed Control/Spraying - Chairman Bulled considered the negative effect of the uncontrolled growth of weeds in the village. Ideally, parishioners would deal with the weeds in front of their own properties to the roadside, but, failing that, other solutions had to be sought. Chairman Bulled had contacted South Molton Town Council which hired out staff to do such work although the current year was fully booked. The cost of three men working over two days for twelve hours in total plus equipment and spray came to a maximum of £500. Cllr Kelland suggested the publication of a Tidy Village Poster. Action: The Clerk is to design and publish a poster encouraging parishioners to help keep the village tidy by looking after their immediate areas. Additionally, the poster is to gauge interest in the formation of a volunteer group to help clhrs tidy up the village generally, from time to time.

Chairman Bulled reported on weeds in Lower Poole - the developer of Phase I had agreed to spray the weeds on the eastern side of the Old Road. The developer of Phase II, Roberts Field, would not be spraying the
weeds on the western side of the Old Road. However, kindly, Geoffrey Geen had volunteered to perform the latter free of charge. Additionally, if the area between Roberts Field and the school remained un-adopted then Mr Geen might attend to this area too.

Cllrs debated the part of the Old Road in Lower Poole which was thought to be un-adopted at present. Chairman Bulled had queried the Open Space provisions of the Section 106 Agreement for the Roberts Field development. **Action:** The Clerk is to write to the Planning Officer concerned requesting details of the provisions in the Section 106 Agreement in respect of the Roberts Field Development (Phase II) covering the commuted payment in respect of Open Space. He is to ascertain when the payment is due and whether or not the District Council holds any security for it.

**Internal Audit Report & Recommendations/Actions** - The Clerk provided cllrs with copies of the Internal Auditor’s Report for 2015/6 and the Annual Internal Audit Report 2015/6, the latter forming part of the report to the External Auditor. The Clerk informed cllrs that North Molton Parish Council had failed the Internal Audit on four counts. The primary reason for the failure was an in-attention to detail concerning the handling of the previous Clerk’s salary. Whilst this matter had been corrected by the current Clerk in January 2016 with the previous Clerk due £220.65 in missing salary & emoluments and documented in the Minutes of even month, and new procedures had been adopted by the new Clerk, the Council had still failed the audit for the year. The Internal Auditor had recommended that cllrs check the supporting documents concerning payments more meticulously, particularly the calculation of salaries and expenses and that bank transfer instructions were for the correct sum. A further recommendation was that when purchasing on the Council’s behalf, members of the Parish Council should obtain a VAT receipt or invoice made out to the Council to enable reclamation of VAT. All recommendations had been incorporated within the latest Financial Regulations of North Molton Parish Council - see below.

The Internal Auditor had picked up on some minor anomalies with previous Minutes which the Clerk had resolved. The Chairman had not signed the April 2015 Minutes. Vice-chairman Dunn, who had been the Chairman at the time, duly signed the Minutes post-ante. It was advised that the Parish Council had sight of appropriate qualifications, certificates and insurance where it was appointing operatives on work such as weed-spraying and that this be documented in the relevant Minutes.

**Financial Regulations Document** - Cllrs agreed for the document to be adopted and published forthwith.

**Strategy For North Devon Link Road - Options Consultation 2016** - In the absence of County Councillor Yabsley, District Councillor Edgell explained the background. The County Council had set aside £1m to work up schemes for improvement of the Link Road. This had identified the stretch between South Molton and Bideford as requiring junction improvements, including the widening of roundabouts and provision of acceleration and deceleration lanes. It identified, also, the requirement of the widening of the carriageways to three lanes with two dedicated lanes in one direction and one lane in the other direction - this was to improve the average speed of the traffic which currently stood at only 47 mph. Additional land would require procurement. The works had to be justified on economic grounds. An additional 17k houses were scheduled for development in the wider Barnstaple/Bideford conurbation - an additional 200 acres of
employment land was also scheduled for the area. Any scheme had to be approved by the Ministry of Transport for inclusion in the Local Majors Fund. Local match-funding might be required and could be partly met through S. 106 funding. The Consultation ended on 29th July and it was imperative that the Parish Council provided a supportive response - individuals were also urged to respond separately.

Of particular local interest was the conversion of the junction at Borner’s Bridge where the New Road joined the A361 - the Scheme proposed that this junction be converted to a four-arm roundabout.

Using a live on-line facility, the Clerk completed the Parish Council’s response to the Consultation. The Parish Council agreed to improvements to both the junctions and carriageway in all the areas proposed between South Molton and Bideford. Additionally, the Parish Council asked for the re-utilisation of the former dual carriageway stretch from the east towards Knowstone.

097/07/16 10. Chairman’s Report/Urgent Matters Brought Forward by The Chairman

Overgrown Vegetation Below Jubilee Gardens - Chairman Bulled had ascertained that the land belonged to North Devon Homes which had agreed, finally, to cut back the overgrown vegetation on the bank.

Deeds To Properties Owned By North Molton Parish Council - Chairman Bulled reported that the deeds were not to hand. The Records Office held a copy of the deeds to Laurel’s Playground. The hand-over to the previous Clerk had involved delivery of all the deeds. The current Clerk had not received such deeds in his hand-over but had been told that they were secure in the Parish Council’s long-term storage facility.

Action: The Clerk is to locate the deeds failing which he is to contact H.M. Land Registry with a view to obtaining copies. Similarly, the Clerk is to find a copy of the Agreement between the Parish Council and the Heasley Mill Village Hall Committee.

Man Versus Moped Race - This event, arranged by Gareth Clark, had raised £700 towards the cost of maintaining the defibrillator in the future - £200 of this sum had been achieved by the moped’s owner selling the moped and donating the proceeds to the fund. The moped won the race by 48 seconds.

Action: Chairman Bulled is to invite The Poltimore Inn’s Landlord, Alan Boddington along to the next Parish Council Meeting in order for cllrs to be updated on his latest negotiations with South Western Ambulance Service regarding bringing down the cost of the defibrillator’s maintenance.

098/07/16 11. Finance

The balance of the Community Account was £2,759.10 as at 30th June, 2016.

The balance of the Business Premium Account was £5,626.95 as at 30th June, 2016.

(These figures were verified from the Bank Statements by Chairman Bulled.)

i) Receipts:

   a) £65.00 cheque in respect of cash found in the Council’s Jubilee Mugs banked on 1st July, 2016;
   b) £0.69 interest received on Business Premium Account on 6th June, 2016.

ii) Payments:

   a) Clerk’s net salary £275.62 plus contribution to telephone costs of £10.00 and travel expenses of £35.55 - all totalling £321.77;
   b) HMRC - £206.70 in respect of PAYE for the period: April-June 2016.
c) **Reimbursement of Clerk In Respect of Gift to Internal Auditor** - Mole Valley Vouchers: **£25.00** - (The Clerk will obtain a signed receipt for the vouchers.)

   ii) Any other accounts received after preparation of agenda:
       **SWH Construction Ltd - £90.00** - Traffic Management For H.M. Queen’s 90th Birthday Celebrations

Unanimously, clirs agreed to pay the above sums.

**099/07/16 12. Correspondence** - None

**100/07/16 13. Reports**

**Laurel’s Playground** - Cllr Procter reiterated the good work achieved by Cllrs Kelland and O’Brien in the tidying up of the playground. Additionally, Chairman Bulled reported that she and her husband had contributed, also, by putting in a two hour shift just prior to the Street Party.

**Exmoor National Park Parish Forum** - Chairman Bulled reported that:

- **Archive Project** - The Society was seeking old photographs for its Archive Project. Funds were available for parish councils and history societies to preserve their own archive materials;

- **Young Voices** - A new body known as Young Voices had been set up with its own constitution to represent other bodies like the Young Farmers on National Park issues - it was seeking a Development Officer - representatives from parish councils were also welcome;

- **Airband** - The National Park was satisfied with the impact of its operations;

- **DEFRA 8 Point Plan** - It was considered that there had not been enough emphasis on farming and its effect on the National Park;

- **School Visits** - these were thought to have diminished due to the necessity of Risk Assessments.

- **Bridgwater Academy Trust** - The Trust, which offers training in farming, had suffered a poor OFSTED Report and funding was tight but available in the short term.

**North Molton Sports Club** - Cllr Wallis reported that Airband would be erecting a mast at the club which would benefit from a free internet service. Pre-season football had commenced on the previous Saturday. Cricket had been struggling due to the timing of the weather. The grass mowers had suffered blade-spinning issues - the blades were being sharpened as an attempt to resolve the problem. New mowers would cost £4k each to replace.
Matters Brought Forward by District or County Councillor - District Councillor Edgell reported that the Waste & Recycling System was under re-examination with a view to increasing its current recycling rate of 44% to 50% by the Year 2020 whilst reducing costs. Under consideration were:

- A possible charge for green bin collection;
- A weekly collection for the small feed bins;
- Collections every three weeks for black bins.

The Bratton Fleming Composting Group had set up a composting operation which had the capacity to generate an annual income of £20k. **Action:** The Clerk is to contact the Group's leader, Terry Shapland, with a view to arranging a visit by cllrs to this composting facility.

**Date and Time of Next meeting:** Wednesday 10th August, 2016 at 7.30pm to be held in the Victory Hall, North Molton

The Meeting closed at 9.25 pm.