

Draft Minutes subject to Confirmation

LYDFORD PARISH COUNCIL
MINUTES OF THE MEETING

Held in the Nicholls Hall
Tuesday 18th March 2008

28-2008 Present:

Ms L Ellicott (Chairman): Ms J Gannon (Vice-Chairman): Mrs K Boyd: Mrs L Cole: Mrs S Holland:
Ms C Moriarty: Mr I Hammerton: Mrs A Martin (Clerk)

Parishoners and others in attendance: One Parishoner was in attendance.

29-2008 Apologies for Absence: Cllr A Hosking (away), Cllr I McPhie (at a WDBC event) were accepted

30-2008 Declaration of Interests None

31-2008 Parishoners and Visitors Time:

31.1 A parishoner has complained about dog fouling, which appears to be getting worse rather than better. The issue will be put on the next agenda.

31.2 *CSO Chapple presented his report during an adjournment:* There has been no crime in the past month in the Parish. Some loose horses got on to the road and this was dealt with. There have been no further complaints about skateboarders.

CSO Chapple confirmed that dog fouling constituted an offence and that a £30 fine could be imposed. The Chairman thanked the police for their efficient response to a fallen tree during the recent storm, which was presenting a possible risk to life having fallen in the road during the hours of darkness.

32-2008 To approve the minutes of the previous meeting:

The minutes of the meeting held on Tuesday 19th February 2008 were signed by the Chairman as a true and accurate record of the proceedings.

33-2008 Matters arising:

33.1 Bus services update: The clerk had written to First Bus regarding the treatment of an elderly resident.

33.2 Highways, Parking and Traffic Issues Update: The clerk had written to Devon County Council regarding the proposed footpath from the war memorial to the school.

33.3 Parish Plan Update – The Parish Plan Secretary has visited Mr MacDonald at Devon County Council, and has handed over the agreed questionnaire for production by DCC.

33.4 Post Office – We have received information that the decision on which Post Offices will close has been made at national level, but that the information will not be made public until 20th May.

The Postmaster has told members that even if Mary Tavy Post Office is closed it does not necessarily mean that Lydford will lose its outreach service, which may be provided from elsewhere.

Great sympathy was expressed for the proprietors of all rural Post Offices at this difficult time.

We understand from Cllr Hosking that Devon County Council is intending to follow the lead of Essex CC in helping to support rural Post Offices, but the initiative is still at the foundation stage.

33.5 Captain Hunter's Dedication – Planning is now at an advanced stage, and we are expecting in the region of 100 people to attend the ceremony and/or reception. Press releases have been sent out and both Tavistock and Okehampton Times have published details, not always with the greatest accuracy. The

Clerk assured members that the information on the press release was accurate. A working party to make detailed catering arrangements would take place after the meeting.

Mr Powne will be requested to hoist the Union Flag at the Nicholls Hall on the day.

One of the proposed hymns, though the words are extremely appropriate, was unknown to any of those present. Members thought that a better known hymn would make for better inclusion of the civilian guests and facilitate the singing in the open. *Jerusalem* or *The Lord's my Shepherd* were suggested. Messrs Friend and Cole have kindly volunteered to make rudimentary shelter arrangements at the site for vulnerable guests, using a horsebox. The Clerk will send letters of appreciation.

A primary concern is for the welfare of the older guests at the dedication, especially in view of the weather forecast. A second land rover, to back up the National Park land rover being brought by our Dartmoor Ranger, will be lent by Ms Gannon and driven by Mr Hammerton, and should be able to ferry five passengers at a time.

It may be necessary to arrange the speedy evacuation of vulnerable guests if they begin to succumb to the effects of the weather on the moor, and the Clerk will ensure that our Ranger is apprised of the numbers expected.

33.6 Ancient Spring Update: The Clerk reported that she had recently been in touch with Mr John Pettit RIBA, the Project Manager. He has now received the written report from the Devon Wildlife Trust. There are one or two details he is still clarifying with them, and when this has been done he will be in a position to invite formal tenders.

33.7 Lydford Emergency Plan: Mr Hammerton asked for a decision on whether this was an idea that the council should pursue, and was given unanimous support. Mrs Boyd volunteered to assist as she has some experience of emergency planning through the WRVS. Mr Hammerton will investigate how Mary Tavy are getting on with theirs, and update the Council at the next meeting.

34-2008 Receive Reports from Councillors on respective outside bodies:

34.1 DNPA Consultative Forum - No meeting this month

34.2 Police Authority – No meeting this month.

34.3 Southern Parishes Link Committee – There will be a meeting on Thursday. Mrs Cole reported that she will be unable to attend, and Mrs Boyd offered to represent the Council at this meeting.

34.4 Nicholls Hall Committee – Mrs Boyd reported that the new chairs are in the pipeline. Grant funding has now been received from Rural Renaissance, West Devon and Devon Community Council, around £13000 in total. The last Bistro Nite raised £180.

34.5 West Devon Borough Council: Councillor McPhie has arranged for Cathy Aubertin, the services manager from WDBC, to come to our next meeting on April 15th to give a briefing on the operation of the toilets and possible options for next winter.

35-2008 Receive the financial report:

35.1 The Clerk, as Responsible Financial Officer, presented members with the financial statement and a supplementary written report detailing the following points:

- i). We have now received the £200 training bursary from NALC.
- ii) We have received a reply from HMRC regarding the Council's status as exempt from paying tax on income, and are in a position to proceed with the move to the CAF bank. The Clerk will wait until the end of the financial year before putting the process into action so that there is no money floating between banks at the time that the balances are recorded, but warned the signatories to start preparing their identification material.
- iii) The Clerk had attended the training weekend and is now working on the CiLCA qualification. A portion of the training time will be paid as overtime this month.
- iv) The Clerk reported that she has registered the Council to submit its employers annual tax return online, and that HMRC will pay us £70 for doing that.

- v) Stamps will go up next month so we have stocked up in advance.
- vi) The Clerk sought authorisation in advance to reimburse outlay on the Council's behalf in respect of the reception after Captain Hunter's Dedication. This was unanimously approved.

35.2 The following balances were reported:

Current account – £1995.77
Deposit account - £2817.93
Parish Plan - £1331.38
Ancient Spring - £9767.80

The following cheques were authorised at the meeting from the general budget: Clerk salary & expenses £505.47: HMRC (via Post Office Ltd) £45.45: Nicholls Hall (rent) £65.00.

Provisions held as shown on the sheet circulated to members and attached to the master set of minutes.

CSO Chapple entered. The meeting was adjourned whilst he delivered his report. He then left and the meeting was resumed. The police report is recorded in its normal place in the minutes in Parishoners and visitors time.

36-2008 Correspondence:

Requiring discussion, comment, action or a decision:

36.1. DNPA Strategic Housing Land Availability Assessment; members did not wish to send a response to this.

36.2. Copy of letter from a parishoner to the Chairman. The letter had been previously copied to all councillors and the Chairman sought approval to send a personal reply, which was unanimously APPROVED. In response to one of the points listed the Clerk informed new members, who may have been unaware, that when the Council website was set up the process of competitive tendering was followed, and that the webmaster referred to in the letter was one of those who submitted a tender. This was less competitive than the one accepted.

36.3. Questionnaires from University of Plymouth. Those members who had filled in the questionnaires handed them in to be forwarded on in the freepost envelope to the University. The Clerk reported that the researchers had responded very positively to the request for free training to be provided to Parish Councils, and that this will happen at some time in the future. Money had been allocated from the research budget for this to happen. Some members had exercised their right not to take part in the survey.

36.4. Current Legislation Training date. It was decided that as the training takes place in the East of the County it was too far to send a representative.

36.5. Notification of Research Project in the Tamar River Catchment. The clerk was instructed to request that we keep in touch on this Project, and to offer the Nicholls Hall as potential meeting venue.

36.6. Update on information from "Postwatch" – the decisions about which Post Offices will close have been made, although the information will not be released until May. Members expressed concern for the welfare of all postmasters affected, who must be suffering intolerable stress at this time.

36.7. Information on the Local Government Review from various sources regarding how this will affect the county of Devon. This has not yet reached the consultation stage. It is anticipated that the suggestion will be for Devon to be divided into three Unitary Authorities, with the current unitaries in Plymouth and Torbay expanding to take in swathes of their rural hinterlands, and the remainder of Devon coming under a unitary authority based in Exeter.

Correspondence For Information only:

36.8 Information on the 5x30 Network Event – the meeting in Tavistock clashed with this meeting, but the clerk has sent apologies and requested that we continue to receive information.

36.9 Information on the Devon Consortium

- 36.10. Assorted correspondence re Plaque ceremony including licensing: members were pleased to note the written confirmation that we could offer wine at the reception after Captain Hunter's dedication without requiring a license as everything will be offered free to our guests.
- 36.11 Getting ready for Enterprise workshop
- 36.12 WDBC Standards Committee information
- 36.13 Village Green magazine– including articles on the Role of the Local Councillor, Parish Planning, Halls in Devon, Training events etc
- 36.14 Climate Change information from the National Trust
- 36.15 DNPA Management Plan 2007-2012
- 36.16 WDBC Budget information
- 36.17. West Devon e-connect
- 36.18. A cordial letter from the managers of the C&CC Site, which is just re-opening for the new season. The site does have a basic shop, and villagers are welcome to use it. The Clerk will reply with the Council's good wishes.
- 36.19. Royal Garden Party notice of ballot for places – we will be putting Mrs Cole forward as our nominee.
- 36.20 Confirmation of Precept from West Devon
- 36.21 Confirmation of Christmas Tree Festival from the Parochial Church Council, with preliminary arrangements
- 36.22 Devon Talk – Devon County Council newsletter
- 36.23 Boundary Commission Review Preliminary Information
- 36.24 Information from the Standards Board – members who had already attended the recent Code of Conduct training commented on how informative and useful it had been. The remainder of the members will be attending the alternative session at Meldon.

37-2008 Planning Notifications and Applications

37.1 Planning permission has been **granted** by DNPA for the Conversion of the former Builder's office to a one bedroom dwelling opposite Prince Charles' Terrace, Lydford. A number of conditions were stipulated, which were noted by the meeting.

37.2 **An application** to fell trees at the Castle had been received, and the Clerk had responded using her delegated powers. The trees were either a danger to the public or a threat to the ancient structure and there was no hesitation in supporting the proposal to fell them.

37.3 **An application for: Addition of "outer skin" to "single skin" bungalow with alterations to the porch dimensions. Extension to the rear of bungalow to provide extra living space (single storey) and addition of two roof lights at Barn Park, Lydford.**

Planning history: An application for a porch and rear extension was submitted in May 2006 and permission was granted. Amended plans were submitted in November 2007, which received the support of the Parish Council. Whilst these amended plans were under consideration, however, it came to light that the dimensions of the extension were significantly larger than shown on the original plan.

A new application has therefore been submitted for retrospective permission, and this was circulated around the members prior to the meeting.

Members were sympathetic to the difficulties that the owners have suffered with this development, but understood that this is not a planning consideration. They were disappointed that the structure had not been built in accordance with the planning permission granted, and noted that there had been a cumulative enlargement effect contributed to by the outer skin, the larger extension and the changes to the porch. The resulting structure was felt to be out of proportion with the size of the plot and the surrounding buildings. It was unanimously **RESOLVED** to put forward the following recommendation:

The council OBJECTS to this application on the basis that it is out of keeping with the Conservation Area and the size of the building has an adverse impact on the amenity of the adjoining properties. As a general point of principle Lydford Parish Council would not like to see a precedent set whereby it was considered acceptable to flout the planning regulations.

38-2008 Items raised at the previous meeting for inclusion on this agenda:

There were none.

39-2008 Items raised for inclusion on the next Agenda

- 39.1 Dog Fouling
- 39.2 Review of the Council's Standing Orders and adoption of a Complaints Procedure
- 39.3 The Clerk's annual employment review
- 39.4 Review of the Clerk's Surgeries

40-2008 To agree the date of the next meeting:

The date of **Tuesday 15th April 2008** was agreed commencing at 7 pm.

The meeting was reminded that the Annual Parish Meeting will take place on Tuesday 8th April commencing at 7 pm.

There being no further business the meeting was formally closed by the Chairman at 8.45 pm.

Annie Martin

Clerk to the Parish Council

24th March 2008

Signed as a true and accurate record..... (Chairman) Date.....