

# STOKE GABRIEL PARISH COUNCIL

**DRAFT** Minutes from the Regular meeting  
held on 25th February 2019 at 7.00pm at Stoke Gabriel Village Hall

Present; Cllrs Tully (Chairman), Avery , Bridges , Fenwick , Harris, Hunt and Robinson  
Dist Cllr Rowe C Cllr Hawkins 9 members of Public & Clerk - Karen Gilbert

**19/02/01 - Apologies** - Cllr Rawlings ( Work commitment ) Cllr Jones - unwell

**19/02/02 - Declaration of Interests** - Cllr Tully - personal - in planning app no 4148/18 FUL  
The Boathouse Waddeton Court Waddeton TQ5 0EN

Standing orders were suspended to allow for the following

## **19/02/03 Public participation**

A Parishioner asked why the Clerk's salary payment was not listed in the Minutes .

The Clerk remarked that the amount ( £396.93 ) did in fact appear in the January minutes but not amongst the Payments to be approved - as her salary was paid by standing order

## **19/02/04**

**Police report** - There was no report available . The Clerk advised that she had reminded the PCSO of the date of this meeting

**ACTION ; CLERK TO WRITE AGAIN REGARDING THE IMPORTANCE OF REGULAR REPORTS**

## **District Cllr Rowe Key messages February 2019**

- 1) Capital Program has confirmed £190,00 for replacement play equipment for our parks. This will mean a Total of £520,000 is on target to be spent by 2020/21 budget year
- 2) 2019/20 Budget confirmed. Council Tax for SHDC will increase by £5 per household
- 3) There are no changes to Car Park Charges for 2019/20 except where this has been agreed as an alternative to the implementation of Pay on Entry at public toilets.
- 4) The Council has adopted a new 4 banded Council Tax Reduction Scheme ranging from 85% to 25%.
- 5) Confirmed the adoption of the final South Devon and Tamar Valley AONB Management Plans 2019/2024
- 6) Totnes Town Council asked for an explanation for those phoning into SHDC in surprise for the their Precept being larger than SHDC's . The increase is from £125.98 in 2018/19 to £171.33 for 2019.20 for a band D property. The increase of £45.35 represents a 33% increase . The band D Parish precept will now be £5.91 higher than SHDC's
- 7) Appointment of Sophie Hosking to the position of Chief Executive and agreed the interim senior management arrangements and for a report to be brought to Council recommending a new structure within 6 months.

Cllr Rowe advised the Parish Council of the sad passing of the wife of Cllr John Tucker - Leader of SHDC . The Chairman , on behalf of the Parish Council and community asked Cllr Rowe to pass on sincere condolences .

**County Cllr Hawkins Budget** -Devon County Council precept will increase by 3.99% this year to enable a balanced budget. The County was still running a deficit this year of about £4 million though it was anticipated that we will be able to make savings to meet this shortfall by the year end. Pressures on the budget going forward include additional demand for Statutory Services, particularly Children's Services where there has been a significant increase in Education, Adult Health & Care Plans and the cost of placements for Children in Care

#### **Port (Pords) Bridge.**

The Council again expressed concern ref.the stability of this bridge on the Waddeton Road. Cllr Hawkins advised that he had spoken with officers at County Council. They believed the bridge was perfectly safe . and that no further signage was thought to be required

Standing orders were re-instated

The Chairman brought forward agenda item 10

#### **19/02/10 To discuss cone/barrier safety measures at School Hill and form/record a PC stance**

Following discussion regarding the merits / disadvantages of using varying egress points at the School , it was **RESOLVED** that a meeting be arranged between the Parish Council / Village Hall / the Headmaster and also Cllr Hawkins to discuss the matter further

**ACTION ; CLERK TO ARRANGE MEETING DATE**

#### **19/02/05 - Minutes from previous meetings**

The Minutes from the Stoke Gabriel Parish Council meeting held on 28th January 2019 were agreed by the Council & duly signed by the Chairman

Cllr Robinson questioned whether the reason for Councillor absence was entirely necessary and questioned the omission of listing the Clerk's salary

The Clerk again confirmed that as it was paid by standing order , it was not included in the cheque list but that her salary was declared in the Audit documents . She reminded the Council of her need to produce a monthly Bank reconciliation - which would include each monthly salary payment - but that she was still awaiting the last reconciliation from Cllr Robinson .

#### **19/02/06 - Clerk's report**

The Clerk advised that she had

Written to the Police to request regular reports - and also reminded the local PCSO

Written to Highways regarding flooding between Longcombe and True St - to be advised that the road was inspected on yearly basis - the last drain clearance having been carried out in August 2018

Along with two Councillors , assessed about half the PC records - pre - 2008 and arranged for the destruction of those no longer required

Written to SHDC Planners to ensure future accuracy of online documentation

Received one footpath map from ROW

Received a letter of thanks from Citizens advice following the PC grant

The Clerk reminded the Councillors that she required the exact location of the damaged/missing road signs to enable her to report them to Highways

#### **19/02/07 - To receive Councillor reports from outside meetings inc Neighbourhood Plan**

Cllr Fenwick advised that work currently involved the production of relevant Policies for inclusion in the Plan which was time consuming ,, He encouraged Parishioners - including the younger members of the Community - to join the group to assist

#### **19/02/08 - To receive reports on Parish Owned property**

**a) Hoyle Copse:**

Another large tree collapsed in the quarry due to the recent high winds and this brought down power and telephone lines and several poles feeding Hoyle Lane. Power Gen and Open Reach have replaced poles and lines. The team helped clear up the fallen tree. Open Reach were reminded that they had marked three other trees close to the power line for felling over a year ago and had still not removed them.

The main activity this month is coppicing along the upper slope of the western path; removing brambles, coppicing hazel to promote new growth, preserving hawthorn and thinning ash clusters to ensure healthiest remain and will grow quicker hopefully to be more resilient to ash die back.

**b) Orchard:**

One of the new apple trees planted last year has failed at the root stock graft point.

**c) Playground** - It was **NOTED** that no monthly report had been received from South Hams Playground inspectors

**ACTION ; CLERK TO CHASE**

It was **NOTED** that there was a problem with dog poo in the Orchard

**ACTION ; CLERK TO WRITE TO PRE-SCHOOL TO ENSURE AREA IS CLEAR BEFORE IT USES THE FACILITY**

**ACTION ; CLERK TO CONTACT SHDC REGARDING DOG REGULATIONS - AGENDA 03/19**

**d) Toilets**

The Clerk and Cllr Fenwick had obtained 3 quotes for the regular Cleaning of the Toilets at Stoke Gabriel . After suitable debate , it was **RESOLVED** that the Clerk writes to offer the contract to Skivvies on a 6 monthly trial period

**ACTION ; CLERK TO CONTACT CONTRACTOR**

It was also **NOTED** that the facilities are often left in an unkempt muddy state by those using them . It was also **NOTED** that workforce from a nearby building site have been making use of the toilets

**ACTION ; CLERK TO CONTACT MAIN CONTRACTOR IN THIS RESPECT**

Cllr Bridge commented that disabled access should be considered if / when any revamp occurs

**19/02/09 - Planning**

**0330/19/VAR - Little Hayes Vicarage Road Stoke Gabriel Devon TQ9 6QP**

Application for variation of condition 2 (Approved Plans) following grant of planning permission 0765/17/HHO **NO OBJECTION**

**4192/18/LBC The Boathouse Waddeton Court Waddeton TQ5 0EN**

Listed Building Consent for replacement roof to boathouse and change of material from thatch to natural slate. **PC GUIDED BY SHDC CONSERVATION OFFICER**

**4148/18/FUL The Boathouse Waddeton Court Waddeton TQ5 0EN**

Replacement of existing thatched roof with natural slate

**PC GUIDED BY SHDC CONSERVATION OFFICER**

**0367/19/TCA South Bank , Paignton Road , Stoke Gabriel**

T1 ; T2 Sycamore - Fell - Tree warden to respond

b) The Clerk updated the meeting on the recent determinations - details available [apps.southhams.gov.uk/PlanningSearchMVC/Home/AdvSearch](https://apps.southhams.gov.uk/PlanningSearchMVC/Home/AdvSearch) - Stoke Gabriel

**d) Local Lettings plan for Stoke Gabriel**

Cllr Harris to contact Community Land Trust regarding the production of a suitable Policy

**19/02/09 a- Finance**

**The Following cheques were presented for payment ( gross figures )**

Karen Gilbert - expenses 02/19 / laptop case	£74.13	inc £3.00 vat
Peter Fenwick - reimbursement land registry searches	£27.00	
Karen Gilbert - reimbursement ICO registration (data protection)	£40.00	
Stoke Gabriel Village Hall - hall rental 01/19 - 03/19 inc NP	£90.00	

**TOILET A/C**

SophieQ - Cleaning toilets 02/19	£112.00
----------------------------------	---------

**Payments approved - all in agreement**

It was **RESOLVED** that Penny Clapham act as Internal Auditor for y/e 03/19 PC accounts

**ACTION ; CLERK TO WRITE A LETTER OF THANKS TO OUTGOING INTERNAL AUDITOR**

**19/02/10. Highway and Hedgerow matters - SEE PAGE 2**

**19/02/11 - PC admin**

**a) To adopt the 2018 version of the Model Standing orders - ADOPTED**

**b) To adopt A Publication Policy - ADOPTED**

**c) To adopt a document retention Policy - ADOPTED**

**d)To discuss Parish Council election process and note Election date 2nd May 2019**

The Clerk explained that the nomination papers would soon be sent to her - 9 copies + a few extras. Prospective candidates could contact her for a copy - or alternatively contact SHDC - electoral dept . A timetable had been produced - to be placed on the website and noticeboard . Cllrs were given a copy - copies were also left in the Hall . An article had been written and would appear in the Parish News - and website

**e) To review CCTV in Stoke Gabriel - DEFERRED UNTIL AFTER ELECTIONS**

**f) It was AGREED that , in accordance with GDPR regulations , no person would be named in the Minutes without permission having been previously obtained**

**19/02/13 CORRESPONDENCE**

A Parishioner had asked for confirmation that an orchard forming part of a residential house sale was as protected from future development as it could be

**ACTION ; CLERK TO RESPOND**

It was **NOTED** that the Parish Council had very generously been left the sum of £25000 from the estate of the late Anthony John Scoble for the benefit of the Parish

It was **AGREED** that clarification be sought on any conditions attaching to this gift before further consideration be made

**19/02/15 - Date/time of next meeting MONDAY 25th MARCH 2019 AT 7PM**

**19/02/12** The Council **RESOLVED** that in accordance with Paragraph 1 (2) of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the agenda item 16 , owing to the confidential nature of the business to transacted and the public interest would not be served in disclosing that information.

There being no further business , part one of the Meeting closed at 9.10pm and the Public left

**PART TWO**

It was **RESOLVED** that the Clerk had served her 3 months probation, and could now be accepted as a Full member of Staff per her contract The Council thanked her for her hard work to date

**NO FURTHER BUSINESS WAS DISCUSSED**

Signed..... Dated .....

**THE PARISH COUNCIL MUST EMPHASISE THAT THESE MINUTES ARE DRAFT MINUTES AND SUBJECT TO CHANGE PRIOR on APPROVAL**