

HOLNE PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held at Holne Village Hall on Tuesday 1 May 2018 at 7.30pm

Present

Cllr B Owen (Chairman), Cllr J Bellamy, Cllr T Crook, Cllr D Higman, Cllr E Ross and Cllr G Simpson

Also present

Suzanna Hughes (Clerk), District Cllr Smerdon and County Cllr Hosking (arrived at 8.50pm)

The meeting was opened by Cllr Owen at 7.30pm.

010518.01	Election of Chairman It was proposed by Cllr Simpson, seconded by Cllr Ross and unanimously agreed that Cllr Owen is re-elected as Chairman.
010518.02	Election of Vice Chairman It was proposed by Cllr Ross, seconded by Cllr Simpson and unanimously agreed that Cllr Higman is re-elected as Vice Chairman.
010518.03	Apologies for Absence <ul style="list-style-type: none">• Cllr A Vince
010518.04	Open Forum There were no items raised.
010518.05	District and County Councillors' Report Cllr Smerdon reported as follows: In February one of two Executive Directors, Steve Jorden, left South Hams to work for Swindon Borough Council. The other Director, Sophie Hosking, has now assumed overall executive responsibility, assisted by another member of the Senior Leadership Team, Steve Mullineaux. A large amount of time and effort this year has gone into the preparation of the Joint Local Plan, a collaboration between Plymouth City Council, West Devon Borough Council and ourselves. When adopted, the Plan will establish a strategic framework for sustainable growth us to 2034. Councils have a legal obligation to update their development plans approximately every 20 years. It was decided to pool resources with the two neighbouring Authorities to make better use of resources and officer time, and also because Councils have what is known as 'a duty to co-operate'. A tremendous amount of preliminary work resulted in a 300-page document being submitted to the Planning Inspectorate at the end of July 2017, and the Examination in Public started in this January (2018) and finished in March. The latest situation is that the Inspector was satisfied with the evidence submitted, and, provided her suggested modifications can be incorporated, then the Plan could be declared 'sound'. South Hams District Council was fortunate in 2017 to receive £1.8 million of Government funding to use specifically for Community house building schemes and self-build projects. We qualified for this money due to the high levels of second homes in the District, particularly in coastal towns. One of the most popular ways of providing community housing is through Community Land Trusts, groups set up specifically to help their members build their own homes. We have been assisting South Brent CLT in their endeavours to find a suitable site and with assistance

	<p>from SHDC they have the opportunity of securing an option on a site on the outskirts of South Brent which should enable 14 local families to build their own affordable homes in the village in which they grew up.</p> <p>Cllr Smerdon attended a drop-in session at DNPA Parke about the South Hams Special Area of Conservation(SAC) which helps create the best habitat for Greater Horseshoe Bats. We are fortunate to be in one of the most important areas for GHBs in Europe, and the South Brent Ward has two SSSIs, Bulkamore winter roost at Rattery and High Marks Barn at Diptford.</p> <p>Cllr Hosking advised that he had looked at Mill Leat bridge following recent damage to see whether any appropriate signage can be erected. He also informed members that he was a members of the Winter Service Task Group which will be discussing the gritting of primary school routes.</p>
<p>010518.06</p>	<p>Declarations of Interest and Requests for Dispensation</p> <p>Councillors are reminded of their responsibility to continually update their Notice of Registerable Interests and to declare any disclosable interests, including the nature and extent of such interests they have in any items to be considered at this meeting. 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.</p> <p>Cllr Crook declared an interest in item 13.1.2.</p>
<p>010518.07</p>	<p>Ratification of Minutes</p> <p>7.1 Members present received the minutes of the Annual Parish Meeting held on 10 April 2018 and agreed unanimously that they be signed by the Chairman as a true and correct record of the meeting.</p> <p>7.2 Members present received the minutes of the meeting of the Parish Council held on 10 April 2018 and agreed unanimously that they be signed by the Chairman as a true and correct record of the meeting.</p>
<p>010518.08</p>	<p>Election of Councillors to represent the following areas:</p> <p>8.1 Planning It was agreed that Cllrs Crook and Higman would look at the planning applications when received and make recommendations to the Parish Council for its consideration.</p> <p>8.2 Finance It was agreed that a Finance Committee is not required. Members were happy for the clerk to continue to prepare the budget and any other financial documents for approval by all members of the Council.</p> <p>8.3 Playpark It was agreed that Cllr Ross, Cllr Bellamy and the Chairman would represent the Parish Council on Holne Playpark.</p>
<p>010518.09</p>	<p>Other Committee/Parish representatives</p> <p>9.1 Village Hall Committee It was agreed that Cllr Simpson and Cllr Bellamy would represent the Parish Council on the Village Hall Committee.</p> <p>9.2 Snow Warden/Community Road Warden It was agreed to ask Paul Arrowsmith to continue as the Parish Snow Warden/Community Road Warden.</p>

	<p>9.3 Tree Warden Ross Gray has agreed to continue as Tree Warden and will be assisted by Alex Deuchars.</p> <p>9.4 Leats Liaison Officer It was agreed that Cllr Higman and Cllr Bellamy would act as the Leats Liaison Officers.</p> <p>9.5 Website It was agreed that Cllr Crook would look after the Parish Council page of the village website.</p> <p>9.6 Defibrillator It was agreed that Cllr Owen would monitor the defibrillator.</p>
010518.10	<p>Review of Parish Council Governance Documents</p> <p>10.1 Standing Orders It was agreed to replace current Standing Orders with new model Standing Orders which incorporate legislative changes over the last five years.</p> <p>10.2 Financial Regulations It was agreed to replace Financial Regulations with updated version which incorporates legislative changes over the last five years.</p> <p>10.3 General and Financial Risk Assessment Members received and accepted updates to the General and Financial Risk Assessment which include reference to the defibrillator, playground equipment and GDPR.</p> <p>10.4 Statement of Internal Control Members received and accepted revisions to the Statement of Internal Control which include reference to the name of the internal auditor, the Parish Council's bank The Smaller Authorities (Transparency Requirements) Regulations 2015.</p> <p>10.5 Fixed Assets Register Members reviewed the Fixed Assets Register. There were no changes.</p> <p>10.6 Anti-Fraud and Corruption Policy Members reviewed the Fixed Assets Register. There were no changes.</p>
010518.11	<p>Finance</p> <p>11.1 Invoices for payment Members approved the following payment: - Cheque no 807 – Came and Company (insurance) - £332.18</p> <p>11.2 Chairman's Allowance Members approved the Chairman's Allowance of £100.</p> <p>11.3 Audit 2017/18</p> <p>11.3.1 Members received and noted the year end bank reconciliation.</p> <p>11.3.2 Members agreed that this Council is exempt from a limited assurance review under s9 of the Local Audit (Smaller Authorities) Regulations 2015 and to sign the Certificate of Exemption.</p> <p>11.3.3 Members received, completed, approved and authorised the Chairman and Clerk to sign Section 1 of the Annual Return (Annual Governance Statement 2017/18).</p>

	<p>11.3.4 Members received, approved and authorised the Chairman and Clerk to sign Section 2 of the Annual Return (Accounting Statements 2017/18).</p> <p>11.4 National Salary Award Members received and noted the new pay scales for the clerk for 2018-20 to be implemented from 1 April 2018 and 1 April 2019 respectively</p>
010518.12	<p>GDPR</p> <p>12.1 Members received and adopted the following Privacy Notices which will be published on the parish website:</p> <ul style="list-style-type: none"> - The General Privacy Notice - The Privacy Notice for Staff, Councillors and Role Holders <p>12.2 Members noted that the government has tabled an amendment to its own Data Protection Bill to exempt all parish and town councils from the requirement to appoint a Data Protection Officer under the GDPR the need to appoint a Data Protection Officer.</p>
010518.13	<p>Planning</p> <p>13.1 New applications:</p> <p>13.1.1 0197/18 – Alterations and single storey extensions including demolition of garage and replacement gates at Sparrows Hall, Holne</p> <p>It was agreed that Cllrs Crook and Higman would make a site visit.</p> <p>13.1.2 0161/18 – Demolition of existing outbuildings and erection of a detached double garage with room in roof at 1 Bakers Park, Holne</p> <p><i>Having declared an interest, Cllr Crook left the meeting for this item.</i></p> <p>Members agreed to support this application.</p> <p>13.2 Decisions: None.</p>
010518.14	<p>Church House Inn It was believed that no further progress had been made. It was agreed that the clerk should request an update from the Trustees before the next meeting.</p>
010518.15	<p>Playpark Cllr Ross reported that the new gate has now been installed. A new bench has also been delivered and is awaiting assembly. The next meeting is being held on 14 May.</p>
010518.16	<p>Leats No issues were reported.</p>
010518.17	<p>Potholes, Highways Maintenance Reports and Other Highways Issues Members reported that Shuttaford Hill needs resurfacing. It is in a terrible condition and virtually impassable in parts.</p>
010518.18	<p>Clerk's or Councillors' reports on matters authorised by the Council None</p>

010518.19	<p>Chairman's urgent business for action by the clerk if covered by delegated powers or for inclusion on the agenda of the next meeting</p> <p>Cllr Ross advised that the Devon Air Ambulance Trust have been making enquiries about potential sites for a night landing site.</p>
010518.20	<p>Correspondence</p> <p>None.</p>
010518.21	<p>Date of Next Meeting</p> <p>It was agreed that unless there was any business which required urgent attention, the date of the next Parish Council meeting would be Tuesday 3 July 2017 at 7.30pm.</p> <p>It was agreed that June's meeting will be replaced by a walkabout of the village from Holne Village Hall starting at 7.00pm on 5 June.</p>

The meeting closed at 9.00pm.

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Cllr B Owen
Chairman