

HOLNE PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held in Holne Village Hall on Tuesday 23 May 2023 at 7.30pm

Present

Cllrs T Crook (Chair for this meeting) R Applegarth, M Fairman, L Grun (from item 5) and B Owen (from item 14)

Also present

Suzanna Hughes (Clerk), County Cllr Thomas, District Cllr Pannell and one member of the public

The meeting was opened by Cllr Crook at 7.30pm.

230523.01	<p>Election of Chair</p> <p>It was proposed by Cllr Crook, seconded by Cllr Fairman and unanimously agreed that Cllr Owen is elected as Chair.</p> <p>Cllr Owen was not present until later in the meeting. It was therefore agreed that Cllr Crook should Chair the meeting.</p> <p><i>(Cllr Owen signed her Declaration of Acceptance of Office later in the meeting).</i></p>
230523.02	<p>Election of Vice Chair</p> <p>It was proposed by Cllr Applegarth, seconded by Cllr Fairman and unanimously agreed that Cllr Crook is elected as Vice Chair.</p> <p>Cllr Crook signed his Declaration of Acceptance of Office.</p>
230523.03	<p>Declarations of Acceptance of Office</p> <p>All members present signed their Declarations of Acceptance of Office.</p>
230523.04	<p>Apologies for Absence</p> <ul style="list-style-type: none">• Cllr Owen (arrived at 8pm)• Cllr McLean• Rob Steemson (DNPA Ranger)
230523.05	<p>Vacancies Unfilled at the Election by Reason of Insufficient Nominations</p> <p>An application was received from Lucia Grun. It was agreed that she is co-opted into one of the two vacant seats. She signed her Declarations of Acceptance of Office and joined the meeting.</p>
230523.06	<p>Declarations of Interest and Requests for Dispensation</p> <p>All members were reminded of their responsibility to complete a Register of Interests form and return it to South Hams District Council by 1 June 2023.</p> <p>Members were 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. None were declared.</p> <p>There were no requests for dispensation (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>
230523.07	<p>Delivery of Agendas by Email</p> <p>Consent was obtained from all members present to deliver agendas by email.</p>

<p>230523.08</p>	<p>Open Forum</p> <p>A resident raised a concern about flytipping and asked whether an annual skip is still provided by the Council as this may help reduce flytipping. It is understood that SHDC no longer provides skips because of the regulations around the type of waste disposed of. SHDC/DNPA try and respond as soon as possible to flytipping complaints. If the rubbish is on private land, however, it is the landowner's responsibility.</p> <p>Potholes are an ongoing concern. If they meet regulations and have been reported, Cllr Thomas advised they are being filled quite quickly. It was noted, however, that some stretches of road have many smaller potholes making reporting them time-consuming. In these instances, Cllr Thomas advised that a photograph should be taken and forwarded to him and the Highways Officer suggesting that repatching is required. It was agreed that it was important to make residents aware of the importance of reporting potholes online.</p> <p>A question was also asked about kerbside glass collection. District Cllr Pannell advised that the service would be in place by October. Any other issues with rubbish collections should be reported to Cllr Pannell.</p>
<p>230523.09</p>	<p>Minutes</p> <p>9.1 Members received the minutes of the Annual Parish Meeting held on 4 April 2023. It was agreed unanimously that they be signed by the Chair as a true and correct record of the meeting.</p> <p>9.2 Members received the minutes of the Parish Council meeting held on 4 April 2023. It was agreed unanimously that they be signed by the Chair as a true and correct record of the meeting.</p>
<p>230523.10</p>	<p>Roles and Responsibilities</p> <p>10.1 Planning It was agreed that Cllrs Fairman and Crook would look at the planning applications when received and make recommendations to the Parish Council for its consideration.</p> <p>10.2 Playpark It was agreed that Cllr Owen would represent the Parish Council on Holne Playpark.</p> <p>10.3 Village Hall Committee It was agreed that Cllr Fairman would represent the Parish Council on the Village Hall Committee.</p> <p>10.4 Snow Warden It was agreed to ask Paul Arrowsmith to continue as the Parish Snow Warden.</p> <p>10.5 Tree Warden It was agreed that Ross Gray would continue as Tree Warden.</p> <p>10.6 Leats Liaison It was agreed that Cllr Applegarth would act as the Leats Liaison Officer.</p> <p>10.7 Website It was agreed that Cllr Crook would look after the Parish Council page of the village website.</p> <p>10.8 Defibrillator It was agreed to ask Paul Arrowsmith whether the shop will continue to check the defibrillator.</p>

	<p>10.9 Devon Air Ambulance Night-Landing Site It was agreed that Cllr Applegarth would continue as the guardian of the DAA night-landing site.</p> <p>10.10 Footpaths It was agreed that Cllr Crook would walk the paths and report any matters which need action.</p>
<p>230523.11</p>	<p>Review of Parish Council Governance Documents The Council reviewed its governance documents and no changes were proposed.</p>
<p>230523.12</p>	<p>Reports</p> <p>12.1 County Council Cllr Thomas highlighted one relevant item from the County Council:</p> <p>Find out about grants and funding for businesses and community groups in Devon Devon County Council's recent <i>Cost of Living Spotlight Review</i> looks at the scope for improving our offer to communities that are struggling with increasing costs. The review highlights the financial pressures facing community and voluntary organisations that provide support to vulnerable people. For many of these organisations, grant funding can be a lifeline.</p> <p>Devon Funding News is published by the Economy, Enterprise & Skills team to provide information about grants, loans and other financial support that organisations in Devon can apply for. This might be a £500,000 research grant for a business partnership or £500 to help a local voluntary group.</p> <p>You can search Devon Funding News for live funding opportunities and subscribe to the site for regular updates straight to your inbox. The service is free of charge and available to anyone in Devon who wants to keep up to date with the latest funding news. Find out more at www.devon.gov.uk/fundingnews</p> <p>Did you know that we also offer a grant search service? We subscribe to Grantfinder – a database of over 7,000 funding opportunities. We can search the database to find grants suitable for all kinds of projects across Devon. Please get in touch if you are looking for funding for a business, charity or community group in your area. Contact funding@devon.gov.uk</p> <p>12.2 District Council Cllr Pannell circulated a written report:</p> <p>New Council - as a result of the Local Elections on 4th May, the Liberal Democrats are now the majority party for the first time since South Hams District Council was formed in the 1970s. There are 19 LibDem Members, 7 Conservatives, 3 Greens, 1 Labour and 1 Independent. The two Members for South Brent Ward are David Hancock and Guy Pannell.</p> <p>Waste - At a Special Council meeting on 13th April SHDC Members debated and unanimously approved a report from Officers detailing how the Waste and Recycling service will be updated to ensure all SHDC residents receive the full Devon Aligned Service (DAS) including glass and food waste collection from the doorstep. We have been waiting for the Governments delayed Environment Bill to be published which should detail improvements to waste collection particularly around food waste, however for reasons of expediency the Council has decided to put underway changes now ahead of this. Currently approximately 22,500 households receive the full DAS, 15,000 are on a weekly co-mingled collection which allows all materials to be recycled at Chelson Meadow, Plymouth, except food waste, and a further 8000 (including most of the South Brent Ward) are still on the old blue and clear</p>

sacks. These households have to recycle glass using bottle banks (if they have them) and have to put food waste in the black bin for incineration. Following extensive research and modelling by our Officers aided by industry experts, plans have been drawn up to ensure that the waste and recycling service both remains within the revenue budget 23/24 and provides the full DAS to all South Hams residents by October 2023. This will involve two main strands:

(1) The purchase of additional vehicles (8x 7.5 tonne narrow access and 2x 12 tonne kerbside sort trucks) £2.16million funded from earmarked Vehicle and Plant reserves.

(2) The use and upgrade of SHDCs site at Torr Quarry, Kingsbridge as an additional offload site for the Kingsbridge/Salcombe/Dartmouth area to relieve pressure on Ivybridge and ensure faster turnaround of trucks, £0.5 million funded from internal borrowing.

The Torr Quarry site will need upgrading to meet new Environment Agency rules around the bulk storage of waste and recyclates, mainly relating to access and additional new fire protection measures such as a massive water tank etc. With significant lead times for the procurement and implementation of 1 and 2 above the earliest operational window is October 2023, hence the need for the Special Council to put these measures underway.

Street Cleaning, a key priority, has been remodelled to ensure that all key areas are covered by a large mechanical sweeper on a 6 weekly schedule while the small mechanical sweepers are used in the main towns and close areas. Frequent emptying and unreliability mean use of these small vehicles are being reviewed against newer technology. The Garden Waste service continues to operate smoothly, by March 2023 11,356 households had signed up, totalling 12,000 subscriptions and achieving the budgeted income target of £575,000.

12.3 DNPA

Rob Steemson was not present at the meeting but sent the following report:

'After some changes within the DNPA Ranger Service I am now your new Sector Ranger. I say new with slight trepidation, as for me it is a renewal of covering Holne after a forty year absence whilst undertaking various other roles within the Authority. I already know some of you and look forward to meeting the rest of you soon.

After being provided with the outstanding list of Public Rights of Way issues (luckily not many) in early April I can confirm that over the last few weeks I have walked and surveyed all the paths and fixed/repaired all the problems.'

230523.13

Finance and Governance

13.1 Payments for Approval

The following payment was approved:

- DALC Annual Membership Fee - £85.49
- Lee Accounting (SW) Ltd - £108

13.2 Audit 2022/23

13.2.1 Members received and noted the year end bank reconciliation.

13.2.2 Members received and noted the internal auditor's report and agreed that this Council is confident that the internal audit arrangements provided by Lee Accounting (South West) Ltd provides excellent reassurance for the public that the financial systems are robust and fit for purpose and to continue with their appointment as the Internal Auditor to the Parish Council.

13.2.3 Members agreed that this Council is exempt from a limited assurance review under s9 of the Local Audit (Smaller Authorities) Regulations 2015 and authorised the Chair and RFO to sign the Certificate of Exemption.

13.2.4 Members completed and authorised the Chair and Clerk/RFO to sign Section 1 of the Annual Return (Annual Governance Statement 2022/23).

	<p>13.2.5 Members received, approved and authorised the Chair and Clerk/RFO to sign Section 2 of the Annual Return (Accounting Statements 2022/23).</p> <p>13.3 Insurance Members reviewed the Council's insurance and agreed to accept a quote for £495.90.</p>
230523.14	<p>Planning</p> <p>14.1 New applications/appeals</p> <p>14.1.1 0227/23 – Glebe House, Holne (Listed Building Consent) Proposed repairs and alterations including new staircase and the installation of insulation, damp proofing and internal finishes to enable the existing ancillary building to be used as a home working office/study</p> <p>Members agreed not to comment.</p> <p>14.2 Decisions None</p>
230523.15	<p>Ballot – Parish Members of DNPA</p> <p>Members considered the candidates for the South Hams/Teignbridge area of DNPA and agreed to support Sylvia Phillips and Adam Sims.</p>
230523.16	<p>Playpark</p> <p>16.1 Members received the inspection report and noted the highlighted defects. The majority of issues relate to the wood cracking and there were currently no major defects.</p> <p>16.2 Members received a quote from Earthwrights for an equipment maintenance package. After a discussion, the following actions were agreed:</p> <ul style="list-style-type: none"> • Find and circulate the original paperwork from when the equipment was first installed • Contact a couple of residents in the parish who might be able to advise the Council on the condition of the wood and seek their advice about long and short-term maintenance • Review the fencing (any other playpark matters) on the June walkabout (6 June) • Arrange to meet the inspector when he is there - Cllr Pannell will contact him <p>16.3 Members received a quote for £160 from Ross Adams to cut the willow back in late summer/early autumn. It was agreed to accept this quote. It was also agreed that it would be useful for a member of the Parish Council to be present when this is undertaken for advice about annual maintenance going forward.</p> <p>16.4 Members noted anonymous correspondence regarding the wildflower area.</p> <p>16.5 Cllr Crook circulated a plan of the playpark area showing each area. It was agreed that this is a useful document to refer to when discussing playpark. It can be developed further by adding details of maintenance and specific requirements for each area. The map will also provide clarity for contractors. The plan, when completed, can be displayed in the parish to communicate to residents the intentions of the Parish Council.</p>
230523.17	<p>Devon Air Ambulance Lighting Mast</p> <p>Cllr Crook advised that he has contacted Utility Bidder and they have found a new tariff with EDF which, instead of a standing charge of 200p per day, would be 60p per day. It was agreed to accept this and fix the rate for three years.</p>
230523.18	<p>Leats</p> <p>There were no new issues reported; all appear to be flowing well.</p>

230523.19	<p>Highways and Footpaths</p> <p>The footpath from the end of Michelcombe Lane through the churchyard needs strimming. Cllr Applegarth agreed he would do this.</p> <p>In his report, Rob Steemson (DNPA) had advised that he has now fixed the matters previously raised. Cllr Grun offered to walk the paths to have a look.</p> <p>Cllr Crook reported that the gate at Greendown was not working. It was noted that this is a permissive footpath with no obligation for the landowner to make repairs.</p>
250523.20	<p>Village Parking</p> <p>Members agreed that the painting of lines in the shop and village hall car parks would not create more parking and therefore they did not support this proposal. It was agreed, however, that it is good to continue to recognise that parking is an issue in the parish (particularly as the local businesses grow) and to keep thinking of potential solutions.</p> <p>Matt Powell has agreed to make a wooden sign, as agreed last month.</p>
250523.21	<p>Clerk's or Councillors reports on matters authorised by the Council at previous meetings not otherwise on this agenda</p> <p>None</p>
250523.22	<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>None</p>
250523.23	<p>Correspondence</p> <p>None</p>
250523.24	<p>Date of Next Meeting</p> <p>It was agreed that June's meeting will be replaced by a walkabout of the village on 6 June at 7pm.</p> <p>The next Parish Council meeting will be held on 4 July at 7.30pm in Holne Village Hall.</p>

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Cllr B Owen
Chairman