

KENTISBEARE PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Tuesday 14th May 2024, held in Kentisbeare Village Hall at 7.30pm

Present: Cllrs. Nick Allan (Chairman), Mrs Queenie Broom, Mrs Elise Ellicott, Martin Disney, Mark Kent, Edd Southerden, Mrs Lorna Downing, Oliver Forster, Neil Woofenden, MDDC Cllr. Cathy Connor, DCC Cllr. John Berry and the Clerk.

Public Question Time: None.

74/05/24. Election of Officers: **a) Chairman** - Cllr. Allan was proposed by Cllr. Mrs Ellicott and seconded by Cllr. Disney. There being no other nominations, Cllr. Allan accepted the Office and signed a Declaration of Acceptance of Office form.

b) Vice-Chairman - Cllr. Mrs Broom was proposed by Cllr. Allan and seconded by Cllr. Disney. There being no other nominations, Cllr. Mrs Broom accepted the Office and signed a Declaration of Acceptance of Office form.

75/05/24. Apologies: Cllr. Mrs Felicity Ryan & MDDC Cllr. Andrea Glover.

76/05/24. Declarations of Interest: Cllr. Kent (DPI) planning application 24/00591/House as the applicant.

77/05/24. Appointment of Representatives to Advisory Groups:

a) Planning: Following details of applications being circulated to all, Cllr. Woofenden to provide information at meetings with assistance when necessary from Cllrs. Allan, Disney, Forster and Mrs Downing. The full council will endeavour to attend any site visits deemed necessary.

b) Finance: The full council is responsible for the finance. A sub group was agreed of Cllrs. Mrs Broom, Allan and the Clerk; any other councillor may attend if so desired. Signatories on the Lloyds bank account to be Cllrs. Disney, Mrs Ellicott, Allan, Southerden and the Clerk. The Clerk to be the Responsible Finance Officer. Cllr. Mrs Broom to ensure that there is a sound system of internal control, including the preparation of the accounting statements, prior to the approval of the annual governance statement and accounting statements by the full council at the end of each financial year.

c) The Parish Paths and Silver Wood: It was resolved to appoint Cllrs. Mrs Ellicott (P3 coordinator), Allan, Disney, Southerden, Forster and the Clerk.

d) Playing Field: It was resolved to appoint Cllrs. Southerden, Mrs Ellicott, Mrs Broom and the Clerk.

e) Cycle Track: It was resolved to appoint Cllrs. Southerden, Mrs Ellicott, Mrs Broom, N Woofenden and the Clerk

f) Highways: It was resolved to appoint Cllrs. Disney, Kent and Woofenden.

g) Website: It was resolved to appoint Cllrs. Mrs Broom and the Clerk. Unless otherwise agreed, the website administrator instructed by the Parish Council, will be present at any meetings due to ongoing work for the Parish Council with the website and electronic newsletter.

h) Personnel: It was resolved to appoint Cllrs. Mrs Broom (Chair), Allan, Disney and Mrs Ellicott.

i) History: It was resolved to appoint Cllrs. Mrs Downing, Mrs Broom, Mrs Ellicott and the Clerk and for the website administrator to assist where possible.

78/05/24. Appointment of Representatives to:

a) Kentisbeare Village Hall Committee: It was resolved to appoint Cllr. Mrs Broom. *It was further agreed to appoint a representative to Blackborough Village Hall Committee and this to be Cllr. Southerden.*

b) Blackdown Hills AONB Partnership & Parishes Network: It was resolved to appoint Cllr. Southerden and the Clerk.

c) Culm Garden Village Proposal. (i) Delivery Board: As Chairman and Vice-Chairman of the Parish Council Cllrs. Allan and Mrs Broom will continue to represent the Parish Council. **(ii) Stakeholder Forum:** It was resolved to appoint Cllrs Allan, Mrs Broom and Mrs Downing. Cllr. Mrs Ryan, Woofenden and the Clerk to be reserve.

d) Connecting the Culm: It was resolved to appoint Cllrs. Allan, Forster and Kent and as in previous years - an interested parishioner when available.

79/05/24. The minutes of the Parish Council meeting held on 9th April 2024 were approved and duly signed by the Chairman.

80/05/24. Matters Arising: None.

81/05/24. Planning.

a) Applications to be considered by the Parish Council.

24/00591/HOUSE Erection of garage/carport and BBQ cabin. 3 High Street, Kentisbeare. EX15 2AA. No objections. *See declarations – Cllr. Kent left the room for this item and took no part in the discussion.*

b) Results of applications from Mid Devon District Council.

24/00279/FULL Erection of a storage shed over existing yard area. Land and Buildings at NGR 308064 107301 Orway Porch, Kentisbeare. Approved.

24/00217/HOUSE Erection of a 2 storey side extension. 3 Wressing View, Kentisbeare. EX15 2DL. Approved.

24/00179/LBC Listed Building Consent for the stabilisation and protection of the dilapidated Grade II listed farmhouse. Sanders Farm, Croyle, Kentisbeare. EX15 2AN. Listed Building Consent.

c) Culm Garden Village Proposal: There is no further news on the sports hub concept at the moment.

d) Any other planning matters: The Clerk reported that Lightwood Land had just made contact to inform the Parish Council that Lightwood Land will be submitting a planning application on land that forms part of the allocation of the Cullompton Eastern Urban Extension. There will be public drop in sessions held locally on 19th and 20th June. Lightwood Land would like to present the scheme to the Parish Council beforehand - it was agreed that as there are two drop ins locally, that a presentation could take place informally a few days before; this will be a fact finding meeting prior to submission of an application.

82/05/24. Highways: Items to report – the hedges and verges need cutting at Post Cross. There is a pothole opposite the area known locally as “the rocks” just outside of Blackborough. Enquiries will be made regarding Items previously reported if they have not been addressed.

83/05/24. Reports.

a) The Clerk: (i) The application to re-register The Wyndham Arms as an asset of community value has been acknowledged by MDDC. The Clerk has discussed the application in person with the lawful occupiers of the property and an email has been sent to the brewery following attempts via telephone. A decision is awaited from the MDDC. (ii) The District Council’s revised corporate plan (which should be available shortly) will reflect some of the feedback given at the State of the District Debate. (iii) A family has offered some memorabilia at a later date for the history project. (iv) The Vice-Chairman and the Clerk will attend a session for Parish and Town representatives at the MDDC Waste and Recycling Depot shortly.

b) The Chairman: Details of the Community Library Support Fund have been circulated via DCC Cllr. Berry - the matter will be placed on to a future agenda to see if space can be found.

c) Reports from DCC & MDDC Councillors: DCC Cllr. Berry – it is encouraging to see that the monthly “Chill and Chat” coffee morning is a success. Children in care is an ongoing problem, with more children in care. John Hart, leader of DCC has announced that he is leaving the post after 15 years.

d) P3 Parish Paths and Silver Wood: Summer Walks 2024 – the Clerk will book the date of 22/07 for refreshments at The Wyndham Arms. A sign has now been placed on the gate along Rectory Road. The Clerk has made contact with the contractor for Silver Wood regarding issues requiring attention.

e) Any other reports: Cllr. Southerden gave a brief report on a recent tour of Hinkley Point as organised by the Blackdown Hills Parishes Network, for representatives of subscribing Parishes – Cllr Southerden and the Clerk attended.

84/05/24. Finance.

a) A report was given and the bank balance was noted as at 30/04/24. Credits received: £165 has been received over the month in respect of advertising on the Parish website. £20,174 received on 10/04 (first instalment in respect of the Parish precept - less the DALC subscription (without vat)). Direct Debits taken: Nest £82.19 on 02/04, EDF £28 on 10/04, Utility Warehouse £44.05 on 30/04.

Finance Continued:

b) Payments were approved:

-Chq 2162	£	10.97	SMA Services. Payroll provider.
-Chq 2163	£	266.18	M Thorne. Website & newsletter.
-Chq 2164	£	600.00	Project Cosmic. Annual support contract & mandatory security updates.
-Chq 2165	£	3906.00	T K Play Ltd. Maintenance work at Kentisbeare Park.
-Chq 2166	£	689.52	MDDC. Bin emptying costs.
-Chq 2167	£	49.18	Devon Association of Local Councils (DALC). VAT (omitted from original invoice).
-Chq 2168			Spoilt cheque
-Chq 2169	£	891.84	Clerk. Salary and expenses.
-Chq 2170	£	36.00	DALC. Attendance of Clerk at webinar.

c) Parish Council Insurance Renewal: It was agreed to enter into a 3 year Long Term Agreement with Zurich Municipal via Community First Trading at a cost of £410.79 for 2024/25 – cheque number 2171 was issued. As in previous years, it was resolved not to insure the play equipment as the equipment is of a very high standard and the safety surfaces well established.

d) Countrywide Grounds Maintenance Ltd (CGM LTD)., update on costs for grass cutting: The Clerk reported that following communication with the contractor the overall uplift will be 16.5% which is an increase of £463 per annum.

e) To consider opening a notice account for an amount of reserve funds – details from Lloyds Bank: It was agreed for an account to be opened and for the Clerk to confirm the transfer process with Lloyds Bank before proceeding.

f) General Parish Maintenance required: The Clerk reported that the local handyman is unavailable for a number of months and that enquiries have been made with an alternative contractor who is available for minor maintenance such as renovation of benches, cleaning noticeboards etc., it was agreed for the Clerk to make arrangements as required.

g) A quotation from Devon Communities Together (DCT) Catalyst Service for community consultation regarding assistance with gaining funding for the cycle track was agreed at an indicative cost of £4030 (certain elements may not be required). DCC Cllr. Berry has confirmed that he will support the cost with approx. £1500-1700 from the Locality Budget. The Clerk reported that there is an opportunity to apply for further help from the Growing Communities Fund and enquiries will be made.

h) Any other financial matters to be noted: The Clerk will provide an update on possible locations for additional noticeboards at the next meeting.

85/05/24. Kentisbeare Play Area.

a) Update on cycle track. (i) Possible assistance from DCT – agreed as 84/05/24 (g). It was further reported that Kentisbeare Village Hall Committee and Voiceworx Choir are happy to help raise funds at events later in the year. Cllr. Allan offered to help with a share of proceeds from Kentisbeare House Open Gardens in June.

b) Any other matters: (i) Cleaning of equipment: The equipment is in need of being cleaned ASAP and a quotation from the grass maintenance contractor CGM Ltd., was agreed for £411.75.

86/05/24. Update re: Kentisbeare Village Store and Post Office.

a) Notification from The Post Office to inform the community that following the resignation of the postmaster and the withdrawal of the premises for Post Office use, the branch will close on 27/06/24. The Post Office has asked for notice to be publicised electronically and details have been displayed via the Parish website. The Post Office will display posters within the premises. The Chairman updated the Parish Council regarding the village store which will remain open until further notice.

87/05/24. Kentisbeare Village Tree: The Clerk has sent a survey to DCC as carried out by a local contractor, regarding recommended work - a response is awaited.

88/05/24. Correspondence & Any Consultations. Clerks and Councils Direct. Email from parishioner received regarding licensing query at the local pub; *Clerk requested to contact MDDC Licensing for information - it was reported that any future queries should go direct to MDDC opposed to coming via the Parish Council.*

89/05/24. Items for information, future agenda items, and dates of future meetings. Next meeting – 11/06/24. Apologies from Cllrs. Allan and Mrs Ellicott for 11/06/24.