

**MINUTES OF HOLBETON ANNUAL PARISH COUNCIL MEETING
HELD ON
TUESDAY 8 MAY 2018 AT 6.30 PM IN THE PARISH HALL, HOLBETON**

Present: Cllrs J Sherrell (Chairman), M Reece, H Baumer, P Hearn, D Knight, C Flower, T Craig, J Fuller, C Ackroyd and J Pengelly

Also present: County Councillor Richard Hosking
T Drew (Parish Clerk)

Visitor(s)/Parishioner(s)present: 4

01/18 ELECTION OF CHAIRMAN

The Clerk asked for nominations for a Chairman. It was proposed by Cllr C Flower and seconded by Cllr J Pengelly that Cllr J Sherrell was elected Chairman of Holbeton Parish Council. There being no further nominations Cllr Sherrell was duly elected.

02/18 APOLOGIES

District Councillor's I Blacker, K Baldry and Police Community Support Officer Andy Potter.

03/18 DECLARATION OF INTERESTS

None were declared.

04/18 DEVELOPERS, VERTO HOMES - CHURCH HILL DEVELOPMENT

Graeme Fuell (Architectural Director, Clifton Emery Design) and Sarah Walkup (New Business Director, Verto Homes) introduced themselves and were present to answer any questions and most importantly, to open a line of communication. The developers (which are not large) are Verto Homes which are based in Truro. The company builds and sells intelligent and sustainable zero Carbon Smart Homes, which produce and use their own renewable energy. The homes use highly sustainable materials and feature intuitive home-automation technology. It is important to maintain contact and therefore would like to meet with Councillors again and perhaps members of the community. The company wish to publicise contact details to ensure anyone can make contact to clarify details. The Company is aware that the issue of car parking and drainage has been raised and these areas are being assessed. Outline approval has been granted and there are three issues to be dealt with which are form, design and scale.

It was agreed that Graeme/Sarah would contact the editor of the Holbeton News and the Holbeton Post Office to advertise contact details and to keep the community updated on the development process. It was also suggested to enquire if a box for questions/comments could be placed in the Post Office.

Cllr Hearn raised a concern in connection with the size of lorries that may be used to transport equipment to the site. Graeme Fuell stated that a construction management plan will have to be agreed.

A Parishioner enquired if the site plan could alter? Graeme Fuell responded that the layout could be different, but the number of properties will not change. The parishioner also asked if the developers would make sure that they read all the objections to the outline planning submission. Graeme Fuell responded that as outline planning consent had already been granted the decisions now left only relate to details of the new development

05/18 REPORTS

(a) Police Report

No reported crimes.

(b) County Councillor and District Councillor's Reports

County Councillor R Hosking: -

Parking enforcement was requested and has taken place - Mothecombe

Damaged bus sign order has been released to SKANSKA

Blocked drain at Brownswell/Vicarage Hill

(c) Questions from the public and Councillors

Cllr Knight asked if there was an update on what was happening with the road between Ramsland Farm and Bull and Bear - Cllr Hosking stated that Nick Colton (DCC Highways) is pursuing this issue.

Cllr Sherrell - concern had been raised about the inconsiderate parking of cars on the road at Mothecombe, which could inhibit emergency services to gain access to those who live at Mothecombe. Could an enforcement officer visit the area? Cllr Hosking will ask for an enforcement officer to visit the site and pass the contact details to the Clerk. **ACTION: Cllr Hosking**

06/18

Election of Vice-Chairman	Cllr J Fuller
Election of committees:	
Planning	All Councillors
Reading Rooms maintenance	All Councillors
Finance (3 Councillors & RFO)	Cllr J Sherrell Cllr D Knight Cllr C Ackroyd Parish Clerk
Election to outside associations:	
Dementia Friendly Parishes Around the Yealm charity - elected councillor	Cllr Hearn
Parish Tree Warden	Tom Flint
Footpaths	Joe Clarke
Webmaster	Lance Howarth
Snow Warden	Cllr Hearn
Review of hire cost for Reading Rooms	To remain as £10 for four hours Parish Church to continue the payment of £25.00 if the rooms are used for a weddings or funerals.

07/18 TO CONFIRM MINUTES

The minutes of the meeting of Holbeton Parish Council held on 10 April 2018, as previously circulated, were approved and signed by the Chairman.

08/18 PAST SUBJECT MATTERS FOR THE PURPOSE OF REPORT ONLY

124/17 Gibb Lane - verge encroachment. DCC Highways Officer Nick Colton, has inspected the area and agreed to dig up the pipe in the road and put in place a mud trap to see if this improves the situation. **ACTION: Cllr Hosking/Nick Colton DCC Highways**

124/17 Vicarage Hill handrail repair. Cllr Hosking will provide £500 from his Investing in Devon Local Project Fund grant fund; a form will be sent to the Clerk. Arrangements have been made with Nick Colton (DCC Highways) that Mike Rawlings will replace timbers at a cost of £200 and repairs will be made to stonework. **ACTION: Cllr Ackroyd**

124/17 HGV incident at Alston/Henna Mill - Cllr Hosking to liaise with Nick Colton DCC Highways re. signage. There is nothing cannot be done at present but will continue to pursue this issue through DCC

124/17 Drain below Brownswell requires repairing. Nick Colton has proposed some work adjacent to property. **ACTION: Cllr Hosking/Nick Colton DCC Highways**

124/17 A379 - lorries are going over the white lines, speeding by motorbikes, speed checks required. **ACTION: PCSO A Potter.**

124/17 Storage of salt - Nick Colton, DCC Highways is sourcing a container, Cllr Hearn to contact him. **ACTION: Cllr Hearn**

08/18 PLANNING MATTERS

Reference: 1131/18/LBC Proposal: Listed Building Consent for extension. Site Address: Ford Farmhouse, Holbeton, PL8 1LJ

Recommendation: Support

Reference: 1130/18/HHO Proposal: Householder application for extension Site Address: Ford Farmhouse, Holbeton, PL8 1LJ

Recommendation: Support

09/18 NEIGHBOURHOOD PLAN UPDATE - CLLR ACKROYD

There will be a stall at Holbefest and an open day in July 2018. A meeting will take place next week. Costings are being generated for items that will be required.

Cllr Baumer - terms of reference accepted with minor amendments, suggests the Parish Council approve them and could the tasks be summarised in the minutes. Cllr Ackroyd will discuss this with the working group.

ACTION: Cllr Ackroyd

10/18 FINANCIAL MATTERS

The following payments were approved:-

Cheque No	Payee	Description	NET	VAT	Gross
1227	Mrs T Drew	Clerk - April 2018 Salary			£296.50
1228	HMRC	PAYE			£74.00
D/D	British Gas - electricity	Reading Rooms, 20 March - 19 April 2018	£75.08	£3.75	£78.83
1229	Mrs T Drew	Reimbursement to Clerk - 12 x 2 nd class stamps			£6.96
1230	Cllr Craig	Reimbursement for new sign for the play area			£60.00
1231	Mr W Scarlett	Cutting grass at Battisborough Cross			£100.00
1233	Mr M Rawlings - Lengthsman	Grass cutting and repair work			£185.00

RECEIPT(S)

Bank Interest (09.04.18) £0.21
Precept Payment £5076.50

GRANT REQUEST(S) - None

Treasurers Account Balance as at 12 April 2018 £17,861.40
Business Account Balance as at 9 March 2018 £5,000.00

Reading Rooms - British Gas electricity contract - Cllr Knight had reviewed the contract and there is a 53% increase since last May. It was agreed that Cllr Knight will contact British Gas to ascertain why this has happened. Cllr Reece circulated various comparisons from other suppliers. It was agreed to move to npower. **ACTION: Clerk**

10/18 FINANCIAL MATTERS (continued)

End of year accounts 2017/18 - information had been circulated to Councillors prior to the meeting, no issues raised.

Annual Internal Audit Report 2017/18 - no actions arising from the internal audit.

Section 1 Annual Governance Statement - information was circulated prior to the meeting, agreed that the Chairman signed the section 1.

11/18 THE GENERAL DATA PROTECTION REGULATION

The Clerk had circulated information in connection with the regulations prior to the meeting. It was agreed the Clerk will e-mail the draft policies to Cllr Fuller, prior to circulation to the Councillors. **ACTION: Cllr Fuller/Clerk**

The Clerk has registered Holbeton Parish Council with the Information Commissioner Office, it was agreed to set-up a direct debit to pay the annual fee of £35.00.

Data Protection Officer - as a result of recent lobbying by NALC (National Association of Local Councils) there was a recent government amendment to the GDPR bill which, if passed, will mean that town and parish councils do not have to appoint a Data Protection Officer, but the rest of the bill still requires action.

"The Commissioner has said previously that the GDPR is a journey rather than a destination. She will be looking to councils to demonstrate that they are committed to making progress towards embedding the right processes and procedures. She wants to reassure councils that if they have a positive attitude to finding practical solutions to some of the challenges of implementation, they will find a pragmatic, fair and proportionate regulator".

12/18 PARISH COUNCILLORS' REPORTS

Cllr Hearn - University of Plymouth and Plymouth City Council hosted the Plymouth International Dementia Conference on Friday 4 May 2018. The conference will be opened and broadcast live by David (Fitz) Fitzgerald, BBC Radio Devon, and chaired by Angela Rippon CBE, Ambassador for the Alzheimer's Society, there were over four hundred people who attended. A delegation from a number of cities in Japan were present talking about their actions and experience in relation to the Dementia Friendly Community Movement in Japan, spearheaded by Japanese organisation Smart Ageing, the cities of Oumata and Machida, and the University of Tsukuba.

Cllr Craig - the play park sign has been erected. The lid to the dustbin in the play park needs to be secured
ACTION: Cllr Craig

Cllr Baumer - the drain at the lower end of Vicarage Hill requires cleaning out. Cllr Ackroyd pointed out that Nick Colton had been informed.

Grassy lane - Luson to the main road by Creacombe, states it is unsuitable for motor vehicles. Cllr Baumer had recently been walking along a parish green lane when 4x4's came towards him. Cllr Ackroyd pointed out that she had dealt with issues in the past of vehicles using lanes, but it was difficult to do anything but suggested that Cllr Baumer contacted Ros Davies at Devon County Council, Public Rights of Way Highways and Traffic Management, to ascertain if this is still the case. Clerk to send Cllr Baumer contact details of Ros Davies.
ACTION: Clerk/Cllr Baumer

13/18 REVIEW OF CLERK'S SALARY

It was agreed to increase the hourly rate to £12.11 and reduce the hours to 7.5 hours per week.

14/18 DATE OF NEXT PARISH COUNCIL MEETING

The next **Parish Council Meeting** will take place on **Tuesday 12 June 2018 at 7.30 pm** in the **Reading Rooms, Holbeton.**

The meeting closed at 7.30 pm.

John Sherrell

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(Holbeton Parish Council Chairman)

Date: 12 June 2018

Holbeton Parish Council website- <https://www.holbeton-pc.gov.uk>

Dementia Friendly Parishes

