

**MINUTES OF HOLBETON PARISH COUNCIL MEETING
HELD ON REMOTELY ON ZOOM DUE TO THE CORONAVIRUS PANDEMIC
ON THURSDAY 23 JULY 2020 AT 7.30 PM**

Present: Cllrs John Sherrell, Andrew Hollett, Mike Reece, Carol Ackroyd,
Trudie Timlin Brown, Harry Baumer Chris Flower and Julie Fuller

Also present: County Councillor Richard Hosking (from 8.20 pm until 8.40 pm)
District Councillor Keith Baldry (from 7.30 pm until 8.45 pm)
Teresa Drew - Parish Clerk

Visitor(s)/Parishioner(s)present: 1

Cllr Sherrell wished to thank Councillors for all their hard work during COVID-19.

001/20 APOLOGIES

Apologies received from District Councillor Dan Thomas, Cllrs. Debbie Knight and James Pengelly.

002/20 DECLARATION OF INTERESTS

Members were invited to declare any personal, disclosable or pecuniary interests including the nature and extent of such interests they may have in items to be considered at this meeting.

None declared.

003/20 ANNUAL COUNCIL MEETING AND ANNUAL PARISH MEETING 2020

Due to the Covid-19 pandemic and new Government legislation, the requirement to hold both the above meetings in 2020 has been removed.

It was resolved that Cllr Sherrell will continue in the post of Chairman until the Annual Parish Council Meeting in May 2021.

It was resolved that all internal working group membership, external representation and Councillor responsibilities will remain until May 2021.

It was resolved the Chair would produce and publish an annual report on behalf of the Parish Council.

004/20 REPORTS

(a) County Councillor and District Councillor's Reports

County Councillor Richard Hosking:

1. The most recent revision of the bus timetable for the area is accessible on the following link

http://www.devonbustimetables.info/south_hams_new/

2. I do not recall having received any requests for Locality Funding from Holbeton since the last election? I will therefore welcome any applications for funding from community charities or not for profit organisations including the Parish Council for up to around £1,500 funding. A reminder that applications must be received before the end of September this year and the money spent by the New Year (as it will be an election year).

3. The Devon County Council outturn is showing a small Revenue surplus of £33,000. This is a very satisfactory result for a challenging period of account, and we all hope this will continue to the end of the financial year.

4. Ivybridge Library is due to reopen on 27th July 2020. They are currently operating an online order and library collect book borrowing system.

The membership of the e-books service has increased from 300 to 2,300 subscribers in the period of Coronavirus.

5. The restrictions for people shielded from Coronavirus has relaxed since 6th July. As a consequence, we will be ceasing the Food Box Programme from 31st July.

This scheme supported 2.2 million people nationwide including 33,000 in Devon.

6. Devon County Council have now published their Local Outbreak Management Plan that will become operational in the event of an identified outbreak of Coronavirus. We all hope we will not have to use it.

7. Devon has been very fortunate to date in that the number of reported cases has been just 1,100 and 125 have succumbed to the virus. We hope to keep it that way.

Compulsory wearing of masks in shops and supermarkets is due to be introduced from 24th July.

8. There has been a greenlight for many categories of business to reopen this month and more to follow. A new package of financial measures designed to maintain as much employment as possible and kickstart the economy has been announced by the Chancellor and all businesses are recommended to consult new guidance released on the now familiar websites.

9. The Devon County Council meeting on 23rd July will now be a virtual meeting only following advice from the Local Government Association.

10. Regrettably as we emerge from the Coronavirus restrictions the police report an increase in;

a) Domestic Abuse

b) Antisocial behaviour

A request that you all remain vigilant and report those little things that do not seem quite right including safeguarding issues with regard to children.

11. I will be grateful for your views on a proposal for a "No Through Road except for access" sign at the Hembury Cross through Nethcombe road junction, and whether the Parish Council will consider funding this at a rough estimate of £4,000? To be itemised on the next agenda, Cllr Hosking will try and find funding.

ACTION: Clerk

I have asked Nick Colton to proceed immediately with a "to the Beach" sign at the junction in an attempt to divert some of the summer traffic, however this will take about 2 to 3 months to deliver.

12. The repair of the chamber on Gibb Hill is in the schedule of works and will be effected in due course.

13. The other items recorded in the March minutes will be included as far as possible in the maintenance schedule.

004/20 REPORTS

(a) County Councillor and District Councillor's Reports (continued)

District Councillor Keith Baldry:

Congratulated the parish on how it reacted to COVID -19.

SHDC have serious financial problems due to COVID-19, lots of income has stopped e.g. car parking. Revised budget is being produced.

(b) Questions from the public and Councillors

None.

005/20 PAST SUBJECT MATTERS FOR THE PURPOSE OF REPORT ONLY

161/19 "Battisborough Cross" sign and pot holes on Brent Hill, Eastern Town and Holbeton Point need repairing. Verges need repairing in Ford area near Backlane footpath and at the turning into Fursdon Farm. **ACTION: Cllr Hosking**

161/19 Drains within the village need urgently clearing out. **ACTION: Cllr Hosking**

161/19 On the crest of the hill past the newly-repaired road, vehicles are encroaching into the bank, bollards required. **ACTION: Cllr Hosking**

006/20 APPROVAL OF THE PARISH COUNCIL MEETING MINUTES OF 10 MARCH 2020

The minutes of Holbeton Parish Council meeting held on 10 March 2020 (previously circulated), were approved by the Chairman and will be signed.

007/20 COUNCIL ADVISORY NOTICES

Resolved to approve all actions and decisions taken since 3 March 2020 and the published Parish Council Advisory Notes of 22 April 2020.

008/20 PLANNING

Resolved to submit the following responses:

A separate meeting and site visit to be arranged for the following planning application. **ACTION: Cllr Sherrell**

Reference: 0868/20/ARM

Proposal: Application for approval of reserved matters following outline approval 25/1720/15/O for the construction of 14no. dwellings, provision of community car park, allotment gardens, access and associated works including access, layout, scale appearance and landscaping (Resubmission of 0127/19/ARM)

Site Address: Development Site at SX 612 502 North Of Church Hill Holbeton

Reference: 1442/20/FUL

Proposal: Erection of timber clad, steel portal framed agricultural building and associated gravel access track

Site Address: Keaton Farm, Holbeton

Recommendation: No comment

Planning Application Ref: 1582/20/ARC

Description: Application for approval of details reserved by conditions 3 and 4 of planning consent 0367/20/HHO

Address: Mandalay, Church Hill Holbeton PL8 1LN

Recommendation: No comment

008/20 PLANNING (continued)

PLANNING DECISION(S):

APPLICATION NUMBER: 0651/20/HHO Holbeton

PROPOSAL: Householder application for proposed single storey rear and side extension

DECISION: Conditional Approval

APPLICATION NUMBER: 0797/20/FUL Holbeton

PROPOSAL: Installation of a running track

DECISION: Conditional Approval

APPLICATION NUMBER: 0851/20/FUL 200851 Newton and Yealmpton

PROPOSAL: Application for 70m driveway around eastern perimeter of sports club

DECISION: Withdrawn

APPLICATION NUMBER: 0173/20/NMM

PROPOSAL: Non material minor amendment to amend planning permission 3340/19/HHO

DECISION: Conditional Approval

009/20 UPDATE ON COVID-19 RESPONSE

Cllr Baumer - parishioners prescription collection service is now winding up. But during the winter months it may be required.

Holbeton Parish Coronavirus Help Group have helped up to ten individuals at a time.

It was resolved that Cllr Baumer will send a letter and a gift be passed to those who have helped with the prescription collection service. **ACTION; Cllr Baumer**

010/20 FINANCIAL MATTERS

It was resolved to approve the following payments and receipts:

Payee	Description	Gross	VAT	Nett
Mrs T Drew	Clerk - April 2020 Salary	£ 403.29	-	-
Mrs T Drew	Clerk - May 2020 Salary	£403.09	-	-
Mrs T Drew	Clerk - June 2020 Salary	£403.29	-	-
Mrs T Drew	Clerk - July 2020 Salary	£403.29	-	-
Mrs T Drew	Reimbursement to Parish Clerk for envelopes	£4.00	-	-
Mrs T Drew	Reimbursement to Parish Clerk for 12 x 2 nd class stamps	£7.80	-	-
Mrs M Venton	Cleaning of Holbeton Public Toilets - April 2020	£40.00	-	-
Mrs M Venton	Cleaning on Holbeton Public Toilets - May 2020	£40.00	-	-
Mrs M Venton	Cleaning on Holbeton Public Toilets - June 2020	£40.00	-	-
Mrs M Venton	Cleaning on Holbeton Public Toilets - July 2020	£40.00	-	-
J.C. Garden Services	Cutting branches in play park and brash - pathway and over slide area etc.	£220.00	-	-
J.C. Garden Services	Cutting back fence line in play park	£45.00	-	-
Mr W Scarlett	Grass cutting Battisborough Cross - 3, 14, and 23 April and 2 May 2020	£100.00	-	-
Mr W Scarlett	Grass cutting Battisborough Cross - 11, 20 May and 5, 20 June 2020	£100.00	-	-
EDF Energy	Reading Rooms - electricity 23 January 2020 - 28 April 2020	£141.01	£7.05	£133.96
Mr M Rawlings	Lengthsman duties	£130.00	-	-
Sue Howard	Reimbursement for fuel to collection prescriptions for parishioners from Modbury	£38.56	-	-

Laura Kirkland	Health Centre - 45 pence per mile Reimbursement for fuel to collection prescriptions for parishioners from Modbury Health Centre - 45 pence per mile	£80.19	-	-
Mythic Beasts Ltd	Website - Wordpress	£210.00	£35.00	£175.00
BHIB Ltd	Insurance	£392.25	-	-
South West Water Business	Service at the allotment 07/02/2020 - 12/05/2020	£70.41	-	-
Reimbursement to Clerk	Clerk transferred from her bank account to Cllr Sherrell £2,500. Cllr Sherrell had transferred £2,500 from his bank to COVID-19 Holbeton Food Fund. A £2,5000 grant received from Devon Communities Foundation paid into HPC bank account	£2,500.00	-	-
J.C. Garden Services	Strimming bike ramp	£80.00	-	-
EDF Energy	Reading Rooms - electricity 29 April 2020 - 25 May 2020	£47.55	£2.26	£45.29
EDF Energy	Reading Rooms - electricity 26 May 2020 - 23 June 2020	£47.24	£2.36	£9.60
DB Computer Repairs	Health check and software update of Parish Council laptop	£60.00	-	-

RECEIPT(S): Bank Interest (09.04.2020) - £0.21 Devon County Council Coronavirus Grant - £2,500.00
Bank Interest (11.05.2020) - £0.22 Devon County Council Coronavirus Grant - £495.00
Bank Interest (09.06.2020) - £0.22
Bank Interest (09.07.2020) - £0.21
1st payment of Precept - £6,289.00

GRANT REQUEST(S): None

- Resolved to renew the Internal Audit Contract to March 2021 with Alison Marshall (Local Council Administration Services) at a cost of £150. **ACTION: Clerk**

- To resolve Clerks working from home allowance - £11.57 per month. **ACTION: Clerk**

Business Account bank statement as at 9 July 2020:		£5,000.00	
Treasurers Account bank statement as at 9 July 2020		£19,821.64	
			£24,821.64
Less: any un-presented cheques	001381	-£210.00	
	001389	-£40.00	
	001392	-£403.09	
	001393	-£100.00	
	001394	-£7.80	
	001395	-£49.60	
	001396	-£40.00	
	001397	-£60.00	
			-£910.49
Add: any un-banked cash/cheques		£0.00	
			£0.00
	Total =		£23,911.15

011/20 INTERNAL AUDIT 2019/2020

To note the internal auditors report 2019/2020 from Alison Marshall, Local Council Administration Services. Clerk to action various points raised. **ACTION: Clerk**

012/20 APPROVE AND SIGN CERTIFICATE OF EXEMPTION AGAR 2019/2020 PART 2

Councillors reviewed and approved the Certificate of Exemption AGAR 2019/2020 Part 2 and resolved the Chairman should sign it.

013/20 APPROVE AND SIGN SECTION 1 - ANNUAL GOVERNANCE STATEMENT 2019/2020

Councillors reviewed and approved the Annual Governance Statement 2019/200 and resolved the Chairman should sign it.

014/20 APPROVE AND SIGN SECTION 2 - ACCOUNTING STATEMENTS 2019/2020

Councillors reviewed and agreed the Accounting Statement and resolved the Chairman should sign it.

015/20 HOLBETON PARISH COUNCIL CLIMATE CHANGE SUB-COMMITTEE UPDATE - Cllr Baumer

The purpose of the report is to update councillors on the last 4 months.

It is also to make recommendations in relation to taking the work of the subcommittee forward.

Since the last HPC meeting in March 2020 there has been one virtual meeting at the end of March and a consultation with a number of parishioners on the priorities for the draft Holbeton Parish Council Environmental Action Plan. Given the circumstances since then it should not be surprising to learn that little of substance has developed.

I am submitting the current version of the Environmental Action Plan, which has not changed since the end of March. It will be seen that there are red numbers against several of the proposed actions. These relate to the small numbers of parishioners who fed back their priorities for action.

I would like to make the following suggestions:

1. That the Environmental Action Plan is seen as an evolving plan with priorities that are likely to change over time. However, it provides suitable actions to be progressing with and as such is in a form that can readily be modified as required but from which several can be developed. I would ask that the parish council adopts this action plan.
2. At this stage that councillors consider which of the priorities they would support for action now. I would suggest the following as being suitable for action now, over a timescale that cannot be determined in view of so many potential unforeseen local, national and international developments:
 - a. Action 1, to develop and approve a new policy requiring the HPC routinely to consider environmental implications of all decisions.
 - b. Actions 8, 10 to ensure that all lighting in its premises and all street lights are low energy. Whilst choosing these two actions may seem less than a dynamic start, they reflect what I believe is reasonably achievable at this time.
3. That the carbon audit (action 4) should be postponed and downgraded for the foreseeable future. In view of the severe economic disruption its potential benefit would be severely undermined.

015/20 HOLBETON PARISH COUNCIL CLIMATE CHANGE SUB-COMMITTEE UPDATE - Cllr Baumer (continued)

That the following documents &/or links are posted on the HPC Climate Change webpage (currently empty):

- a. The most up to date Environmental Action Plan (red numbers removed)
 - b. Minutes of subcommittee meeting 26th February 2020
 - c. Report on climate change meeting 22nd February 2020
 - d. Parishioner feedback form summary relating to meeting of 22nd February 2020
 - e. Climate change pieces for Holbeton News April & May 2020
 - f. Link to UK Committee on Climate Change website
 - g. Link to Devon Climate Emergency website
 - h. Link to South Hams Climate Change and Biodiversity Emergency website
 - i. Link to Plymouth City Council: how we are tackling climate change
 - j. Link to Yealm Community Energy website
4. Cllr Hollett and Baumer attended a Devon wide webinar held on the 22nd July on 'preparing to deliver a [Devon] county-wide charging network' for electric cars. This is being facilitated by The Local Government Support Programme team, a Department for Transport funded programme led by the Energy Saving Trust.

Cllr Hollett - understands that electric car charging points to be made mandatory in new housing developments.

Resolved to approve the recommendations made by Cllr Baumer including the Environmental Action Plan and its priorities, and to post the recommended documents on the HPC website. **Actions: Cllr Baumer, Clerk**

016/20 HOLBETON PUBLIC TOILETS

- reopening date - Cleaner to clean the toilets twice a week with COVID-19 regime to be implemented

- Should the person who cleans the toilets continue to be paid until they reopen? - this item on the agenda is not relevant, the cleaner will now be cleaning the public toilets

- SHDC - repair/replace the toilet stop-cock which is leaking - Cllr Hollett will turn the water on and flush the system. Cllr Hollett will report to SHDC if there is a leak.

Cllr Hollett will carry out a Risk Assessment. **ACTION: Cllr Hollett**

Schedule of works has been sent to SHDC in connection with the transfer of the building to the Parish Council.

017/20 CORRESPONDENCE TO NOTE

Email from parishioner - Proposal for lane from Hembury Cross through Nethcombe - Cllr Hosking has liaised with parishioner who has raised issues.

Emails from three parishioners - Verto Homes Planning Application at Church Hill - to be dealt with at the site planning meeting being arranged by Cllr Sherrell.

Email in connection with Schoolhouse, Mothecombe

018/20 SCHOOLHOUSE AT MOTHECOMBE

Discussion took place on concerns which have been raised from various sources.

019/20 MOTHECOMBE PARKING

Various issues have arisen, e.g. emergency vehicles trying to access Mothecombe.

020/20 BATTISBOROUGH CROSS PLAYING FIELD ARRANGEMENTS WITH SWIFT FOOTBALL TRAINING

Recent correspondence sent to Cllr Sherrell to be circulated. An agreement to be drawn up with the Parish Council with SWIFT. The draft agreement to be circulated.

Parishioners in the area concerned about carparking, removal of rubbish etc.

021/20 REVIEW DATA PROTECTION IMPACT ASSESSMENT

The data protection impact assessment was reviewed and approved.

022/20 REVIEW STANDING ORDERS

Cllr Baumer was thanked for revising the Standing Orders, which were reviewed and adopted. Revised version to be placed on the parish council website. **ACTION: Clerk**

023/20 SAFETY OF YOUNG CHILDREN WHO ARE CYCLING FAST AROUND THE CENTRE OF VILLAGE

Cllr Hollett has been asked by three parishioners to point out that since the lockdown there have been less cars, which has resulted in more children cycling. The concern is that as the cars start to come back, the danger will increase.

Cllr Hollett witnessed cars, some of them driven by parishioners, going too fast. Perhaps this is the time to raise again the issue of a 20mph speed limit in the village.

Discussion ensued; it was agreed to include this item on next month's agenda. **ACTION: Clerk**

024/20 FEEDBACK FROM WEEKLY BIKE TRACK INSPECTIONS - Cllr Reece

Rubbish has been removed from the area by Cllr Reece. The area will need strimming at the end of August.

025/20 REOPENING OF READING ROOMS

Cllr Hollett has sent Cllr Knight the link to assist with a risk assessment, which should be carried out before the Reading Rooms are opened.

026/20 KINGSTON NEIGHBOURHOOD PLAN REGULATION 16 CONSULTATION

No comments.

027/20 REPORTS FROM PARISH COUNCILLORS

Cllr Hollett - Work is being carried out on the entrance to Orchard. Risk Assessment is required prior to the area being opened to the public.

Cllr Flower - proposed dog waste bins are itemised on next month's agenda. **ACTION: Clerk**

Cllr Ackroyd - dog mess is not being picked up around the village. Clerk to contact the dog warden. **ACTION: Clerk.** Cllr Hollett will write an article for Holbeton News and village facebook. **ACTION: Cllr Hollett**

An email report was received by email from Cllr Knight - Fire extinguishers in the Reading Rooms have been checked, costs have been covered by the parish church.

Blocked drains and potholes in the parish have all been reported, again.

Could the Reading Rooms be re-opened for the coffee library as soon as possible. Risk assessment needs to be carried out, would appreciate help. In dry weather visitors to bring their own cups and sit outside, entering one at a time to change library books.

028/20 TO CONFIRM DATE OF NEXT PARISH COUNCIL MEETING

The next **Parish Council Meeting** to be held remotely on Zoom will take place on **Tuesday 11 August 2020** at **7.30 pm**

The meeting closed at 10.00 pm.

John Sherrell

(Holbeton Parish Council Chairman)

Date:

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

Dementia Friendly Parishes Around The Yealm

