

# DRAFT

## AYLESBEARE PARISH COUNCIL

**MINUTES** of the Meeting of Aylesbeare Parish Council held virtually (online) on **Wednesday 2<sup>nd</sup> December 2020** at 8.05pm.

### **PRESENT**

Cllr Mark Branson  
Cllr Chris Daly  
Cllr Kirsty Trude  
Cllr Nick Warren

Cllr Jess Bailey (EDDC)

### **IN ATTENDANCE:**

Jim Roberts (Clerk and RFO)

### **Others present:**

2 members of the Public

### **7:15pm Public Forum**

There were no issues raised by the public during the forum.

### **7:25pm Presentation - Clyst Valley Regional Park**

The EDDC Green Infrastructure Project Manager presented the details of the Clyst Valley Regional Park (CVRP). EDDC have opened the plan to consultation and details of the effects on Aylesbeare Parish were clearly shown. In particular, local residents could help by commenting on the use of paths and lanes, especially for pedestrians & cyclists, how wildlife habitats could be enhanced and the recording of trees.

The Council discussed whether a 'safe route' for walkers and cyclists could be created from the NW corner of the Parish, through the village and on to Aylesbeare Common. Some aspects of the CVRP plan matched the Aylesbeare Neighbourhood Plan objectives.

The closing date for consultation is Thursday 7<sup>th</sup> January (12 noon). The Council are going to investigate further and make a statement before that date.

The Council thanked the manager for his presentation which was very informative and enjoyable.

### **1 Chair Vacancy**

Cllr Warren was nominated for the vacant post of Chair by Cllr Branson, seconded by Cllr Trude. Cllr Warren accepted the position and will be in post until the AGM in May 2021. Because the meeting was online the Clerk would get his Declaration of Acceptance of Office signed in due course.

**Clerk to action**

### **2 Apologies for Absence**

Apologies were received from Cllr Thompson who was working in London and Cllr Owen who had personal reasons for not attending. The Council resolved to accept these apologies and the reasons given.

### 3 Declarations of Interests in Items on the Agenda

No declarations were made.

### 4 Chairman's Remarks – Opening Welcome

The Chairman opened the meeting and welcomed everybody. He hoped everyone was well and stayed healthy. He thanked Cllr Daly for his work as Chairman and was pleased to see that he was staying on as a Councillor.

He urged everyone to be prepared for winter emergencies and to make use of ALERT if necessary. He asked everyone to keep their remarks brief and avoid repetition & crossovers as there was a long agenda to get through.

### 5 Minutes of the Parish Council Meeting – 4<sup>th</sup> November 2020

The minutes were accepted as a true record by the Council and signed by the Chairman (prop. Cllr Trude, sec. Cllr Daly).

### 6 Matters Arising (*paragraph numbers refer to the minutes of the previous meeting*)

5 **Clerk** to chase JF about connecting residents around Harp Lane.

Whilst the Clerk had received an offer of help from a manager at Jurassic Fibre (JF) he had still had no reply, despite chasing. Cllr Bailey offered to try her contacts at JF and the Clerk will forward the correspondence.

**Clerk to action**

6.1 **Clerk** to promote the Financial Hardship Fund on the website & social media channels.

This had been done.

**Discharged**

### 7 Reports of County and District Councillors.

**7.1 Devon County Council** Council had received Cllr Wright's email report (attached at **Appendix A**) and considered whether any application could be made either for quiet lanes or the play equipment funds. It would be difficult given the short timescale (end of December deadline).

**7.2 East Devon District Council** Cllr Bailey advised that there was no news yet on the field below the football pitch. Rather than give a separate report she offered to speak up on individual issues on the agenda as they arose.

### 8 Report from the Village Hall Management Committee

The Council had read the report from Cllr Warren (attached at **Appendix B**). Cllr Daly (Chair of the VHMC) added that the Village Hall is now closed. Reopening will be discussed at the next meeting on 13<sup>th</sup> January and depend on the Government advice about the pandemic.

### 9 Aylesbeare Neighbourhood Plan

**9.1 Matters Arising – 7.2 Clerk** write to the owners of the Halfway Inn to find out their intentions (**Cllr Bailey** to provide details of ownership)

The Clerk advised that Cllr Bailey had identify Punch Pubs as the owners of the Half Way Inn and they had confirmed they were disposing of the property which was now for sale.

**Clerk** to amend the wording on the NP and forward to EDDC for comment pre-submission.

This had been done and EDDC had replied with some comments. They also had another copy on file that was slightly different to the recently submitted version.

**9.2** The Council discussed another consultation but agreed that this would not be popular with the residents and couldn't see the responses being substantially different from the previous consultation. The Council resolved to compare the latest submitted version, the copy EDDC had on file and the recent EDDC comments. These would be amalgamated into the final submission on which the Parish would be invited to comment. **Cllr Branson to action**

The Council agreed that a printed copy for each household would be too expensive. The consultation would be made using the website, Topics and the Facebook Buzz group. If anyone wanted a hard copy it would be printed for them individually.

## **10 Playing Field, Play Area Lease and s106 Funding**

**10.1 Matters Arising – (Oct 8.2) – Clerk to arrange annual safety inspection of Play equipment.**

The inspection had been arranged for January 2021 at a cost of £125+VAT. **Discharged**

**8.2.2 Clerk to arrange payment of the replacement swing seat.**

This had been done. **Discharged**

**10.2** The Council would be meeting EDDC the week following this meeting to make sure what was needed to get the new play & sports equipment for which funds are available.

The Council resolved to update the community as it was now several weeks since they had voted for the options they wanted. **Cllr Trude to action**

There was no sign of the new lease from EDDC. Cllr Bailey asked for a copy of the Clerk's email so she could chase this up. **Cllr Bailey to action**

## **11 Grass Cutting**

**11.1 Matters Arising – 9.2 – Cllr Trude to ask EDDC for the Service Level Agreement that supports the invoices previously paid.**

Cllr Trude had circulated the details she had received from EDDC. She believed the Council should engage more with StreetScene and ask for the grass to be cut if it became urgent.

It was clear from the information received that the Parish Council were not paying for the Village Hall grass to be cut.

Cllr Daly had received a map from EDDC showing the work included in their quote. He would scan this map and circulate it to everyone. **Cllr Daly to action**

**Cllr Daly to do the same on behalf of the VHMC for the invoices they had paid.**

The VHMC were waiting to see what the Parish Council found they were paying for.

**11.2** The Council were not happy with the quote received for 2020/21 from StreetScene (EDDC). They felt it was far too expensive for the work done and too vague with a variable number of cuts quoted.

**11.3** The Council wanted to consider a contractor of their own rather than using EDDC but weren't completely clear on the likely cost. Using Cllr Warren's list as a starting point advice would be sought from an experienced contractor. **Cllr Trude to action**

There may be some additions to Cllr Warren's list such as the brambles on the stiles and the bridge at Rosamondford. Cllr Bailey advised that footpaths were Devon County Council's responsibility and that West Hill had a contractor and may be able to offer advice.

## **12 Litter**

**12.1 Matters Arising – 10.1.1 Clerk to update the community and thank them for their involvement.**

This had been done in Topics but the log needed to be put on the website. **Clerk to action**

**10.1.2 Clerk to send the Litter Log for comment to Suez.**

This had been done, but Suez just referred the Clerk back to EDDC. **Discharged**

**12.2** The Chairman was please to report that EDDC were actively pursuing what could be done about the serial litterer and his/her regular dumps of empty beer cans. The Council couldn't covertly survey anywhere but could use cameras overtly if they wished. He awaited the response from EDDC and thanked all the parishioners for helping in the battle against rubbish and asked them to stay safe while collecting any litter.

**Ongoing**

## **13 Speedwatch**

**13.1** The Clerk is to let Cllr Trude know the contact for Speedwatch.

**Clerk to action**

## **14 Devon Air Ambulance Night Landing Site**

**14.1 Matters Arising** 8.2.1 **Cllr Daly** to look for an alternative site for night landings.

Cllr Daly believed the field behind the Nightjar would be very suitable as a night landing site (NLS).

**14.2** Cllr Daly had received a further email from Devon Air Ambulance Trust (DAAT) about funding going forward and time is running out.

Cllr Daly advised that the cost to the Parish would be £3,000 which could come partly from an increase in Precept and community fund-raising.

The Council believed it was important for the residents to be involved and to know about the plans and costs etc. They weren't entirely certain that there was total community support for the NLS. The Chairman suggested an article for Topics, which Cllr Daly was happy to produce.

**Cllr Daly to action**

## **15 Perkin's Village Noticeboard**

**Matters Arising** – 11.1 **Clerk** to seek an alternative local contractor to repair the noticeboard.

The Council were very pleased to hear that Jurassic Fibre had repaired the noticeboard at their own cost and without needing any involvement from the Clerk.

**Discharged**

## **16 Parish Council Website**

**16.1** The Council would continue to seek quotes for a GDPR & Accessibility Regulations compliant website.

**Cllr Trude to action**

## **17 Emergency Planning**

**17.1 Matters Arising** – 15.1.1 **Cllr Thompson** to prepare a survey of the Parish for Emergency Planning

15.1.2 **Clerk** to ask Topics about an insert in the next edition.

Cllr Thompson had produced the survey, organised the online version and supplied the insert to Topics. The Chairman thanked Cllr Thompson for her work as well as the editor of Topics and his team who had distributed Topics with the insert folded inside. The extra work was much appreciated.

**Discharged**

**17.2.1** The Council discussed the emergency plan and the survey. The following points were made

- The EEDC telephone number on the plan should be changed as it was still the Knowle number and not Blackdown House.
- The Council should check that the vulnerable people identified were happy to be on that list.
- The plan should be amended to advise those who might need to confine themselves upstairs to take a bucket for ablutions.
- Community engagement could be helped with events such as Fire Brigade demonstrations of specialist equipment.
- The Council felt a separate meeting might be needed to go through all the contingencies.

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- The Chairman advised that there was an emergency locker in the Village Hall.

**17.2.2** The flooding in Withen Lane was discussed. The ditch associated with Withen Cottage was discussed as this would lead to water on the road if it was not kept clear. Cllr Daly confirmed that some action was taken last year and he would keep an eye this year. **Cllr Daly to action**

**17.2.3** The Council agreed that everyone should be reminded to report problems to DCC as there was no schedule of regular inspections for a lot of issues. DCC relied on reports to be made aware of problems. A reminder would be put in Topics. **Clerk to action**

## 18 Planning

**18.1 Matters Arising** – 13.2 20/2107/VAR & 13.3 20/1618/FUL **Clerk** to forward comments to EDDC. These had been forwarded and the Council's comments were available on the website.

**18.2 20/2395/FUL Withen House, Withen Lane, Aylesbeare EX5 2JQ**

Council had no comment to make regarding this application.

**18.3 20/2506/CPE The Oaks, Aylesbeare EX5 2DE**

The Council discussed the evidence in the application and whether it was enough to demonstrate 10 years' business use. The Council felt the evidence was weak. Cllr Daly had visited the neighbours and agreed to compose a summary of the views. This would be circulated to the other Council members by 8<sup>th</sup> December so the final comments could be agreed upon before the deadline for submission on the 11<sup>th</sup>.

## 19 Budget

**19.1 Matters Arising** – 14.1 **Clerk** to arrange £300 donation to Topics.

This had been done.

**Discharged**

**Clerk & Cllr Bailey** to ask EDDC if the field below the playing field could be used for car parking.

**Ongoing**

**Cllr Bailey** to advise the CIL payments Aylesbeare can expect next year (if any).

Cllr Bailey had supplied this information.

**Discharged**

**19.2** The Council were very concerned that the Parish should be consulted as much as possible if there were to be any increases in the Precept, particularly if the contractor would be directly hired by the Council rather than using EDDC. The Chairman promised to give this some thought and to consult the other Councillors. **Chairman to action**

## 20 Finance

**20.1 Matters Arising** – 16.1.1 **Clerk** to pay for Zoom annually so that it is cheaper.

The Clerk would cancel the monthly subscription in an effort to generate a better discount for the annual payment. **Clerk to action**

**16.1.2 Clerk** to edit the Standing Orders for legislative changes and forward to Cllr Trude.

**Ongoing**

**16.3.1 Clerk and Cllr Warren** to change signatories on the NatWest bank account.

In order to sort out the signatories the NatWest requires the Council to adopt electronic banking. This is permitted for Parish Councils. The Clerk will draw up a draft policy to ensure effective financial controls and circulate to the Council. **Clerk to action**

**16.3.2 Clerk** to advise on alternative banks for the next AGM.

**Clerk to action at the AGM**

**16.4 Clerk** to make the payments authorised by Council.

The payments had been made.

**Discharged**

**16.5 Clerk** to organise his attendance on the Data Protection Workshop on 3<sup>rd</sup> Dec 2020.

This had been arranged.

**Discharged**

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**20.2** The current balances were noted as follows

Current Account	£ 7086.09 – Uncashed cheques £ 1807.52	= £ <b>5,278.57</b>
	Reserve Acct	£ <b>4,847.68</b>
	Recreation Fund Acct	£ <b>694.43</b>
		<b>Total £ 10,820.68</b>

**20.3** Council resolved to authorise the payments as listed

To DALC Inv 2428 (Cllr Trude’s Being a Good Councillor course)	£	36.00
Clerk’s pay and expenses for November – to J P Roberts	£	236.67
to Peninsula Pensions	£	69.44
to HMRC	£	49.40
Correction to Clerk’s pay from January to October 2020	£	345.85

**21 Date of Next Meeting** – Wednesday 6<sup>th</sup> January 2021 which will be held online using the Zoom platform. **Clerk to action**

There being no other business the Chairman closed the meeting at 9:39pm wishing everyone a very safe, healthy and Happy Christmas.

Signed ..... Date .....

Cllr N. R. Warren, Chairman

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**Appendix A**

**Report from Cllr Claire Wright, DCC**

**Invest in Devon monies**

I have £4,500 left of my Invest in Devon budget, which can be used to contribute to infrastructure or capital projects.

I have six parishes and would like to be as fair as possible when allocating the funding, so please do bear this mind when making an application!

**The deadline for applications is 31 December**

Thank you!  
Claire

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**Appendix: Definition of Capital Expenditure**

Capital expenditure is expenditure on the acquisition, creation or enhancement of assets that will yield benefit to the organisation for a period of more than one year.

**Examples of capital spend:**

- developing a footpath;
- fitting out a new kitchen;
- the purchase of new IT equipment;
- the refurbishment or restoration of a community building.

**Expenditure that cannot be funded from capital resources include:**

- repairs to assets that do not increase their value or length of useful life;
- costs that relate to the running of an organisation rather than acquiring or developing tangible assets; e.g. rates and insurance
- materials such as leaflets or newspapers whose purpose is to publicise an organisation; and
- feasibility studies and professional fees/planning costs prior to actual commencement of the project.

Claire Wright  
Devon County Councillor - Otter Valley Ward  
Community Wellbeing Board - Local Government Association  
Woodland Trust Tree Champion

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**Appendix B**

**Village Hall Management Committee Report**

Email from Cllr Warren, 17<sup>th</sup> November 2020

(THIS IS NOT THE MINUTES BUT A REPORT)

First Village Hall Management Committee Zoom meeting with New Chairman in Charge Chris Daly.

At last meeting 1st September it was agreed to employ Joanna Ash as the cleaner to ensure Covid security but committee still awaiting confirmation from Charity Commission for approval.

Pilates & sewing classes continued to be held till latest lock down started.

Pilates are very pleased with the distancing tape that has been applied to the floor, which has not peeled off.

Covid Risk assessment still being worked on so more use can be made of the hall

It was agreed that the VHMC would wait to see outcome of Parish Councils approach to EDDC regarding grass cutting payments. Village hall has been paying EDDC for past 8 year ranging from £608 to £707pa.

EDDC has yet to bill them for this year but did cut the grass and banks recently.

Originally payments were in arrears & now paid in advance.

At present £11,982 in bank

Additional grants have been made available for this latest lockdown but it was decided to see if the Hall required additional support before applying.

Fire extinguisher service invoice had been received but service needed to be confirmed. 1 Extinguisher to renew due to age.

EDF sent estimated invoice but will be confirmed by reading meter.

Unable to confirm amount of electricity sold back to grid via Solar panels as not enough invoices received yet.

Licencing Data requires updating.

Youth club shed roof felt to be replaced as starting to come off.

In 2023 it will be the Centenary of the village hall being opened and ideas are sought on how it can be celebrated

Next meeting 13/01/21 unless something changes dramatically