

## STOKE FLEMING PARISH COUNCIL

**Clerk: Sue Tweed, 6 Harefield Drive, Stoke Fleming TQ6 0QG**

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### MINUTES

**A meeting of the Parish Council was held on Wednesday 2<sup>nd</sup> June 2014 in the Village Hall**

Present : Councillors.    Jenny Farmer (Chairman)                    Katie Franks (Vice Chairman)  
                                  Carole Bretherton   Mary Newman  
                                  Struan Coupar   Nick Wood  
                                  Martin Judd   Charles Wreford-Brown

County Councillor Julian Brazil, District Councillor Richard Foss, one parishioner.

**2248. APOLOGIES:** Cllr Malley.

#### **2249. MINUTES**

Minutes of the last meeting held on Wednesday 7<sup>th</sup> May, of site meetings on 2<sup>nd</sup> May and notes of May 2014 planning comments were circulated and read. Cllr Wreford-Brown proposed and Cllr Franks seconded that the 7<sup>th</sup> May minutes be accepted. Cllr Newman proposed and Cllr Bretherton seconded that the 2<sup>nd</sup> May minutes be accepted. Cllr Newman proposed and Cllr Judd seconded that the notes of the May 2014 planning comments be accepted. Each set of minutes were then agreed, accepted and signed as a correct record.

#### **2250. MATTERS ARISING**

None

#### **2251. DECLARATIONS OF INTEREST**

Cllr Coupar declared an interest in Minute 2270 b) (Payments).

#### **2252. PUBLIC QUESTION TIME**

There were no questions from the public.

#### **2253. LAW AND ORDER**

The Chairman reported that an email from PCSO Broad had been received informing Parish Councils in the area that, due to increasing workloads and lack of personnel, she would not be routinely sending out monthly crime reports to councils or attending monthly meetings on a regular basis. They now use Facebook (Dartmouth Police) and Twitter (@DartPolice) to report any crime of note but will report any spates of serious crime to Parish Councils and would endeavor to attend each Parish's AGM.

The Chairman had contacted Inspector Andy Tomlinson, Sector Inspector for Totnes and Dartmouth, to express concern that a large percentage of Stoke Fleming parishioners don't follow Twitter or Facebook and so would not be kept informed of crime in the area but was told there was no option due to insufficient staff. Cllrs commented that neither regular reports nor attendance by PCSO Broad had been received for most of the last year and suggested that Cllr Malley may be able to monitor the Facebook and Twitter sites in the future on behalf of the Parish Council.

ACTION: CLLR MALLEY

#### **2254. COUNTY COUNCILLOR'S REPORT**

County Cllr Brazil reported that decisions had been made to retain 8 youth clubs and making available funding of £200,000 between all others in Devon. He advised that alternative arrangements need to be looked at locally to help fund Stoke Fleming Library with cash, fundraising and volunteer time equivalent to £3,500 per annum to keep it open. DCC have suggested that Parish Councils could consult with parishioners about increasing Council Tax slightly to help fund their libraries. Cllr Brazil offered his full support to any fundraising appeal proposals in the Parish. The Chairman suggested that SFPC liaise with the Friends of Stoke Fleming Library to ascertain whether any plans were being considered. ACTION: CLLR FARMER

#### **2255. DISTRICT COUNCILLOR'S REPORT**

District Cllr Foss reported that arrangements for T18 new ways of working at SHDC were ongoing and would be discussed at a Special Council Meeting the following week, when Stoke Fleming's Neighbourhood Plan would also be discussed. He also reported that there had been no progress on the West Dartmouth Development as far as SHDC were aware. Cllrs queried the SHDC policy on large wind turbine applications, in the AONB especially, in view of a recent application granted in Blackawton after a large number of objections from the local community, which appeared to discredit the Localism Act. Cllr Foss confirmed that there is no SHDC policy as yet and applications are granted on the basis of guidelines set down by Government which make such applications very difficult not to grant.

#### **2256. EMERGENCY PLAN**

Cllr Malley to present a full report to the next meeting. The Clerk presented a pack of emergency equipment provided by Western Power Distribution to all Parish Councils as an example to show parishioners of suitable equipment they should keep readily available at home, all available commercially. Cllr Malley will be asked to retain the pack for demonstration to parishioners as required. ACTION: CLLR MALLEY

#### **2257. SOUTH HAMS LAND AVAILABILITY ASSESSMENT (SHLAA)**

The Chairman reported that the SHLAA report had been delayed, hopefully being issued at the end of June. SHDC say they now have the required 5-year land supply for housing but SFPC are not aware of which, if any, land in the Parish has been accepted for future development. The Chairman advised that she had already made SHDC aware that the Parish will have taken its fair share of additional housing with the developments already proposed and Cllr Foss had agreed to support that view on our behalf.

#### **2258. NEIGHBOURHOOD PLAN (NP)**

Cllr Coupar commented that the NP Public Meeting on 21<sup>st</sup> May had gone fairly well with a large number of people attending, over 150 suggestions for the Plan and a number of expressions of interest in joining the Steering Group. He detailed actions required in the next phase of creating the Plan which initially involved the Village Check days on 25<sup>th</sup> and 28<sup>th</sup> June, setting up the Steering Group, applying for funding and publicising progress.

#### **2259. WEST DARTMOUTH DEVELOPMENT:** No further information.

#### **2260. SCHOOL ROAD DEVELOPMENT**

The Chairman reported that a meeting had been held with the Church Diocese and PCC to look at plans for the Phase 2 development in School Road and the possibility of a permissive footpath being constructed from the houses to Venn Lane and the playing field/Library/Village Hall. She advised that £10,000 could be allocated to the footpath in the S106 agreement and another £10,000 to fund work under traffic orders to improve safe access to the school. SFPC are to be signatories to the S106 agreement for Phase 2, unlike Phase 1 where the agreement was executed by SHDC without Parish Council's knowledge. It was suggested and agreed that the inclusion of additional car parking for the school should be considered if there was any further development in School Road.

#### **2261. PARISH PATHS PARTNERSHIP (P3)**

Cllr Wood reported that a grant of £150 had been received for work to install a gully to enable run-off of spring water near the bottom of Mill Lane footpath which floods. A quote of £550 had been obtained but further enquiries would be made. Similarly, a grant of £100 had been received to install two dog gates at stiles on the Thorn footpath, with a quote for £214 for the work so alternative quotes would be sought.

ACTION: CLLR WOOD

#### **2262. FLOWER TUBS & PLANTINGS**

Cllrs congratulated Cllr Newman on all her hard work in raking and seeding the verge outside the Village Hall, and to Cllr Wreford-Brown for rotovating the area. A selection of wild flower seeds had been sown, including Flanders Poppies to commemorate the WW1 centenary. Cllr Franks advised that one more commercial sponsor was still being sought for funding a flower tub in the Village.

#### **2263. CHILDREN'S PLAY AREA**

The landscape architect has been consulted about the breaking-up of the rubber safety surface and a formal letter is to be sent to the MD of the installation company as the materials are still under warranty.

ACTION: CLLR NEWMAN/WREFORD-BROWN

**2264. BEST KEPT VILLAGE COMPETITION 2014**

Cllr Bretherton reported that judging had been expected to take place in May and August. In the meantime, parishioners are encouraged to clear any litter found and to tidy any areas needing attention.

**2265. PETANQUE CLUB**

The Chairman reported that a cheque for £12,400 had been received, which was a grant to the Petanque Club, to be held by Parish Council to pay only for such costs involved in the construction of the Petanque pistes on the playing field as approved by Mr Martyn Dowding. Construction to commence shortly.

**2266. VACANCY FOR CLERK AND RESPONSIBLE FINANCIAL OFFICER**

The Chairman reported that two interviews had taken place earlier in the evening. It was agreed that Marion Foster be offered the appointment of Clerk and RFO for Stoke Fleming Parish Council.

ACTION: CLLR FARMER/CLERK

**2267. AONB VILLAGE GATEWAY SIGNS**

The Clerk reported that a mock-up' village gateway sign had been provided by AONB for Cllrs to view, who agreed that they gave a good impression and may encourage visitors to stay in the area. They agreed that the signs would be kept, if possible, until the Neighbourhood Plan Village Check days to canvass opinion from parishioners as to the desirability of changing the village signs, at no cost if later in the year when road speed signs would be changing.

**2268. PARISH MAINTENANCE**

- a) (i) Maintenance of Children's Play Area – Cllr Newman proposed, Cllr Wood seconded, and all agreed that the contract for grass cutting and maintenance of the Children's Play Area grounds should be awarded to Grounds Maintenance SW from 1<sup>st</sup> November 2014 when SHDC end their free of charge maintenance. Excellent references had been obtained from other parishes which use Grounds Maintenance SW, whose quotation was significantly less than SHDC's.
- (ii) Fountain on the Playing Field – The Clerk reported on findings to date regarding a replacement for the fountain. Cllr Bretherton agreed to investigate further.
- b) Grass/hedge cutting – The playing field cutting has been reduced due to a breakdown of David Harris's mower and problems getting a new part for repair. He had hired a mower, cost to be ascertained. ACTION: CLERK
- c) Trees – no action required at present.

**2269. PLANNING**

**APPLICATIONS**

**SX 8597 4853, School Road, Stoke Fleming (Phase 2).** 51/1021/14/F – Erection of 24 dwellings (9 affordable and 15 open market) together with car parking, access, landscaping and associated works.

**Sainsbury's Supermarket, Nelson Road, Dartmouth.** 15/1079/14/F – Erection of 3 pump unmanned petrol filling station. (Not in Parish but comments were requested.)

**Pleasant Valley Farm, Venn Lane TQ6 0QP.** 51/1008/14/CLP - Certificate of lawfulness for proposed installation of two driveway safety mirrors. (No comments invited by SHDC.)

**7 West Park, Stoke Fleming TQ6 0RZ.** 51/1280/14/F – Householder application for rear extension and creation of entrance lobby.

**DECISIONS**

**Cherry Trees, Dartmouth Road, Stoke Fleming TQ6 0QY.** 51/0548/14/F – Householder application for first-floor balcony and extensions to front and side elevations. GRANTED.

**Development site at SX 8329 5110, Bugford TQ6 0LT.** 51/0701/14/F – Demolition of former workshop and erection of new dwelling and detached garage. Resubmission of 51/2807/13/O. GRANTED.

**2270. FINANCE**

a) **BANK BALANCES**

Santander	£13,426.82	Statement dated 6 <sup>th</sup> May 2014
Lloyds Bank	£12,213.95	Statement dated 23 <sup>rd</sup> May 2014
Lloyds balance after all payments & receipts £9,827.87		

**b) ACCOUNTS TO BE PAID**

Cllr Bretherton proposed and Cllr Wreford-Brown seconded and all agreed that the following cheques be approved for signature.

Nick Roberts	£45.00	Shelter cleaning	
Tammy Hall	£34.66	Toilet Block cleaning	
S L Tweed	£298.95	£276.96	Clerk's salary and ink cartridges
S Coupar	£159.60	Banners for Neighbourhood Plan meeting	
Big Bird Design	£540.00	12 months website management/hosting	
Stoke Fleming Village Hall	£48.00	Hall hire for Neighbourhood Plan meetings	
CPRE	£39.00	CPRE membership renewal	

**c) AUDIT OF STOKE FLEMING PARISH COUNCIL ACCOUNTS**

Councillors unanimously agreed that the 2013-14 Accounts for Stoke Fleming Parish Council be accepted and that Annual Return and associated documents and explanations be submitted for External Audit by Grant Thornton.

**2271. REPORTS OF MEETINGS**

- a) Wednesday 21<sup>st</sup> May, 7pm. Annual Meeting of the Parish Council – it was agreed that more time should be allowed for this meeting in future but that minutes recorded were correct.

**2272. DIARY DATES**

- a) Friday 13<sup>th</sup> June, 6.30-10pm. Overflow car parking on Playing Field for Friends of St Peter's band concert in the Village Hall.
- b) Wednesday 25<sup>th</sup> June, 7pm. Neighbourhood Plan Village Check, Village Hall, Main Hall.
- c) Wednesday 25<sup>th</sup> June, 7pm, Stokenham Village Hall. Coleridge Association AGM. Katie & Nick
- d) Saturday 28<sup>th</sup> June, 11am. Neighbourhood Plan Village Check, Village Hall, Ron Harris Room.
- e) Tuesday 1 July, 7-9pm. Emergency Planning - presentations from EA, police, fire, ambulance, coastguard and SHDC re what emergency services would do if attending a serious incident and what resources the parish has to support them. Follaton House, Totnes. Cllrs Farmer & Malley attending.
- f) Tuesday 22<sup>nd</sup> July, 7pm. Totnes and Dartmouth Ring and Ride meeting. Follaton House, Totnes.
- g) Sunday 3<sup>rd</sup> August, 10am – 12pm. British Legion Women's Section Car Boot Sale, Playing Field
- h) Monday 25<sup>th</sup> August Stoke Fleming Show, Playing Field (and 23<sup>rd</sup>/24<sup>th</sup>/26<sup>th</sup> for set up/take down)
- i) Friday 29<sup>th</sup>, Saturday 30<sup>th</sup> and Sunday 31<sup>st</sup> August - Tribal Clash event at Blackpool Sands with overflow parking and use of shower block at Stoke Fleming Playing Field.
- j) Friday 12<sup>th</sup> to Sunday 14<sup>th</sup> December – Christmas Tree Festival, St Peter's Church, Stoke Fleming.
- k) Tuesday 16<sup>th</sup> December, 7pm for 7.30pm. Devon and Somerset Fire and Rescue Service Carol Concert at Exeter Cathedral.

**2273. CORRESPONDENCE RECEIVED**

SHDC Play Area Agreement – agreed and signed; Copy letter from Dartmouth Area Cluster of Parish & Town Councils to Dr Sarah Wollaston requesting a national policy on renewable energy - noted; Parishioner complaint re lack of grass cutting in the Playing Field (due to mower breakdown) – noted and being addressed; St Peter's Tower Restoration Project letter of support request – granted, a letter to be issued; South Hams CAB outreach service proposal – whilst the proposal is an excellent idea, it was unfortunate that a facility could not be provided in the parish which had a room where clients could be seen in confidentiality, with broadband and telephone access, free parking and no charge for use of the room.

**2274. CORRESPONDENCE CIRCULATING**

Clerks & Councils Direct, May 2014.

The next monthly meeting of the Parish Council is **Wednesday 2<sup>nd</sup> July 2014** in the Village Hall at **7pm**.

There being no further business the meeting closed at 9.25pm.