

## **STOKE FLEMING PARISH COUNCIL**

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### **DRAFT MINUTES**

**A meeting of the Parish Council was held on Wednesday 1<sup>st</sup> April 2015 in the Village Hall at 7.00 pm**

Present: Councillors. Katie Franks (Chairman) Struan Coupar  
Mary Newman Martin Judd  
Paul Bond David Harris  
District Councillor Richard Foss  
District Councillor Michael Hicks  
Parish Clerk Marion Foster  
2 Members of the Public

#### **2457. APOLOGIES**

Councillors Wreford-Brown, Wood, County Councillor Brazil

#### **2458. MINUTES**

Minutes of the last Parish Council Meeting held on Wednesday, 4<sup>th</sup> March 2015, had been circulated and read. Cllr Harris proposed and Cllr Judd seconded that the minutes be accepted. Cllr Newman proposed and Cllr Judd seconded that the Planning Meeting Minutes of 4<sup>th</sup> March be accepted, Cllr Newman proposed and Cllr Judd seconded that the Planning Meeting Minutes of 18<sup>th</sup> March be accepted, Cllr Harris proposed and Cllr Newman seconded that the Planning Meeting Minutes of 27<sup>th</sup> March be accepted. All were in agreement and the minutes and all the planning meeting minutes were signed as a true record.

#### **2459. MATTERS ARISING**

None

#### **2460. DECLARATIONS OF INTEREST**

Cllr Newman - Minute 2473 (b) Payments

#### **2461. PUBLIC QUESTION TIME**

Both members of the public expressed their interest in the Neighbourhood Plan Choices for Change Questionnaire, and especially future planning of housing within the parish. Councillors confirmed that a further question and answer opportunity with regard to the Neighbourhood Plan would be held prior to the Annual Parish Meeting on the 15<sup>th</sup> April, at 6.30pm.

#### **2462. COUNTY COUNCILLOR'S REPORT**

None

#### **2463. DISTRICT COUNCILLOR'S REPORT**

District Councillor Foss reported that most of the T18 changes taking place at South Hams District Council were working well with the two new Directors in place, difficulties remain with the Planning Department, mainly due to lack of qualified Planning Officers availability. Having attended the planning meeting on Deer Park, he felt it was unlikely to stay as a public house. With regard to the movement of the shingle at Torcross, he stressed that the shingle had done what it was supposed to do, i.e. prevent further damage. SHDC had identified funds available to coastal places with necessary proof of financial need for specific projects which they hoped to access.

**2464. CONDUCT OF PARISH BUSINESS**

Proposals had been circulated by Cllr Coupar with ideas to reduce demands on Councillors, i.e. divide parish business into five portfolios and split between Councillors, filter external communications as to relevance, reduce the amount of internal communication, review the Standing Orders with regard to Planning Site meetings.

Following discussion which included an agreement to request more time to reply from SHDC on Planning Applications, the meeting agreed to defer any changes until after the Election.

**2465. STANDING ORDERS**

The Chairman confirmed that these need to be reviewed before Annual General Meeting. Cllr Judd agreed to complete the review.

**2466. LOCAL LETTING PLAN**

SHDC had asked whether Stoke Fleming PC were in agreement to include members of Voluntary Emergency Services into the criteria for affordable homes (as presented in March 2015 – Minute 2425).

The meeting voted and all were in favour.

**2467. NEIGHBOURHOOD PLAN**

Cllr Coupar confirmed that the Choices for Change Questionnaire had been sent out and there were various ways in which householders could return their responses. Posters had also been produced to promote the questionnaire. Help would be required to collate responses which would be protected under the Data Protection rules. A question and answer session/exhibition would be held at 6.30pm on the 15<sup>th</sup> April 2015 before the Annual Parish Meeting in the Village Hall, at which all householders would be invited. The Community Rights Programme had confirmed an offer of a grant of up to £5,140.00 to Stoke Fleming PC for this project. Core groups were looking at other completed plans to help with the drafting and bringing together of the Final Neighbourhood Plan.

The new website was now live, and nearly completed, which will prove to be a valuable asset for business, visitors and members of the parish alike. A final decision would need to be made on who would be responsible for its maintenance/management.

**2468. SCHOOL FOOTPATH**

Cllr Franks had spoken with Mr Graham Davies of the Diocese of Exeter Property Services Department with regard to the Survey, and he had agreed to instruct their Surveyor who in turn would be in contact with the Chairman.

**2469. FOOTPATH 1**

The Landowner has asked for the Parish Council's support for his proposal to re-route the footpath around the edge of the field, the entry points being the same, i.e. the old iron gate onto the "A" road and a gate onto Strawberry Road, and the path fenced. The meeting was unanimously in favour of the Landowners proposed action. The Parish Council would await the formal diversion application as advised by DCC.

**2470. MRS FOSTER'S PLAYING FIELD ACCIDENT CLAIM**

As a result of previous replies confirming that the PC did not feel that responsibility for the 5 a side goal posts should be passed to the tenant, the meeting unanimously agreed to allow the Insurance Company to deal with the matter as they suggested, i.e. there being "no other alternative but to deal with this claim by accepting liability and settling on best terms". Discussion followed as to whether to dispose of the 5 a side goals altogether, Cllr Harris agreed to take a look and see if the nets could be cut down to fit properly. Councillors requested advice from the Insurers as to how they might avoid similar claims in the future.

**2471. PARISH MAINTENANCE**

a) Any reported problems – overgrown hedge between Beckerford and Fairholme, the Chairman agreed to inspect.

The potholes between the Church and Post Office had been filled but not well.

b) Review of parish assets – Councillors were in the process of checking the assets and would return reports to the Clerk. The drinking fountain on the Playing Field had been replaced using the Locality Fund grant.

- c) Bus Shelter – Blackpool House, in need of repair, and as DCC were responsible, it should be reported to County Cllr Brazil.
- d) Windward – work was due to begin this summer, finishing March/April 2016.
- e) Cavanna – work was due to start 16<sup>th</sup> June. The Chairman confirmed that the £10,000 put in hand for the proposed School Footpath was not on a 106, therefore it was only for the construction of the Footpath. District Cllr Foss agreed to make enquiries.  
Cllr Harris had been approached with regard to concerns over the entrance into the proposed estate which would be directly opposite the main School pedestrian entrance. A meeting had been held between Highways and the Housing Association in September, as there appeared to be no pavement provision.
- f) School Road Public Toilets – were due to open this week for Easter. With regard to the leak, SHDC have agreed to claim from SWW, it appears it will be 8-10 weeks before the repairs are made to the main. This problem has been on-going since October, the Chairman agreed to chase.
- g) Mary's Maintenance Mob – the Working Party had proved very successful, they hoped to meet twice a month.
- h) P3 Mill Lane repairs had been completed and the extra drain appears to be working well.

**2472. PLANNING  
APPLICATIONS**

**1 School Road, Stoke Fleming, TQ6 0PR.** 51/0404/15/F Householder application for removal of Devon bank and replace with wooden fence

**2 Pook House, School Road, Stoke Fleming, TQ6 0PR.** 51/0423/15/F Householder application for siting of wooden garage

**The Gulls, Overseas Estate, Stoke Fleming, TQ6 0JP.** 51/0467/15/F Householder application for alterations and extension to dwelling

**Proposed barn conversion at SX 833 510, Bugford, Dartmouth, TQ6 0LT.** 51/0637/15/F Conversion of barns to single dwelling

**DECISIONS**

**Woodbury Farm Norton, Dartmouth, TQ6 0NF.** 51/2827/14/LB - Listed building consent for alterations including repairs and re-construction of walls, floors and ceilings to bedroom, bathroom, store and sitting room, installation of shower in bathroom and replacement window in sitting room – GRANTED

**Woodbury Farm Norton, Dartmouth, TQ6 0NF.** 51/3107/14/LB - Listed building consent for alterations – GRANTED

**Woodbury Farm, Norton, Dartmouth, TQ6 0NF.** 51/2572/14/LB – Listed building consent application for internal and external repairs – GRANTED

**Telecommunications Site at SX 8371 5030, Ash Reservoir, Ash, TQ6 0LD.** 51/0303/15/F Removal and replacement of 1no. existing omni antenna for 6no. new antennas to be located on crows nest head frame with 3no. RRU's and 2no. 600Mm dishes. Removal and replacement of 2no. existing equipment cabinets for 2no. new equipment cabinets – GRANTED

**Stone Barn, Mill Lane, Stoke Fleming, Dartmouth, TQ6 0QZ.** 51/2819/14/F - Householder application for extension to dwelling to provide new living room and garage with store – REFUSED

**ENFORCEMENT CASES** The current enforcement list update.

**2473. FINANCE**

**a) BANK BALANCES**

Santander	£13,511.16	Statement dated 6 <sup>th</sup> March 2015
Lloyds Bank	£10,442.95	Actual Balance at 27/3/15

Cllr Newman proposed and Cllr Franks seconded that the following cheques be approved for signature, all were in agreement

**b) ACCOUNTS TO BE PAID**

Nick Roberts	45.00	Shelter cleaning
Tammy Hall	34.66	Toilet Block cleaning
Totnes & Dartmouth Ring & Ride	50.00	Donation (Agreed 4/3/15)
Ms M Foster	346.55	Clerk Salary + expenses
Robert Action Product Dev.	49.20	Litter Pickers
Mrs M Newman	20.40	Hi-Viz jackets
Mr N Brown	172.13	P3 Labour
Mr J Hills	61.75	P3 Labour
Travis Perkins	78.64	P3 Ballast and Cement
Mr P Beare	85.00	Fountain fitting – Plumber
Kingfisher Print & Design Ltd	54.00	NP Printing
Hawthorns Accounting Services Ltd	45.00	Half Year Payroll

- c) FINANCIAL YEAR START CONTRACT/SALARY RISES** - Maintenance and Clerk, Councillors confirmed the payment increases (agreed within the Budget) in contracts for Toilet and Bus Shelter Cleaning and the SCP 1 point (to SCP 16) rise for the Clerk as from 1<sup>st</sup> April 2015.

**2474. REPORT FROM MEETINGS**

**Coleridge** – there had been a Dementia awareness presentation at the last meeting. Councillors agreed that this joint area meeting was an excellent idea, but needed more members, and currently had no Chairman.

**2475. DIARY DATES**

15 <sup>th</sup> April 2015	Annual Parish Meeting, 7pm Village Hall
7 <sup>th</sup> May 2015	County/Parish Council Elections
14 <sup>th</sup> May 2015	Annual Meeting, 7pm Village Hall
21 <sup>st</sup> , 22 <sup>nd</sup> , 23 <sup>rd</sup> August	Tribal Clash Weekend
31 <sup>st</sup> August	Stoke Fleming Hort & Sport Show

**2476. CORRESPONDENCE RECEIVED/CIRCULATING**

Resignation letter received from Mark Malley – all agreed that Mark would be missed, especially for all his hard work on the Emergency Plan, which he had agreed to finalise and pass on.

NHS South Devon & Torbay CCG – Dartmouth Engagement Meeting – invite to attend group meetings, the meeting agreed that a representative should be organised after the election.

SHDC Darryl White – review on TAP fund process, no comment to submit.

There being no further business the meeting closed at 9.30pm.

The next monthly meeting of the Parish Council will be held on **Tuesday, 5<sup>th</sup> May 2015** in the Village Hall at **7pm**