**BERRY POMEROY PARISH COUNCIL**

Minutes of the Meeting of Berry Pomeroy Parish Council on Thursday 6th June 2019 in the Village Hall

**PRESENT:** Cllr. John Mills (Chairman), Cllr. David Hooper (Vice- Chairman)

Cllr. Nichola Boughton, Cllrs. Sue Misselbrook, District Cllr. Joseph Rose, District Cllr. Trevor Pennington, County Cllr. Jacqui Hodgson (arrived 19:45hrs)

The Clerk – Mrs Susie Watt and One Member of the Public was also present

A member of the public raised concerns over the number of pheasant pens which have suddenly been erected within the eyeline of some properties in Berry Pomeroy and also the removal of Devon Banks. It was asked if Planning Permission had been granted. Cllr. Hooper stated that the pens were temporary structures and that it was classed the same poultry. Cllr. Mills (Chairman) requested The Clerk to investigate to ensure this was correct as there may be an issue if Pheasants, in this instance, were classed as Game.

The Clerk also stated that there had been a written complaint and that she had made some tentative enquiries and it would appear that if the field had not been farmed previously then no planning permission was required, however, if the field had been farmed, then a ‘Change of Use’ application would have to be made. The Clerk will obtain full clarification from SHDC Planning Department.

The Clerk was also asked to investigate the process for the removal of Devon Banks and whether Planning Permission was required and what criteria’s, if any, were listed

1. **(06.06.19) APOLOGIES:** were received from Cllr. Birch, Cllr. Sweett and Cllr. Hawkins
2. **(06.06.19) DECLARATIONS OF INTEREST:**  There were none.
3. **(06.06.19) MINUTES OF PREVIOUS MEETING:** The Minutes of the Annual Parish Meeting held on Thursday 9th May 2019 were agreed and signed by the Chairman.
4. **(06.06.19) MATTERS ARISING:**

A). It was noted that Berry Pomeroy still needs a Tree Warden and it was suggested that the Totnes Tree Warden might be approached. The Clerk will investigate.

B). The Footpaths still need to be walked and reported on. All Cllrs. to see if anyone was willing to take this on. Also, the Clerk will produce a Notice if no one comes forward at the next meeting.

C). There had still been no action regarding the new Bus Shelter and it was requested that The Clerk chase this up.

D). The problem at True St was raised and it was suggested this was discussed later in the meeting as Cllr. Hodgson was on her way.

E). The Village Playing Field issue was raised as the Acting Head Teacher had informed Cllr. Boughton that the field was being used by the school. Maintenance would be during term time and paid for by the school. The Parish Council paid the rent and insurance.

There are only certain times the public can use the field and it was requested that The Clerk produces a Notice with the timings for Public Use and also that No Dogs are Allowed into the field. The timings are: Monday & Friday after 3.30pm. Tuesday/Wednesday/Thursday after 5pm and Weekends/Bank Holidays and School Holidays – anytime.

1. **(06.06.19) POLICE REPORT:** There was none and still no communication from the Police to attend or report to the Parish Council. The Clerk would again write to the Area Policing Department.
2. **(06.06.19) NEIGHBOURHOOD PLAN:** Sue Misselbrook reported that the initial stages were still on-going. It had been suggested that Totnes Cllr. Claire Allford and Berry Pomeroy combine or work with Totnes to assist and speed up progress. The Clerk reported that she had had an invitation from the Clerk at Totnes Town Council and also Cllr. Luker to work on joint projects including the NP. Cllr. Mills (Chairman) requested Cllrs. Misselbrook and The Clerk work together on the Plan and attend Totnes Town Council when invited.
3. **(06.06.19) REPORT FROM DISTRICT:**

A). Cllr. Rose reported that Cllr. Birch had put together the rota for their attendance as follows:

July – Cllr. Jo Sweett

August – Cllr. John Birch

NO MEETING IN SEPTEMBER

October – Cllr. Joseph Rose

November – Cllr. Jo Sweett

December – Cllr. John Birch

Cllr. Rose also endorsed the collaboration with Totnes Town Council request to work with Berry Pomeroy.

Cllr. Rose explained the current Climate Change Emergency to which SHDC are addressing some issues, namely a Day Training Session, A working Group which will also include issues around Devon Banks and trees.

The Chairman, Cllr. Mills stated that this should also include Agricultural Issues, which included cultivation, diesel usage etc. which impacted not just on the environment. He stated that he had seen very few Yellow Hammers or Swallows this year. Cllr. Mills also stated that the Parish Council and the Agricultural community were very much involved with Countryside Stewardship which also included not cutting whole fields but leaving sections for wildlife to grow.

Cllr. Rose explained that even 1ft Country space untouched gave wildlife a chance and that we needed to explore and expand ways in which to teach the next generation on Earth Stewardship and Wildlife preservation.

B). Cllr. Pennington provided information regarding a new fund under the Devonwide Housing Policy where Central Government provides local authority grants under the title Better Care Fund. This is for the vulnerable and invalided peoples in the Community to stay safe in their own homes. This in turn would reduce NHS costs. The grant can be used for Disabled persons, Accessible Homes, Healthy Home grant for essential repairs for the over 65s and a Home Improve Loan. Grant values are up to £30,000. Applications should be submitted to SHDC. The grants are available to tenants and housing associations.

1. **(06.06.19) REPORT FROM COUNTY:** 1). Firstly the Chairman, Cllr. Mills congratulated Cllr. Hodgson on her appointment as Mayor of Totnes. Cllr. Hodgson reported that she had attended a DCC Cabinet meeting on 15th May 2019 in which the Annual Public Health report was issued by the Director of Services, Professor Virginia Pearson. The main focus was on Mental Health and Wellbeing which produced 10 key recommendations and confirmed that the Devon Health and Wellbeing Board continues to have mental health as one of its top priorities and to work, as a partnership, to achieve both measurable improvements in outcomes and also improvement in local authority comparator group rankings over the next five years. This report can be accessed on the DCC website.

Cllr. Hodgson also reported attending the DCC Full Council Meeting on 23 May 2019 where a report from David Banks, the CEO of Refurnish presented a petition with almost 1200 signatures to the Council Leader Cllr. John Hart in support of the continuation of the Reuse Credit Scheme and its value as it makes a considerable contribution to community groups and associated enterprises to waste reduction and recycling. The funding from DCC is essential. A motion put forward by Cllr. Hodgson recognised the contribution and recognised that continued financial support can be vital to the viability of such organisations.

Cllr. Hodgson reported that the Government had declared a state of Climate Emergency across the UK and that DCC noted that Officers had launched a policy on wildflower verges in early May. DCC had a positive record on the environment and is well placed to work with others to help mitigate the catastrophe coming our way. Cllr. Hodgson’s colleague Cllr. Claire Wright presented the above motion and DCC therefore agreed to 10 points as attached at the end of these minutes.

Cllr. Hodgson also reported attending a meeting of the Totnes & District Traffic & Transport Forum on 22 May 2019. The revised Totnes Air Quality Management Action Plan was discussed. There were new proposals for more pedestrian links and in particular the new pedestrian crossings at the junction of Plymouth Road and the A381 which is to be investigated further. Further Transport schemes have been mapped and discussed and it was agreed that these were to be taken to each Parish Council affected for feedback.

2). The True Street junction was discussed in length with various options suggested a). Lights b). Roundabout c). keep it as it is but with a No Right Turn e) Road Sensor lights etc. Cllr. Hodgson welcomes all thoughts and requests to send by email.

1. **(06.06.19) PLANNING:**

Appeal: **APP/K1128/W/19/3227246** - APPROVED

**1472/19/FUL**  - APPROVED

1. **(06.06.19) FINANCE/PAYMENTS/BANK SIGNATORIES/APPOINTMENT AUDITOR AND APPROVAL ACCOUNTS:**

The following payments were approved for payment at the 6th June 2019 meeting:

Mrs S J Watt – Clerk, net salary for May 2019 £116.32

(Note: only 12hrs as not a full month)

Clerks Office Allowance 12.00

SLCC Training 40% of £99+ vat 47.52

SLCC Membership 40% of £114.00 45.60

Stationery sundries including printer ink, stamps

and envelopes 40% 34.04

Post Box 27.13

 TOTAL **282.61**

There are no HMRC costs until next month as awaiting final amounts from SHDC Payroll Services.

I have not received any invoices from Duncan Irwin regarding Grass Cutting.

BANK BALANCES:

Balance on Business A/C as at 24th May 2019 £9,200.37

Balance on Savings A/C as at 2nd July 2018 £4,221.04

 TOTAL **£13,421.41**

Bank Signatories: It was agreed that all Councillors would become signatories as per the Risk Assessment the Clerk/Responsible Financial Officer had carried out. The Council would be exposed to late payments and restricted operation of the bank accounts if one of the two current signatories was no longer available to sign. It was also agreed that the Parish Council would remain with their current bank, Santander as there were branches in Paignton and the Post Office was now also operating as a resource for Santander customers. The Clerk/Responsible Financial Officer would now request all the required documentation to change the banking address and to add the new signatories. It was confirmed by The Clerk, that all this could done over the internet and there was no need for individual Cllrs. to attend a branch.

The Clerk/Responsible Financial Officer presented the annual accounts to the Chairman for signature on the AGAR and the Exemption Certificate for any External Audit as being under the required threshold. These were duly signed by the Chairman, Cllr. Mills. The Clerk/Responsible Financial Officer further reported that the Auditor from last year had responded but was now unable to carry out the internal audit. The Clerk had found a new auditor, namely Devon Auditing Partnership who have agreed to complete the audit. Their fee is around £150.00. this was agreed by the Council.

It was also agreed and proposed by Cllr. Mills and seconded by Cllr. Misselbrook that The Clerk be given delegated authority to instruct actions to the value of up to £350.00 without having to wait until the next Parish Meeting. Any actions would be reported retrospectively and agreed to at the following Parish Meeting.

1. **(06.06.19) CORRESPONDENCE:**
2. There had been two emails regarding the Pheasant Pens
3. **(06.06.19) CLIMATE CHANGE EMERGENCY:** This had been discussed earlier; however, Cllr. Misselbrook would be acting as the lead on this issue and welcomes any tips or hints which may make a considerable impact on saving the planet. Cllr. Misselbrook was also working closely with Totnes Live.
4. **(06.06.19) CLERKS REPORT:**

Procedures: The Clerk reiterated the legal timeline for Notices of meetings to be published and also put on the Notice Boards. Three clear days is the legal requirement, this must NOT include weekends, Bank Holidays or the DAY OF THE MEETING. Therefore, all our Parish Council Meeting Agenda’s must be displayed by 5pm on the Friday prior to the Ordinary Parish Council Meetings on a Thursday. It was agreed that a Facebook Page also be set up to assist with informing residents of the Parish Council Meetings.

The Clerk reported that she had received a phone call from Rob Sekula regarding the Parkfield Close play area of which ownership is to be transferred to Berry Pomeroy Parish Council. The Clerk produced a copy of the transfer document, the Parish Council stated that they thought this had already been completed, however, the new document was signed after the Clerk read through the document to ensure the Council were clear as to when their responsibilities for upkeep and insurances commenced.

The Clerk reported that the Primary School had authorised the erection of the Post Box for the Parish Council use. The Clerk will contact Duncan Irwin to install as soon as possible. The Clerk will also contact Royal Mail to inform them of the new postal address and location of the Post Box, which will be on the fencing in the car park.

The Clerk reported that she had been approached by the Chairman of Marldon Council, Cllr. Veasey with a concern regarding the ‘lean’ of the Western Power transformer pole near the roundabout at Berry Pomeroy. The Council informed that this had been reported in the past, however, it would be prudent if the Clerk contacted Western Power again to request a full inspection was made to ensure the safety of the public. The Chairman, Cllr. Mills requested Cllr. Veasey be thanked for his observation and concern.

1. **(06.06.19)** Co-opted Councillors: The Clerk reported that so far, there had only been two applicants. Any decisions would be deferred until the next meeting with an extension of the call for candidates be placed on the Notice Boards. It was also agreed that a resume of each candidate be requested. There would be a closed vote at the next meeting. All resumes would be sent to the Cllrs. prior to the next meeting.
2. **(06.06.19) CONFIDENTIAL MATTERS:**

The remaining members of public and district/County Cllrs. all left prior to this matter commencing.

The council agreed the Employment Contract of The Clerk. All amendments and new clauses were agreed unanimously and the Contract was duly signed by the Chairman, Cllr. Mills and The Clerk, Mrs S Watt. A copy is to be retained on file in a secure location. A copy was also given to the Clerk for her personal records.

It was also agreed, that as the Contract stated various policies had to be provided that the Clerk be given leave to draft these policies as overtime if required at the agreed SCP rate.

1. **BUSINESS AT THE DISCRETION OF THE CHAIRMAN:**  There were none
2. **DATE OF NEXT MEETING:**  Thursday 4th July 2019 at 7.15pm

It was noted that possibly the August meeting should be held at the Village Hall in Weston, not only to ensure accessibility to the Parish Council by the Bridgetown ward, but also as it is possible the Berry Pomeroy Village Hall would not be available during August due to the new extension being built. The Clerk would contact the Secretary of the Village Hall in due course.

The Meeting closed at 9.45pm.

Signed:…………………………………………..4th July 2019

Cllr. John Mills – Chairman)