

MINUTES
of
SHAUGH PRIOR PARISH COUNCIL
Meeting
Held on
Wednesday 6th June 2018
at
Shaugh Prior Recreation Hall

Present: Chairman Cllr Wassell
Cllr's Norman, Spiers, Small, Stone, Taffurelli, McIver, Mrs Tyler,
and Mrs Burkill

Apologies: District Cllr Hitchins
PC Tamsyn Dingley

4 members of the public in attendance

| Minute Number | | Action |
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| 70/18 | <p>Open Forum</p> <p>Julia Sanders wished to express her thanks to the Clerk and Cllr Hart in helping resolved her broadband issues as she was now connected up to superfast broadband.</p> <p>Elaine Budd of Wolf Minerals mentioned that a Local Liaison Meeting was due to take place the following evening at 6pm, after which she would then be able to provide an update on Low Frequency Noise issues by email to the Clerk. Elaine also mentioned that she still had funding available for grants that support local groups/organisations in the area. It was suggested that perhaps the PC could request some funding from Wolf for the necessary fencing works at Wotter Play Area? It was agreed that the Clerk would email Elaine on this matter.</p> | Clerk |
| 71/18 | <p>Declarations of Interest</p> <p>None received.</p> | |
| 72/18 | <p>Police Report</p> <p>Although Tamsyn Dingley couldn't attend the meeting she kindly provided a report to the Clerk which was as follows:</p> | |

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| | <ol style="list-style-type: none"> 1. Crime of worrying livestock on the 27th May. Persons reported seeing 2 dogs worrying sheep at Cadover. A farmer has not come forward so the incident has been filed. 2. Report of a domestic-related rape (which actually occurred in April). Incident is currently under investigation by CID. <p>With regard to logs of note, on the 3rd May a safe was reported on Brag Lane having been stolen earlier from Welbeck Manor in Sparkwell. This matter was currently under investigation. On the 5th May a driver reported a cow had jumped on his vehicles causing airbags to go off and causing considerable damage whilst on the 21st May a driver reported that sheep and lambs on the road were slowing down traffic too much!</p> <p>Finally a free CPR, 1st Aid and Defib Training is due to take place at The Watermark on Thursday 26th July between 6 and 7pm. Names to Tamsyn if you want to attend.</p> | |
| 73/18 | <p>County and District Councillors Report</p> <p>Starting with broadband issues Cllr Hart mentioned that he had no further update on broadband in respect of Lee Moor Hall. With reference to the Moorland Hotel he mentioned that they needed to speak to Airband if they wished to obtain superfast broadband. A number of issues had occurred at Harford as a result of improved broadband speeds. Cllr Hart suggested that if the PC wanted further details then they may want to consider inviting Matt Barrow to a future PC meeting. DCC are currently considering more active use of crowdfunding to help support the delivery of local projects/initiatives by providing funding to help pump-prime crowdfunding projects. Plymouth University have experts who can help on crowdfunding projects.</p> <p>In Cllr Hitchins absence there was no District Cllr Report. Cllr Mclver referred to a problem regarding bins not being collected at Lee Moor. It was suggested that this be monitored and if the bins weren't collected on the next collection date that the Clerk should be informed so he could raise this with SHDC.</p> | |
| 74/18 | <p>DNPA Report</p> <p>In the absence of Cllr Hitchins there was no report.</p> | |
| 75/18 | <p>Minutes of the Meeting held on Wednesday 2nd May 2018</p> <p>Apart from a slight amendment to Minute 53/18 (Open Forum) it was agreed that the draft minutes circulated to Cllrs were an accurate record of the minutes of the May AGM and were duly signed by the Chairman.</p> | |
| 76/18 | <p>Matters Arising</p> | |
| 8/18(a) | <p>Highway Matters</p> <p>The Clerk confirmed that he had received confirmation from DCC</p> | |

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| | <p>Highways that the missing reflectors on the end of the crash barriers on the main road at Wotter were not essential from a highway safety perspective and therefore were unlikely to be replaced. Also DCC Highways confirmed that there were not responsible for cutting back the vegetation on the verge where wild orchids grow. It was noted that the verge had recently been cut again but it was unclear by whom.</p> <p>The blocked gully reported by Cllr Mrs Burkill at the meeting several months back has now been located by Nick Colton and he confirmed he was currently looking into the matter and there was no further update at this time.</p> <p>Cllr Small mentioned that the depression on Lee Moor Road close to Herreschoff Kilns had got worse and could not wait until the autumn (when DCC Highways were intending to address this). The Clerk agreed to raise this with Nick Colton.</p> <p>Cllr Stone expressed his concerns about the works to replace the damaged culvert near Hartstone Farm. As a result of cost it is now proposed to use 2 pipes instead of a concrete culvert which Cllr Stone commented simply wouldn't last due to the size of the farm vehicles that use this route and that he has now lodged a complaint with Cllr Hart and Nick Colton on the length of time this issue is taking to resolve.</p> <p>Finally the Clerk agreed to chase BradleyTech with regard to the traffic calming scheme for Wotter to see where they were with the design works.</p> | <p>Clerk</p> <p>Clerk</p> |
| 8/18(b) | <p>Newnham Solar Panels Community Benefit Scheme</p> <p>Cllr Spiers mentioned that a new administrator Alison Kohler had been appointed to replace Sally Fairman and a further meeting of the board was due to take place in the next month.</p> <p>Cllr Taffurelli raised some concerns about the lack of information coming back from the board and whether or not the money from Solarplicity had been secured? Cllr Spiers agreed to take this back to the board and ask these questions at the next meeting.</p> | <p>Cllr Spiers</p> |
| 8/18(c) | <p>Broadband</p> <p>It was agreed that most of the discussion on broadband had been addressed in the County Cllr Report above. Cllr Small expressed his concerns over the lack of action on broadband, particularly for Lee Moor Hall. It was agreed that Marilyn Small would email the Clerk highlighting these issues facing Lee Moor Hall and that the Clerk would raise this with Matt Barrow of DCC to see if he can make some progress with BT.</p> | |
| 8/18(d) | <p>Wotter Surgery Defibrillator</p> <p>The Clerk confirmed that the new defib at Wotter Surgery was now in place and had been registered with SW Ambulance Trust as a community accredited defib. Cllr Taffurelli mentioned that the surgery were still to take down the signs that informed people that the defib was now inside and not in the cabinet. He agreed to speak to the surgery on this matter.</p> | <p>Cllr Taffurelli</p> |

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| <p>8/18(e)</p> | <p>Cllr Mrs Burkill said the turn-out for the recent defib training session held at Shaugh Prior Hall was excellent, with 48 people attending it. The trainer was very good and all who attended said it was very worthwhile.</p> <p>The Clerk confirmed that Sibilco had responded to a request for funding towards the new defib and that they had agreed to provide £150. As we now have all the funding for the Wotter Surgery defib it was agreed to 'ring-fence' this funding for the purchase of new pads and batteries in the future. This approach has been agreed by Sibilco and the Clerk agreed to write to them thanking them for their kind offer.</p> <p>Lee Moor Play Area Improvements</p> <p>Cllr Taffurelli mentioned that Imerys had now undertaken the works required to cover the exposed boulders in Wotter Play Area with earth and seeded the area. The Clerk mentioned he had visited the play area on the way to the meeting and that Imerys had done an outstanding job and that he would write to them thanking them. Overall 9 cubic metres of soil had been placed down by Imerys.</p> <p>As a section of fencing had to be temporarily taken down to allow a digger to access the site it was suggested that a gate could be provided in this location which would facilitate access for grass cutting (the width of a ride-on mower). It was agreed that the Clerk would contact Dan Searle to obtain a price for this which would be included within the fencing remedial works identified following our last insurance inspection by SHDC. Elaine Budd from Wolf mentioned that they would be happy to help towards the cost of the undertaking of these fencing works.</p> <p>With regard to the meeting of the Play Area Sub-Committee for the improvements to Lee Moor Play Area, the Clerk confirmed he now had the dates of availability from Cllr Taffurelli and would get a date in the diary asap.</p> | <p>Clerk</p> |
| <p>50/18</p> | <p>Stan Finemore Memorial</p> <p>The Clerk mentioned that the tree kindly donated by Stella Tracey had been planted and a plaque needed to be arranged. Cllr Mrs Burkill agreed to provide the Clerk with the necessary details so that a quotation could be obtained for such. As he was at the meeting following the annual assembly earlier in the evening, Pete Davies the PC Tree Warden agreed to provide a protective sleeve around the tree. It was also noted that the tree would need to be watered due to the current dry spell of weather we are experiencing.</p> | <p>Clerk</p> |
| <p>65/18</p> | <p>GDPR</p> <p>The Clerk referred to the GDPR Action List which he had sent around to Cllrs prior to the meeting setting out what needed to be done in respect of complying with GDPR and setting timescales for</p> | <p>Clerk</p> |

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| 77/18 | <p>such. Subject to approval by the PC this would then be uploaded onto the PC website. It was proposed by Cllr Stone and seconded by Cllr Mclver that the GDPR Action List be approved and this was agreed unanimously. Cllr Spiers requested that a further copy of the list be sent to him for information which the Clerk agreed to do. It was noted that the website would also need its' own privacy note.</p> <p>Planning</p> <p>An extension of time had been received for the planning application submitted for the erection of an extension and double garage at The Boulders at Shaugh Prior (App No 0225/18). It was agreed that Cllrs Wassell, Norman and Mrs Burkill would visit the site the following day before reporting back to the Clerk with the recommendation of the PC.</p> <p>The Clerk reported that recent planning applications at Windermere (app no 0182/18) and Bramley House (app no 0148/18) at Shaugh Prior had both been approved subject to various conditions. In respect of Bramley House an updated response had been sent on behalf of the PC supporting the application.</p> <p>Cllr Mrs Burkill highlighted to the Clerk the need to either tick the Support or Refuse boxes on the planning response pro-forma rather than the Neutral/No Observations box. This was noted by the Clerk although he mentioned that if these boxes are to be used then Cllrs need to provide clear Planning Policy reasons highlighting why they either object or support a scheme.</p> | Clerk |
| 78/18 | <p>Chairman's Business</p> <p>The Chairman had nothing new to report or raise.</p> | |
| 79/18 | <p>Reports from Committees</p> <p>Cllr Mrs Burkill mentioned that the HR Sub-Committee were due to meet on Tuesday 12th June to conduct the Clerks annual appraisal. Apart from this no further meetings of committees had been attended by Cllrs.</p> | |
| 80/18 | <p>Correspondence</p> <p>During the past month, the following correspondence has been received by the Clerk: -</p> <ul style="list-style-type: none"> • Email from DCC on a consultation on how libraries could be used in the future. Details of the consultation are on the DCC Have Your Say pages on their website. • Email from Dartmoor Commoners Council regarding forthcoming elections. • Email invitation to the joint Devon and Cornwall SLCC meeting at The Watermark on Friday 29th June. | |

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| | <ul style="list-style-type: none"> • Email from Imerys confirming a grant payment of £150 towards defib battery and pad replacements. • Email regarding launch of Police and Crime Commissioners Small Grant Scheme. • Email regarding 2018 Devon Communities Together Impact Report. • Letter and notice from DCC regarding conclusion to the consultation on the review of the Definitive Map. It was highlighted that no changes had been received for changes to PROW within Shaugh Prior. Cllr Wassell made reference to the fact that some existing bridleways are difficult to use due to them being covered in boulders. | |
| 81/18 | <p>Approval of Revised Financial Restrictions</p> <p>Following the recommendation made by the internal auditor in his report, the Clerk presented an updated set of financial restrictions for the Parish Council which were based upon the financial regulations produced by NALC. The Clerk confirmed he had made changes to the document where necessary to accord with the previous restrictions applied by the PC. It was proposed by Cllr Mrs Burkill that the updated financial restrictions should be adopted by the PC and seconded by Cllr Spiers. Cllrs voted to adopt the new regulations and the Clerk agreed to upload onto the PC website.</p> | Clerk |
| 82/18 | <p>Annual Return – Annual Governance Statement 2017-18</p> <p>As part of the procedures for the approval of the Annual Return paperwork, the Clerk went through the 9 questions in Section 1 of the Annual Governance and Accountability Return (AGAR) 2017-18. After clarifying the response to each of the questions the Chairman duly signed and dated Section 1 of the AGAR.</p> | |
| 83/18 | <p>Annual Return – Approval of Accounting Statements 2017-18</p> <p>The Clerk went through and presented the figures included on Section 2 of the AGAR for 2017-18. No issues were raised in respect of the accounting statement produced and they were duly approved by the Parish Council and signed-off by the Chairman.</p> | |
| 84/18 | <p>Shaugh Prior Community Fund</p> <p>Following the recommendation made at the previous PC meeting regarding setting-up a bursary, the Clerk presented an alternative to a bursary which was a new community fund from which grant payments would now be made. It was suggested that limiting the receipt of grants to 6-monthly periods could prove problematic for those organisations applying for grants and it was therefore agreed that there should be no restrictions relating to such. However it should be made clear that applications for grants should be submitted to the Clerk no less than 2 weeks prior to the meeting upon which the decision on the grant application would be made. It</p> | |

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| 85/18 | <p>was felt that this was reasonable as the number of grant applications received throughout the year by the PC would still be relatively low. The Clerk agreed to make some further minor modifications to the application form as advised by Cllrs and upload the form onto the PC website.</p> <p>Finance</p> <p>The Clerk confirmed that he was still not receiving any bank statements from TSB and that the Chairman had visited the bank to try and sort the situation. The Clerk mentioned that he had received a statement print-out which highlighted that there was £18,434.17 in the Treasurers Account on the 4th June 2018.</p> <p>The Clerk made reference to the need to purchase the LCPAS data protection pack for the purposes of helping with GDPR. It was agreed that the Clerk should proceed with the purchase of the data pack.</p> | Clerk |
| 86/18 | <p>Payments and Receipts</p> <p>It was agreed to make the following payments: -</p> <p><u>Payments</u> £30.00 cheque to Mr Scott Smy for the purchase of the LCPAS</p> <p><u>Receipts</u> £625.00 payment from Wolf Minerals (donation towards Wotter Surgery defib)</p> | |
| 87/18 | <p>Works and Maintenance</p> <p>Cllr Mrs Tyler asked if a bin could be provided at Wotter Play Area? It was agreed that if a bin was supplied then the PC would have to empty it and people should really be taking their rubbish home with them. It was suggested that perhaps a sign would suffice instead.</p> <p>As a result of a section of fencing having to be removed to allow Imerys to do the ground levelling works it was agreed a gate should be considered to aid access into Wotter Play Area for the purposes of grass cutting. The Clerk agreed to raise this request with Dan Searle.</p> <p>Cllr Small asked if the Clerk could do a response to a local resident regarding a request for a litter pick-up (this being raised several months ago). The Clerk agreed to respond.</p> | |
| 88/18 | <p>Date and Place of Next Parish Council Meeting</p> <p>The next Parish Council Meeting will take place on Wednesday 4th July 2018 at Shaugh Prior Hall starting at 7.30pm.</p> <p>The meeting closed at 9.25 pm.</p> | Clerk |

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| | Signed:.....Chairman Date: | |
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