

MINUTES
of
SHAUGH PRIOR PARISH COUNCIL
On-Line Zoom Meeting
Held on
Wednesday 6th May 2020

Present: Chairman Cllr Wassell
Cllrs Norman, Mrs Burkill and Mrs Tyler

District Cllr Spencer

Apologies: County Cllr Hart, Cllr Taffurelli, Cllr Hitchins

1 other member of the public in attendance (on-line)

Minute Number		Action
35/20	<p>Open Forum</p> <p>The Chair started by welcoming everyone to the first on-line meeting of the PC using Zoom, the necessity for which was as a result of the Covid-19 pandemic. It was noted that several Cllrs were having to self-isolate and therefore holding the meeting on-line made perfect sense. Some general guidance was provided by the Chair in terms of registering votes on-line and making it clear when you wish to speak on an item.</p> <p>Julia Sanders mentioned the problems encountered regarding livestock getting into the property known as The Hermitage and how the Commoners Association had written to the homeowner due to the port state of the boundaries to the property (the gate in particular). Thanks were expressed to Philip Skelly, Cllr Stone and Dennis Turner for their efforts in securing the property. It was agreed that the Clerk would also write to the homeowner on this matter.</p> <p>Cllr Mrs Tyler made reference to the fly-tipped appliances which had been seen being deposited from a van travelling from Shaugh Prior to Bickleigh. Unfortunately, no registration details were recorded.</p> <p>Although the issue had been reported to SHDC by several Cllrs, Cllr Spencer mentioned that SHDC were not able to act until the Civic Amenity sites had opened as they had nowhere to take the</p>	Clerk

36/20	<p>appliances once collected. However, with recycling centres due to open on the following Monday it was hoped the discarded appliances would be collected very shortly. It was noted that the on-line fly tipping reporting form on the SHDC was very easy to use and should be the first place to report such instances.</p> <p>Whilst he wasn't able to make the meeting, Cllr Stone requested if CCTV could be installed at fly-tipping 'hot spots' in the Parish in order to catch the perpetrators? It was highlighted that apart from the considerable cost of providing CCTV, most of the locations used by those fly tipping are the very remote locations in the Parish and it would be impossible to provide CCTV at all of these locations.</p> <p>Julia Sanders mentioned that the Corona Virus Support Group was going very well and she was extremely grateful to all of the coordinators and volunteers. The Chair and Clerk also wished to thank Julia for all her hardwork in setting up the support group, it is very much appreciated by everyone in the Parish – thanks Julia! The Clerk also mentioned that an application for a grant of £250 for the Corona Virus Support Group had been successful and had been received by the PC.</p>	
	<p>Declarations of Interest</p> <p>The Clerk confirmed that none had been received.</p>	
37/20	<p>Proposal Covid-19 – Temporary Suspension of non-urgent Council Business</p> <p>As a result of the Covid-19 pandemic it was suggested by the Clerk that Cllrs may want to consider suspending all non-urgent business of the PC until as such time when meetings can be held in the usual manner. Cllr Mrs Burkill proposed the recommendation and this was seconded by Cllr Mrs Tyler and agreed by all Cllrs present.</p>	
38/20	<p>Police Report</p> <p>Following her agreement at the previous PC meeting, Cllr Mrs Tyler is now our nominated point of contact for the Devon and Cornwall Police Cllr Advocate Scheme.</p>	
39/20	<p>The Clerk confirmed that no Police Report had been provided although considering the current workload of Devon and Cornwall Police as a result of the Corona Virus outbreak, this was not unexpected. It was noted that a fire had taken place on the 5th April at Higher Bughill Farm.</p> <p>County and District Cllrs Report</p> <p>Whilst Cllr Hart was not able to provide a report, Cllr Spencer kindly provided the Clerk with the County Cllr Report that had been provided at the meeting of Bickleigh PC which was as follows:</p>	

	<p>In his absence, the Clerk referred to the report provided by District Cllr Spencer which was as follows:</p> <p>Never thought I would be isolated in Exeter for weeks but am able to get into County Hall daily to use the Computer and other facilities. Nor did I ever think I would be on regional and National media asking Holiday makers and Second Home owners NOT to come to the South West on holiday, particularly on a Bank Holiday. Neither did I think we could get AIRB&B to stop taking bookings and that the D&C Police would support us in checking properties where people had ignored the no travel rule. It was a good team effort and Devon and Cornwall have not had the much faster spread of the virus like Cumbria and other similar holiday areas. DCC are using the TEAMS system to hold virtual meetings. We have had one scrutiny meeting and a full Cabinet meeting this way.</p> <p>Have been kept very busy on DCC work. Additionally, through TEAMS have been chairing weekly meetings with the Devon MPs and with the 8 District Councils. We have also been having weekly meetings of the County Council network as well as weekly sometimes twice weekly virtual meetings with Ministers. We also had our first Regional meeting for all County, District, and Unitary Authorities last Friday and virtually all 32 out of 34 participated, from the Isles of Scilly to Gloucestershire.</p> <p>The leaders of Plymouth and Torbay and I are also meeting weekly with the 4 Hospitals and NHS England to get an overview on the demand pressure that this COVIC 19 is putting on all of our services. The Hospitals, Social Care workers employed by Local Government to look after people in their own homes and the Residential and Nursing homes in the County.</p> <p>Hospitals have never been emptier. We have transferred out all patients that we are able to in order to free up beds for when the spike on the virus comes. DCC are working with some Hotels and other establishments to give increased capacity for extra beds. We also have the Nightingale hospital coming on stream in early May to give more Hospital capacity should it be necessary. We have access to a large storage facility for bodies if the crematoriums get overwhelmed. Devon is as ready as we can be for whatever may come, I just hope that we never have to use any of it.</p> <p>The vast majority of DDC staff are working remotely and County Council still functions on a day to day basis. We are already planning for the recovery which will come, I don't know how quickly it will come but I am sure it will come and we will all get back to a normal way of living.</p> <p>Rather than giving his usual District Cllr Report, Cllr Spencer asked if anyone had any questions for him in view of the Covid-19 pandemic. He mentioned that very few staff were currently working in Follaton House and that most were working from home and following the guidance from Central Government. Meetings of the District Council for essential business matters are still taking place</p>	
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40/20	<p>remotely using Skype, Zoom etc.</p> <p>Minutes of the Meeting held on Wednesday the 4th March 2020</p> <p>It was agreed that the draft minutes were an accurate reflection of the March meeting and were duly signed by the Chair after being proposed by Cllr Mrs Burkill and seconded by Cllr Norman. As a result of the cancellation of the April PC meeting, there were no minutes for that meeting.</p>	
41/20		
8/20(a)	<p>Matters Arising</p> <p>Highway Matters</p> <p>Cllr Stone (via Julia Sanders) requested that the blocked gullies and drains close to Hartstone Farm be cleared as the flooding in the early spring had impacted greatly upon the structural stability of the banks and hedgerows. The Clerk agreed to raise this with DCC Highways. Cllr Mrs Tyler also raised a similar concern regarding blocked drains in Wotter which the Clerk also agreed to raise with DCC.</p> <p>The Clerk confirmed that the depression in the road on Collard Lane in front of the water hydrant had now been repaired by DCC. Reference was also made to the forthcoming closure of the road between Shaugh Prior and Bickleigh in order to allow repairs to be undertaken to Bickleigh Bridge. The Clerk confirmed that the works would commence mid-May and were expected to take around 10 days to complete. It was agreed that the closure notice would be circulated to Cllrs and a copy supplied to Julia Sanders for inclusion on the website.</p>	Clerk
8/20(b)	<p>Newnham Solar Fund</p> <p>Cllr Mrs Burkill confirmed that no meeting of the community interest group had taken place since the last PC meeting but one was planned for August. She also reminded Cllrs that there was a hardship fund which local residents could apply for funding from in times of financial difficulty (which is certainly something many families were currently facing as a result of the Covid-19 pandemic). She also highlighted the fact that funding can be provided to local community groups. The forms can be found using the following link: https://www.newnhamsolarfund.com/documents-forms</p>	Clerk
8/20(c)	<p>Shaugh Prior Community Fund</p> <p>The Clerk confirmed that no applications had been received during the past month.</p>	
8/20(f)	<p>Shaugh Prior Community Climate Change Emergency Group</p>	

42/20	<p>Cllr Mrs Burkill said there was no further update since the last meeting (which was understandable in view of the social distancing requirements as a result of Covid-19. However, it was noted that there had been a major improvement in air quality as a result of the Coronavirus pandemic.</p> <p>Planning – Woolwell Planning Application</p> <p>The Clerk mentioned that he had received no further information to circulate in relation to the Woolwell planning application. However, Cllr Spencer confirmed that a recent on-line meeting had taken place with Barwood and it was still their intention to try and get the application to planning committee this year.</p> <p>Following circulation to all Cllrs, the Clerk confirmed that the PC raised no objections to the planning application submitted to extend the operation of the solar farm at Portworthy for a further 10 years (Condition 9 of App DCC/3689/2014).</p> <p>A planning application had been received for a new roof to the garage serving Oversound House (changing from a flat to a pitched roof; App No 0126/20). Following consultation with the Chair it was agreed that no formal site visit was required and that the PC would raise no objections to the proposal. The application has since been granted planning permission with various conditions attached.</p>	
43/20	<p>Finally, the Clerk made reference to the fact that there were still some outstanding planning enforcement cases within the Parish.</p> <p>Chairman’s Business</p>	
44/20	<p>The Chair mentioned that he was volunteering for the Coronavirus Support Group and wished to thank everyone who was volunteering to collect prescriptions, shopping etc.</p> <p>Covid-19 - AGM 2020/Re-Election of Cllrs</p> <p>The Clerk stated that as a result of the Coronavirus Pandemic and the need for people to self-isolate that there wasn’t a legal requirement for Parish Councils to hold an AGM in 2020 and instead Cllrs could continue in their elected positions until a further AGM in 2021.</p> <p>The Chair confirmed that he would be happy to continue in the position of Chairman and this was also the case for the Vice-Chair Cllr Stone. It was therefore proposed by Cllr Mrs Tyler and seconded by Cllr Mrs Burkill that the PC does not hold an AGM in 2020 and that the positions both on the Parish Council and various sub-committees remain as they currently are until the next AGM in May 2021. This proposal was supported unanimously at the vote. Cllr Mrs Burkill enquired about the date of the Clerks Annual Appraisal (which usually takes place in June). The Clerk agreed that this could be an on-line meeting using Zoom if necessary.</p>	

45/20	<p>Furthermore, it was agreed that an initial discussion on the updating of the Emergency Plan could also be on-line. This would involve the Clerk and Cllrs Wassell, Stone and Mrs Tyler.</p> <p>Annual Return 2020</p> <p>The Clerk mentioned that as a result of the Coronavirus Pandemic that the date for the submission of Annual Return paperwork had been put back until September. However now that the community support group had been set-up and was working well, the Clerk confirmed that he would now be starting to get all paperwork together for both the internal and external audit. As a result of the financial regulations, the annual bank reconciliation needs a review and check by another Cllr as well as the Chair. Cllr Mrs Burkill kindly agreed to review the reconciliation and the Clerk therefore agreed to forward this to her.</p>	Cllr Mrs Burkill
46/20	<p>Finance</p> <p>The Clerk confirmed on the 26th April 2020 there was the sum of £16,691.62 in the Treasurers Account. This included the first annual precept payment of £6,654.00 and a £250 grant to assist with the Coronavirus Support Group.</p> <p>The Clerk also mentioned that the annual insurance policy was due for renewal. Whilst it is usually best practice to shop around for the 'best deal', in view of the circumstances this year the Clerk proposed that we simply renew our current policy and this was supported by all Cllrs.</p>	Clerk
47/20	<p>Payments and Receipts</p> <p>It was agreed to make the following payments: -</p> <p><u>Payments</u> £816.40 cheque to Scott Smy (3 months Clerks wages) £204.20 cheque to HMRC (PAYE for 3 months Clerks wages) £77.62 direct debit to SHDC (Uncontested election charges) £188.90 cheque to DALC (Annual membership renewal) £54.00 cheque to WesternWeb Ltd (renewal of web domain) £33.94 cheque to Scott Smy (reimbursement for purchase of laminator) £14.39 cheque to Scott Smy (reimbursement for 1-month subscription to Zoom) £132.00 direct debit to SHDC (charges for payroll services) £586.92 cheque to Came and Company (annual insurance renewal)</p> <p><u>Receipts</u> £6,654.00 BACS payment from SHDC (first annual precept payment) £250.00 BACS payment from Devon Community Foundation</p>	
48/20	<p>Works and Maintenance – Wotter Bus Shelter and PC</p>	

<p>49/20</p>	<p>Notice Boards Following a recent monthly inspection by Cllr Mrs Burkill, it has been revealed that the keypad for the defib cabinet at Shaugh Prior Hall is no longer working properly. It was agreed that the Clerk would investigate the possibility of obtaining a replacement keypad (the matter has been complicated by the fact that the company that provided the cabinet Physio-Control has been taken-over and is now run by a Dutch company). It was suggested that if a replacement keypad cannot be provided then we could seek to obtain a grant from the Newnham Solar Fund for a new cabinet.</p>	<p>Clerk</p>
	<p>Following receipt of quotations from local builders, the issue of the replacement bus shelter at Wotter was discussed and the benefits of providing a pitched roof rather than a flat roof. The benefits of the pitched roof would be that specialist structural drawings would not have to be drawn-up by engineering consultants. It was also the view expressed by several Cllrs that a pitched roof would be more pleasing on the eye. It was therefore agreed that the Clerk would go back to those builders who had already provided quotations and request updated estimates on the basis of a pitched roof to the bus shelter.</p>	<p>Clerk</p>
	<p>Finally, it was noted that there were still some issues with the PC notice boards and therefore the Clerk agreed to chase Mr Palmer to establish when the works to the notice boards would be completed.</p>	<p>Clerk</p>
	<p>Date of Next Parish Council Meeting</p> <p>The next Parish Council Meeting will take place on Wednesday 3rd June 2020 starting at 7.30pm. This will again be an on-line meeting using Zoom. Dial-in details will be sent out prior to the meeting.</p> <p style="text-align: center;">The meeting closed at 8.40 pm.</p> <p>Signed:.....Chairman</p> <p>Date:</p>	