

# STOKE GABRIEL PARISH COUNCIL

**DRAFT** Minutes from the Regular meeting

held on 28th January 2019 at 7.00pm at Stoke Gabriel Village Hall

Present; Cllrs Tully (Chairman), Avery, Bridge, Fenwick, Harris, Hunt and Jones  
Dist Cllr Rowe 10 members of Public & Clerk - Karen Gilbert

**19/02/01 - Apologies** - Cllr Rawlings (Work commitment) Cllr Robinson (reason unknown)  
Cllrs Hawkins & Bastone

**19/02/02 - Declaration of Interests** - None

Standing orders were suspended to allow for the following

## **19/01/03 Public participation**

A Parishioner sought clarification as to the employment status of the Clerk

**POST MEETING NOTE** - The Clerk is paid monthly (currently £396.93) until such time as her employment ceases or her salary is amended upon a resolution of the Full Council.

As the salary is paid by standing order, it does and will not appear on the list of cheques to be approved

Another Parishioner commented that, despite a disabled parking bay within the Village having been declassified, the disabled parking sign remains

**ACTION ; CLERK TO CONTACT HIGHWAYS TO SEEK ITS REMOVAL**

## **19/01/04**

**Police report** - There was no report available

**ACTION ; CLERK TO WRITE REGARDING THE IMPORTANCE OF REGULAR REPORTS**

## **County Cllr Hawkins**

*Following on from the November Meeting, Cllr Hawkins had spoken to Lisa Edmonds and Neil Oxtan from the local Devon Highways Office ref. the Primary School traffic. Lisa had visited the site and spoken to the Headmaster as Cllr Hawkins had on a number of occasions. Officers at Devon County did not support a footpath along School Hill due to the narrowness of the road. Their preferred option was that the School should access its site from the top car park near the Village Hall and would ask Parents to consider their actions when taking their children to school - for safety reasons.*

### **Port (Pords) Bridge.**

*Local residents had expressed concern ref. the stability of this bridge on the Waddeton Road. Again Cllr Hawkins had spoken with officers at County Council. They believe the bridge was perfectly safe. Lisa has asked the Structures inspection team to inspect the bridge for us.*

## **District Cllr Rowe**

*Cllr Rowe advised that she had attended a Devon Home Choice meeting on Thursday 14th Jan along with Cllr R. Harris*

*The allocation of houses on the Cavanna Estate was all down to the Section 106 agreement which goes down to a Band D listing and not including Band E.*

*However Cllr Rowe was still hopeful that it might be possible to get Band E applicants included somewhere.*

*At South Hams District Council, the Budget for 2019/2020 has been discussed together with the Setting of the Council Tax. A balanced budget has been formulated and that will be finalised at the next Full Council Meeting on Thursday 21st February.*

*SHDC was reviewing achievements over the past 4 years and looking at priorities for the next four*

years

## **Standing orders were re-instated**

### **19/01/05 - Minutes from previous meetings**

The Minutes from the Stoke Gabriel Parish Council meetings , held on 26th November 2018 , 9th January and 21st January 2019 were agreed by the Council & duly signed by the Chairman

### **19/01/06 - Clerk's report**

The Clerk advised that she had

- Contacted Devon Highways regarding the blocked drain on School Hill
- Spent an afternoon in the Parish familiarising herself with the area
- Confirmed that the Parish records had been relocated from the previous Clerk's premises

**ACTION ; CLERK TO CHASE CLEARANCE OF DRAIN ON SCHOOL HILL**

**ACTION ; CLERK TO MEET WITH CLLRS TO REVIEW / VET THE PARISH COUNCIL ARCHIVE**

### **19/01/07 - To receive Councillor reports from outside meetings inc Neighbourhood Plan**

Cllr Fenwick advised that work on the Neighbourhood Plan was progressing . He invited Parishioners - including the younger members of the Community - to join the group .

### **19/01/08 - To receive reports on Parish Owned property**

The Chairman suspended Standing orders to allow Phil Bolt to present proposals & his report

**Hoyle Copse:** The Stoke Gabriel Cub Scouts have made and installed in the copse an excellent badger and fox proof hedgehog hibernation box. Thank you Cubs.

Both the owl box and large ash tree clearings have now had brambles and undergrowth removed to aid the saplings planted last year and promote primrose and blue bell growth in the spring. Along with the quarry and lime kiln areas, this now completes our clearance activities and we shall move on to coppicing.

Steps have been added to the path near the owl box clearing and the old path from the owl box clearing down to the western path has been opened up.

A number of hawthorn saplings have been planted in several areas of the upper copse where "bold spots" have occurred. Sourcing of more saplings for planting is being investigated from the Woodland Trust. At a recent South Hams Tree Wardens meeting, it was stated that we should lose 90% to 95% of our ash trees in the coming years due to ash die back disease. This cannot be stopped; therefore we shall be drawing up a plan for preemptively planting trees in the areas in the copse that are predominately ash.

**Orchard:** A second large apple tree plus a new one plant last year have fallen. This has now been cleared up and new trees will be ordered for planting before the spring.

Phil Bolt advised the Parish Council on the proposals for the large derelict barn within the Copse with support of a powerpoint presentation . It was **AGREED** that further quotes be obtained by Mr Bolt with a view to approval being sought through an agenda'd proposal

**c) Playground** - monthly check carried out by South Hams . It was **NOTED** that one item of equipment was still requiring a minor repair

**d) Toilets** - The Clerk advised that the regular cleaning contractor had notified that she would be ceasing to trade from 22nd February . After debate , it was **AGREED** that a form of open quotation be sought from contractors and from self employed cleaners .

**ACTION ; NOTICE TO BE PLACED ON THE WEBSITE**

**ACTION ; CLERK TO APPROACH LOCAL CLEANING CONTRACTORS**

### **19/01/09 - Planning**

a) 0059/19/NMM Non material minor amendment for increased width of balcony to amend planning permission reference 1511/18/HHO  
Dart Lees , Vicarage Close Stoke Gabriel TQ9 6QT **NO OBJECTION - agreed by all**

b) The Clerk updated the meeting on the recent determinations - details available [apps.southhams.gov.uk/PlanningSearchMVC/Home/AdvSearch](https://apps.southhams.gov.uk/PlanningSearchMVC/Home/AdvSearch) - Stoke Gabriel

c) South Hams DC proposal to remove paper documentation from planning consultation wef 04/19 **NOTED**

**ACTION ; CLERK TO WRITE TO SHDC PLANNERS TO STRESS THE IMPORTANCE OF ACCURATE AND COMPLETE ONLINE DOCUMENTATION**

**d) Social Housing Allocation in the Parish ( Cllr Harris )**

Cllr Harris commented on a recent event by Devon Home Choice and explained that the South Hams Allocation Policy prohibited Band E applicants within the Parish obtaining a house in recent developments . This can be varied through the production of a Local Lettings Policy - similar to that compiled in Salcombe

**ACTION ; AGENDA ITEM FOR 02/19**

**19/01/10 - Finance**

**The Following cheques were presented for payment ( gross figures )**

Karen Gilbert - expenses 01/19	£66.15
Stoke Gabriel PCC - School room hire x 2	£30.00
Viking - Paper / ink / 100 x 2nd stamps	£138.44 ( 13.41 VAT )
CPRE - membership	£50.00
Karen Gilbert - reimbursement - Clerk's computer	£1079.00 ( 179.83 VAT )
Citizens advice Section 137 - grant	£150.00

**TOILET A/C**

SophieQ - Cleaning toilets 01/19	£70.00 ( from Toilet a/c)
South West Water ( actual reading )	£441.15

**Payments approved - all in agreement**

**b) to note expressions of interest self-employed Handyman work and agree whether their details be kept on file for future minor works**

The Clerk advised that she had received 2 offers - but that one had since been withdrawn . It was **AGREED** that further adverts be placed to ensure that more than one contractor would be available

**ACTION ; CLERK TO POST NOTICES FOR ADDITIONAL HANDYMEN/WOMEN**

**To Discuss and agree the Budget for Stoke Gabriel Parish for 2019/20**

Cllr Harris explained the Budget in fine detail to those present . The Chairman thanked Cllr Fenwick for his work in collating the information and the Finance Committee for its input . He also offered thanks to two Parishioners who had attended the Finance meeting and whose suggestions had been taken into account . It was **AGREED** that the Budget been adopted

**To agree the Precept request for 2019/20**

It was **RESOLVED** that a precept request for £25000 ( inc Council Tax Grant of £513.00) be sent to South Hams District Council - All in agreement

**19/01/11. Highway and Hedgerow matters**

a) To review and agree DCC grass cutting contract

It was **RESOLVED** that the agreement be signed and returned to Devon Highways

b) To decide whether or not to join DCC P3 scheme ( Footpath grants )

Decision deferred to 02/19

**ACTION ; CLERK TO REQUEST MAPS OF EXISTING FOOTPATHS**

c) To discuss and agree any action re directional road signage

**ACTION ; CLLRS TO ADVISE CLERK EXACT LOCATIONS WHERE SIGNS REQUIRE ATTENTION**

**19/01/12 - PC admin**

a) To adopt a Grievance Procedure - **ADOPTED**

b) To adopt Financial regulations for Stoke Gabriel Parish Council - **ADOPTED**

c) To agree Cllr responsibility for PC assets & associated checks/risk assessments

The Cllrs deferred this item until a revised asset register had been produced by Cllr Harris

**ACTION ; DEFERRED UNTIL 02/19**

d) To note the Parish Council elections on 2nd May 2019 **NOTED**

e) To decide whether to arrange a Public meeting regarding Election procedure or incorporate with the Annual Parish meeting - if taking place at an appropriate date.

At this point the Public was asked for any relevant comments

It was **RESOLVED** that the Annual Parish Meeting should be held after the Parish Council elections . The Clerk explained that South Hams had confirmed that it was unable to send a speaker to the Parish to explain the roles and procedures for becoming a Parish Councillor

**ACTION ; CLERK TO PREPARE A PAGE RE ELECTIONS FOR THE PC WEBSITE**

**18/11/12 CORRESPONDENCE**

No correspondence required major debate - copies having been emailed to Cllrs in advance

Dart Estuary Forum - Spring 2019 meeting - ADVANCE NOTICE

**18/11/13 - COUNCILLORS BUSINESS FOR NEXT AGENDA**

a) **Defibrillator signage and publicity**

b) **Risk assessments**

**18/11/14 Date/time of next meeting MONDAY 25th 2019 AT 7PM**

There being no further business , the Meeting closed at 9.10pm

**POST MEETING NOTE**

The Chairman wished to thank the Carnival team for an amazing event and for raising £4500 for local causes and also the Stoke Gabriel Community Concert for raising £1500 for the homeless

Signed..... Dated .....

**THE PARISH COUNCIL MUST EMPHASISE THAT THESE MINUTES ARE DRAFT MINUTES**

**AND SUBJECT TO CHANGE PRIOR TO APPROVAL**