

# STOKE GABRIEL PARISH COUNCIL

Minutes from the Annual Parish Council meeting  
held on 13th May 2019 at 7.00pm at Stoke Gabriel Village Hall

Present; Cllrs Hunt , Blood , Bridge , Bullock, Collings, King , Stobart ,Tully and Williams  
Dist Cllr Rowe 19 members of Public & Clerk - Karen Gilbert

Cllr Tully welcomed councillors and members of the Public to the meeting

It was **NOTED** that all Councillors had completed their acceptance of Office forms  
**19/05/01 - Election of Chairman and signature of acceptance of office**

Cllr Tully nominated Cllr Hunt to act as Chairman - seconded by Cllr Bridge

Cllr Hunt confirmed that he was willing to take the role

A vote was taken - all in agreement . Cllr Hunt took the Chair and signed the acceptance of Office

## **19/05/02 - Election of Vice Chairman**

Cllr Bridge nominated Cllr Tully to act as Vice Chairman - seconded by Cllr Hunt

Cllr Stobart nominated Cllr Williams to act as Vice Chairman - seconded by Cllr Bullock

On the suggestion of Cllr Williams , each gave a short presentation after which a vote was taken .

Four votes for Cllr Tully - three for Cllr Williams

Cllr Tully accepted the role of Vice Chairman

**19/05/03 Apologies** -Cllrs Bastone and Hawkins

**19/05/04 - Declaration of Interests - None**

## **Standing orders were suspended**

### **19/05/05 Public participation**

A Parishioner commented on the number of hours that the Clerk had worked since commencement in the role . She also commented on the need for a sympathetic Management Plan for Hoyle

Copse . in response , Phil Bolt briefly updated the meeting on the Draft Plan

Another Parishioner queried the lack of cheque information on the agenda : the Clerk confirmed all cheques will be listed in the Minutes

### **19/05/06 - District Cllr Rowe**

Cllr Rowe congratulated Cllr Richard Hunt on becoming Chairman , Cllr Bridge for topping the Poll and the rest of the Council for the success in the recent election . She commented that she , Cllrs Hawkins and Bastone look forward to working with the New Council . Cllr Rowe explained the intensive training schedule which elected South Hams Councillors follow

### **Dist/County Cllr Hawkins - through Cllr Rowe**

The damage by contractors to Broad path was currently being investigated by South Hams Enforcement and he was currently looking into the possibility of the removal of yellow lines near the Village stores

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

### **19/05/07 - Minutes from previous meetings**

The Minutes from the Stoke Gabriel Parish Council meeting held on 29th April 2019 were agreed by the Council & duly signed by the Vice - Chairman - all in agreement

### **19/05/08- Clerk's report**

The Clerk recommended that the following matters were treated as priorities

Urgent need for completion of asset register

Need for Internal control document

Need for risk assessments

She confirmed that only one quote had been received for the electrical survey on the Toilets - at the rate of £75.00 . It was **AGREED** that the Clerk instruct the contractor to conduct the survey - the cost of which would be taken from the Toilets account

She confirmed that the missing Minutes had been delivered from the Acting Clerk and that the Archived Parish Records had been deposited at Devon Record Office

IT was **NOTED** that a further Scoble Legacy working party would convene after the PCC meeting due to take place on 15th May at which the proposed path was to be discussed

#### **19/05/09 - PC Admin**

##### **a) To arrange New Councillor / Chairmanship training**

The dates for training had been circulated in advance . Councillors were asked to email their preference to the Clerk

##### **b) To decide on date for Annual Parish Meeting & delegate administration in association with the Chair**

It was **AGREED** that the Annual Parish Council meeting would take place on 30th May 2019 . Preparation and agenda publication was delegated to the Chairman , Cllr Collings and Williams

##### **c) To note dates for Full Council meetings - NOTED**

##### **d) To discuss website admin and to agree Councillor details to be published**

It was **AGREED** that Cllr Collings would contact Howard Rawlings to take over management of the website . As the software was dated , It was **AGREED** that a arrangements would be made for the production of a new website

Meanwhile the Clerk asked that Councillors email her their contact details for inclusion on the website

##### **e) To discuss and allocate individual Councillor responsibility for Parish assets**

- a) Hoyle Copse - Cllr Williams
- b) The Orchard - Cllr King
- c) Playground - Cllr King
- d) Toilets - Cllr Bridge
- e) CCTV - Cllr Collings
- f) Footpaths / Highways / Benches - Cllrs Bullock and Tully
- g) Burial ground - Cllr Stobbart
- h) Slipway - Cllr Stobbart

##### **f) To confirm membership of the Finance/Personnel Committee**

It was **AGREED** that Cllrs Hunt Blood, King ,Stobbart & Williams would form the Finance/ Personnel Committee

##### **g) To decide on lead Councillor for planning**

It was **AGREED** that all members would attend the planning working parties held prior to main meetings

##### **h) To consider amendments to the Signatories for the Parish Council Bank accounts**

It was **AGREED** that Cllrs Blood , King , Stobbart and Williams would be added as signatories

##### **i) To consider the Parish Council Insurance Policy**

ii) Deferred to first meeting of Finance Committee

##### **j) to note the receipt of declarations of acceptance of office by Members - NOTED**

##### **k) To decide on responsibility for Parish Noticeboards - Cll Bridge**

#### **19/05/10 - To decide on Parish Grass cutting for 2019/2020**

The Clerk advised on the three quotes obtained and after brief discussion , it was decided to accept the quote from the contractor from Ipplen

It was **AGREED** that a detailed spec should be prepared for next season - along with a suitable contract

It was **AGREED** to suspend any weed killing along the Highway to allow the School the chance to remove weeds from outside the school building

**ACTION ; CLERK TO CONTACT SCHOOL ACCORDINGLY**

## 19/05/11 - To receive reports on Parish Owned property

### a) Hoyle Copse: b) Orchard:

*The Copse is now mainly in leaf and the bluebells are out in abundance. The path linking the owl box glade down to the western path has been improved with the construction of steps on the steeper sections. One vandalized step and one rotting step on the western path have been replaced.*

*A follow-up meeting with Devon Wildlife Trust was held in the Copse to review the proposed conversion of the old shed into a wildlife haven. Based on their input the plans have been updated and returned to DWT for further comment and / or confirmation. On confirmation the plan will be re-presented to the Parish Council for consideration.*

*A meeting and a risk assessment from falling trees was held in the Copse with a specialist tree consultant. The consultant will publish his report in due course but no trees were identified as requiring immediate felling during the bird nesting period. A meeting with DWT has been arranged to visit the Copse to gain their feedback for the new draft management plan.*

*In the Orchard, six leaning apple trees have been re-staked. Also, three new bat boxes have been hung on the orchard's hedgerow trees.*

### c) Playground -

It was **NOTED** that the wall along Church Walk bordering the Playground was in a dangerous state of repair . It was suggested that a gate in this wall might , in the long run , help to lessen the damage caused

**ACTION ; CLERK TO CONTACT PCC AND ARRANGE MEETING WITH EMMA BRIDGE**

### d) Toilets

It was **NOTED** that the Cleaning contractors were going a good job but that improvements to the facility were badly needed . It was hoped that the Parish Council could address these in the coming year

## 19/05/12 - Planning

There were no Planning applications considered by the Council

### Determination

0836/19/HHO Householder application for alterations and extension for porch and utility at 4a Barn Park , Stoke Gabriel - **GRANTED**

Type to enter text

## 19/05/13 - Financial matters

### a) The Following cheques were presented for payment ( gross figures )

Karen Gilbert - Clerks expenses/ PC admin	£56.70
Penny Clapham — Internal Audit ( % hours + )	£119.35
Plandscape - 04/19 cut	£215.49
P Bolt - Hoyle Copse expenses	£133.24
Came and Co - Pc insurance	£767.80

**TOILET A/C**

Skivvies - Toilet cleaning 04/19	£225.00
SSE - electricity	£22.85

**Payments approved - all in agreement**

The Clerk advised that following the Internal Auditor’s report , approval of the Accounts for the year ending 3./19 and also the completion of the Agar External Audit return y/e 3/19 should be discussed at a Finance Committee meeting - to be arranged

Cllr Blood commented on the driving behaviour of Lorry Drivers servicing the various developments in the Parish

Cllr Bridge commented on the possibility of a Lengthsman service in the Parish

**ACTION ; AGENDA ITEMS FOR 06/19 MEETING**

**There being no further business , the meeting closed at 8.25pm**

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