

MILTON ABBOT GROUPED PARISH COUNCIL

(Parishes of Milton Abbot, Chillaton, Dunterton and Bradstone)

To all Members of the Council

You are hereby summoned to attend a Meeting of the Milton Abbot Grouped Parish Council to be held directly following the Annual Parish Council Meeting on **Wednesday 18th May 2016 at Milton Abbot Village Hall** for the purpose of transacting the business set out below.

Members of the public are welcome to attend.

E James

Emma James, Clerk to the Council

Thursday 12th May 2016

A G E N D A

1. **Apologies for Absence**
2. **Declarations of Interest**
3. **Confirmation of the Minutes of the meeting held on 6th April 2016**
4. **Open Session – Members of the Public may speak regarding parish matters**
5. **Land of Light Festival, Milton Abbot, 3rd and 4th June 2016**

Mr Pratt, event organiser, will be attending to advise the Council of the plans for a music festival, and to answer any questions.

6. **Planning**

Appeal: Stables, Edgecumbe Road, Milton Abbot (Case Ref 3131024)

The Appeal hearing was held 14th March, no decision has yet been made.

Applications: The Parish Council is requested to consider the below listed applications;

- a) 0624/16/HHO Leigh Ball Cottages Road from Milton Green to Leig, Milton Abbot
Householder application for a construction of a single storey extension
<http://www.westdevon.gov.uk/planningdetails?RefType=APPPlanCase&KeyText=160680>
- b) 0625/16/LBC Leigh Ball Cottages Road from Milton Green to Leig, Milton Abbot
Listed building consent for the construction of a single storey extension.
<http://www.westdevon.gov.uk/planningdetails?RefType=APPPlanCase&KeyText=160681>
- c) 1075/16/HHO Hardstone Cottage, Dunterton
Householder application for removal of existing conservatory, erection of link extension
<http://www.westdevon.gov.uk/planningdetails?RefType=APPPlanCase&KeyNo=0&KeyText=161129>

Decisions: For Cllrs to note:

- a) 0016/15/FUL - 25a Fore Street, Milton Abbot - CONDITIONAL APPROVAL
Application for change of use of existing (vacant) shop premises to form 2 no residential dwellings
- b) 0480/16/HHO Youngcott Road, Milton Abbot - CONDITIONAL APPROVAL
Householder application for slate hanging to South Elevation to prevent persistent water penetration
- c) 0540/16/OPA Beeches Barn Lane To Down House Farm, Milton Abbot - CONDITIONAL APPROVAL
Outline planning permission with all matters reserved for provision of a permanent farm house to accommodate an agricultural worker

Lamber Hey House, Milton Abbot

Cllr Baldwin is liaising with the Planning Department regarding the concerns raised by members of the public about the work being carried out to this property.

7. Personnel Committee

The Personnel Committee will be meeting on the 18th May, immediately prior to the Parish Council meeting. Following the end of the Clerk's probationary period consideration will be given as to whether she has established her suitability for the post and to determine if the appointment should be confirmed as permanent.

Parish Council is requested to consider an oral report from the Chair of the Personnel Committee.

8. Progress Reports

To review and consider updates since the last meeting;

Felldownhead Road and Upcoming Roadworks to the B3362 (15th February to 25th May)

As agreed at the Parish Council meeting in April, Cllr Pahlsson's report about the increase in vehicle numbers, damaged and missing signage and road markings along Felldownhead Road was sent to Simon Phillips, Highways.

Since then action has been taken by Highways and the majority of the signs have been either repaired or replaced. However the missing 'accompanied horses' warning sign has still to be replaced, the 'Give Way' sign at the bottom of the hill appears to have been missed and the painted 'Slow' signs on the road have not been reinstated.

Cllr Pahlsson's report also raised the increase in vehicle numbers using the road each day to over 500. The response to this was that, "this was likely as a result of the roadworks and signals in operation on the main road and therefore a temporary increase and as such would not initiate any action".

Following the request by a Cllr the Clerk requested copy of, or a link to, to the Highways Department's statutory obligations and guidelines in respect to such matters. The resulting response from Simon Phillips is below:

Dear Emma, I thank you for your continued correspondence in respect of the above. Unfortunately no link exists to our statutory obligations in this matter and as such I am unable to provide one, suffice to say however that the matters brought to us by the parish council have been thoroughly addressed in accordance with our policy and that we have done all that we have a duty to do in respect of this road. Indeed you have also been informed that the measures in place now exceed current guidelines for the road. This matter has been ongoing for some time now and we have done all that we are able. Rather than make repeated contact and go over old ground yet again, if you are still not happy with our decision I would respectfully ask that you raise the matter as a complaint. This will be dealt with through our complaints procedure and if you are still not happy with the outcome you are at liberty to take the matter to the Local Government Ombudsman who will ultimately decide if we have acted appropriately. You can raise your complaint by e

mailing customer@devon.gov.uk and marking the matter 'Complaint'. You should also make specific references to the issues you wish to complain about.

The **Parish Council is requested to consider** the comments and decide upon any further action it wishes to take.

Parish Council's use of IT

Cllrs Beighton, Hough, Asbridge, Westcott and Pahlsson are now using their dedicated Council email addresses. The rest of the Councillors have yet to do so and the **Parish Council is requested to consider** the best way forward with regards to the use of council email addresses.

Retaining wall, Milton Abbot

At the last meeting of the Council it was resolved that the Clerk invite quotations from 3 local companies with specific experience of stone wall construction and maintenance, for any works deemed necessary in the opinion of those contractors to ensure that the wall was in a safe condition.

Quotes:

- 1 of the companies has declined to provide a quotation due to lack of suitable employee to carry out the work.
- The 2nd has contacted the Clerk by telephone stating their intention to submit a quotation, however to date this has not been received.
- No response has been received from the 3rd

The Parish Council is requested to consider how it wishes to proceed.

Parish On-Line Mapping Facility

Cllr Beighton reports as follows:

Following the last meeting, and my suggestion of the API approach to the mapping problem. I was actioned to review the benefits of joining (at cost) the PSMA/ParishOnline solution versus alternatives.

Alternatives

- a) **OpenMaps API - Ordnance Survey**
For embedding usable (as in, dynamic overlays such as rainfall, rivers, or other georeferenced data on a website), we can use the OpenMaps API, which you can see in action here. <http://www.chillaton.net/index.php/sub1/sub2/news-item-3/news-item-3-2/>. These maps allow you to embed a map in your own website and then add local data (in this case a route) over the map. You can zoom in and out and the detail adjusts. Any map updates are automatically applied as the OS are providing the underlying map directly. However we cannot easily print these, or share them for any other purpose without putting some effort in. However using this functionality is not straightforward and the output cannot easily or practically be used for documentation.
- b) **Open Street Map / Google / Apple maps**
For open source (crowd sourced) maps these are pretty good. There are a number of products and websites that use OpenStreetMap products <http://www.streetmap.co.uk/>. For most purposes, these have a lot of detail and can be printed and annotated to use in other products. I've attached an example with an arrow pointing at my house, which would be acceptable to (say) point out proposed developments. You could also (with only a small amount of effort, use these maps in other semi-official products (though probably not legal documents)
- c) **PSMA Alone**
The big advantage of PSMA is the access to a range of high quality products, which would be legal, accurate, licensed and distributable. The only disadvantage appears to be the complexity of the capability that we are mostly unlikely to be able to fully utilise, as most of these products are designed to be embedded as web based products. "The data equivalent of our OS Landranger paper map series, 1:50 000 Scale Colour Raster tiles are high-quality digital maps that you can embed in your GPS device or mobile app, or use to enhance sales brochures."

Downloading and embedding maps in hard copy documents would be underusing the capability somewhat, however we could be confident that we were using approved maps that we had rights to use and would have justifiable deniability in the event of any pushback; "We used OS maps for this".

In order to easily use the services we would also need some skill and training, however as advised at the last meeting, this skills gap has already been addressed by 'ParishOnline' from GetMapping <http://gis.getmapping.com/parish-online> and the Parish Clerk and Cllr Asbridge have already evaluated this tool and found it effective.

Recommendation

If the Parish Council is of the view that we have, or will foreseeably have, a requirement to produce formal documentation, published under the name of the PC and in which accuracy and clarity are paramount, then it would seem that a tool such as ParishOnline is the most appropriate way forward. Examples might include planning documents showing key buildings and roads. (Note that any Neighbourhood Plan requires a map). There are also some good examples in this document of why we may need professional maps.

https://www.herefordshire.gov.uk/media/420445/17_using_os_based_mapping.pdf

If we only intend to use maps for sharing information internally, or in documents where accuracy is indicative, rather than prescriptive, then a suitably annotated Google Map (with suitable attribution to Google in accordance with their T&Cs) may be the most appropriate choice. However it is worth noting that the effort required to make these maps look professional may well end up costing more than the annual cost of the ParishOnline subscription in terms of Parish Clerk time, for a poorer, less accurate and less professional outcome.

Hence my recommendation, following my own investigation of the alternatives, is to endorse the proposal made at the last PC meeting, to consider registering with the Parish Online mapping solution.

Cllr Asbridge also reports that he is currently working on the Evidence Base for MACKPlan and needs to produce a number of plans and maps but cannot do so at present.

The Parish Council is requested to decide which system best suits it needs and, if it agrees that a solution is required, to approve registration with ParishOnline when the need next arises.

Devon Air Ambulance Trust

Update from Cllr Edmonds who had agreed to look into the possibility of TAP funding for the parishes of Milton Abbot and Lifton to assist in this project.

9. Financial Matters

Payments

The Parish Council is requested to authorise the below listed items for payment:

- a) Payment of insurance renewal premium – see Annual Parish Council Meeting of 18th May 2016 for decision of provider
- b) Payment of £72 (Inc £12 VAT) to Hodgsons Accounts for payroll services for Clerk's salary.

To note Clerk's pay:

- 29th April 2016: Payments of £119.41 and HMRC element £29.80, have been made by BACS

Bank Reconciliation and Budget

Attached at Appendix A is a bank reconciliation dated 7th May 2016 which is based on bank statements obtained on that date, at Appendix B is the Budget Monitor, also dated 7th May. The budget monitor includes all payments to date.

The first half of the Precept and the Council Tax Support Grant have been received, paid into the Reserve Account rather than the Current Account as requested. Therefore Cllr Westcott has arranged for £500 to be transferred to the Current Account allowing enough funds to pay anticipated expenses

in May. However **it is recommended that the Parish Council** authorise an additional transfer of £1000 to cover future expenses.

On-Line Banking

Cllrs Beighton and Westcott are now set up on-line and able to make payments by BACS. However there is currently an issue whereby the system is allowing 1 Cllr to set up and make payments without the authorisation of the other. Payments made without this 2nd authorisation were to the Clerk for her salary at the end of May and to HMRC.

The issue is being addressed by the Clerk and 2 Cllrs who should be able to change the settings on-line to ensure this is changed to the authorisation of 2 Cllrs by way of the printing of a form required the signature of 2 authorised signatories. **It is recommended that** the Parish Council consider suspending payments by BACS until the issue is resolved.

10. Chillaton Postal Service

Cllr Brewer has received several complaints from local residents regarding the late delivery of their post since the retirement of the last postman. Currently it is reported that post is not being delivered until mid-afternoon, whilst on days the new postman is covered by relief fellow workers it arrives mid-morning. **The Parish Council is requested** to consider any action it can take.

11. Councillors' reports and items for future agenda

Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

12. Dates of future meetings

1 st June 2016*	Milton Abbot Village Hall
Wednesday 6 th July 2016	Milton Abbot Village Hall
3 rd August 2016*	Marystowe Church Hall
Wednesday 7 th September 2016	Marystowe Church Hall
5 th October 2016*	Milton Abbot Village Hall
Wednesday 2 nd November 2016	Milton Abbot Village Hall
7 th December 2016*	Marystowe Church Hall
4 th January 2017	Marystowe Church Hall
1 st February 2017*	Milton Abbot Village Hall
1 st March 2017	Milton Abbot Village Hall
5 th April 2017*	Marystowe Church Hall
3 rd May 2017	Annual Parish Meeting for Chillaton - Marystowe Church Hall
4 th May 2017 (Thursday)	Annual Parish Meeting for Milton Abbot, Dunterton and Bradstone in Milton Abbot Village Hall followed by the Parish Council Annual and Ordinary meetings

Note: Meetings dates followed by "" are additional meetings which may be cancelled if not required. All meetings are on Wednesdays at 7.30pm unless otherwise specified*