

**MINUTES OF A MEETING OF MILTON ABBOT GROUPED PARISH COUNCIL HELD ON WEDNESDAY 2<sup>ND</sup> MARCH 2016, 7.30PM AT MILTON ABBOT VILLAGE HALL**

(also available at [www.magpc.co.uk](http://www.magpc.co.uk))

**PRESENT:** Cllrs P Hough (MA) (Chair), A Westcott (C), J Anderson (MA), H Asbridge (C), C Beighton (C), M Pahlsson (C)

Cllr C Edmonds (WDBC), Mrs E James (Clerk) and 2 members of the public

**106:15/16 APOLOGIES FOR ABSENCE**

Cllrs R Brewer (C), A Cox (MA), R Tucker (MA). Cllr B Baldwin (WDBC) had also tendered his apologies.

**107:15/16 DECLARATIONS OF INTEREST**

None

**108:15/16 CONFIRMATION OF MINUTES**

The Minutes of the meeting held on 6<sup>th</sup> January 2016 were **agreed** as a true record and signed by the Chairman.

**109:15/16 PUBLIC OPEN SESSION**

Cllr Hough, Chairman, proposed to bring forward Item 14 of the agenda, Traffic in Chillaton, as this was the item members of the public present wished to speak about. It was **resolved** to bring this item forward.

**110:15/16 TRAFFIC IN CHILLATON**

Cllr Asbridge outlined the work being carried out with regards to improving road safety in Chillaton.

Various ideas had been put to Highways who had approved some proposals in principle, but agreed solutions had yet to be found for some of the issues, especially on the road into the village from Tavistock, as set out in Appendix D of the agenda. The financial and resources pressure put on Highways was acknowledged by Cllrs, but it was still felt that some low cost solutions could be found and that some funding might need to be sourced by the PC.

Cllr Edmonds suggested that continued upward pressure of 'people power' may assist and that it might be possible for the flashing speed sign to be swung around to capture vehicles leaving the village rather than entering. He also suggested a Speed Monitoring Awareness day in conjunction with the Fire Service and the Police, if a date could be arranged.

A member of the public was invited to comment; saying that he thought it unfair that other roads through the village should get priority over the road to Tavistock and asked why the 30mph zone couldn't be extended to Hogstor. Cllr Asbridge advised that this had been suggested to Highways who had replied that it was not possible for various reasons.

It was noted that Highways had agreed to remove the centre-line markings within the 30mph zone of the village when the road is resurfaced in due course.

It was **resolved** that the actions would be progressed as outlined in Appendix D (i) by Chillaton Cllrs.

**Action:** Chillaton Cllrs to take forward the proposals

*(Members of public left the meeting)*

### **111:15/16 LOCALITY ENGAGEMENT OFFICER**

Attendance of Dilys Lord had been postponed due to the lengthy agenda. It was **resolved** that she be invited to the next meeting of the Parish Council.

**Action:** Clerk to invite Dilys Lord to the next meeting.

### **112: 15/16 LITTER**

Dilys Lord had been contacted by the Clerk regarding the amount of litter left on the roadside between Chillaton and the Tavistock/Lydford junction and had arranged for a litter pick to take place. The Mobile Locality Officer had been asked to monitor the situation following a further report of litter in this location, another litter pick had also been requested.

### **113:15/16 PLANNING**

#### **Appeal**

Stables, Edgecumbe Road, Milton Abbot: The appeal hearing date had been advised as being 10am, 14<sup>th</sup> March at WDBC, Chamber 1, Kilworthy Park, Tavistock.

#### **Applications**

Planning applications had been considered by the relevant Planning Appraisal Panels and comments sent to WDBC by the Clerk, using the delegated power as set out in Minute 51:15/16 of the 1<sup>st</sup> July 2015 and approved at that meeting:

#### Milton Abbot

0016/15/FUL	25a Fore Street, Milton Abbot	Supported
3111/15/LBC	Tuell, Milton Abbot	Neutral
3110/15/HO	Tuell, Milton Abbot	Neutral

#### Dunterton

2072/15/VAR	Woodside Retreat, Hardstone House	Neutral
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#### Bradstone

3019/15/FUL	Barn Adj Bradstone Mill	Supported
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#### **Planning Issues**

Cllr Edmonds reported that the system had improved significantly, that the old files had now been migrated to the new system and further improvements were ongoing.

### **114:15/16 PROGRESS REPORTS**

#### **Felldownhead Road and Upcoming Roadworks to the B3362**

The letters sent to Highways and subsequently to Geoffrey Cox MP had not resulted in action being taken, the responses from Highways upholding their previous position.

Cllr Pahlsson advised that earlier in the day he had sent Cllrs another report highlighting the issues with the existing speed signs and warning markings. It was proposed, and **resolved**, that this would be the area of concern the Parish Council would focus on.

Cllr Edmonds offered his support and suggest that Cllr Pahlsson resubmit his report to Highways for consideration and that another traffic count be undertaken now that the roadworks were underway.

**Action:** Cllr Pahlsson to resubmit his report and undertake another traffic count

### **Parish Council's use of IT**

Cllr Beighton reported that the Chillaton website was no longer being used by the Parish Council and that documentation had been transferred to the new website. Photos of the Cllrs had been removed.

A Cllr queried whether home addresses had to be included on the Register of Interest which was accessible through the websites of both the Parish Council and WDBC. The Clerk advised that she thought addresses declared by a Cllr had to be made available to the public but that she would make enquiries and confirm.

**Action:** Clerk to confirm the query regarding Cllrs Register of Interests

Cllrs Beighton, Hough, Asbridge and Westcott were using council email addresses and Cllrs Pahlsson and Tucker were in the process of setting theirs up. It was agreed that the remaining Cllrs set up their new accounts before the meeting in May.

**Action:** Cllrs to set up their email addresses by the May meeting of the PC

Cllr Beighton advised that he would be passing the main website administration passwords, in a sealed envelope, to the Clerk for safekeeping.

**Action:** Cllr Beighton to pass information to the Clerk

### **Retaining Wall, Milton Abbot**

The Clerk reported that she had been advised by Dan Field, Engineer, that an inspection of the wall had been undertaken yesterday and a report was awaited.

Despite 2 letters and a phone call to the office of the Duke of Bedford, no response had been received. The Clerk advised this would be followed up again.

**Action:** Clerk to write to the Duke of Bedford

### **Snow Warden Scheme**

Steve Brockman had been informed of the changes.

### **Chichester Arms, Chillaton**

WDBC had indicated that the pub would be classified as an Asset of Community Value, but formal notification had not yet been received.

### **Devon Air Ambulance Trust (DAAT) – Community Helipads**

Further information had been received by the Clerk who advised that the local community was required to fund the lighting requirements for approved helipads and that this was likely to be between £1,000 and £10,000.

A discussion ensued following which it was **resolved** that Cllr Edmonds would look into the possibility of Tap Funding for the parishes of Milton Abbot and Lifton.

### **115:15/16 MACKPlan**

It was reported by Cllr Asbridge that the team hadn't made sufficient progress in 2015 to use all of the last tranche of grant aid and unused funding totalling £1630.50 now had to be returned (see item 116:15/16). WDBC's 'Our Plan' would now be incorporated into a joint Local Plan with Plymouth, part of Dartmoor and South Hams. The resulting revised timescale would accord with the likely revised programme for MACKPlan.

The requirements of the evidence base had been discussed with Rebecca Black and was being progressed by Cllr Asbridge and other members of the team

Cllr Asbridge advised that the architect for a client wishing to develop land at the rear of Marlow Crescent had recently enquired about the current timescale for MACKPlan.

*(Note: Confirmation has since been received that the prospective developer is prepared to wait for MACKPlan to be progressed further, before putting forward any proposals for consideration.)*

#### **116:15/16 PARISH ON-LINE MAPPING FACILITY**

The Clerk reported that she had registered the Parish Council with the Ordnance Survey PSMA on-line service for copyright purposes. This would enable MAGPC to use some of their maps for council business.

Mapping systems had been looked at by both the Clerk and Cllr Asbridge who advised that the simplest system they had come across was the Parish On-Line mapping facility. The facility had been used to mark-up potential landing sites for DAAT and to highlight the area of the retailing wall in Milton Abbot with which the PC had concerns, within the free 30 day free trial period which was coming to an end.

Cllrs discussed the issue and it was **resolved** not to register at this time and that Cllr Beighton would look into any available similar free services.

**Action:** Cllr Beighton to research mapping services, Clerk to cancel the Parish On-Line free trial

#### **117:15/16 FINANCIAL MATTERS**

##### **Payments**

**The Parish Council approved** the following payments for which cheques were signed;

- a) Mrs James, Clerk's expenses in the sum of £4.09 as reimbursement for postage. (Chq No 498).
- b) Groundwork UK in the sum of £1630.50, refund of unspent MACKPlan grant funds (Chq No 499).

Clerk's pay for January, £119.41 and HMRC £29.80 (Chq No's 494 and 495), and for February, £119.41 and HMRC £29.80 (Chq No's 496 and 497), was noted.

It was **resolved** that an amount totalling £2000 would be transferred by Cllr Westcott to the current account from the reserve account to cover payments.

**Action:** Cllr Westcott to transfer funds to the current account.

##### **Bank Reconciliation**

The bank reconciliation provided by the Clerk was noted.

##### **Earmarking of Funds**

It was **resolved** that surplus funds would be earmarked against budget headings; elections and a general contingency fund as recommended by DALC. The rest would be put into an unallocated fund which could be used as required.

Contingency – Elections	£	1500.00
General Contingency (1/3 <sup>rd</sup> of 2016/17 income)	£	1470.00
Unallocated Reserves	£	<u>5484.82</u>
<b>TOTAL</b>	<b>£</b>	<b>8454.82</b>

### **On-Line Banking**

Now that the Clerk had view only on-line access to the PC's accounts, the next stage was moving to making payments by BACS and for Cllrs to sign up to on-line banking. The Parish Council **resolved** that 2 Cllrs, namely Cllrs Westcott and Beighton would do this. No payments would be made until both Cllrs had logged in and approved them. If 1 of the Cllrs was absent or the recipient didn't wish to be paid in this way, cheques could still be used.

**Action:** Cllrs Beighton and Westcott to sign up to on-line banking with the ability to set up and approve payments

### **118:15/16 FREQUENCY AND STRUCTURE OF MEETINGS**

Consideration was given to the benefits of meeting more frequently than the current bi-monthly cycle. There were 2 issues to be addressed; the length of meetings at present and the desirability of considering all planning applications at either a planning committee or a parish council meeting.

The Parish Council agreed that it was in the public interest to replace the current planning advisory panels by a more formal process. It was felt better to meet as the full Parish Council, rather than as a Planning Committee, to determine views on applications that had to be dealt with outside the current bi-monthly cycle. By doing so, other matters could be considered, thus speeding up Council business and shortening meetings generally.

It was therefore **resolved** that:

- i) All planning applications concerning development in the parish would be considered at meetings of the Parish Council.
- ii) If such consideration could not be given at scheduled meetings, additional meetings be held and Cllrs should reserve the dates concerned, in case they were needed. [Details to be supplied by the Clerk.]
- iii) Should any such meetings be called to determine the Parish Council's views on planning applications, the Clerk be authorised to add to the agendas concerned any other appropriate items for its consideration.
- iv) These arrangements to be reviewed in six months' time.

**Action:** Clerk to provide a schedule of meeting dates and locations.

### **119:15/16 PREMISES LICENSE APPLICATIONS (ALCOHOL)**

Communication had been received by the Clerk advising that Parish Council's would now be consulted with regards premises licence applications.

### **120:15/16 MISSING PARISH COUNCIL DOCUMENTATION**

The Clerk reported that Parish Council records were incomplete with some documentation missing. There were no minutes previous to 1998 and only partial financial records. The Devon Records Office had been contacted and did not hold any documentation belonging to MAGPC.

It was **resolved** that articles be placed in local newsletters, on the noticeboards and the website requesting that anyone in possession of, or with knowledge of the location of such items contact the Clerk. Cllrs were also requested to make contact with, or pass relevant details to the Clerk of anyone they thought might be able to assist.

**Action:** Clerk and Cllrs to seek Parish Council documentation location

It was noted that the Clerk had deposited a Cash Book belonging to MAGPC, dated 1895 to 2001, with the Devon Records Office for archiving.

### **121:15/16 POLICIES/DOCUMENTS**

It was **resolved** that the below listed policies be adopted by the Parish Council and they were duly signed by the chairman;

- Recording of Meetings
- Freedom of Information

**Action:** Clerk to upload the policies to the website

### **122:15/16 ELECTORAL REVIEW OF DEVON**

It was noted that there would be no changes to the Parish Council boundary.

### **123:15/16 CLERKS REQUEST FOR LEAVE**

The Clerks request for leave on the weeks of 4<sup>th</sup> April and 15<sup>th</sup> August was **approved**.

### **124:15/16 CLERKS EMPLOYMENT REQUEST**

Cllrs **approved** the request by the Clerk to take up employment as Clerk to Germansweek Parish Council should it be offered.

### **125:15/16 PATRONS LUNCH**

The Parish Council noted the upcoming celebrations.

### **126:15/16 VENN HILL, MILTON ABBOT**

Steve Brockman had been contacted regarding the complaint from a parishioner regarding damage being caused to the road surface of Venn Hill and The Parade by heavy vehicles using the roads to access a property where work was being undertaken. The response was that the road would be viewed the next time he was in the village but there was ultimately nothing that could be done.

### **127:15/16 TV PRODUCTION**

Noted by Cllrs.

### **128:15/16 DATES OF FUTURE MEETINGS**

With regards to minute 118:15/16 a schedule of additional meeting dates to be supplied by the Clerk.

Wednesday 4 <sup>th</sup> May 2016	Annual Parish Meeting for Chillaton Marystowe Church Hall
Wednesday 18 <sup>th</sup> May 2016	Annual Parish Meeting for Milton Abbot, Dunterton and Bradstone at Milton Abbot Village Hall followed by Annual and Ordinary meetings of the Parish Council

### **2016/17**

Wednesday 6 <sup>th</sup> July 2016	Milton Abbot Village Hall
Wednesday 7 <sup>th</sup> September 2016	Marystowe Church Hall
Wednesday 2 <sup>nd</sup> November 2016	Milton Abbot Village Hall
Wednesday 4 <sup>th</sup> January 2017	Marystowe Church Hall
Wednesday 1 <sup>st</sup> March 2017	Milton Abbot Village Hall
Wednesday 3 <sup>rd</sup> May 2017	Annual Parish Meeting for Chillaton - Marystowe Church Hall

Thursday 4<sup>th</sup> May 2017

Annual Parish Meeting for Milton Abbot, Dunterton and Bradstone  
at Milton Abbot Village Hall followed by Annual and Ordinary  
meetings of the Parish Council

The meeting closed at 9.35pm

Signed: .....  
Cllr Hough, Chairman

Date: .....