

# LANGTREE PARISH COUNCIL

## MINUTES OF MEETING

9<sup>th</sup> JULY 2020

<b>Present</b>	Councillors: Geoff Bond Colin Edworthy James French Mark Glover (Chairman) David Ley Pat Mitchell
<b>In attendance</b>	Leigh Pollinger – Parish Clerk 1 member of the public.
<b>263</b>	<b>WELCOME AND APOLOGIES FOR ABSENCE</b> Apologies received from David Hurley (TDC), Andrew Saywell (DCC).
263.1	Resignation of Councillor Terry Attridge <ul style="list-style-type: none"><li>• Terry Attridge has notified the council of his resignation as a councillor. The chairman thanked Terry for his contributions as a councillor and chairman of the parish council.</li><li>• The process for electing or co-opting a replacement councillor is described in section 269.4.</li></ul>
<b>264</b>	<b>MINUTES OF THE LAST MEETING</b>
264.1	Matters Arising <ul style="list-style-type: none"><li>• In the March meeting there was considerable discussion regarding charging for use of the football field and facilities. It was suggested that the Parish Clerk produces a paper for discussion at the August meeting.</li><li>• It was decided to delay section 137 grants to the next meeting.</li><li>• Trees from the Woodland Trust were planted after the last meeting – most appear to have survived.</li></ul>
264.2	Minutes of meeting held on 11 <sup>th</sup> March 2020 to be agreed and signed. <ul style="list-style-type: none"><li>• Proposed James French, seconded Geoff Bond, agreed.</li></ul>
264.3	Overview of past four months activities <ul style="list-style-type: none"><li>• Volunteers and vulnerable people. We had a good response to our request for volunteers with 23 people volunteering and 21 identifying themselves as vulnerable and needing support. Most</li></ul>

	<p>people seem to need help in collecting prescriptions as they seem to have organised their own food and necessities requirements.</p> <ul style="list-style-type: none"> <li>• Loan facility for local people to help with shopping. The Parish Council now has a cash float facility to help with shopping. This has only been used twice to date.</li> <li>• TDC gave us a grant of £670 to help towards any Coronavirus costs. This may need to be paid back in due course.</li> <li>• We issued a supplementary copy of the parish magazine in April, sadly an early draft of the magazine was printed rather than the final version, but it got the message across and the final version was on the web site.</li> <li>• The grass cutting machine for the football field was serviced and replacement drive belts purchased.</li> <li>• The planning application for two houses on Fore Street at the entrance to where a further 8 houses are proposed has been withdrawn.</li> </ul>
<p><b>265</b></p>	<p><b>DECLARATION OF INTERESTS</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>
<p><b>266</b></p>	<p><b>REPORTS</b></p>
<p>266.1</p>	<p>County Councillor</p> <p>I am sorry not to be joining you this evening but I have clashing ‘virtual’ meetings tonight.</p> <p>Can I first of all express my thanks and appreciation to the Parish Council and everyone in the community for all you’ve done to support the Parish during this pandemic.</p> <p>Throughout the crisis I have been sending regular email updates to the Parish Council as to what has been going on at DCC during the pandemic. I don’t intend to repeat what I’ve already said in the past but if anyone has any queries I’m happy to follow up on them.</p> <p>Main developments for this month.</p> <ul style="list-style-type: none"> <li>• Latest coronavirus cases – there have been 1,190 recorded coronavirus cases in the DCC area of Devon, with just 49 in Torridge. Our numbers remain very low and since 3<sup>rd</sup> June we have seen just 0-2 new infections recorded county wide. The last time we had a double digit increase was 12 cases on May 28. So far, the easing of lockdown restrictions since May has not seen any significant spike in infections. DCC is ranked 149 out of 150 for the lowest rate of infections in upper-tier local authorities, only North East Lincolnshire has less!</li> <li>• By way of comparison, Leicester was recording 80+ new infections a day before their lockdown.</li> </ul>

	<ul style="list-style-type: none"> <li>• Local Track and Trace – DCC has been made a ‘Beacon Council’, one of 11 nationally and the only one in the South West to share good practice on track and tracing and combating local outbreaks. The Council will work with the national track and trace service to identify any local outbreaks (which is 2 or more positive cases in a community in separate households). DCC has an excellent relationship with Public Health England and is and has been receiving <u>all</u> of the testing data locally throughout the pandemic.</li> <li>• Every scenario will be different but if there is an outbreak a range of measures can be taken from tracing and isolating contacts, isolating or closing workplaces/businesses, deploying mobile or community testing and more before having to consider a local lockdown.</li> <li>• DCC does not envisage having to close down Devon over the summer, but some business premises may be shut if a local outbreak is identified.</li> </ul> <p>It is because our infection numbers are so low that Devon is in a good place to deal with any local outbreaks swiftly and effectively. It also means we are in a position to welcome back tourists and visitors to the County safely.</p> <p>I do not in any way underestimate the threat of the virus and it is absolutely essential that we continue to follow social distancing and keep washing our hands as often as possible. But, our infection rates are very low and our hospitals have spare capacity. 120 beds will also become available in the Nightingale Hospital if it is needed.</p> <p>Other news:</p> <p>Highways Funding – Following a grant from the Government DCC’s Highways Budget has been increased by over 50% for this financial year, with an additional £27m going in on top of the existing budgets. We are part of a trial for Highways in Torrington Rural, so I am hopeful we will see some benefits from this extra funding as part of this project.</p>
266.2	<p>District Councillor</p> <p>With lock down easing, everyday life is moving towards a new normal. At Torridge there have been no physical meetings of Councillors since the beginning of March and it looks to remain that way for some time to come. The difficulty in holding physical meetings is the social distancing aspect. Holding meetings with many Councillors and Officers present, in the current climate, is impossible so Zoom or Microsoft Teams will be the order of the day for the foreseeable future. Virtual meetings have become more fluid and acceptable as participants become used to the pros</p>

and cons of meeting this way. Broadband issues, as you would expect in the Torridge area, can, and has been, a problem at times.

Work place assessments have taken place at TDC and managers have been deciding who should now be called back to Torridge to work in the offices and no longer from home.

A couple of things from the last few months.....

#### **Discretionary Business Support Grants**

This Grant was to support small businesses, and businesses in the retail, hospitality and leisure sectors. Torridge District Council has received around £1.3m from Central Government to use for grants to support small local businesses with grants being awarded according to need and circumstance up to a maximum of £25K. A finance Officer at TDC identified many eligible businesses (including Parish Halls not run by Parish Councils) and contacted the treasurers concerned. Langtree Parish Hall received the maximum grant.

#### **Homeless**

At the start of the pandemic the Government decided to try and take the homeless off the streets to try and prevent the spread of the virus. 14500 people who were on the streets at that time in the UK, or at risk of sleeping rough, were found accommodation. Torridge found accommodation for the few homeless in our area. This has obviously come at a cost. By the end of June the Government had funded only around 10% of the actual cost to Torridge. Talks with Government are still ongoing as to further funding to compensate for costs incurred by all Councils.

Accommodation has been challenging to source during this period and some of our temporary accommodation provision (holiday lets, caravan parks) has ceased in anticipation that the business owners will be able open up for normal visitor business activity – therefore that in itself will provide further challenges for the housing team.

#### **Local Parking Charges**

Parking charges were suspended at the start of the pandemic. Charges were reintroduced on 15<sup>th</sup> June. (Westward Ho! and Appledore parking fees were reintroduced on 18th May). Some Councillors are now calling for free parking in the town centres of Bideford, Torrington and Holsworthy for a period of one or two months. This they believe will help promote footfall in the towns and thus help local business. Depending on the decision taken at a virtual Community and Resources meeting next week, we shall see.

I shall finish by saying that despite recycling reaching an ever

	<p>increasing percentage level the teams involved have carried out a sterling job. At a time when many people took advantage of being at home for an extended period to clear out unwanted items, the challenges faced by the team were overcome and mostly we residents hardly noticed there was a lock down in place.</p>
<b>267</b>	<b>PARISH MATTERS</b>
267.1	<p>To receive an update regarding the recreation field activities.</p> <ul style="list-style-type: none"> <li>• It is planned to open up the pathway from the football pitch to Langtree Park behind the school field in the next or month or so.</li> <li>• The football pitch has been infested with clover and needs spraying. David Ley said he would coordinate with a contractor to have the work undertaken. <i>(Subsequent Note: spraying is planned to take place on 13<sup>th</sup> July 2020).</i></li> </ul>
267.2	<p>Situation regarding grant applications for MUGA</p> <ul style="list-style-type: none"> <li>• We have been notified by Coastal Recycling that they have awarded us a grant for £19859 for the MUGA. This means that with the Sports England grant of £30000 we now have £50k towards the MUGA. The council must remember that we will need to find £2000 approx to access the Coastal Recycling grant.</li> <li>• The costs of the MUGA are £68k for the area, £4k for access and £18k for lighting. Discussions were held with TK Play to see what could be achieved for £50k but the results were not promising as this would cover groundworks and fencing only.</li> <li>• Sport England have been approached to see if they will uplift their grant. They are due to respond in the next month.</li> <li>• A revised quote for lighting has been received for £12497</li> </ul>
<b>268</b>	<b>PLANNING</b>
268.1	<p>To consider planning appeal TDC ref 1/0770/2019/OUTM, Appeal reference APP/W1145/W/20/3249942. Outline application for up to 10 new dwellings, with all matters reserved except for access (re submission of 1/0910/2018/OUTM). Land To The East Of Galway, Stibb Cross, Devon</p> <ul style="list-style-type: none"> <li>• The Parish Council confirms its objections to this planning application. Parish Clerk to write to Planning Inspectorate reaffirming our previous concerns and commenting on the number of councillors' hours used finding suitable space for additional properties within the planning envelope – this application is outside the envelope. Acceptance of this application sets a precedence if passed for others to ignore the agreed borders of the Stibb Cross settlement.</li> </ul>

268.2	<p>To consider any planning applications received between issuing of agenda and meeting.</p> <ul style="list-style-type: none"> <li>• None received.</li> </ul>						
<b>269</b>	<b>CLERK'S REPORT AND FINANCE</b>						
269.1	<p>To receive update on financial position at end June 2020</p> <ul style="list-style-type: none"> <li>• Bank balances at end of June</li> </ul> <table border="1" data-bbox="512 562 1366 790"> <tr> <td>Lloyds Bank balance at 30/06/20</td> <td>£200.24</td> </tr> <tr> <td>Lloyds Number 2 account at 30/06/20</td> <td>£11,003.98</td> </tr> <tr> <td>Total</td> <td>£11,204.22</td> </tr> </table> <ul style="list-style-type: none"> <li>• Note £2500 is reserved for Langtree Park purchases</li> <li>• Receipts since the March meeting were Devon CC £500.00, TDC £4920.82, Allotment payments £75.00</li> </ul>	Lloyds Bank balance at 30/06/20	£200.24	Lloyds Number 2 account at 30/06/20	£11,003.98	Total	£11,204.22
Lloyds Bank balance at 30/06/20	£200.24						
Lloyds Number 2 account at 30/06/20	£11,003.98						
Total	£11,204.22						
269.2	<p>To request approval of BACS Payments and cheques</p> <ul style="list-style-type: none"> <li>• Following payments have been made over the past four months and require retrospective approval</li> </ul> <p>TDC Parish salary recharge  ROSPA Annual inspection £168.60  DALC annual fee £177.27  Adrian Hinchcliffe garden waste £35.00  BHIB insurance £422.02  Andrew Symons £137.10  Andrew Symons £55.44</p> <p>All above approved.</p> <ul style="list-style-type: none"> <li>• To be paid MJ Baker £435.00  Tim Sanders (auditor) £95.00</li> </ul> <p>All above approved.</p>						
269.3	<p>To review, approve and sign-off auditors report and financial accounts for 2019/2020</p> <p>In summary the financial statement for 2019/2020</p> <table border="1" data-bbox="416 1787 1382 1998"> <tr> <td>Balance brought forward</td> <td>£6273</td> </tr> <tr> <td>Precept</td> <td>£7800</td> </tr> <tr> <td>Total other receipts</td> <td>£11944</td> </tr> </table>	Balance brought forward	£6273	Precept	£7800	Total other receipts	£11944
Balance brought forward	£6273						
Precept	£7800						
Total other receipts	£11944						

Staff costs	£1978
Loan repayment	£6000
Total other payments	£9742
Balance carried forward	£8297

Auditors report

- There were no issues with receipts and payments, book keeping and bank accounts all reconciled.
- We need to review the financial standing orders to more accurately reflect actual processes.
- All risk assessments need to be reviewed and updated.
- We do not have a cash reserves policy and should have one.
- The Parish Clerk's remuneration should be reviewed each year to ensure compliance with minimum wage legislation etc.
  
- Accounts approved and auditors report noted.

269.4

To discuss and agree process for recruiting a new councillor

An overview of the process is:

- Notice issued of vacancy on 10<sup>th</sup> July by TDC
- If within 14 days, 10 or more electors contact TDC requesting an election then an election will take place. Because of the coronavirus regulations the earliest that an election can take place is 6<sup>th</sup> May 2021.
- If no election is required then the following procedure is proposed:
  - The position is advertised and any person wishing to apply contacts the Parish Clerk.
  - At the next Parish meeting each of the candidates gives a 3 minute presentation.
  - After the presentations candidates are asked to leave the council then discusses each candidate and agrees who will be co-opted as a councillor.
- Previously circulated Sign off Co-Option Procedure approved.

269.5

To review correspondence received

- The offer from Bideford Town Council of a Mini Skate Ramp was discussed and James French agreed to look into this further.  
*(Subsequent note: James French viewed the skate board ramp and advised that it is not suitable for Langtree).*

	<ul style="list-style-type: none"> <li>• The Bideford Town Crier will perform a cry on VJ Day. It was suggested that this should take place at the memorial outside the Parish Hall.</li> <li>• We have a spare allotment at Butts Meadow. Councillors were asked if they were aware of any interested parties, as none are known the site will be advertised on a first come first serve basis.</li> </ul>
<b>270</b>	<b>PUBLIC PARTICIPATION</b> <ul style="list-style-type: none"> <li>• No comments were received.</li> </ul>
<b>271</b>	<b>ANY OTHER ITEMS AT CHAIRMAN'S DISCRETION</b> <ul style="list-style-type: none"> <li>• The poor road surface in Dragon Hill was commented on and will be reported to Devon Highways.</li> <li>• The number of groups who applied for Section 137 were requested and will be reported at the next meeting.</li> </ul>
271.1	Statement by Chairman <ul style="list-style-type: none"> <li>• Mark Glover, the current chairman advised the meeting that it is his intention to resign from the position at the next meeting (planned for August)</li> <li>• The meeting finished at 8.35pm.</li> </ul>
<b>272</b>	<b>DATE OF NEXT MEETING</b> The next meeting is planned to be held on Thursday 13 <sup>th</sup> August 2020, subject to CORVID19 requirements.