

LANGTREE PARISH COUNCIL
MINUTES OF MEETING 11TH JANUARY 2018

Present:	Councillors: Terry Attridge (Chairman) Geoff Bond Jenny Coles Colin Edworthy James French Mark Glover David Ley Pat Mitchell David Hurley (TDC)
In attendance	Mr Leigh Pollinger – Parish Clerk 3 members of the public
01	WELCOME AND APOLOGIES FOR ABSENCE <ul style="list-style-type: none"> • The Chairman opened the meeting at 19.30. Apologies for absence were received from Cllr Franklyn Tucker, Cllr Andrew Saywell, PCSO Melissa Baker.
02	MINUTES OF THE LAST MEETING <ul style="list-style-type: none"> • Minutes of the meeting held on 14th December 2017 were agreed. Proposed Cllr Coles and Seconded by Cllr French.
03	DECLARATION OF INTERESTS <ul style="list-style-type: none"> • Cllr Edworthy confirmed that he is owner of the Green Dragon and therefore would step out when discussions of the Planning Application (item 07.1) took place.
04	REPORTS
04.1	Police Community Support Officer. <ul style="list-style-type: none"> • Email received from PCSO Melissa Baker 8/1/18 “I can report there have been zero crimes reported for the past month and 2 logs – 1 missing person and 1 intelligence report.”
04.2	County Councillor <ul style="list-style-type: none"> • Email received from Cllr Andrew Saywell 3/1/18 “I can report that I have passed on the recommendation that Greenie Lane is put down for Pothole Action Fund works in the next financial year and I’ll let the council know in due course how it goes”

<p>04.3</p>	<p>District Councillor</p> <ul style="list-style-type: none"> • TDC 2018/2019 budget activity underway. • There has been significant damage to the coastline at Westward Ho! as a result of recent storms. • Work on Bideford Bridge has started. 												
<p>05</p>	<p>PARISH MATTERS</p>												
<p>05.1</p>	<p>To receive details of the Community Governance Review being conducted by Torridge District Council</p> <ul style="list-style-type: none"> • Cllr Hurley gave the meeting an overview of the Community Governance Review (CGR) consultation being run by TDC • TDC is starting the first round of consultation for a Community Governance Review of the Town and Parish Councils in the area. The review gives local people the opportunity to have their views heard about whether current parish arrangements should be changed. This could include the creation or abolition of parishes and parish councils, or changes to parish boundaries. • The review of parish boundary arrangements follows the Local Government Boundary Commission for England's review of the Borough Council's own wards, which was finalised earlier this year. • The aim of the review is to ensure that community governance (i.e. town and parish) arrangements in Torridge reflect the identities and interests of the borough's communities, and are effective and convenient. In order to achieve this, TDC are seeking the views of local people. • The review will be conducted in accordance with the terms of reference, which were agreed by Full Council on Monday 11 December 2017. <p>• The timetable below outlines the main stages of the reviews</p> <table border="1" data-bbox="363 1485 1398 1977"> <thead> <tr> <th data-bbox="363 1563 839 1630">Action</th> <th data-bbox="839 1563 1398 1630">Timescale</th> </tr> </thead> <tbody> <tr> <td data-bbox="363 1630 839 1704">Terms of reference published</td> <td data-bbox="839 1630 1398 1704">15 December 2017</td> </tr> <tr> <td data-bbox="363 1704 839 1778">First period of consultation</td> <td data-bbox="839 1704 1398 1778">22 December 2017 - 23 February 2018 (9 weeks)</td> </tr> <tr> <td data-bbox="363 1778 839 1852">Publication of draft recommendations</td> <td data-bbox="839 1778 1398 1852">To be considered at Full Council on 19 March 2018</td> </tr> <tr> <td data-bbox="363 1852 839 1926">Second period of consultation</td> <td data-bbox="839 1852 1398 1926">6 April 2018 - 29 June (12 weeks)</td> </tr> <tr> <td data-bbox="363 1926 839 1977">Final recommendations are prepared</td> <td data-bbox="839 1926 1398 1977">To be considered at Full Council on 17 September</td> </tr> </tbody> </table>	Action	Timescale	Terms of reference published	15 December 2017	First period of consultation	22 December 2017 - 23 February 2018 (9 weeks)	Publication of draft recommendations	To be considered at Full Council on 19 March 2018	Second period of consultation	6 April 2018 - 29 June (12 weeks)	Final recommendations are prepared	To be considered at Full Council on 17 September
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	Final recommendations are published and decision by Full Council	29 October (provisional date)	
	Council publishes the reorganisation order	Thereafter	
	<ul style="list-style-type: none"> • Cllrs requested that they are given time to read the terms of references and it was agreed that this item will be added to the next meeting agenda to decide how LPC would wish to respond. 		
<p>05.2</p>	<p>To receive an update on progress of Langtree Meadows building works - Cllr Attridge</p> <ul style="list-style-type: none"> • Sue Lee from Parish Hall committee also participated in this discussion. • Issues and frustration continued with Langtree Developments regarding location of the football pitch, sewerage, and completion of the changing room. • An email was sent to Ian Steele of Langtree Developments on 18/12/17 repeating the requirements of the S106 and withdrawing all previous suggestions how LPC Parish Hall committee could support Langtree Developments in meeting these requirements. • An email was subsequently received from Ian Steele proposing an onsite meeting on 18th January 2018 to resolve football field and changing rooms issues and therefore comply with the timetable of completing work by 31st March 2018. • Cllr French read out an email received by a resident close to Langtree Meadows as part of item 08.9 (correspondence) below but is included here for consistency. The email read <p>“These are my observations of activity on Langtree Meadows development since the last meeting.</p> <ul style="list-style-type: none"> - there has been ongoing activity finishing work on plots 2 and 3. NB. Plots 1, 3 and 5 are occupied. Plot 2 is for sale. Plots 2 and 3 are not yet complete. - toward end of w/e 6 Jan activity started on affordable internals. This week it has continued with more men (3 or 4) on site. Work appears to be concentrated on first floor internal structures. Staircases were delivered today. - Bryan Claydon paid a brief visit yesterday to meet with (I think) TDC housing officer Rachel? Dave Hurley maybe could confirm. - a roof tile that had come loose during recent storms was made good today. <p>Early days but all in all it’s starting to look like a serious attempt is being made to complete the three affordables by the end of March.”</p> 		

05.3	<p>To agree process for completing Building Regulation Application for the internal fit-out of the Changing Rooms behind Parish Hall – Cllr Attridge</p> <ul style="list-style-type: none"> • Sue Lee from Parish Hall committee also participated in this discussion. • It was thought that it had been agreed that there would be a 50/50 split between Langtree Developments and LPC for the costs of applying for Building Regulations. The Clerk was asked to investigate. • Sue Lee advised that they will have to acquire architects drawings for the fit out and obtain 3 quotations to carry out the work. • It was agreed that the Clerk will contact TDC Planning Controls to obtain estimates of the costs of the Building Regulation Application.
05.4	<p>To consider whether to apply for Town And Parish (TAP) funding, for what specific project(s) and which other local parish(s) or organisation(s) to partner with.</p> <ul style="list-style-type: none"> • A Parish Hall committee project that has been on the stocks is for night landing lights for Devon Air Ambulance. The Parish Hall committee have obtained significant funds and backing from the community for this. It was agreed that this would be a suitable project for TAP funding. • Discussions with Peter Soper of TDC confirms that TAP funding can be used for landing lights and that existing sums available to Langtree (£1455) are thought to be likely to be rolled over into next year. • Langtree will have to partner with another parish to access funding. • Meeting arranged with Toby Russell Community Landing Site Officer for Devon Air Ambulance for 23/1/18 at 2.30pm at Parish Hall. .
06	<p>PUBLIC PARTICIPATION</p> <ul style="list-style-type: none"> • One comment received “delighted that council seemed to be moving forward on sports facilities”.
07	<p>PLANNING</p>
07.1	<p>1/1217/2017/FUL Green Dragon Fore Street Langtree Torrington Devon EX38 8NG. Proposed conversion and extension of store and skittle alley to dwelling.</p> <ul style="list-style-type: none"> • The council agreed to support this planning application.
07.2	<p>Consider any other planning applications received between issuing of agenda and meeting.</p> <ul style="list-style-type: none"> • As at 11.00am on 11/1/18 no other planning applications have been notified.

08	CLERK'S REPORT AND FINANCE						
08.1	<p>To provide an update on status of transfer of authorities on bank accounts</p> <ul style="list-style-type: none"> Lloyds Bank authority transferred from Mike Evans to Leigh Pollinger Bank balances at end of December <table border="1"> <tr> <td>Lloyds Bank balance at 29/12/17</td> <td>£3863.70</td> </tr> <tr> <td>Nationwide balance at 31/12/17</td> <td>£3062.79</td> </tr> <tr> <td>Total</td> <td>£6926.49</td> </tr> </table> <ul style="list-style-type: none"> One payment made during month of £35.49. Nationwide bank signatories updated for Jim French, Jenny Coles. Request put forward to TDC on 17/12/17 to increase precept by £500 (new precept will be £7000 from 1/4/2018). 	Lloyds Bank balance at 29/12/17	£3863.70	Nationwide balance at 31/12/17	£3062.79	Total	£6926.49
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08.2	<p>To request approval for BACS Payments and cheques</p> <ul style="list-style-type: none"> DALC under payment of March 2017 invoice £50.00 – cheque signed. Data Controller registration (as required by Data Protection Act) £35.00 payment approved (to be made by BACS). 						
08.3	<p>To receive an update on development of required policies and procedures</p> <ul style="list-style-type: none"> The Smaller Authorities Transparency Code came into force on 1 April 2015 and requires the online publication of certain information which the Government requests, to provide taxpayers with a clear picture of the authority's activities, spending, and governance. From 1 April 2017 the publication of the Transparency Code requirements for smaller authorities has entirely replaced external audit. Funding is still available to help Small Councils (under £25k turnover) to cover the 'extra burden' of complying with the new Transparency Code. Planned to attend course run by DALC on 23/1/18 to confirm requirements and methods to apply for funding. Required policies covering Code of Conduct, Health & Safety, Freedom of Information, Data Protection, and Financial Controls are being written and will be issued to Councillors for review prior to next meeting. 						
08.4	To review and approve updated Standing Orders						

	<ul style="list-style-type: none"> • No comments were received about the draft Standing Orders previously issued. The council therefore agreed to adopt the Standing Orders as written. Proposed by Cllr Ley, Seconded by Cllr Bond • Agreed that Standing Orders will be reviewed annually.
08.5	<p>Update on development of new LPC website</p> <ul style="list-style-type: none"> • Meetings held with David Gubb (Allcoast Media) to complete design of the Parish Council element of new Langtree website. • Final work on settling on look and feel and content being carried out now. • It is proposed to send links to a couple of councillors for their review prior to publishing site.
08.6	<p>Decision required on future storage of LPC archive material (i.e. items that are more than 7 years old such as minutes, maps, emergency requirements.)</p> <ul style="list-style-type: none"> • Agreed that items should be offered to Mike Roe of the Langtree History Society
08.7	<p>To consider whether to join with CPRE for advice and assistance in any development or review of landscape issues in a neighbourhood plan</p> <ul style="list-style-type: none"> • Decision made that LPC would not join with CPRE at this time.
08.8	<p>To consider email received from Mr John Lewis regarding recent Facebook postings relating to the Green Dragon and conduct of Cllr James French, and request for this to be discussed by the Council from Cllr James French.</p> <ul style="list-style-type: none"> • Mr John Lewis attended the meeting and contributed to the discussions. • Cllr Attwood read out Mr John Lewis email and reminded councillors of their responsibilities of Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership when working in public life. • Cllrs Edworthy and French put forward their reasoning for using Facebook to try and have the Green Dragon pool table trolley which had disappeared returned. • Mr John Lewis repeated his views that this route of using Facebook was not appropriate and his reasoning was clearly laid out in his email. • It was agreed that this was not an issue which was a responsibility of the Parish Council.
08.9	<p>Correspondence not covered in discussions above</p> <ul style="list-style-type: none"> • Letter received from Motor Cycling Club. The Lands End trial will use Orange Hill as an observed section on Saturday 31st March

	<ul style="list-style-type: none"> • ROSPA have advised that they will review the Play Area in March April time. Cost £66.50 + VAT. Cllr French advised that he was aware of an alternative company and will forward details to the Clerk for him to follow up. • Email regarding Langtree Meadows development has been included in item 05.2 above.
09	<p>ANY OTHER ITEMS AT CHAIRMAN'S DISCRETION</p> <ul style="list-style-type: none"> • Cllr Mitchell advised that the Butts Meadow allotments would benefit from improved drainage. It was agreed that up to £300 would be allowed to purchase suitable pipe and stone. • Cllr Hurley advised that the owners of the Berry Cross caravan have one month to put in an application, otherwise will receive a visit from Enforcement Officer. • The Parish Clerk reported that the hinges had rusted through on the Notice Board at Stibb Cross. The notice board door is now in his garage waiting repair. The Notice Board at Berry Cross also needs some tlc. • As no other comments the chairman closed the meeting at 21.15
10	<p>DATE OF NEXT MEETING - Monthly Meeting of the Parish Council, Thursday, 8th February 2018 at 7.30pm</p>