**BURLESCOMBE PARISH COUNCIL**

**Minutes of**

**Annual Parish Council Meeting**

**Held in the URL Hall, Westleigh on Monday 11th May 2015**

**APPROVED**

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| **5.1** | All Councillors signed the Declaration of Office in front of the Proper Officer before the Council meeting opened.  **Election of Chairman:**  Councillor Les Neville was proposed as Chairman and unanimously voted in by the two Councillors present and Councillor Sprague by proxy. (The Clerk had a letter to indicate Councillor Sprague’s support to Councillor Neville).  Chairman signed the Declaration of Acceptance of Office in front of the Proper Officer. |  |
| **5.2** | **Present:**  Councillors: Les Neville (Chairman), Karen Collard & Judy Downing  District Councillor: Heather Bainbridge  Leslie Findlay – Locum Parish Clerk | **ACTION**  **REQUIRED** |
|  | **Apologies:**  Councillor David Sprague |  |
| **5.3** | **Declaration of Interests:** Nothing to declare |  |
| **5.4** | **Co-opting of new Councillor and election of Vice Chair**  Mr Lee Lovegrove was co-opted on as a new Councillor with a unanimous vote and welcomed by the Chairman to the Council. Clerk to inform MDDC.  All Councillors signed the document confirming agreement to receipt of all council and committee meeting agendas and papers electronically.  Councillor Judy Downing was elected as Vice-Chair. | **LF** |
| **5.5** | **Election of Appointments and Committees**  The following appointments and committees were agreed:  Planning Committee Chairman – Councillor Judy Downing  Planning Committee – Councillors Karen Collard, Lee Lovegrove & David Sprague  Responsible Financial Officer – Councillor Karen Collard  The Councillors will have the following responsibilities within the Council:  Highways – Councillor Judy Downing  Quarry Liaison for Hillhead and Westleigh – Councillor Judy Downing  Grand Western Canal Liaison – Councillor Les Neville  Public Rights of Way – Councillor Les Neville  Play areas – Councillor Lee Lovegrove  St Mary’s Church Liaison – Councillor David Sprague  Viridor Liaison – Councillor David Sprague  Burlescombe Community Hall – Councillor David Sprague  The representative for the Old Railway Line was not appointed |  |
|  | **OPEN FORUM**  No issues were raised |  |
| **5.6**  **5.6.1**  **5.6.2**  **5.6.3**  **5.6.4** | **Minutes of previous meeting and matters arising:**  Website update – Clerk to arrange for the Parish Council to become part of the MDDC website. The village website is being developed by David Hodson-Whittle.  Notice-Board update – Clerk to liaise with previous Chairman.  The hedge at 3 Park Bungalow has been cut back. The Council were very grateful for the quick response.  Clerk was asked to discuss the current email system used by all the Councillors with David Hodson-Whittle, as several changes have taken place.  The Minutes were signed as a true and correct record and unanimously approved by the Councillors and District Councillor. | **LF**  **LF**  **LF** |
| **5.7** | **Police Report:**  Nothing to report |  |
| **5.8**  **5.8.1**  **5.8.2** | **Planning:**  No new planning applications received this month.  **To inform Council of decisions made by MDDC:**  **15/00256/ARM** Reserved matters for the erection of 1 dwelling following outline approval `14/00701/OUT at Ascot House, Westleigh – outline planning permission granted with conditions. |  |
| **5.9**  **5.9.1**  **5.9.2**  **5.9.2.1**  **5.9.2.2** | **Highways:**  **To report on work carried out by Highways Dept:**  You may have noticed that the electronic 'Slow Down' signs on the A38 are in action again, this was a point raised by DHW at a previous Quarry Liaison meeting & we were told there was no available funding to mend these! Obviously some was found!  **To receive reports of repairs:**  The priority lines on the road near the old Ayshford Arms need to be replaced. Lengthsman will be informed.  Councillor Judy Downing continues to pick up rubbish along the road at the top of Burlescombe & in the layby near Kent Farm Sand Quarry, this is all mostly 'fast food' rubbish plus a few soiled nappies!! | **JD** |
| **5.10**  **5.10.1**  **5.10.2**  **5.10.3**  **5.10.4**  **5.10.5** | **Finance:**  The Parish Council received a grant £805.20 from the Town and Parish (TAP) Fund for the building work in the Community Hall. Councillors agreed for the amount to be forwarded to the Community Hall account.  Western Power paid the Council £56.41. Rental for the new telegraph pole which has been situated on Parish Council land.  Approval was given for the Clerk to purchase 4 Memory Sticks – one for the Clerk and RFO and the other two will be kept by the Chairman and swopped every few months in order that there is always copies of the Parish Business.  Clerk to order the Local Councils explained published by NALC and Governance and Accountability for Local Councils published by SLCC.  **Park Wood**  The Park wood contract has been accepted by Grahame Hawkins, but he currently does not have time to remove the trees above the garages. This will need to be reviewed at June meeting. | **KC** |
| **5.11** | **Old Railway Line**  The Council discussed the March report from ORLAC as follows:  Safety: Clerk to clarify who has the safety assessment.  Signs: Council in full agreement that the signs must be purchased and David Beard to be consulted with regard to exact wording and size.  Fence: Council is supportive of the advisory’s suggestion for the fencing and request a quote.  Momentum: The Council agree that it is important that the momentum is kept up and suggested that the Advisory Committee should publicise the sessions in the parish magazine. Also will put up any notices about the voluntary sessions on the Notice-Boards.  Communication: The Council suggested that a representative from the ORLAC to attend Council meetings would greatly assist.  Picnic area: The tables and benches have been ordered and paid for. ORLAC to advise when the area is ready for them to be delivered.  The Chairman reiterated the Council’s thanks for all the tremendous work the volunteers have completed and regretted any lack of communication there may have been between the Council and the Committee. |  |
| **5.12** | **Cllr Downing’s Report**  Quarry Liaison.  I sent a very quickly produced report which had a lot of unanswered questions! This was because the Quarry Liaison meeting in March was taken up with a presentation & discussion based on the findings of the Quarry Survey carried out by 'Common Places'.  We are in fact only halfway along the discussion about points raised by members of the public in this parish with regards to the survey & its outcome! We need to inform the parish of the survey results either by an open meeting or a written report or in the parish magazine, the PC need to discuss this further!  As those who live along the lorry route are aware traffic is still very busy, especially at night time (this is mostly asphalt transport). |  |
| **5.13** | **Cllr Neville’s Report**  **Footpaths**   * I still have 9 ‘way markers’ for use on our permissive paths. I hope that these can be deployed in Park Wood and along the ORL. * Aggregates Industries have declined the idea of DCC adopting their Permissive Footpaths. * Work on FP7 under old railway line has been completed. * I understand that we have received the 2015 P3 grant (£580) from DCC, that helps pay for the maintenance of our PROW. * Please take secateurs with you when walking our PROW. It is really helpful cutting back the thorns etc from gates and stiles. * I am, as ever, happy to receive reports or suggestions regarding on any of the Parish’s footpaths.   **Grand Western Canal**     * Our resident swans still have 9 cygnets in tow. * The ducklings are still in evidence but, sadly, their numbers are already rather depleted. * I understand that the weed cutting boat will be attending to our stretch of the canal in the near future. * Wardens to help oversee our stretch of the GWC are still required. * Please keep me informed of issues, that you become aware of, relating to the GWC. |  |
| **5.14** | **Westleigh Quarry Survey**  The Council were aware that the Common Places survey needed to be made public. It was therefore decided that the Clerk should approach Mark Goodman (Common Places) to arrange for a presentation to be held in the Community Hall Burlescombe if possible in July. The Council were prepared to pay for the presentation if it was not covered by the contract as it was seen to be an important step. |  |
| **5.15**  **5.15.1**  **5.15.2**  **5.15.3**  **5.16** | **Clerk’s Report:**  Standing Orders: the NALC Standing Orders had been amended as required and the Council unanimously voted for them to be adopted as the Burlescombe Parish Council Standing Orders.  Code of Conduct: The Council unanimously voted for the NALC Code of Conduct to be adopted by the Council.  Clerk will send each Councillor a copy by email and once the website is running they will be published online.  Financial Regulations: Clerk will distribute first draft for approval.  **Correspondence**:  The Council received a letter from Willand PC re electronic applications. Councillors had not encountered problems with the website and therefore felt unable to support Willand PC. |  |
| **5.17**  **5.17.1**  **5.17.2**  **5.17.3**  **5.17.4**  **5.17.5**  **5.18** | **Matters brought forward for information or future agenda:**  The TAP Fund for this year will be discussed at the next meeting.  The outgoing Chairman had written the June report for the Parish Magazine but Clerk to assume this responsibility in future.  Broadband project – Clerk to email for an update  Bus Shelter. There was no update  Play areas. The Clerk had been informed that the matting in the Burlescombe play area was damaged and needed to be repaired. Councillor Lovegrove will inspect both play areas and give the Clerk a list of work to be forwarded to MDDC.  There are still four vacancies on the Council and anyone interested in becoming a Councillor should contact the Clerk.  The Chairman closed the meeting by thanking both David Hodson-Whittle and Tina Orchard for their contributions to the Parish Council and Mel Lucas for his invaluable contribution as the District Councillor for so many years.  There being no further business the meeting closed at 8.42pm.  The next meeting will be held on Monday 1st June in the Westleigh URC Hall at 7pm. | **ALL**  **LF**  **LF**  **LL** |

Leslie Findlay

Locum Parish Clerk

On behalf of the Burlescombe Parish Council

**ORLAC REPORT**

**MARCH 2015**

**SAFETY**

We are pleased that a safety assessment has been made and please be sure, in the interests of the council, that its findings are drawn up in a report and minuted. We trust this will be a regular event.

Recently a councillor has seen children on the tar plant playing and sadly, vandalising. It is imperative that a sign declaring the dangers is installed; graphics of anti-vandalism and “Danger of Falling” wording. We advise that warning signs at the top and bottom of the steps are placed: “Steep Steps. Take Care.”. The gate at the base is sometimes left open so a “Please shut the gate” sign would be advisable. Such signage was recommended a long time ago and we feel the time has arrived for this to be treated with urgency.

Your chairman’s recommendation of a fence securing the tar plant raises questions. We conclude that if a fence is required it would be better to install it around the top of the plant with access at one side so that it can still be used but with greater safety. We are well aware of the costs of such things and maybe the signs will be sufficient. Your chairman has suggested a site meeting to discuss this in detail and we will be happy to take part.

We are pleased to note that the scrap metal has been removed.

**MOMENTUM**

We are aware that we have lost momentum this year due to various circumstances but the real problem is our voluntary group is too small to be as effective as we would like. We don’t require an army as there would be insufficient work to keep them all occupied but it would be of great help if we could have a team of five or six members. We could then rely on at least three or four coming to each session. We suggest that we meet on the second Saturday of each month at 10.00am. It would also be of great help if the council could make such a regular time slot well known.

We are aware of concerns of the costs of this project, and quite rightly, but the capital expenditure is a one off and once completed it will be just a question of keeping the area tidy and safe. If we can achieve a regular voluntary group of the size suggested then ongoing costs will be minimal.

**COMMUNICATION**

We feel there is room for better communication. We would like a written answer to our report. We are aware that on some issues there is confusion because of this problem. For instance, the arrangement for the removal of the tree behind the garages is not clear. If it is removed using voluntary work there will be no insurance cover for public liability should the garages be damaged in the process. Our conclusion on this issue is that it would be better to use an independent contractor.

We need to be more precise on such issues, which can only be achieved with regular contact.

**INFRASTRUCTURE**

With certain provisos such as help with a digger to spread the scalping, the voluntary group should be able to install the gates at the top, the picnic area and the ground cover. The timing and speed of the work will depend on the solutions to the points raised above.

We resolve that it would be a bonus if the picnic area could be installed before this summer. With these two projects completed most of what is required will be installed. The only outstanding problem will be securing the safety of the tar plant.

**ROAD TRAFFIC REGULATION ACT 1984**

**SECTION 14**

**THE COUNTY OF DEVON (TEMPORARY RESTRICTION) (TRUMPT CROSS TO QUARRY ROAD, WESTLEIGH) ORDER 2015**

**TEMPORARY Prohibition of Through Traffic & Parking**

**NOTICE** is hereby given that Devon County Council has made the above titled order**.**

From **MONDAY 1 JUNE 2015**

for a maximum of 18 months

Anticipated Finish **WEDNESDAY 3 JUNE 2015**

No person shall cause or permit any vehicle to proceed or wait on the sections of Affected Roads except for access to land or premises on or adjacent to those length of roads.

Roads affected -

**TRUMPT CROSS TO QUARRY ROAD, WESTLEIGH, O/S ELMDALE**

The alternative, signed, route for vehicles will be via - TRUMPT CROSS TO QUARRY ROAD - QUARRY ROAD - QUARRY ROAD TO FENACRE BRIDGE CROSS - RADO HEADING SOUTH FROM BEACON HILL BUNGALOW - ROAD FROM BEACON CROSS TO DEVON BORDER - ROAD FROM HOLCOMBE CHAPEL TO BEACON CROSS - POUND HILL - FROG LANE - ROAD FROM DURLEYMOOR CROSS TO FROG LANE - ROAD FROM DURLEYMOOR CROSS TO KNOWLE CROSS

VICE VERSA

This temporary restriction is considered necessary to enable -

**NEW WATER SERVICE**

For additional information contact:

**KIER MG**

Telephone: **0844 346 2020**

Dated: MONDAY 25 MAY 2015

David Whitton

Head of Highways, Capital Development and Waste

Devon Highways

Devon County Council

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NEWTON ABBOT

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