**BURLESCOMBE PARISH COUNCIL**

**Minutes of**

**September Meeting**

**Held in the Community Hall, Burlescombe on Monday 2nd September at 7pm**

**DRAFT**

20-2019

|  |  |  |
| --- | --- | --- |
|  | **Opening Statement by the Chairman**The Chairman opened the Meeting and updated everyone on the events that had taken place over the summer. The Interim Councillors had remained in place whilst an election for the eight vacancies took place and as there were only five applicants, they were automatically elected. At this point the three interim Councillors stood down and Burlescombe Parish Council became quorate with the minimum required of three Councillors. Councillors Robin Dodwell, Shelley Scribbins and Luke Trevelyan were introduced.The Chairman Cllr Lewis Worrow, welcomed everyone to the Meeting. |  |
| **9.1** | **Present:**Parish Councillors: Lewis Worrow (Chair), Robin Dodwell, Shelly Scribbins and Luke Trevelyan.District Councillors: Christine Collis, and Bob Evans and County Councillor: Ray RadfordSue Jarvis – Parish Clerk/RFO/Proper Officer | **ACTION** |
|  | **Apologies:** Chris and Matt Salter. |  |
| **9.2****9.3.** | **Councillor Appointments**The Clerk confirmed that all three Councillors had signed the Declaration of Acceptance of Office and witnessed by the Clerk.**Election of Officers**This was deferred until later in the meeting to follow the Matters Arising (9.5). |  |
| **9.4** | **Declaration of Interests:** None declared |  |
|  | **OPEN FORUM**A resident raised the problem of the incorrect planting in the new housing development. CC had taken this to the Planning Office but as yet no progress. CC to chase.It was raised as to whether anymore work is to be carried out on the road through the village. A large section has been resurfaced but there is more to be done, including the very poor state of the white lines at the junction on the A38. RR to follow this up. A resident mentioned that the footpath by the old Ayshford Arms was inaccessible. PROW officer LW to address.Railway information signs on the bridge in Burlescombe are faded and need updating. Clerk to look in to.A resident requested that parishioners be kept updated regarding the potential new route for quarry lorries. There is a Quarry Liaison meeting on 6th September after which the Council will have more information. This will be communicated to Parishioners via noticeboards and parish magazine when the information is available.7Report of fly tipping in Beer Lane.Poor road surface in Beer Lane. Clerk to contact MDDC. | CCRRLWSJSJSJSJ |
| **9.5****9.5.1****9.5.2****9.5.3****9.5.4****9.5.5****9.5.6****9.5.7****9.5.8****9.5.9****9.5.10****9.5.11****9.5.12****9.5.13****9.5.14****9.5.15****9.5.16****9.3****9.6** | **Minutes of previous meeting and matters arising:**The Minutes were signed as a true and correct record and unanimously approved by the Councillors.Matters arising: all relevant documentation had been circulated to councillors before the meeting.Update on the road through the village. See above.Social media presence update. On hold to see what MDDC introduces to enable a unified approach.Official directory update. As 9.5.2Proposal to establish a ‘Finance, Audit and Risk Committee (FARC)’. LW explained the concept of the committee and why he was proposing it. Discussed by Councillors and approved.Proposal to adopt the ‘Finance, Audit and Risk Committee (FARC)’ Charter drafted by Cllr Worrow. Approved.Proposal to establish a ‘Committee for Development, Planning and Transportation (CDPT)’. LW outlined what this committee would entail/include. Discussed by councillors and approved.Proposal to adopt the 'Committee for Development, Planning and Transportation (CDPT)’ Charter drafted by Cllr Worrow. Approved.Proposal to establish a ‘Committee for Business and Innovation (CBI)’. LW explained and councillors discussed the details of the committee. Approved.Proposal to adopt the 'Committee for Business and Innovation (CBI)’ Charter drafted by Cllr Worrow. ApprovedProposal to grant Burlescombe Parish Council the ability to appoint Committee members and Committee Chairs outside of Parish Council meetings. Discussed and approved.Proposal to grant the Chairman of Burlescombe Parish Council the authority to confer ‘charter status’ upon the newly formed Committees and deliver such grants formally in writing to the Chair of each committee. Discussed and approved.Proposal to adopt Cllr Worrow’s proposed ‘Investment Strategy’. Discussed and approved.Proposal to open the website contract to public bidding for a period of sixty (60) days effective immediately. LW explained his rationale for this proposal. Councillors discussed and approved.Proposal to adopt the 'Honours and Awards’ policy drafted by Cllr Worrow. Approved.Proposal to adopt the ‘Community Grant’ policy drafted by Cllr Worrow. Approved.Westleigh noticeboard. Clerk explained that a larger noticeboard is needed in Westleigh and that it could do with a more prominent position in the village. Councillors agreed that the Clerk should obtain quotes.**Election and Appointments of Committees.** The Chairman returned to this item following the adoption of the new committees (see matters arising). All sitting councillors were appointed to all committees. Cllr Trevelyan is the Quarry Liaison Representative and Cllr Worrow is the new JAC (Canal) representative.**Chairman’s report** The Chairman welcomed the three new councillors Luke Trevelyan, Shelley Scribbins and Robin Dodwell and looked forward to having a good working relationship with them all. He went on to outline the informal planning meeting regarding the Church Fields application and reiterated that the Council was still objecting strongly to the application in all its current forms. | **RR****LW****LW****ALL****ALL****ALL****ALL****ALL****ALL****ALL****ALL****SJ**  |
| **9.7****9.7.1****9.7.1.1****9.7.2****9.7.2.1****9.7.3****9.7.3.1****9.7.3.2** | **Planning**Councillors discussed the following applications:21-2019**New Applications**:**19/01343/FULL** Erection of extension Location: XYZ Machine Tools Ltd Unit 1Woodlands Business Park**Taken out of Committee:****19/01189/OUT Proposal:** Outline for the erection of 2 dwellings (Revised Scheme)Location: Land at NGR 307538 116626 (North of Town Farm) Burlescombe DevonThis application was discussed at an informal Planning Committee meeting on Wednesday 14th August. *The council agreed to continue to strongly object to the application*.**MDDC Decisions**:**19/00764/CLP** Certificate of Lawfulness for the proposed conversion of loft to bedroom and ensuite Location: 3 Old Station Mews Station Road Burlescombe. *Granted*.**19/00857/FULL** Variation of conditions 2, 4, 6 and 7 of planning permission17/01361/MFULto allow a phased development and changes to interim elevations Location: The Old Well Uffculme Cullompton Devon. *Granted.* |  |
| **9.8****9.8.1****9.8.2****9.8.3** | **Highways**Nothing to report**Community Hall –** NTR**St Mary’s Church –** NTR |  |
| **9.9****9.9.1****9.9.1.1****9.9.1.2****9.9.1.3****9.9.1.4****9.9.1.5****9.9.2****9.9.2.1****9.9.2.2****9.9.2.3****9.9.2.4****9.9.2.5****9.9.3****9.9.3.1** | **Clerk’s Report****Finance** The following expenditure was approved:

|  |  |  |  |
| --- | --- | --- | --- |
| **Amount £** | **SO/BACS/DD** | **Payable to** | **Comments** |
| 300.00 | Cheque-753 | URC Hall | Cemetery grant |
| 29.93 | Cheque-752 | URC Hall | Defibrillator insurance |
| 245.00 | SO | S. Jarvis | Clerk pay September |
| 24.00 | Cheque-749 | Burlescombe Hall | Hall hire |
| 484.00 | Cheque-750 | Nicholas Page | PROW maintenance |
| 110.00 | Cheque-751 | Leslie Findlay | Accounts/Audit assistance |
| Confirmation of expenditure previously approved: |
| 300.00 | Cheque-744 | G Hawkins | ORL & Park Wood maintenance |
| 310.20 | Cheque-747 | Countrywide Grounds maintenance | Grass cutting in Westleigh play area |
| 245.00 | SO | S. Jarvis | Clerk pay July |
| 245.00 | SO | S. Jarvis | Clerk pay August |
| 48.00 | Cheque-748 | DALC | LW Planning course |
| Expenditure taken out of Committee: |
| 64.8022-2019 | Cheque-746 | Vision ICT | Cllr email accounts |

 |  |
| **9.9.4****9.9.4.1****9.9.4.2** | **Training**Approval was given for the new councillors to attend a New Councillors Course at a cost of £30+VAT per person.Approval given for Clerk to attend DALC Budget and Precept Course on 31st October at a cost of £40+VAT. |  |
| **9.9****9.9.1****9.9.2** | **Correspondence** The Clerk had received two emails from residents expressing their concern at the poor visibility caused by trees/undergrowth when trying to exit and enter Oak Ridge development. District Councillor Collis said she would mention this when chasing up the development’s planting issues.The Clerk has received an email from a resident of Bray Close saying that vegetation from the ORL embankment is encroaching on to his garden. The ORL belongs to the council and the Clerk will obtain quotes to carry out the work. | **CC****SJ** |
| **9.10** | **Matters brought forward for information or future agenda:**The next Full Council meeting will be on Monday 7th October 2019 in the URC Hall, Westleigh at 7pm.The meeting closed at 8.04pm. |  |

Lewis Worrow

Chairman

Burlescombe Parish Council