BISHOPS CLYST PARISH COUNCIL

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Minutes of the Meeting of Bishops Clyst Parish Council

Held on Monday, 10th June 2019 at Clyst St Mary Village Hall (7.30 pm)

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PRESENT: R Hatton (RH); C Trudgeon (CT); Peter Cain (PTC); M Fernbank (MF); C Scanes (CS);

M Howe (MH); Ray Steer Kemp (RSK); Lisa Joels (LJ); In attendance – Clerk.

Also present: Two members of the public.

1. **APOLOGIES** –
2. **RISK ASSESSMENT/DECLARATIONS OF INTEREST AND DISPENSATIONS** - The Council noted the usual risks. PTC and MF declared an interest as committee members for the Sports & Social Club in the event that any discussion takes place during the meeting; PTC declared an interest as Chairman of the Clyst Valley Football Club, RH declared an interest as Chairman of the Village Hall Committee and member of the Clyst St Mary Parochial Church Committee; MF declared an interest as a committee member of Sowton Village Hall.
3. **ELECTION OF VICE CHAIRMAN** - to resolve to elect a new Vice Chairman.RH reported that since the last meeting it has now been confirmed, by the Clerk and SLCC, that a co-opted member can stand as a Vice Chairman or Chairman – **RESOLUTION -** RH proposed to appoint CT and this was seconded by CS – there being no further nominations, all voted in favour. CT duly elected as Vice Chairman.

RH further reported on the resignation of Ted Tommans-Porter and the reasons he gave being the proposed election of a co-opted member as Vice Chairman at the May meeting. Ted Tommans-Porter was of the view that this was something the Parish Council had agreed not to do in the past. He also stated that his health could not allow him to continue as a Councillor. With regard to the election of a co-opted member as Vice-Chairman RH clarified that this was something that was suggested by a previous Chairman some time ago but was not part of the Council’s current policy or procedure and that the process of electing a co-opted member as Vice Chairman was correct as confirmed by the Clerk and SLCC – he further expressed his thanks to Ted Tommans Porter for the work he carried out during his time with the Council and wished him well for the future. RH also confirmed that should Ted wish to stand as a councillor in the future he would be more than welcome to submit his application; RSK confirmed Ted Tommans Porter is still a member of the Traffic & Parking Committee as a volunteer.

1. **CO-OPTION OF JAMES LEVERTON** – Application previously circulated was reviewed by members. Mr Leverton confirmed he could not attend the meeting as he is on holiday. **RESOLUTION -** RH proposed the co-option of James Leverton and MH seconded – all voted in favour.
2. **MINUTES** – **RESOLUTION** – It was proposed by RH that the Minutes of the last meeting were confirmed as a correct record and signed by the Chairman seconded by CT – all voted in favour.
3. **ELECTION OF PLANNING COMMITTEE CHAIRMAN** – MH has had to withdraw as Planning Chairman due to his position at East Devon District Council – **RESOLUTION -** LJ nominated herself and there being no further nominations all voted in favour of LJ being elected as Planning Chairman.
4. **OPEN SESSION**
	1. Member of public commented on the overgrown verges and trees by the bridge on the A3052 – he enquired who was responsible for the trimming of this area. It was proposed that a polite notice may need to be sent to those residents with overhanging trees on their property or hedges to cut them back – this may also include some Church Lane residents; Highways will also need to be informed of overgrown verges on the A3052; MH clarified that no cutting can take place until after the nesting season in August. The member of the public further enquired if the closure of the pedestrian crossing during the Devon County Show was normal procedure – RH will raise the issue of clearing the footpaths before the County Show at the debrief meeting; the member of the public further commented on the blocked gullies on the A3052 which RH confirmed have been reported on many occasions in the past; the member of the public further reported that Cavanna have built their part of the proposed footpath at Greenspires. There being no further comments the session closed.
5. **ACTION LIST /MATTERS ARISING**

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| Item | Action |
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|  | Clerk to write to the school enquiring whether anyone on the school committee would consider standing as a Parish Councillor. **Completed – school have agreed to liaise with the Clerk regarding any updates.** |
|  | Clerk to contact Mr Davey regarding the potholes and also enquire if Karl Hacking can supply tarmac. **Completed – Shaun has agreed to undertake the work which he undertakes after the summer. No contact from Karl Hacking. Reported under 15.6** |
|  | RSK to arrange a meeting with Air Ambulance re landing site. **Meeting to be held on 13th June 2019.** |
| Item 5 | Clerk to check legal position on co-opted members. **Completed – confirmation received from SLCC that co-opted members can stand as Chairman or Vice Chairman.** |
| Item 12.3 | Clerk to chase response from DCC to roundabout incidents. **Completed – no further action to be taken as the incidents were due to speeding.** |
| Item 15.2 | PTC to arrange Finance Committee meeting to review Capital Projects list. **Completed. Reported under 14.3.** |
| Item 18 | RSK to liaise with Cllr Bloxham regarding the Greenspire footpath. **Completed – Cllr Bloxham to follow up at the end of the month.** |
| Item 19.3 | Councillors to submit to CS Environment Questionnaire in relation to Exeter Airport. **MF completed.** |
| Item 19.8 | MH to raise SWW problems with Rt Hon Hugo Swire. **No meeting has taken place as yet – MH to follow up.** |
| Item 20 | Clerk to write to Western Power regarding the proposed road closures. **Completed. Response received stating that they apologise for any inconvenience caused but the works still need to go ahead.** |

* 1. Matters arising – PTC reported he has not received a response from the Parish Council regarding the Clyst Valley FC’s S106 application – a formal letter from the Parish Council supporting the application will be sent following agreement at the previous meeting and MH will chase Sulina Tallack at EDDC regarding progress.
	2. MH raised that Ted Tommans-Porter has requested financial assistance to install a defibrillator at the Cat & Fiddle Park – the Council confirmed their support and MH will advise of possible funding options – PTC recommended they contact St Austell Brewery who have, in the past, supported such projects – MH will confirm the training times for the village shop unit; LJ commented that she has a contact who is a Doctor who may be able to assist with training.
1. **CORRESPONDENCE FROM THE LAST MEETING**
	1. Email received from Ted Tommans-Porter, tendering his resignation – previously reported on.
	2. Email from Cllr Healey, Cranbrook regarding the setting up of a gypsy and traveller forum.
	3. Email received from David Manley attaching a newsletter advising of forthcoming operations at Enfield Farm – circulated to members.
2. **REPORT FROM COUNTY COUNCILLOR** – Not present – report sent by email on 4/6/19 as follows:-

10.1 Whilst recycling rates are improving in East Devon there is still work to do. 40% of black bin waste is recyclable. Paper, cardboard, textiles and green waste are all being deposited in the black bin but the highest amount of recyclable material in black bins is food. There are three new DCC funding streams for sums up to £300, £5000-£25000 and crowdfunding for larger amounts. These are in addition to the locality budget that Sara and I have available to help local initiatives. Having declared a climate emergency DCC is tackling climate change both within the Council and working with partners across the County. I can provide more details if requested. Two of our Parishes have raised the fact that Exeter City Council has located new “welcome to Exeter” signage some distance within East Devon boundaries. If this arises locally please let me know as I am speaking to colleagues that represent Exeter. Gigaclear have network construction underway in 30 community areas. However Gigaclear have experienced delays and is behind schedule. Gigaclear are still in the process of refining their approach to providing fibre broadband to the premises as part of the Connecting Devon and Somerset (CDS) programme and are on notice to produce a refined plan by end July. In addition CDS is trialling a scheme to help communities co-produce local solutions through The Community Challenge Fund which enables communities to select an approved private sector partner to provide a solution that works best locally with financial support from CDS.

10.2 PTC commented on the lack of attention to the verge cutting and that the work carried out by Highways prior to the County Show was very minimal leaving a very small visibility splay in some areas – MH confirmed that all Highways are obliged to do are the visibility splays – any further works will have to be undertaken by the Parish Council, taking into consideration that some verges may require Chapter 8 training. PTC reported that the verges on the right-hand turn from Church Lane onto the A3052 up to the bus stop, need clearing as the visibility splay is blocked – this needs reporting to Highways. It was agreed that the Parish Council need to put together a list of required works as some of the verges and footpaths are in a bad state – these may need to be added to the Parish Council’s future maintenance programme. PTC raised the issue of whether volunteers undertaking wild-flower planting would require Chapter 8 training and be covered by public liability insurance.

1. **REPORT FROM DISCTRICT COUNCILLOR HOWE** – MH reported that the Enfield Farm application to increase capacity has been refused – the other Enfield Farm applications are to be reviewed by the Committee next week; letter received from Rt Hon Hugo Swire with a copy of the response from the Environment Agency regarding Enfield Farm – they confirmed that following the meeting in March 2019, if a further meeting is required in the next few months they will be happy to attend; MH further reported that the new Council has now met – he confirmed he has been asked to continue as Chairman of the Development Management Committee and has accepted – he is also now on the Strategic Planning Committee and the Highways and Traffic Orders Committee.
2. **REPORT FROM PCSO** – no report.
3. **PLANNING**
	1. 19/0995/ful – neighbouring parish comments – land south of Mosshyane Link Road, Redhayes, Exeter – erection of 33 dwellings with associated works. **No comments.**
	2. 19/1035/ful – Westpoint Exhibition Centre – installation of over-cladding to existing roof. **No comments.**
	3. 19/1149/ful – 1 Sowton Village – construction of replacement dwelling. **Support comments of the Conservation Officer.**
	4. 19/1229/ful – 15 fairview Avenue, Cay & Fiddle Park – installation of step lift to provide wheelchair access. **No objection.**
	5. Greendale Farmhouse application – MH reported on the application – **No comments.**
4. **ACCOUNTS AND FINANCES**.
	1. Council received the monthly cash summary – previously circulated to members and available on the website – PTC reported on the payments for the month which were agreed by Council. He further reported that the defibrillator will need to be added to the list of assets and also included on the insurance policy – Newton Poppleford Parish Council are to advise of the value of the unit at the village shop.
	2. Exercise of public rights - the period of elector’s rights commencing on 17th June 2019 and finish on 26th July 2019 was confirmed. Notification will be placed on the central noticeboard and website.
	3. PTC reported on the finance meeting held on 30.5.19 – minutes circulated to members prior to meeting. PTC confirmed that a note will go into the Clyst Valley newsletter and possibly Facebook to seek the views’ of the public on their thoughts and suggestions on the Capital Projects List – he enquired if the Parish Council agreed to this – **RESOLUTION -** PTC proposed, seconded by CT – all voted in favour.
5. **HIGHWAYS AND MAINTENANCE**
	1. Matters arising – traffic light head on roundabout J30 reported as obscured by vegetation; letter received from Western Power re works at bottom of village closing the road for two weeks – letter sent to them enquiring why this couldn’t have been done during the school holidays and advising of the disruption to the village.
	2. Road markings Church Lane/Greenspire junction – CT reported that there are no line markings left and the signage is fading at these two junctions – RSK confirmed that Ray Bloxham is chasing up road markings for the entire village and will update us in due course.
	3. Camera at pedestrian crossing A3052 – CT reported that he has witnessed, on many occasions, vehicles going through the red lights – it was agreed that the Traffic & Parking Group will raise these issues and any incidents be logged and evidence supplied.
	4. Warning signs at top end of village – CT reported the signs to the left and right of the upper car park need attention – the left hand sign, entering the village, needs clearing of debris and the right hand sign on the lamppost needs adjusting as the sign is too high and not in the sightline of drivers – there are to be reported to Highways.
	5. Information signs at Church Lane yellow lines – CT enquired if information signs are needed – CT to check this.
	6. Update regarding potholes – Shaun Davey has agreed to undertake the work and this has been reviewed and budgeted in this financial year – tarmac will have to be ordered on an as and when basis. Highways to be informed of possible resurfacing work at Winslade Park Avenue. Email to be sent to Shaun to confirm when he can start works and the Parish Council to put together a list of works required from September.
6. **TRAINING** – RH reported that new members would need to attend a training course – the dates of courses have been supplied to LJ and will also be sent to James Leverton – RH encourage councillors to express any training needs they may require as the Parish Council will support this, subject to the budget which currently stands at £250.00. CT to attend the Chairman course to be booked through the Clerk.
7. **REPORTS**
	1. Clyst St Mary Village Hall – PTC reported on that a Concert will be held on 26th June at 7.45pm £6.00 per ticket; he also enquired whether the Village Hall could utilise half of the Parish Council noticeboards for general information/upcoming events – it was agreed that no advertising for commercial use would be permitted but the Parish Council noticeboard by the village shop could be used by the Village Hall to advertise events – **RESOLUTION -** CT proposed the shared use of the Parish Council noticeboard at the village shop for Village Hall events and this was seconded by LJ – all voted in favour.
	2. Sowton Village Hall – MF reported on the AGM and the forthcoming Sports Day on 29th June 2019 at 2.00pm.
	3. Airport – CS reported on the Exeter Airport questionnaire previously circulated to members – each question was read out and filled in after discussion, including questions on night flying, helicopter activity, include the helicopter landing site at the village hall, noise issues, and car parking costs – a full response will be prepared and submitted.
	4. Allotments – PTC reported that one plot is available and will continue to be advertised; he further reported that all grass cutting is now complete to a good standard.
	5. Crealy liaison – MH – Cllr Bloxham attended the last meeting. A meeting with Highways is to be undertaken with Crealy and Cllr Bloxham - update to follow in due course.
	6. DALC/P&CCO – CT – newsletters circulated. CT reported on the police firearms training at Winslade Park Avenue – this was a six week training course to deal with terrorist training – CT raised the lack of information prior to this training which will be improved in the future and the Parish Council and residents will be informed more fully.
	7. Flood Action Group – CS – New Chairman to be appointed following the resignation of Lee Davison – CS reported that some residents wish to liaise with the Environment Agency separate to the Flood Committee; the EA have reported that finances are now in place and the Flood Committee will continue to check the progress; LJ requested that it be made clear that the purpose of the Flood Committee is to act as a lobbying committee and point of contact with the Environment Agency and South West Water to ensure progress with a flood scheme is continued and that the EA and SWW continue to fulfil their roles – the Committee’s role is also to feedback progress to the Parish Council and to monitor progress. It is not a decision making Committee. LJ expressed her thanks to Lee Davison the former Chairman of the Committee for the work he carried out. RSK commented that the Flood Committee will continue to liaise with the Emergency Plan Group.
	8. Exe Estuary Management Committee – CS – no report.
	9. Play Area/Parish Field – MH will make further enquiries regarding the public questionnaire submitted and report back to Council.
	10. Traffic & Parking Group – RSK reported on the 4th March survey carried out by Devon County Council of the monitor by the Cat & Fiddle showing results of a total number of vehicles recorded in both directions were 23,357 of which 20.84% were in excess of the speed limit over 60 mile per hour over were 2,029 vehicles in a 24 hour period, over 70 mile limit were 205 vehicles in that period. The village monitor showed a result of 130,000 vehicles in both directions – average 10% exceeding the speed limit of 40mph – 25 vehicles recorded at 70 mph. The Group have agreed that evidence now needs to be collated and sent to Highways showing the affect the A3052 is having on residents. A letter will be sent out to all residents and businesses including Hill Barton and Crealy asking for experiences and issues and seeking support. Some of the questions being asked are problems of the Hill Barton and Crealy junction, issues with residents crossing the A3052 at the Cat & Fiddle and the exit from Greenspire, Oil Mill Lane, Church Lane onto the A3052, the issues of the village and Winslade Park Avenue being used as a rat run and also vehicles on the A3052 entering the cross hatching from the A3052 into the top end of the village. RSK enquired if the letter could be inserted into the Clyst Valley News – RSK requested permission for around 600 copies of the letter to be printed - MH volunteered his services in printing these letters. RH commented that RSK contact Peter Skelton who could liaise with the distributors to have it inserted into the Clyst Valley News as an insert.

RSK requested approval for installation of a monitor at Winslade Park Avenue at a cost of £250 + VAT. **RESOLUTION -** Proposed by PTC and seconded by RH – all voted in favour.

* 1. Any Other Reports – none.
1. **ANY OTHER BUSINESS RAISED BY AGREEMENT** – none.
2. **DATE OF NEXT MEETING**

Monday, 8th July 2019 – CLYST ST MARY PRIMARY SCHOOL HALL at 7.30pm

**Action List**

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| Item | Action |
| Item 7 | Standard letter to be sent to residents in Clyst Valley Road and Winslade Park Avenue after 1 August asking them to trim hedges to the rear of their properties. RH to raise clearance of footpaths at County Show debrief. |
| Item 10 | Highways to be notified that the verges on the Church Lane right-hand turn verges on the A3052 needs clearing to allow a better visibility splay. |
| Item 10 | Parish Council to put together a list of required works to verges and footpaths to be included in the maintenance programme with the possibility of including wild-flower planting. |
| Item 14.3 | PTC to advise of notice to go in the Clyst Valley News and on Facebook requesting residents’ views on the Capital Projects List. |
| Item 15.4 | Clerk to report to Highways that the school signs near to the car park entrance to the left and right on posts – the left-hand sign is obscured by the trees and the right-hand sign on the lamppost is too high and needs adjusting to the sight-line. |
| Item 15.6 | Clerk to write to Highways about resurfacing in Winslade Park Avenue. |
| Item 16 | Clerk to book CT on the Chairman’s course at DALC. |
| Item 17.9 | MH to update Council on the progress of the Play Area questionnaire. |