

Sheepwash Parish Council
Meeting Minutes
Zoom Meeting held on Wednesday 29th July 2020 at 7pm.

Present: Cllr. Ansell (Chairperson); Cllr. Ritson; Cllr. Hutchings; Cllr. Wheeler; Cllr. Moys; Cllr. Crossley; Cllr. Mathews. Selina Woollacott (Clerk), District Cllr. Hurley, County Cllr. Parsons, 1 member of the public.

- 1) **Apologies for Absence:** PCSO Mark James
- 2) **Declarations of Interest:** in accordance with the Code of Conduct, members are required to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have, in items to be considered at this meeting. Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at Torridge District Council within 28 days of the change. **Cllr Mathews and Cllr Crossley declared an interest in the planning application for the Garage/garden store shed at Orchard House. 1/0539/2020/FUL**
- 3) **Public Discussion** – to allow any questions, reports by members of the public on any matters relating to the agenda of this meeting, or any matters the public would like the Council to consider on a future agenda. The period of time designated for public participation shall not exceed 15 minutes. A reminder that members of the public can speak when invited to when council is in committee. **Member of the public present wishes to discuss the Village Hall committee which is an item on the agenda and will be discussed later in the meeting.**
- 4) **Minutes of the meeting held on 27th May 2020 via Zoom.**
Have been circulated by email to be approved for accuracy and signed by the Chairman. All Parish Councillors confirmed the minutes are accurate. Cllr. Ansell (chair) signed the minutes and will send to or Clerk will collect, to be arranged after the meeting.

5) **Chair's Report.**

Some good news: the **Upcott road** has been repaired in quite a major way, from Three Oaks down to the Musselbrook bridge. Much better. However, not to be too pessimistic, some of us who use the road regularly are concerned about how the gully to the side of the road will hold up during the big winter rains. We shall see. For now, the road is much improved. I have thanked our Devon Highways man and asked him to pass on thanks to the road gang. Cllr Ansell also thanked Cllr Parsons for his part in reporting the work which needed completing.

The **Village Hall** Committee and the Parish Council have been receiving regular updates and guidance on the use of village halls. Following a meeting on July 20th, the Village Hall Committee are now ready to open the village hall in a very limited fashion.

However, the emphasis is still on keeping as many meetings as possible online, and all other events will continue to be held outdoors.

No large functions can be held in the village hall at present, but small groups will be able to meet in the village hall, provided the organisers agree to follow all the government guidelines and the rules set down by the Village Hall Committee, all designed to make the premises Covid-secure.

Meeting organisers will be expected to:

- Keep a register of those attending, as required by the NHS Test and Trace procedure.
- Set up a booking procedure, to ensure numbers attending do not exceed those set down.
- Ensure the toilets and kitchen areas are not used, or arrange to have those areas deep-cleaned if they have been used.

The maximum number that can be accommodated for a face-to-face meeting will be restricted to **ten**, with a further **six** as observers. The tables and chairs will be set in position and should not be moved.

Following any use of the hall there will be a period of 72 hours' quarantine of the premises. Please contact **Anne Gray on 231231 or Jan Hayward on 231884** with your enquiries.

Of course, the Village Hall Committee hope that they will be able to increase the use of the hall as and when we receive information that it is safe to do so.

I am in regular contact with the Chair of Highamton Parish Council, Dawn Rees. Dawn has been in touch asking if Sheepwash Parish Council are interested in helping to get the **Ruby Trail** completed. Do we want to support this by lobbying for some of the money being made available by government for promoting cycling to be used to advance the work on the Ruby Trail?

The Ruby Trail should run from the Tarka Trail at Hatherleigh to join with the Bude Canal Path, but there are many gaps. The first, which is most urgent, is on the Tarka Trail from Meeth to Madewell, which has been to planning, and has permission.

The next gap is from Hole Station to Halwill, and there is another gap from Cookworthy to Hollacombe, and a final one beyond Holsworthy, to join with the canal path. In spite of the disjointed nature of the trail cyclists are trying to use it. Completed, it could do much more to encourage tourism in the area. All Parish Councillors agreed that Sheepwash Parish Council will support Highamton Parish Council with the above. Cllr Ansell will offer the Parish Council's support.

6) **County & District Councillors' reports.**

County Cllr Parsons report, Cllr Parsons thanked Cllr Ansell for her comments about the Upcott road. One of Cllr Parsons biggest challenges over the past few years has been progress with the Ruby Trail. At the moment funding for cycle routes is being focussed on urban trails and routes. That does not mean that the Ruby Trail will not get funding. Devon County council have added an additional £50,000 to this year's budget for the Ruby Trail. Thank you for supporting the trail and a local council parish which their plan. Cllr Parsons wants to see the trail complete.

The main focus within the emails being sent out over the past few months has been the Covid -19 and what we should and shouldn't be doing. A few of Cllr Parsons parishes have started holding face to face social distancing meeting, Cllr Parsons will not be attending face to face meetings for the foreseeable as he feels it is still not the right time for us to be sitting around tables at a meeting. Cllr Parsons thanked the community for how is has and is working together at this time to help and support each other. Devon County Council is one of the 11 beacon counties in the country. Devon was picked for the way it has managed the pandemic and the systems it has in place. Smarter Devon is one which collects data, analysis the data and decides how to use the data and what to do. Last week 11 new Covid 19 cases in Devon. The positivity rate for the whole of the South West was 0.3% Devon is currently 149 out of 150 for number of cases so nearly the lowest. The advice from the Director of Health is to contact your GP if you are feeling unwell. By phone or email.

Cllr Parsons is working closely with the Clinical Commissioning Group and Strategic Transformation Programme mainly looking at the health of people and trying to get everyone working with the same systems and technology; until recently the NHS was using a different system to the rest. Now using Microsoft Office 365 and using Teams to share documents. All going very well and improving all the time which is great to see. Cllr Parsons attended the Health and Wellbeing Devon Board meeting a few weeks ago. They are really focusing on Torridge and North Devon and on how much people earn here which is almost half of others in the country. The housing crisis is high in this part of the country and that needs focusing on as well. A big part of what we do here in the south west is tourism and this is an area which is currently being hit hard so very likely to see the unemployment rate go up here. Cllr Parson raised the issue of housing in the Torridge area with high category 1 issues. The area needs to work to improve its housing stock. Category 1 issues are damp, electrical problems and many more which all effect people health. Cllr Parsons offered his help and support to the parish council if there is anything he can help with.

Cllr Ritson asked if the Parish Council would be able to approach him for funds once the council know how much the play equipment is going to cost. Cllr Parson replied please do.

District Cllr Hurley report, Cllr Hurley explained to the meeting that a few of the local Parishes have started to hold face to face social distancing meeting. Like Cllr Parsons, Cllr Hurley will not be attending face to face meetings yet.

Westward Ho!

Slipway at Westward Ho! has been extended after much behind the scenes activity. The concrete ramp was extended to beneath the sand line which has always been the problem. The level of sand has previously fluctuated depending on the strength of the tide which sometimes left a drop of 2-3 feet prior to accessing

the beach. This extension has alleviated the problem and it now means that the beach is accessible to all.

Appointment of Torridge CEO

I have previously reported that after many years service to the Council, Jenny Wallace retired from the position of Head of Paid Service. Head of Finance, Steve Hearse, has held the role of Interim HOPS for the past five months and has in the opinion of the majority of Councillors performed the role well in extremely difficult circumstances. After an Internal Interview by a panel representing all Parties that form the Council it was recommended to Monday evenings Full Council that Steve Hearse be appointed as the new CEO at Torridge. This was almost unanimously agreed upon.

Pavement Licences Scheme

A fast track pavement licence scheme has been launched at Torridge. A pavement licence is a licence granted by the local authority which allows the licence-holder to place removable furniture over certain highways adjacent to the premises in relation to which the application was made. This is a streamlined process to allow businesses to secure these licences as quickly as possible and these licences will remain in place for a year but not beyond 30 September 2021.

<https://www.torridge.gov.uk/article/18509/Pavement-Licences>

Safer Summer Scheme

This is an initiative driven by the Police and Crime Commissioner – Alison Hernandez, which includes additional funding for the provision of Street / Beach Marshalls. Bideford Quay and Westward Ho! have, through the Safer North Devon partnership, been awarded £18,314 to provide a 10 week service. The scheme was launched in these locations and in North Devon last Saturday.

Free Parking Notice of Motion

A Notice of Motion was presented to Full Council on Monday proposing 1 or 2 hours free parking for a period of two months in Bideford, Torrington and Holsworthy to try and stimulate footfall and purchases in the local shops. As there is a possible financial consequence to this NoM it had to be passed to Community and Resources to debate.

Further to the discussion during this evenings Parish Council meeting with regard to the Ruby Way cycle route, I'm pleased to report that another Notice of Motion has been submitted to encourage TDC to work with the County Council, parishes and other interested groups to identify and promote safe cycling routes.

Stop Loan Sharks Community Fund

The England Illegal Money Lending Team (IMLT) is cracking down on loan sharks across the country and stripping them of their ill-gotten gains under the Proceeds of Crime Act (POCA) legislation.

The Stop Loan Sharks Community Fund is open again for bids from charities, voluntary organisations and community groups involved in activities that have a positive impact on their communities.

The Fund is made up of money seized from convicted loan sharks, which is made available to groups through a bidding process and grants are awarded to successful applicants.

Each group will be able to apply for grants of up to £5,000 and will have to demonstrate the positive impact their project would have on their community. Applicants will also have to demonstrate how their project contributes to delivering the IMLT's priorities which include raising awareness of the dangers of loan sharks; promoting the work of the IMLT in communities and encourage reporting of loan sharks. The closing date for current applications is 31 August 2020.

<https://www.stoploansharks.co.uk/cash-seized-from-loan-sharks-to-fund-community-projects/>

Finally

I'm sure you will have read about the many Councils up and down the country who are in financial difficulties due to the Pandemic. Torridge, despite having had to provide extra financial resources to cover problems raised by the pandemic, are still in a good position and I have every faith in the team at TDC to continue to keep the Council in a good position.

7) Corona Virus – update on supporting vulnerable people in the parish.

Cllr Ansell read the following out to the meeting. The following information has been published in the Sheepwash Chronicle.

Sheepwash Support Network. We believe we are all good neighbours in Sheepwash parish, and we look out for each other in good times and bad. So, we want you to be aware of the extra support available during the current Coronavirus (COVID-19) crisis, especially for Sheepwash parishioners who are older or who have underlying medical conditions.

Local shopping and free delivery

The Community Shop in the Square is **now open Monday to Saturday from 9.00 a.m. to 1.00 p.m.** If you don't want to visit the shop in person, we will take your order by phone on Monday or Thursday during shop opening hours, and deliver it to you the next day. See the *Talking Shop* article on page 12 for full details of how and when to order.

The village Post Office The Post Office is open on **Tuesday, Wednesday, and Friday from 10.00 a.m. to 12.00 noon, and on Saturday from 9.30 a.m. to 12.30 p.m.** As it's such a small space it's important to observe safe distances, so only one person at a time should come into the shop and Post Office. Please wear a mask.

Parcel deliveries If you have a parcel or package sent to you that needs a signature, Beth, our postie, or the courier driver, will knock, leave the parcel on the doorstep, and step back two metres while they wait for you to come to the door. You can check the parcel is for you, give them your spoken approval, and they will write COVID-19 on the signature machine in place of your signature.

Collecting prescriptions, Pete Hayward will collect your prescriptions for you - give him a call on **231 884**.

Other help If there are other things that you need help with, call **Alison Ansell (231 196)** or **Mike Ritson (231 680)** in the first instance – we have a team of volunteers who will help out.

All Agreed that Sheepwash have been very proactive and have had a good plan and support network in place since March 2020.

8) Insurance Renewal – Add the value of the War Memorial £15,000 to the policy.

At the last meeting the Insurance policy was reviewed. On the current policy the War Memorial is not listed. Clerk contacted Fine Memorial who are a local company that update lettering on the War Memorial a few years ago and asked how much the War Memorial should be insured for. The answer was £15,000. Came and Company, the insurance company, will add the War Memorial at no extra charge this year. All Parish Councillors agreed to add the War Memorial to the insurance policy. Clerk to contact the insurance company and add the War Memorial.

9) Annual Inspection of the Play Equipment.

June 2019 was the last time the play equipment was inspected by A C Harper trading as Playground Solutions. After some discussion, as the Parish Council will be installing new play equipment next to the existing swings, it was decided that an inspection (covering the play equipment, bus shelter and shed) does need to be conducted annually for insurance reasons. Clerk to identify a registered play equipment inspector and arrange an inspection.

10) Jubilee Park

a) Play Equipment. Cllr Ritson sent a brief out to four play equipment companies. The brief was drafted and checked by all the Parish Councillors after an informal meeting at Jubilee Park on 7th July to understand the size of the area and ideas the parish council had. The four companies are: TK Play, Outdoor Play People Newquay, Playforce, and Outdoor Play UK Newton Abbot. Chair asked Cllr Ritson to give his opinion on the companies as Cllr Ritson has been in contact and met with Sales Reps from each company. So far, the ideas TK Play have sent don't meet the brief. Outdoor Play People Newquay have sent a quote and ideas for a play tower/frame when the brief was asking for different items as well as a tower and monkey bars. The two companies that have sent quotes, great photos and have designed a play area which matches the brief and have been great to communicate with are Outdoor Play UK Newton Abbot and Playforce. Outdoor Play UK have amended their originally quote. Both companies' quotes are within the £10,000. Both quotes are to supply and install and include installing grass saver mats. The quotes and photos from all companies were sent to all Parish Councillors before the meeting. Please find Outdoor Play UK and Playforce quotes attached at the end of the minutes. Cllr Ritson then showed the meeting a 3D model he had made of Jubilee Park and

how the play equipment would look. The model shows a Tower nearest the swings, then monkey bars, then stepping logs, then zip zap balance logs, then hanging log steps. The space being used for the play equipment is 16m from the swings to the entrances of the park and 4m wide. Cllr Parsons suggested joining with another parish who are updating their play equipment and bulk buying may cut the cost. The Parish Councillors responded that most local parishes have updated their play areas in the last few years. The parish council would like the work to be completed as soon as possible. Cllr Wheeler asked about the space under the towers, both companies have quoted for 1.5m towers giving good space under the towers for a den. The Parish Council agreed the following points, that it is between the two companies Playforce and Outdoor Play UK. Clerk to find out if Planning Permission is needed. Cllr Ritson to check how much turning space is needed for a 4X4 and trailer at the entrance of the park and that the play equipment isn't going to be in the way. Cllr Ritson to contact both companies and check if they are flexible with the layout of the play equipment and if the guarantees are insurance backed in case the company goes out of business. Once Cllr Ritson has checked the above with the companies Cllr Ritson, Cllr Ansell and Cllr Mathews will decide which layout and which company to use. Cllr Ritson and Clerk will keep all councillors informed via email. If anything needs discussing a zoom meeting will be held. Once a layout has been finalised, the parish council can apply for grants.

b) Wild flowers. Cllr Ritson would like to plant an area of the park to wild flowers. The area would be about 10m². Wouldn't cost much a few packets of wild flowers seeds. All Councillors agreed. Cllr Ritson to organise. Cllr Crossley asked who owns the hedge? Cllr Ritson replied the home owners. The Parish Council pays for the park side of the hedge to be cut twice a year. Cllr Crossley asked do we need to pay for the hedges to be cut or can a volunteer cut them? The Parish Council decided to ask the person who normally is paid for cutting the hedges if he would do it for no payment. However, after the meeting via email it was decided that it is a large amount of work to be completed for no payment. Will continue as we are with the hedges being cut twice a year, £80 each time.

11) Village Hall Committee: how can the Parish Council help.

Cllr Ansell will liaise with Anne Gray and Jan Hayward to assist Village Hall Committee members to change their trustee status. Petrockstowe VH Committee have recently been through this process, so we have some local knowledge. At present the legal responsibilities of the individual trustees (the VH Committee, which presently consists of three members) are unreasonably onerous. There is a government website that sets out all of the different charity/trust options and guides you through whatever option you choose. Petrockstowe VH Committee will be changing to the Charitable Incorporated Organisation. We'll see if that's appropriate for the Sheepwash VH Committee.

<https://www.gov.uk/guidance/charity-types-how-to-choose-a-structure>

Selina (Clerk) has also been involved with changing a committee to a CIO (Charitable Incorporated Organisation) Clerk will help however she can. Need to advertise for more committee members: Cllr Crossley will help with this by putting an advert on the Facebook page. Cllr Ansell and Clerk will try and start the ball rolling on the CIO paperwork.

A survey needs to be completed on the hall to find out what necessary and desired work needs doing. Then a builder can give an idea of what the cost will be and the Village Hall committee can look into grants and fundraising. Cllr Ritson asked if we should be looking at building a new hall? The parish council agreed to concentrate on the existing building. Cllr Mathews knows a structural engineer he will ask how much a survey will cost. Cllr Moys said he may know a structural engineer. If Cllr Mathews and Cllr Moys are unable to find a structural engineer, Clerk will search for a local structural engineer.

Cllr Parsons leaves the meeting.

12) Parish Leaflet and Annual Parish meeting – how to progress this?

Cllr Ansell and Cllr Crossley had created a parish leaflet which was going to be delivered to each household in the parish before the Annual Parish meeting due to be held in April. This was cancelled due to lockdown and it is unlikely that we will be holding an Annual Parish meeting in the next few months. The draft Parish Leaflet lists all the Parish Councillors and Parish Clerk with contact details, it explains the duties of the Parish Council and invites parishioners to the Annual Parish Meeting to voice their issues and concerns and what they would like to see or have changed in the village. As the Parish meeting cannot be held, all Parish

Councillors agreed for Cllr Ansell and Cllr Crossley to edit the leaflet to inviting parishioners to contact the Parish Council with their issues, concerns and ideas. The leaflet will be delivered to households in the next few weeks.

13) Dog Poo Bins.

The Clerk has been read back over the past year's minutes and a dog poo bin being installed down by the river was raised. Clerk could not see any evidence that the bin had been installed. Clerk asking the Parish Council if this is still required. All Parish Councillors agree it was still required. Clerk to apply to Torridge District Council for a bin.

14) Bridgeland Trust assist on appointing a new trustee.

Cllr Hutchings is a trustee for the Bridgeland Trust he explained to the meeting that the Trust are looking for two new trustees. The Bridgeland Trust constitution states that the Parish Council will help appoint new trustees. The duties of a trustee are two meetings a year to discuss funds, grants and the land owned by the Trust. Minimum number of trustees should be nine, the Trust currently has seven. The Bridgeland Trust is a charity that gives funds to projects within Sheepwash and in the past has organised trips to the Christmas Pantomime. Cllr Wheeler and Cllr Ritson would consider being trustees. Cllr Crossley will contact the Bridgeland Trust Clerk and draft a piece for the Facebook page asking for trustees.

15) Weed Killer Training.

This is another item that the Clerk found had been raised in the past. Cllr Ritson would like to spray the weeds around the Village with a knapsack sprayer. To do this on behalf of the Parish Council he needs a licence. Clerk to look into the cost of training and licence.

16) North Devon Councillor Advocate Scheme, email sent to all Parish Councillors.

Clerk sent email out to all parish Councillors from Geraldine Ashton behalf of the Office of the Police and Crime Commissioner (PCC) giving information about the Councillor Advocate Scheme, with a view to nominating a representative from the parish council to join the scheme. The role of the representative is to improve the connection between communities the force and PCC. The representative has the opportunity to attend quarterly meetings. Access to a named contact within the commissioner's office. Clerk has asked if she can be the named contact and forward emails onto the Parish Councillors. Cllr Ansell voiced that the Parish Council have a good connection with the police via PSCO. Cllr Hurley explained to the meeting that he is a Councillor Advocate and has attended meeting in Devon. It is only a few meetings a year. It's a good way to ask questions and meet members of the force and PCC. It is a good scheme but hasn't started the way the PCC had hoped as not much interest. Parish Council agreed for Clerk to receive emails and forward them on to the Parish Councillors.

Due to Cllr Mathews and Cllr Crossley needing to leave the meeting for item 17 Planning. We jumped to item 18 Finance first.

18) FINANCE:

- 18a) Zoom meeting cost. Clerk set up Zoom to host Sheepwash Parish Council Meeting. Clerk is currently paying for the monthly Zoom fees and has been using Zoom to host meetings for her two other parishes, Buckland Filleigh and Peters Marland. Clerk will invoice each parish for their part of the zoom fees. The zoom fees will be divided between the number of Parish meetings hosted each month. All Parish Councillors agreed with the above.

Main Account £3,155.77

Saving Account £20,691.87

Expenditure:

Date	£	Detail	Transfer
08.06.2020	348.26	Came and Company Insurance	BACs
08.06.2020	268.52	Covid-19 Grant to the Village Shop	BACs
16.06.2020	60.80	HMRC PAYE March, April, May	BACs
16.06.2020	30.00	Tim Cartwright Accountant, end of year accounts.	BACs
19.06.2020	244.00	Clerk Salary 11 th March – 11 th June 2020	BACs
30.06.2020	18.00	Account Service Charge	DD

TOTAL	969.58		
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Income:

Date	£	Detail
08.06.2020	162.79	VAT refund.
30.06.2020	20.61	Interest on the Savings Account.
TOTAL	183.40	

Clerk read through the bank account balances and the Expenditure and Incomes. All the Bacs payments were approved at the last meeting. Clerk was asked how often the £18 Account Service charge is paid, it is quarterly.

Cllr Mathews and Cllr Crossley leave the meeting.

17) PLANNING:

Planning Applications - Torridge District Council has asked for comments from the Parish Council on the following planning applications:

1/0539/2020/FUL Erection of a garage/garden store within the existing curtilage to the rear/side of the existing dwelling-house. Orchard House, East Street, Sheepwash, Beaworthy.

Parish Councillors have read through and seen the drawings for the planning application online. All five remaining Parish Councillors had No Objections to the planning. Clerk to report to Torridge District Council No Objections from Sheepwash Parish Council.

On the morning of the meeting Clerk sent out information to all Parish Councillors on a Planning Application for a dwelling at land adjacent to Lake Farm. South Street, Sheepwash. Parish Councillors asked for more information on why the Planning Application was declined in 2018. Clerk to send out the information from 2018 to all Parish Councillors. Parish Councillors to feedback comments on the application via email to Clerk. Depending on the feedback from Parish Councillors another zoom meeting may be arranged to discuss this planning application.

Planning Decisions: None.

Items for Information

Notification of Road Closure – Work Ref: LM501 NC8280047 Kier has applied for a road closure to complete SWW Utility works from outside Eastfield, East Street, Sheepwash, Devon, EX21 5NW on 30/09/20 to 02/10/20. However, we have requested early entry for 17/08/20 to 19/08/20.

Date for next meeting to be arranged via email.

Meeting Finished 8.46pm

Signed By Chair Date

Clerk: Selina Woollacott, Furze House, Shebbear, EX21 5RL
Tel: 01409 281280 email: clerk@sheepwashparishcouncil.co.uk