**Draft Meeting Minutes to be checked and agreed at the next Parish Council Meeting**

**Sheepwash Parish Council**

**Meeting Minutes**

**Zoom Meeting held on Wednesday 9th September 2020 at 7pm.**

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

1. **Apologies for Absence:** District Cllr Hurley, District Cllr Wiseman, County Cllr Parsons, PCSO 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. **No declarations of Interest**.

**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. **No members of the public wishing to speak**.

A reminder that members of the public can speak when invited to when council is in committee.

**4) Minutes of the meeting held on 29th July 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 Clerk will collect, to be arranged after the meeting. Chair and Clerk have discussed that the minutes were too long, and minutes will be shorter in the future.

**5) Chair’s Report**

At the last meeting it was agreed that the Parish council would pay £5,000 towards the cost of the play equipment. The total cost of the play equipment is £9,307. The remaining amount will be from grants. Cllr Ansell informed the meeting that herself and the Clerk have a list of 13 grant providers which they will start applying to this week. If the parish council is able to secure more than £4,307 in grant funds then the Parish Council will pay less towards the play equipment.

Clerk contacted two structural engineering companies on behalf of the Village Hall. Both companies quoted £500 for a full report prioritising the necessary work, and draw up designs for a builder. The company’s details have been passed onto the Village Hall committee. The Village Hall received a Covid 19 grant of £10,000 which will fund the structural engineer report and perhaps some of the work to the Village Hall. Once the engineer’s report has been received by the committee the Parish Council will assist the committee with finding a builder and grants available to the Village Hall.

Cllr Wheeler has agreed to become a trustee of the Bridgeland Trust and he will join Cllr Hutchings as trustees on behalf of the Parish Council. The Chair of the Bridgeland Trust has been informed.

**6) County & District Councillors’ reports**

County and District Councillors unable to attend. Cllr Parsons and Cllr Hurley will send a report by the end of the week. Clerk will forward the reports to all Parish Councillors

**7) Jubilee Park**

**a) Play Equipment** The Parish Council agreed to use Outdoor Play Devon Ltd to provide and install the play equipment. The deposit of £5,584.20 including VAT has been paid and work is due to start on the 1st October and should take 2 days. Cllr Ritson has marked out on the grass where the play equipment items will be and he will oversee the installation.

**b) Jubilee Park Maintenance: quote from Rupert Stockwin** Cllr Ansell approached Rupert Stockwin and Fab Trees asking for a quote to cut the hedges at Jubilee Park. Fab Trees did not quote as they only deal with trees. Rupert Stockwin quoted £130 as the hedges are very overgrown. Future maintenance will cost less. Cllr Ansell has also arranged removal of the hedge trimmings. All Councillors agreed to having Rupert Stockwin to cut the hedges at Jubilee Park. Cllr Ansell will try and arrange for the hedges to be cut before the play equipment is installed.

**Volunteer group suggestion** Cllr Ritson would like to form a volunteer group to cut hedges, weed and tidy up the village twice a year. Depending on the volunteers it maybe useful to have a contractor like Rupert Stockwin to cut back hedges once a year and the volunteer group to undertake the work six months later. All Councillors agreed for Cllr Ritson to form a volunteer group.

**8) Report from A Harper on inspection of swings etc**

Report emailed to councillors prior to the meeting. Parish Councillors have reviewed the report. The main point is the existing swing structure is not suitable for a basket/net swing that the Parish Council have discussed purchasing in the past. Once the new equipment is installed an inspection will need to be carried out. Clerk to research inspectors and costs.

**9) The Court, Sheepwash: Airbnb issues**

A parishioner asked Cllr Ansell for this item be on the agenda. There is an ongoing noise problem from The Court, which has been set up as an AirBnB during the past few months. On behalf of the neighbours Cllr Ansell have been in touch with the police, who visited the neighbours and said that they should contact Torridge District Council. Cllr Ansell asked Cllr David Hurley to help with informing TDC and receiving an update from TDC. As of 27th August, an Enforcement Officer is looking into the complaint and into the commercial status of The Court. Cllr Ansell has let the neighbours know of the complaints procedure should they wish to follow up. The neighbours are keeping records of incidents and noise at The Court. If any neighbours choose to complain to TDC there is a link <https://www.torridge.gov.uk/article/559/Noise-and-other-nuisances> and a complaint form can be printed via this link. The link for complaining via AirBnB is <https://www.airbnb.co.uk/neighbors> and the property reference is <https://www.airbnb.co.uk/rooms/43823329>

**10) Ruby Trail withdrawing support**

At the last meeting the Parish Council agreed to join with Highampton Parish Council in lobbying for funds to complete the off-road Ruby Trail. Although the Parish Council is generally in favour of off-road/car free cycling trails after due consideration all Councillors withdrew their support. The Clerk has sent an email to Highampton Parish Council explaining that the completion of the trail as proposed, would mean that Sheepwash would be completely bypassed and as representatives of Sheepwash Parish, Councillors cannot support this. The cyclists who currently cycle through the village provide valuable business to the shop and pub.

**11) EV Charging Point**

Cllr Mathews asked for the item to be added to the agenda. About a year ago the Parish Council discussed putting an EV charging point in the village. All current Parish Councillors think it is a good idea as from the information on Zap Map app the nearest public EV points are Torrington and Holsworthy. More information is needed before a finial decision is made. Cllr Mathews and Cllr Wheeler will research companies and collect information for the next parish council meeting, including if there is a cost to the Parish, what the best location would be, what the charging points look like and if planning permission is needed. TDC use ChargePoint for their EV charging point.

**12) 20s plenty for us speed campaign**

This item will be discussed at the next Parish Council meeting**.**

**13) Parish Leaflet draft**

The parish leaflet is intended to replace the Annual Parish Meeting that cannot take place due to Covid-19 restrictions. It is intended to inform parishioners about the Councillors, the role and activities of the Council and to ask the parishioners for their views and feedback. Cllr Ansell and Cllr Crossley have designed the leaflet. Cllr Ansell emailed out a draft copy to all Parish Councillors and has asked all to review the draft and report back to her any changes needed by 18 September.

**14) Clerk update**

**a) Dog poo bins** Clerk applied to TDC for a dog poo bin by the river. TDC informed the Clerk that they will not provide another bin, as Sheepwash has 5 bins and TDC feel that 5 bins is enough for a village the size of Sheepwash.

**b) Insurance** The War Memorial has been added to the insurance policy.

**c) Knapsack sprayer training to spray weeds** The two day course is split in to 2 parts, theory and practical. The Clerk contacted Bicton College; the cost of the course they run is £470. Duchy College charge £399 and Hush Farms near Torquay charge £470. The Parish Council agreed it is not a good use of funds to pay for a councillor to be trained in knapsack spraying. The Clerk will ask Rupert Stockwin how much he charges for spraying. If anyone in the parish has Agriculture NVQ level 2 which includes a knapsack spraying qualification, please get in touch with the Clerk. The main areas that need spraying are on West Road and East Street.

**d) Lake Farm, South Street, Sheepwash Outline Planning application 1/0576/2020/OUT** – this planning was partly discussed at the last meeting but was not on the agenda. Parish Councillors emailed their views on the planning application to the Clerk who submitted comments to TDC. The overall feeling from the Parish Council was no objection to the planning but there were a few points they wanted to raise in the comments. Comments can be found on TDC planning site.

**15) Torridge Strategic Plan 2020-2023 Councillors feedback**

Cllr Wheeler had emailed feedback to clerk prior to the meeting. Cllr Crossley agreed with Cllr Wheelers comments. The plan is aspirational and very general. Clerk to feedback on behalf of the Parish Council.

**16) Devon County Council Flood Risk Management Strategy Consultation**. **Councillors** **feedback.**

Cllr Crossley has read through all the documents. Does not affect Sheepwash as the flooding in the parish of Sheepwash is not high priority as it does not affect properties or risk to life. Clerk to feedback on behalf of the Parish Council.

**17) PLANNING:**

Planning Applications - Torridge District Council has asked for comments from the Parish Council on the following planning applications: **None.**

Planning Decisions: 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. **Permission Granted**.

**18) FINANCE**:

**18a)** as at 3rd September 2020:

Main Account £3,006.77

Saving Account £15,107.67

**Expenditure:**

|  |  |  |  |
| --- | --- | --- | --- |
| Date  | £ | Detail | Transfer |
| 27.07.2020 | 35.00 | ICO payment | DD |
| 24.08.2020 | 114.00 | A C Harper, Swing, benches etc inspection  | BP |
| 03.09.2020 | 5,584.20 | Outdoor Play Devon, Play equipment deposit  | BP |
|  |  |  |  |
| TOTAL | 5,733.20 |  |  |

**Income:**

|  |  |  |
| --- | --- | --- |
| Date | £ | Detail |
|  |  |  |
|  |  |  |
|  |  |  |
| TOTAL | 0.00 |  |

**18b)** Cllr M Ritson expenses, petrol for mower, aerosol red spray for marking play equipment positions upon grass surface between mowing, new keys cut to replace broken padlock. (Padlock donated by Terry Trinder)

Petrol x2 receipts £5.71 +£6.51

Keys receipt £17.96

Aerosol £9.81+£1.86vat

TOTAL CLAIM = £ 41.85

Payment has been set up on the online banking. All Councillors agreed the payment. Clerk has copies of the receipts.

**18c) Half year accounts**, Email sent to parish councillors prior to the meeting. Prior to the meeting councillors were sent all the payments and receipts for the year so far. 1st April – 3rd September 2020. The payments total to £7,743.77 and the receipts total to £3,931.92. Clerk reported the next receipt will be the 2nd half of the parish precept at the end of September which will be £3,380.00. With the payments if we minus off the play equipment deposit, as that is not an essential payment, and the VAT, as this will be claimed back, the Parish Council have spent £2,025.04 so far this financial year. No questions from Councillors.

**Items for Information**

Devon Solar Together email sent out sent out to all Councillors. Cllr H Crossley posted on the Facebook page.

Community Orchards Grants email sent out to all Councillors.

**AOB**

Bi- monthly meetings are working well. The 2nd Wednesday of the month ties in nicely with the Chronicle deadline. Clerk to draw up meeting dates for the next six meetings. The next meeting will be Wednesday 11th November 2020 at 7pm and will be held on Zoom.

Meeting finished at 8.05pm