

# **STOKE FLEMING PARISH COUNCIL**

## **MINUTES**

**A meeting of the Parish Council was held on Wednesday 5<sup>th</sup> May 2010 at 7.30pm in the Village Hall.**

Present: Councillors: Mary Newman (Chairman) Richard Foster (Vice Chairman)  
Tony Andrew Beryl Griffiths  
Paul Bailey Trevor Mason  
Phil Elliott Bob Shearwood

Mrs Shirley Tonkin, Children's Play Area Community Group

**900. APOLOGIES** Cllr Norman, County Cllr. Julian Brazil, District Cllr Ian Longrigg, PCSO Sam Broad, Devon & Cornwall Constabulary

**901. MINUTES**

The minutes of the last monthly meeting held on Wednesday 7<sup>th</sup> April 2010 and of the site meeting held on Thursday 8<sup>th</sup> April were circulated and read. Cllr Shearwood proposed and Cllr Andrew seconded that the Parish Council minutes be accepted. Cllr Mason proposed and Cllr Bailey seconded that the site meeting minutes be accepted. Both minutes were then agreed and signed as a correct record of the meetings.

**902. DECLARATIONS OF INTEREST**

Cllr Elliott declared an interest in Minutes 908, Toilet/Shower Block, and 923, Planning applications. Cllr Shearwood declared an interest in Minutes 919b, Accounts to be paid, and 923, Planning applications. Cllr Newman declared an interest in Minute 910, Proposed car park.

**903. PUBLIC QUESTION TIME**

No members of the public were present.

**904. PARISH TREES**

a) Volunteer Tree Warden

It was proposed by Cllr Griffiths, seconded by Cllr Shearwood and unanimously agreed that Mr Nick Roberts be appointed as Volunteer Tree Warden for Stoke Fleming Parish and be invited to attend the next Parish Meeting to meet Councillors.

b) Cllr Newman reported that a DEFRA representative who had been visiting the Parish had been requested to look at the Chestnut tree at the Ron's Corner end of the playing field. He has contacted the Forestry Commission as he suspects it has Bleeding Canker.

**905. LAW AND ORDER**

a) PCSO Broad had sent her apologies with a short report that speeding and parking issues would be concentrated on during the next few months. She reported that a

Speed Indication Device (SID) has been used on a couple of occasions in the village to date in an attempt to educate drivers to keep their speeds down and will be used periodically over the summer months. PCSO Broad will hold her monthly police surgery at the Village Hall from 1030 to 1130am on Tuesday 11<sup>th</sup> May. She reported that the surgery has been particularly well attended, with several pieces of local intelligence being obtained; in particular one important piece of information which has assisted in getting a registered sex offender being remanded in custody.

- b) The Clerk reported that an email had been received from Inspector Livingstone, Sector Inspector at Totnes Police Station requesting responses to a review of front office opening times at Dartmouth and Totnes police stations. It was proposed that both offices would reduce the hours open to the public to 25 hours a week in chunks of 2 hours or more throughout the week. The Clerk agreed to forward to email to Councillors for comment.
- c) The missing signpost at Manor Court has been recovered.
- d) The gate to the Village Hall has been damaged but is to be repaired by the person who damaged it.
- e) Chalking of pavements in the playing field - a discussion had been held with the culprit, who had been under the impression that the children's play area was being removed.

**906. COUNTY COUNCILLOR'S REPORT**

No report received.

**907. DISTRICT COUNCILLOR'S REPORT**

No report received.

**908. PROPOSED NEW TOILET / SHOWER BLOCK**

The plans had been re-submitted on 12<sup>th</sup> April. A site meeting is to be held with responses due by 19<sup>th</sup> May. It was agreed that delegated powers be requested from SHDC Planning Department so that building work may be started as soon as possible to ensure completion before the Stoke Fleming Show and the start of the football season.

**909. PLAYING FIELD**

- a) The Charity Commission had requested, and been sent, a copy of the Minutes showing that Councillors had agreed to the change of name for the playing field from 'Public Recreational Ground and Playing Field' to 'Stoke Fleming Recreational and Playing Field'. A response is awaited.
- b) It was agreed that the 5-aside goalposts should now be moved back on to the main playing pitch. The main goalposts are to be removed once the final match of the season has been played on 22<sup>nd</sup> May. Areas of grass around the goalposts are to be zoned off to allow repair for a short period, but will be cleared in time for the Stoke Fleming Show.
- c) The lock had been removed from the changing room but will be replaced shortly.

**910. PROPOSED NEW CAR PARK**

The plans have been re-submitted and a site meeting has been held. SHDC have received a letter from a parishioner complaining about recycling skips remaining on the plans and querying the height of the Devon banks. In fact, the skips have been removed, although a comment incorrectly remains on the plans regarding widening of the entrance to allow recycling vehicle access. The clothing recycling bank still needs to be removed. The bottle bank has already been moved to the Jawbone Hill recycling facility.

**911. CHILDREN'S PLAY AREA –**

- a) Funding / Community Group progress  
Mrs Shirley Tonkin gave an update on the requirements of the Stage 2 Big Lottery Fund - Community Spaces application which is being facilitated by Groundwork South West. A facilitator has been assigned to us, Martin Fine and a Landscape Architect meeting had been held the previous day. The facilitator's costs are born by Groundwork South West but the fee for the Landscape Architect must be met by the Friends of Stoke Fleming Play Park (FSFPP) along with some other minor costs. Approximately £500 would need to be paid before funding is received but could be included in the sum applied for, with the current bid being for £49,999. The Community Group has some funding available to cover immediate costs. Cllr Elliott suggested that the Group could apply for VAT exemption.

The Parish Council is being asked to sign a form agreeing to be the Accountable Body to receive and distribute funding on behalf of the Group for the duration of the project. It was agreed that a solicitor is consulted, at Parish Council expense, to check the implications of the form for the Parish Council prior to signature and that it should be checked whether Cllr Newman is required to declare an interest in view of her representing the Parish Council in the Community Group. Cllr Shearwood proposed, Cllr Mason seconded and all agreed that the form for the Parish Council to give landowner permission be signed.

It was agreed that the group may use Parish Council rates if planning permission is to be applied for, which is compulsory if the equipment is over 4.5m. It had been suggested that an extension to the play area by 15m towards the Ron's Corner gate would provide a better play area. If it is decided to request the extension, it was agreed that planning permission must be applied for so that householders near the area can comment.

- b) Play Area Insurance  
No response had been received to Cllr Newman's letter in response to the SHDC insurance and inspection agreement. At present a contribution of £100 is being paid to SHDC towards insurance costs for the play area equipment. If the equipment is replaced using Lottery funding, there will be a requirement to insure it for 5 years at a cost of around £800 per annum. The Community Group intends to fundraise in order to contribute to these costs.

**912. PARISH COUNCIL INSURANCE**

Cllr Foster had requested that Councillors consider whether valuations of items currently covered under Parish Council insurance policy were correct in view of the annual

premium of £1,222 with an excess of £125 on any claim. After discussion, it was agreed to take off the drinking fountain, seats and benches, notice boards and the Clerk's laptop as not requiring insurance. It was also agreed to reduce the total value of the six bus shelters from £34,090 to £12,000 for the six, but to check how the policy is worded on specific value for each shelter. It was agreed to leave the Jubilee Shelter value as £5,616 and the toilet block value at £44,447 but to obtain an insurance quote for the new toilet block building based on the plans.

**913. BEST KEPT VILLAGE COMPETITION**

In Cllr Norman's absence, Cllr Newman thanked all present for their help at the Village Clean Up Day on 22<sup>nd</sup> April.

**914. STANDING ORDERS FOR LOCAL COUNCILS**

The review of Standing Orders will be reported on in due course.

**915. PARISH PATHS PARTNERSHIP (P3) SCHEME**

Cllr Mason reported that he had had a meeting with the P3 Officer to discuss procedures and what action is needed.

**916. CLERK'S UPDATE**

The Clerk reported that there were no additional items to report.

**917. MAINTENANCE**

a) Village Maintenance:

- i. Cllr Mason reported that the supports to hold the Deer Park notice board were insufficiently constructed. Cllr Newman will investigate.
- ii. Cllr Foster reported that the gate in the playing field by Ron's Corner required repair to the woodwork and the handle. Mr Ellis is to be asked to quote for repair and Sadolin treatment and requested to carry out the work if under £100.
- iii. Bugford Hill water drainage problem has been reported to Highways Dept. by Cllr Bailey. The road has been resurfaced but the area of flooding has been missed, presumably so that repairs to remedy the problem can take place.
- iv. Cllr Mason reported that the road between the Ravensbourne bus shelter and the Village Hall will be excavated soon for fibre optic laying to the library to upgrade the computer system.
- v. Grit bins to be put in place in Venn Lane and Bugford Hill – Clerk to arrange.
- vi. Pot holes in Old Road, Church Road, Dartmouth Road and opposite the entrance to West Park – to be reported to Highways Department by the Clerk. Any further pot holes noticed to be reported to the Clerk.
- vii. Mr Ellis has completed Sadolin treatment and maintenance of 14 of the village seats and 1 gate.

b) Grass Cutting – SHDC have completed one grass cut this year on the verges in the village. It was agreed that Mr Pook should carry out the grass cutting and strimming under his contract once a month from April to October, at his discretion.

**918. a) LIBRARY USERS' GROUP**  
Cllr Mason gave a report on usage of the library, with the book distribution system working well and usage figures fairly consistent at about 7,000 books p.a.

**b) PARISH HALL MANAGEMENT GROUP**  
Cllr Mason reported that the Hall was solvent and running well.

**919. FINANCE**

**a) BANK BALANCE AT DATE OF MEETING**

Alliance & Leicester	£11,427.59	statement dated 7 <sup>th</sup> April 2010
Lloyds TSB	£5,368.56	statement dated 23 <sup>rd</sup> March 2010

It was agreed that, as a matter of routine, a balance of £5,000 should be retained in the Lloyds TSB current account, with the balance transferred to the Alliance & Leicester account.

The Clerk reported that the half year precept has been received of £6,194.31 (£6,411 minus £216.69 for DALC subscription deducted at source).

Cllr Mason requested that problems with the Lloyds TSB bank mandate forms be investigated by Cllr Newman.

**b) STOKE FLEMING PARISH COUNCIL ACCOUNTS**

Cllr Foster presented the Accounts for 2009/10. Cllr Newman will ask Jenny Harris to carry out our pre-audit inspection. It was proposed by Cllr Shearwood, seconded by Cllr Mason and agreed by all that the Accounts be adopted for submission to the Annual Parish Meeting on 12<sup>th</sup> May. The Chairman thanked Cllr Foster for his work on the Accounts.

**c) ACCOUNTS TO BE PAID**

Cllr Foster proposed, Cllr Bailey seconded and all were in favour of the following payments, with the exception of abstention from Cllr Shearwood.

S L Tweed	£208.60	Clerk's wages
G Sams	£72.00	Wages for cleaning
Post Office Ltd	£11.35	EDF Energy Jan-Apr 2010
Post Office Ltd	£60.48	SW Water bill 27.1.10 to 23.4.10
K B Ellis	£322.50	Maintenance 14 benches & 1 gate
SF Village Shop	£14.10	Clerk's stationery, cleaning materials.

**920. DIARY DATES**

- a) Wednesday 12<sup>th</sup> May, Annual Parish Meeting at 7.30pm, Ron Harris Room, Stoke Fleming Village Hall.
- b) Thursday 20<sup>th</sup> May, 7pm, Parish Cluster Meeting, Dartmouth & Surrounding Area, in the Clifton Room, The Guildhall, Victoria Road, Dartmouth – Development Plan Documents for Dartmouth will be discussed - Cllr Newman to attend. Other Councillors to inform the Clerk if they are also able to attend.

- c) Wednesday 9 June, Slapton Line Advisory Forum at 6.30 pm in Slapton Village Hall.
- d) Mid-September (date & venue tba) South Hams Emergency Planning Workshop.

**921. CORRESPONDENCE RECEIVED**

Letter of thanks from the Editor of the Stoke Fleming Magazine on receipt of £300 donation resulting from surplus on website income; letter from CPRE regarding the proposed New England quarry resource centre near Lee Mill on the River Yealm.

**922. CORRESPONDENCE CIRCULATING**

SHDC Minutes of the Executive Meeting 8 April; Junkmail Issue 4; Devon Playing Fields Association newsletter, Spring 2010; CPRE newsletter Sprint 2010; Tor Homes newsletter, Spring 2010; South Western Ambulance Service newsletter, Spring 2010; SMP Playgrounds newsletter, Kompan Playgrounds, park & recreation 2010 newsletter; Senior Council for Devon newsletter, April 2010; Clerks & Councils Direct May 2010.

**923. PLANNING**

The Development Plan Documents for Rural Areas and for Dartmouth which had reached the Publication Stage for comment by 4pm 11<sup>th</sup> June were discussed, specifically the implications as the Dartmouth development area D1 is within Stoke Fleming Parish.

**APPLICATIONS**

**Mr P Bond** – 51/0799/10/F – Householder application for retrospective temporary extension and stabilisation concrete skirting to existing mobile home. Greenacres, Bugford Lane, Bugford, Dartmouth TQ6 0LT

**Mr M Ashford** – 51/0809/10/F – Consent for retrospective landscaping and external works to complete residential construction. Frenchmans Creek, New Road, Stoke Fleming TQ6 0PH

**Mrs S Tweed** – 51/0803/10/F – Timber frame extension to an existing masonry public WC and changing building to include changing room and shower facilities. Stoke Fleming Parish Council, Stoke Fleming Football Club, Changing Rooms & WC Block, Stoke Fleming TQ6 0QT

**Works to Trees in a Conservation Area**

**1-6 White Ladies, New Road, Stoke Fleming** - 51/0687/10/TCA – T1 – Eucalyptus – heavy crown reduction, T2 – Cedar – crown reduction – top 2-3m.

**Flat 1, Stoke House, Dartmouth Road, Stoke Fleming** – 51/0785/10/TCA – T1 – Eucalyptus – crown reduction, remove 2 stems leaning toward house. Reduce remaining stem by 25%. T2 – Cupressus Leylandii – remove.

**DECISIONS**

None

The date for the next monthly meeting is **Wednesday 2<sup>nd</sup> June 2010** in the Village Hall at 7.30pm.

The meeting closed at 10.14pm.