Minutes of the Annual Parish Council Meeting of Horwood Lovacott and Newton Tracey Parish Council held on Wednesday, 8 May 2019 in Horwood and Newton Tracey Primary School at 7pm.

Chaired by: Outgoing Chairman Peter Bellew until Minute No. 2, thereafter Councillor P Boucher	**Clerked by: Sue Squire**
Present: Councillors **P Boucher** **Mrs B Dalton** **Mrs L Eadie** **P Gulliford** **C Reid** **F Biederman (County)** **7 members of the public**	**Agenda: -** Members to have completed their Register of Business Interests forms for 2019/20 and Declaration of Acceptance of Office of Councillor Election of Chairman Chairman to read and sign Declaration of Acceptance of Office Election of Vice Chairman Welcome to newly elected Councillors Peter Gulliford & C Reid Co-option of Parish Councillors to fill one vacant seat in respect of Lovacott Ward and two vacant seats in Horwood Ward Members to agree for communications to be received by email Public Participation Declarations of Interest Apologies To approve the Minutes of the Parish Council meeting held on 17 April 2019 Reports for the last month Matters Arising Planning & Planning Correspondence Correspondence Finance Matters raised by Councillors / Clerk including Highway issues Matters of urgency raised at the Chairman's discretion Items for the next Agenda Date of next meeting

		Action:
1.	**Members had completed their Register of Members Interests Forms and Declaration of Acceptance of Office forms.** **New Councillors were handed folders of Parish Council compliance and other documentation.**	
2.	**Election of Chairman.** Nominations were invited by the outgoing Chairman, who then relinquished his role as Chairman and Parish Councillor as he did not stand in the Parish Council election. **Councillor Mrs Dalton proposed Councillor Boucher. Seconded by Councillor Reid.** **There were no other nominations.** **Councillor Boucher was willing to stand and accepted the post for one year.** **Unanimously agreed.**	Clerk to advise North Devon Council
3.	**The Chairman read and signed the Declaration of Office.**	
4.	**Election of Vice Chairman.**	Clerk to

	Councillor Gulliford proposed Councillor Mrs Dalton. Seconded by Councillor Reid. **There were no other nominations.** **Councillor Mrs Dalton was willing to stand.** **Unanimously agreed.**	advise North Devon Council
5.	**Welcome to newly elected Councillors Peter Gulliford and Chris Reid.** The Chairman welcomed the two new Councillors to the meeting.	
6.	**Co-option of Parish Councillors to fill one vacant seat in respect of Lovacott Ward and two vacant seats of Horwood Ward.** **6.1 A letter requesting to be co-opted had been received from Mrs L Eadie, Head Teacher of the Primary School.** In it she advised that she was keen to offer her services to support the wider community in which the school is situated. She hoped she would be able to offer support to the endeavours of the Parish Council which she has appreciated since she has been head teacher. Mrs Eadie advised that she may not be able to attend every meeting due to school holidays, and this was acknowledged by Councillors. **Councillor Mrs Dalton proposed that Mrs Eadie was co-opted onto the Parish Council. Seconded by Councillor Reid. Unanimously agreed.** Newly elected Councillor Mrs Eadie took her place around the table and completed the relevant paperwork. County Councillor Biederman advised that he was willing to represent the Horwood Ward, thereby filling one of the two vacant seats. The co-option to take place at the June meeting.	Clerk to advise North Devon Council
7.	**Members signed the form agreeing for communications to be received by email (if online).**	
8.	**Items raised by members of the public.** **8.1** It was advised that there was a misunderstanding at the end of the April Parish Council meeting, when the public did not hear the invitation to join Councillors for a slice of cake to recognize the fact that this was former Councillor Bellew's last meeting. **8.2 The Head Teacher of the Primary School spoke about a Forest School.** She introduced a teacher at the school, in training as a Forest School leader who explained that the School has historically used Bailey Wood and staff members would like to see it used differently, with a more structured programme for children to learn about the environment in more details. The Woodland Trust had carried out a site visit and were satisfied that it is used in the correct way and in no way conflicted with their ethos. It was suggested the School spoke to the Parish Council and consult with the local community, and this was part of this process. Details are to be included in the Woodcott News for comment and feedback would be given in the Woodcott News. The teacher had run a pilot with a small group of children as an ethos of a way of child led learning involving a fun aspect, about taking children into a natural environment to enjoy and look after it for future generations. Forest School is a six week programme which involves learning about boundaries and rules, such as not picking flowers or disturbing wildlife, where they can go freely on paths using their senses, listening and story telling. The benefits have been huge and the children have taken pleasure in the woodland. **Q: Will numbers be controlled:** **A: There will be a maximum of 14 children with 3 members of staff. The pilot involved 6 boys.**	To be included in the Woodcott News

	A member of the public felt this initiative was long overdue and welcomed the programme and the attitude of the School, adding the advantage of working with the Parish Council. A member of the public with a copy of the Woodland Trust Agreement, felt this move was fantastic, involving good woodman principles with times of quiet as well as education. The teacher advised that the Woodland Trust want to work with the local community and will continue to manage the wood. The disturbance of wildlife was mentioned, which is illegal. It was advised that the Woodland Trust is meeting a member of school staff to advise on this. **Q: Will the Nursery children be involved.** **A: A member of the Nursery staff is doing Forest School training. Councillor Mrs Eadie advised that the School works in partnership with the Nursery and will liaise on this item, but the School is not responsible for the Nursery or the children who attend.** **Q: Councillor Mrs Dalton asked a member of the public to clarify an earlier statement when the word 'mutilation' was used in connection with maintenance of the hedges and shrubs in the playing field'.** **A: There was perhaps a better way of saying this and it was acknowledged that maintenance is the responsibility of the Parish Council.** Councillor Mrs Eadie advised there was a Forest School display in the School and invited those present to spend a moment looking at it on their way out. In closing, the Forest School teacher advised that during her training, she had been taught how to teach children about having a fire in the woodland and leaving no trace. After consultation with the Woodland Trust, they had agreed to this. Councillor Reid advised that the School was welcome to use his wood should there be a problem with this aspect of Forest School activities and this was appreciated.	
9.	**Declarations of Interest.** **Councillors Boucher, Mrs Dalton, Mrs Eadie, Gulliford and Reid declared a Personal Interest in items relating to the Primary School.**	
10.	**Apologies.** None.	
11.	**To approve the Minutes of the Parish Council Meeting held on 17 April 2019.** **Approved and signed as a correct record.**	
12.	**Reports:** **12.1 Police.** No Report received. **12.2 County Councillor F Biederman** extended congratulations on the election results for the Parish and District Council. A communication from DCC had been received the day before the meeting regarding the North Devon Annual Local Waiting Restriction Programme 2019/20 – proposal to introduce an advisory School Keep Clear on the road to Home Park, Lower Lovacott to deter inappropriate parking. A response was required before 17 May. **Proposed by Councillor Reid to support this, seconded by Councillor Mrs Dalton and unanimously agreed.** County Councillor Biederman advised that the Police would have to support a reduction in the speed limit through Lovacott from 30mph to 20mph which would have to be considered at a SCARF (Speed Compliance Action Review Forum) meeting. If the speed is more than 85% compliant, the reduction is not considered. A Green Paper is being prepared by the government and when this has gone through the relevant	Clerk

	process, it could be progressed. Councillor Boucher enquired about the possibility of a flashing sign and was advised by County Councillor Biederman that there would be no support or budget for this. County Councillor Biederman thanked the School for their efforts adding that their plans for a walking bus was a possible project to be shared. He was pleased that the Forest School would have the effect of enriching children's education. There had been no reply from DCC regarding Council adopted roads. **12.3 District Councillor Ms S Saxby.** Not present. **12.4 Defibrillator Check.** Councillor Boucher confirmed that the defibrillators in each Ward had been checked on 1 May. Now that he was Chairman, he asked fellow Councillors to check the defibrillators and put notices on the notice board. Councillor Gulliford agreed to take on these duties at Newton Tracey. Councillor Reid agreed to take on these duties at Lovacott. Councillor Biederman would enquire if anyone would be willing to do this at Horwood. Councillor Boucher would continue emptying the litter bin by the bus shelter on the B3232. The Clerk confirmed that South West Ambulance had been advised of the last satisfactory check	PG CR FB
13.	**Matters Arising.**	
13.1	**Devon Air Ambulance Night Landing Site.** The Clerk advised that the Devon Air Ambulance representative had suggested the Planning Application was put on hold pending a further site visit. It was noted that the Primary School had been thanked for its support and confirming that the Parish Council would like to work with the School.	June Agenda
13.2	**Proposed Play Area.** • Councillor Boucher advised there had been a site meeting regarding the replacement entrance side gate for the precise measurements to be taken, where the lead time was estimated to be 6 weeks. • Gravel under the picnic benches to protect them from water penetration. The Clerk advised details and costings of rubber matting available. Councillor Reid had a supply of the mats and would provide, obviating the need for the Parish Council to purchase.	June Agenda
13.3	**Water continuously pouring from telephone manhole cover.** It was noted that Devon Highways had been asked what they are doing to force BT to maintain their utility cover to ensure that highway safety is maintained for which a reply was awaited.	June Agenda
13.4	**Monterey Pine Trees at Newton Tracey to be checked for dead wood / leaning.** It was noted that Highways had been requested to look at the trees again as the Parish Council has a genuine concern for public safety. A reply had been received advising that the trees had been checked during the Summer 2018 and it was not intended for this to be done again for the foreseeable future. The Clerk to reply pointing out that DCC Highways were fully liable for any injury on the highway from the trees as told by Councillor Boucher's solicitors several years ago.	June Agenda

13.5 **Forest School.**
Councillors considered representations made by the Head Teacher / Forest School teacher under Public Participation regarding this item.

Councillors were fully supportive of this initiative.

June Agenda

14. **Planning & Planning Correspondence.** There were no Planning Applications to consider.

14.1 Planning Correspondence.
14.1.1 Notification of Planning Appeal in respect of Removal of Condition I (occupancy restriction) attached to Planning Permission NI/17822 (proposed farm bungalow and access) to allow the occupancy restriction to be removed at Horwood Farm, Horwood.
The Appeal is to be determined on the basis of a Hearing and if the Parish Council wish to make comments, or modify / withdraw previous presentation, this must be received by 20 May.

This Council sent a reply to recommend approval when the Application was considered in July 2018.

Representations to be made by the Clerk saying the Parish Council wish to reinforce its support as it is felt the agricultural tie should be removed in the circumstances, as it is an individual case and not a run of the mill tied property.

14.1.2 Application 66238 – Prior Approval for a proposed change of use of agricultural building to a dwelling house (Class C3) and for associated operational development at barn at Holmacott Farm, Instow.
It was noted that North Devon Council had advised that following consideration of the information provided, the Authority has determined to approve the prior notification, subject to conditions.

Clerk

15. **Correspondence. Publications Received were put on the table to see and read.**
Councillors have been circulated with emails in various subjects from organisations.

15.1 Devon County Council. Temporary 30/10 speed limit from 18 – 21 June. Roads affected – B3232 road from Nottiston Cross to Rowden thorn, Roundswell, from Eastacombe Cross for a distance of 960 metres travelling in a Northerly direction towards Roundwell for BT Openreach works for new customer connection. *Noted.*

16. **Finance. Balances: Lloyds Bank Treasurers Account as at**

Budgetary figures for April 2019 were tabled.

16.1 The following payments were approved and authorised:

Item No.	Cheque No.	Payee	Description	Amount
16.2.1	266	Mrs S Squire	April salary and expenses Details will be circulated to Councillors	Redacted under DPA
16.2.2	267	HMRC	PAYE	£72.80
16.2.3	268	W M Ironwork	Replacement gate for playing field	£516.00
16.2.4	269	DALC	2019/20 Subscription	£117.85

16.2 To approve the accounts for the year ended 31 March 2019.
Proposed for approval by Councillor Mrs Dalton. Seconded by Councillor Gulliford. Unanimously agreed.

16.3 2019 Annual Return.
16.3.1 To approve and sign Section 1
The Clerk read the questions to the meeting.

Clerk

Clerk to take paperwork to the internal auditor and then

	Proposed for approval and signature by Councillor Mrs Dalton. Seconded by Councillor Boucher. Unanimously agreed. **16.3.2 To approve and sign Section 2** **Proposed for approval and signature by Councillor Mrs Dalton. Seconded by Councillor Gulliford. Unanimously agreed.** **16.4 To approve and sign the 2019 Statement of Internal Control.** **Proposed for approval and signature by Councillor Mrs Dalton. Seconded by Councillor Gulliford. Unanimously agreed.** **16.5 North Devon Council.** It was noted that the first instalment (50%) of the Precept (£6,000), Parish Grant (£411.00) and Grant Assistance (£11.39) amounting to £6,422.39 had been credited to the Treasurer's Account. **16.6 Bank Mandate.** Agreement that all Councillors are cheque signatories. **Proposed by Councillor Boucher, seconded by Councillor Mrs Dalton. Unanimously agreed.**	submit to the external auditor Clerk
17.	**Matters raised by Councillors/ Clerk including Highways Issues.** **17.1 Clerk's Annual Leave.** The Clerk requested that the August meeting, scheduled for Wednesday 14th, is moved to Wednesday 21st due to her annual leave from 8 – 18 August inclusive. Councillors decided that there would be no meeting in August except an emergency or planning application. Under the Smaller Authorities Transparency Code, no other items have been raised by Councillors.	
18.	**Matters of urgency raised at the Chairman's discretion.** **18.1 Mr M Jackson.** He would charge **£**24 for February and March to include inspecting the play area and cutting grass as a pathway it. For the future, he would submit an invoice on a quarterly basis at £39 per quarter. Mr Jackson had increased his rates by 10% in line with other customers. The Clerk has asked the actual amount per hour and was waiting for a reply. The annual invoice for grass cutting would be £308.00. **Proposed by Councillor Gulliford to accept, seconded by Councillor Reid. Unanimously agreed.** **18.2 Walking bus for children from the Village Hall to the Primary School.** The safest way identified was the side of the properties at Lower Lovacott after meeting at the Village Hall, walking along the higher side and then crossing to the School. Councillor Mrs Eadie stressed that parents should not park outside the properties at Lower Lovacott and a letter had gone out to them, with the Governors also being involved. Councillor Biederman suggested that he and Councillor Boucher meet with the Neighbourhood Highway Technician at the Barnstaple DCC offices to obtain clarity about the boundaries outside the properties for the benefit of future traffic road safety proposals, including the walking bus.	Clerk to remind June Agenda PB /PB
19.	**Items for the next Agenda.** ⇒ **Lower Lovacott ownership.**	
20.	**Date of next Meeting: Wednesday, 12 June 2019 in Horwood and Newton Tracey Primary School at 7pm.** The meeting ended at 8.34pm.	

Summary of Decisions:

- **Election of Chairman**
- **Election of Vice Chairman**
- **Co-option of Mrs L Eadie as a Parish Councillor**
- **Minutes of 17 April 2019**
- **Payments**
- **Accounts for the year ended 31 March 2019**
- **Sections 1 and 2 of the 2019 Annual Return**
- **2019 Statement of Internal Control**
- **Cheque signatories to include all Councillors**
- **Acceptance of Mr M Jackson's costs for grass cutting and cost of inspecting the play area**

These Minutes are agreed by those present as being a true record.

Signed: Chair of Horwood Lovacott and Newton Tracey Parish Council:	Date: