

The annual meeting of the Council was held in the Village Hall on Wednesday 13<sup>th</sup> May 2015 at 7:25pm. Chairman Cllr Garland.

**Present:** Cllrs Duffin, Frost, Garland, Ostler, Pratt, Turner, and 14 members of the public.

1. Cllr Garland was elected unanimously as Chairman (proposed Cllr Turner, seconded Cllr Ostler), and his declaration of acceptance of office was received. Cllr Duffin was elected unanimously as Vice Chairman (proposed Cllr Ostler, seconded Cllr Frost).  
Meeting was adjourned for the Open Forum, at which the following matters were discussed: handrail requested at back of Cook’s Mead FP by steps, and viability will be inspected. Harcombe residents have concerns over detailed surveying in field 2548. Churchyard – could some be a wildlife area and not regularly mown once taken over by Council? Could the proposed stone memorial on the triangle be a small wildlife pond instead: but arrangements were already in hand for the stone. No-one from PC attended the Development Management Committee when the application 15/2801/FUL was discussed. Despite objections, approval was recommended. Cllr Garland reassured the audience that in future, there would be two members of the Planning Committee deputed to attend such meetings to avoid the situation re-occurring.
2. It was resolved unanimously under the provisions of the Public Bodies (Admission to Meetings) Act 1960 that the public be excluded from the meeting for item no. 15 on the agenda because publicity would be prejudicial to the public interest by reason of the confidential nature of the business (proposed Cllr Turner, seconded Cllr Duffin).
3. **Apologies for absence** were received from Cllr Mason, who was on holiday.
4. **Appointment of Officers and Committees etc:** the following appointments were made:

RFO	It was resolved unanimously to appoint the Clerk as RFO (proposed Cllr Turner, seconded Cllr Frost).
Internal Auditor	Cllr Garland
Planning Committee	Cllrs Frost, Garland, Mason, Pratt, Turner
Finance Committee	Cllrs Duffin, Garland, plus one other
Estates and Personnel Committee	Cllrs Duffin, Frost, Pratt
Footpaths working party	Cllrs Garland, Ostler, J Fowler, T Sweeney
Maintenance supervisor	Cllrs Garland, Pratt
Children’s Playground supervisor	Cllr Frost
Emergency Plan working party	Cllrs Frost, Ostler, Turner plus other(s)
Emergency contact	Cllr Mason
Flood working party	Cllrs Garland, Mason, Ostler, Turner, Clerk
Lengthsman working party	Cllrs Garland, Ostler, Turner

The following people to serve on outside bodies as Council representatives:

King George’s Field Committee	Cllr Ostler
Neighbourhood plan group	Cllrs Duffin, Garland (subsequent co-options added Cllrs James, Kidson and Pullinger to the list)
Police Liaison	Cllr Turner
Ring & Ride Committee	Cllr Kidson
School Trustee	Cllr Frost

Seaton Coastal Traffic Group	Cllr - TBA
Uplyme Charities Committee	Cllr Garland
Village Hall Committee	Cllr - TBA
Seaton/Axminster community health working party	Cllr Frost

5. **Adoption of Minutes:** It was resolved unanimously to adopt the minutes of the April 2015 meeting (proposed Cllr Turner, seconded Cllr Pratt).
6. **Matters arising:** none.
7. **Pecuniary or other interests.** No requests for dispensation or declarations of interest were received. Meeting suspended to hear PCSO Trott's report: 2 crimes this month – miscommunication, burglary in local business. Moving to new Police Station on 26 May.
8. **Planning:** Neighbourhood Plan - there will be a marquee at Village Fete with a display to show how progress is going. Clerk to write and request extension on response time for 15/0851/MOUT, and to organise a public meeting for the Council to get comments from interested parties and the public.

**Applications considered by the Planning Committee:** (see committee minutes for full details).

- **The Spinney Rocombe.** Change of use and extension of studio to form holiday unit. *No objection.*
- **Leverton Lyme Road.** T1, Lime - Reduce by 3m length the lowest 3 branches overhanging the garage roof. *No objection.*
- **Hunters Moon Yawl Hill Lane.** Replacement dwelling. *No objection.*
- **Quarry Bank Lime Kiln Lane.** Ground floor extension at side and rear and dormer window to rear elevation. *No objection.*
- **Hunters Croft Charmouth Road.** Replace 2 no. mobile homes with 1 no. mobile home for ancillary residential use. *No objection.*
- **Amherst Lodge Farm St Marys Lane.** Change of use of land for siting of 3 no. shepherd's huts for holiday accommodation. *No objection.*
- **Harcombe House Harcombe.** Removal of condition 2 of planning consent 99/P1711 (alteration and change of use to single dwelling and 8 no. units of holiday accommodation) to facilitate unrestricted dwellings. *No objection.*
- **Trevarthian Rhode Lane.** Construction of link extension between house and garage incorporating first floor extension and detached double garage (revised proposals to application 14/1705/FUL). (Amended plans). *Objection.*
- **Gelsmoor Yawl Hill Lane.** Replacement dwelling with creation of additional access. (Further amended plans). *No objection.*

**Applications granted or refused by EDDC:**

- **3 Yawl Crescent.** Rear dormer window to facilitate loft construction and erection of single storey side/rear extension. *Approved with conditions re obscured glazing*
- **24 Barnes Meadow.** Installation of first floor window on the southern elevation. *Refused*
- **11 Glebelands.** T1 & T2, Lime - Crown clean to remove/reduce damaged and crossing branches. *Approved*
- **Culvers Harcombe Road.** T4, Beech T5, Ash. *Split decision*
- **Highways Harcombe Rd.** T6, Beech T7, Beech. *Split decision*
- **Fairwinds Harcombe Road.** T1, Beech T3, Ash. *Approved with conditions on work*
- **Land East Of Ware Cross.** Continuation of use of land for a "park and ride" car park - extra information. *Temporarily approved to 09/16*

- **The Spinney Rocombe.** Change of use and extension of studio to form holiday unit.  
*Approved with conditions re holiday let use only*
- **Leverton Lyme Road.** T1, Lime - Reduce by 3m length the lowest 3 branches overhanging the garage roof. *Approved*
- **Hunters Moon Yawl Hill Lane.** Replacement dwelling.  
*Approved with conditions re materials, landscaping and tree protection*
- **Hunters Croft Charmouth Road.** Replace 2 no. mobile homes with 1 no. mobile home for ancillary residential use. *Certificate of Lawful Use granted*
- **Trevarthian Rhode Lane.** Construction of link extension between house and garage incorporating first floor extension and detached double garage (revised proposals to application 14/1705/FUL). (Amended plans). *Approved with conditions re materials*

9. **Finance:** The Clerk submitted the schedule of current payments for approval. It was resolved unanimously to approve them (proposed Cllr Turner, seconded Cllr Ostler). The Clerk reported that Cllr Garland had checked the bank reconciliation for April, payments made vs bank statement, and May cheques vs invoices.

The Clerk presented the bi-annual statement of expenditure and income vs budget for September 2014-March 2015.

R Fisher's estimate for works at Stafford Mount was discussed. It was thought highly unlikely that any more competitive quotes would be obtainable, and Mr Fisher had done an excellent job in the past. It was resolved unanimously to accept the estimate and ask for the work to be completed in stages as soon as resources were available (proposed Cllr Turner, seconded Cllr Ostler).

#### 10. Accounts

- a) The draft Annual Accounts for 2014/2015 were presented by the Clerk, and it was resolved unanimously to approve them as final. (Proposed Cllr Turner, seconded Cllr Frost). The Clerk and Chairman signed the accounts after the meeting.
- b) **Effectiveness of internal audit:** The Clerk summarised the steps taken to ensure that finances are properly monitored and controlled:
  - i. Financial regulations are in place.
  - ii. All payments are made by cheques signed by two Councillors.
  - iii. All payments are authorised by the RFO and approved by the full Council.
  - iv. Monthly audits and bank reconciliations are carried out by a member of the Council.
  - v. Biannual reviews of budget vs actual expenditure/income are made by the Finance Committee or Council.
  - vi. Accounts are audited annually by an independent Internal Auditor and any issues raised will be addressed by the Finance Committee.
  - vii. The Finance Committee oversees and advises the RFO and the Council on all significant financial matters, including setting the budget.

It was resolved unanimously that the internal audit was thought to be effective (proposed Cllr Duffin, seconded Cllr Frost).

- c) **Annual Governance Review:** The Clerk read out the Annual Governance Statement, items 1 to 8. These were each approved by the Parish Council, and the statement was signed by the Chairman and Clerk.

#### 11. Correspondence.

- Cllr Ostler has agreed to clear silt traps in Venlake and Cuckoo Lane if installed by DCC.
- A special resolution would be put to the June meeting re Betterment Homes' offer of land at Glebelands, following Mr T Sweeney's letter to the Council.

- It was resolved to offer the Uplyme Enclosure documents to Sidmouth Museum on loan (proposed Cllr Duffin, seconded Cllr Pratt).
- Clerk to write to Highways asking for enforcement re. the Guinness Hermitage box culvert, as there was no response to her letter asking for clearance.
- Cllr Garland to complete the Rural Housing Enabler questionnaire.

12. **Maintenance of Parish Council land.** Churchyard as wildlife reserve will need to be considered once a contract is developed.

13. **Reports to note.**

- i. **Finance** to April 30<sup>th</sup>.
- ii. **Footpaths.** A vote of thanks was proposed to Mr T Sweeney who has started erecting the oak fingerposts on the Glen/East Devon Way.
- iii. **Lengthsman.** Cllr Turner, Mr J Fowler, Mr G Wellman and Mr S Flux will be offered Chapter 8 training once a date is fixed.
- iv. **Highways** – Cllr Turner was never invited to go on C Cllr Knight/B Hoare’s highways inspections – Clerk to ask why. Harcombe Rd ‘switchback’ will be repaired and ameliorated this year.
- v. **Playground** – high fence by ditch pulled over by vandals and needs wiring back up. Cllr Frost has fixings on order to effect some repairs to equipment.
- vi. **Flooding** – the Clerk read out a lengthy email from John Galt DCC re funding; in summary, the culvert improvements in the centre of the village will cost about £180K, of which about £40K will have to be found from local householders and businesses etc.
- vii. **Meetings attended by Cllrs.** None.
- viii. **D Cllrs report.** EDDC will determine the application 15/08512/MOUT and although there will be consultations with LRTC, it will not be involved in the decision, despite comments by the public to that effect. LR Town Clerk had a private meeting with developers.

14. **AOB.** Pound Cottage is being compulsorily sold and will be up for auction later in the year.

The meeting was adjourned at 8.55 p.m.

Open forum, part 2. Matters discussed included: Church Street drainage improvements. Candidates’ co-option statements to be published by Clerk. Culvert in Cannington Lane is collapsing just below Cannington Cottages.

Interviews: Councillors informally interviewed the four candidates who had put themselves forward for co-option.

15. **Co-option.** The meeting was resumed *in camera* at 10.15pm. There were vigorous discussions about the lack of younger candidates and the lack of representation of all sections of the population on Council, but it was reluctantly agreed that all three vacancies should be filled at the meeting. Mr C James, Mrs B Kidson, and Mr N Pullinger were duly co-opted. Mr G Wellman was unsuccessful on a close vote. The Clerk was asked to draw up a draft co-option policy for consideration at the next meeting in place of the unwritten customary arrangements currently in force.

There being no other business, the meeting closed at 10.35pm.

Signed ..... Chairman

Date .....