

**LITTLEHAM & LANDCROSS PARISH COUNCIL**  
**MINUTES OF PARISH COUNCIL MEETING HELD AT LITTLEHAM VILLAGE**  
**HALL**  
**ON THURSDAY 29 APRIL 2010**

**Present:** Cllrs. Mrs Beer (Vice-Chairman), Hamilton (Chairman), Hassall, Heard, Hopkins, Ms Lamb, G. Smith (until 7.30pm), Stevens, TDC Cllr Pennington and DCC Cllr Dr Robinson.

**Apologies:** Cllrs. Atkinson Mrs Galvin, Poole, M. Smith,

*Members of the public wishing to address the meeting on a specific agenda item, would have been, in accordance with Standing Order 24 and Paragraph 12(2) of Statutory Instrument 2007/1159, permitted to do so before that Agenda Item. No members of the public were present.*

**930     Registration of Members Interests:** No additional registrations were required.

**931     To confirm Minutes 920-929 of 4th March 2010:**

**RESOLVED**, on the motion of Cllr Heard, seconded by Cllr Ms Lamb, that Minutes 920– 929 of 4th March 2010 are approved and signed as a correct record.

**932     To consider matters arising from above Minutes:**

**(a) (Min 922c) Clerk to the Parish Council :**

The Vice-Chairman reported that four of the nine applicants had been interviewed on 27th April. The Vice-Chairman, Cllr M Smith, Cllr Atkinson and Cllr Hopkins were members of the Interview Panel. Cllr Stevens also attended and assisted the Interview Panel.

**RESOLVED, that: -**

- a) The Parish Council endorses the Interview Panel's decision to offer the post of Clerk and Responsible Financial Officer to Mr Haldane Stanley of Venn Farm, Instow**
  - b) The Parish Council confirms approval of the Job Description and Contract of Employment to be sent to Mr Stanley.**
  - c) The new Clerk's contract is based on 150 hours p.a. at NALC Scale Point 15, with effect from 1st June 2010 and**
  - d) The outgoing Clerk remains with the Parish Council until 30th June 2010 to train and ensure a smooth change-over of duties and attend to matters relating to the 2009/10 Audit.**
- (b) (Min 929j) Energy Saving Trust; sign up today, its free:**

The Chairman reported that the Energy Savings Trust is a not for profit organisation funded by the Department of Energy & Climate Change. The Parish Council becomes a Green Community once it signs up, has access to Trust Member's resources and will receive E-bulletins. There will be no further cost to the Parish Council. The Trust works in liaison with the NALC and a telephone call is all that would be required if the Parish Council ever wants to withdraw from membership and Green Community status.

**RESOLVED**, that consideration of this item is deferred until Annual Parish Council meeting on 5th April.

**933     Planning Matters:**

- (a) Planning Notification: 1/0635/2009/FUL Stables, Lt America, Coach Drive, Bideford:** Approval noted.
- (b) Planning Application 1/0326/2010/FUL Demolition of garage, loft conversion, extension including room in roof and conservatory at Horsehoes, LANDCROSS:**

**RESOLVED**, that consideration of this item is deferred until Annual Parish Council meeting on 5th April.

- (c) Torrington Town Council: N Devon & Torridge Core Strategy Consultation:**

The Clerk had copied this correspondence to Members and Cllr Hassall advised, that he had, on behalf of CPRE, written to Gt Torrington Town Council to compliment them on their excellent response.

**Minute 933(c) continued: -**

The Parish Council noted receipt of Gt Torrington Town Council's useful comments on the TDC Core Strategy Development Plan document.

- (d) Unightly ground works bordering Church Lane, Landcross:**

Cllr Mrs Beer has received several complaints from Landcross residents in respect of unsightly ground works activity between Church Lane and the Torridge Estuary shore. The affected land is very steep woodland rising up from the tidal riverbank.

**RESOLVED, on the motion of Cllr Hassall, seconded by Cllr Mrs Beer, that the Parish Council advises Torridge D.C. that nuisance is being caused in this area and that the matter is referred to the Planning Enforcement Officer**

**934 District & County Councillors' Reports:** Referred to the following Annual Parish Meeting.

**935 Finance & Insurance:**

**(a) 2009/10 Final Accounts & Audit matters:**

The Clerk presented, previously circulated, Final Accounts for 2009/10 showing a closing bank balance of £1,161.56. There was an outstanding creditor of £150 for advertising and an outstanding debtor of £138.26 HMRC for refundable VAT.

**RESOLVED, on the motion of Cllr Stevens, seconded by Cllr Heard and duly approved, that the Final Accounts for 2009/10 (as attached at Appx. A) are accepted and signed by the Chairman.**

**(b) 2009/10 Final Accounts; Independent Internal Auditor's Report:**

The Independent Internal Auditor has completed a satisfactory internal audit and Section 4 of the Audit Commission Annual Return Statement has been duly signed. He is prepared to continue for another year.

**RESOLVED, that Mr Baglow is thanked for his report and invited to continue as Independent Internal Auditor, on the same terms, for 2010/11.**

**(c) Notice of Audit & Completion of Annual Return Sections 1 and 2:**

Notice advising that the 2009/10 Audit would be held on 21 June 2010 has been received and the Clerk is displaying public notices on 7th May 2010, advising that interested persons may inspect the accounts. Notices will be displayed at least 14 days before the inspection period.

**RECOMMENDED, that the Final Accounts for 2009/10, as set out in Section 1 of the Audit Commission Annual Return and Statements at Section 2 of the Audit Commission Annual Return are approved and that the Chairman is authorised to complete the Statutory Statement at Sections 1 and 2.**

**(d) DALC 2010/11 Membership :**

The Devon Association of Local Councils membership fee consists of £19.01 NALC Affiliation Fee, £3.20 DALC Affiliation Fee, a DALC Service Charge of £60.79 and VAT £10.64. The grand total of £93.64 has been paid via TDC deduction from the First Instalment of the Parish Precept as approved at Minute 904(b)(3) of 19 November 2009. Unfortunately, DALC has advised TDC to deduct £94.00, so the Parish Council might have to bear the £0.36 overpayment. A 36p refund is unlikely to be practicable.

**RESOLVED that the Parish Council confirms approval of payment of £93.64 DALC Membership Fees and if necessary, bears the additional cost of £0.36 arising from deduction via the Parish Precept.**

**(e) DPFA 2010/11 Membership 2010/11:**

DPFA has increased the Membership Fee from £15 to £35. The fee has not increased for more than eight years and is collected by bank standing order on 1st April each year. £15 was transferred on 1st April.

**RESOLVED that the Parish Council confirms approval of payment of £35 DPFA Membership Fees; pays the remaining £20 by cheque and revises the Standing Order with effect from 1st April 2011.**

**(f) Insurance 2010/11:**

The Clerk reminded members that last year, in accordance with Minute 810b, he had obtained a quotation from Came & Company, specialist agents for Norwich Union, who quoted a premium of £262.50.

Community First Insurance quoted £207.38. This year's Community First Insurance premium is £244.94.

It includes an additional premium of £21 for recommended Commercial Legal Expenses cover.

**RESOLVED, that consideration of this item is deferred until Annual Parish Council meeting on 5th April.**

**Minute 935 continued: -**

**(g) Authorisation of Payments and Report on Bank Balance:**

**RESOLVED, that the following payments are approved: - AVCO Ltd £176.25 (advertising +VAT); D A Baglow £30.00 (Internal Audit Fee) and DPFA £20.00 (balance of Membership Fee 2010/11).**

A cleared Bank Balance at 31 March 2010 of £1,161.56 and of £1,284.82 at 20th April 2010 was noted.

The Bank Statement was endorsed by the Chairman and the Clerk also reported that £1,825, the First Instalment of the 2010/11 Parish Precept had been transferred by TDC on 22 April.

**(h) Audit Commission; Appointment of External Auditor (Min 916b of 14.01.10):**

The Audit Commission confirms that District Auditor Wayne Rickard has now been appointed as external auditor to audit the Parish Council's accounts.

**936 Highways & Footpaths:**

**(a) Matters arising from previous Minutes: Grit Boxes**

DCC advise that they are unable to provide grit boxes in the Apps area of Littleham, but they will endeavour to provide salt bags as an alternative. The position was noted.

**(b) Parish Lengthsman Service 2010/11**

The Parish Council noted that Lengthsman Visit Dates for Littleham & Landcross are Week Commencing 28 June 2010 and Week Commencing 17 January 2011. The Highway Superintendent will be Steve Elsworthy and the Highway Engineer Simon Phillips.

**(c) Road Closure: Hoopers Water to Yeo Vale Cross; 19 July 2010: Noted.**

**937 Parish Plan: Gt Torrington & District LCP; Minutes of 25.02.10:**

**RESOLVED**, that consideration of this item is deferred until Annual Parish Council meeting on 5th April.

**938 Correspondence & communications requiring attention:**

**(a) TDC PPG17 Assessment Focus Group Meetings; 24 Feb 2010**: The Parish Council did not attend.

**(b) RNE npower renewable: Atlantic Array Scoping Opinion:**

The Crown Estates has awarded RWE npower renewable (NRL) development rights to Bristol Channel Round 3 Zone to determine the optimal location to site the Atlantic Array offshore wind project. In order to inform the scope of the Environmental Impact Assessment (EIA) required, NRL are seeking opinions. A scoping report has been prepared to provide an overview of the project etc. and enable stakeholders to comment. The Parish Council is a prescribed consultee and has been contacted by the Infrastructure Planning Commission (IPC). The IPC is entitled to assume that the Parish Council do not have any comments to make, if we do not respond by 19 May 2010. Further information can be read by accessing websites referred to in the IPC letter. The position was noted and the correspondence was passed to Cllr Hassall, for information.

**(c) CCD Members' Forum**: Noted.

**(d) TTVS Annual Review**: The Chairman completed a TTVS questionnaire on behalf of the Parish Council. Cllr Mrs Beer commented that the TTVS Grant-Finder Bulletins are of great value and have enabled local voluntary organisations to pursue several grant opportunities.

**(e) Notices of Parliamentary Election** have been placed on the three public notice boards, as required.

**(f) TDC Draft Gypsy & Travellers Allocation Policy :**

TDC advise that, following consultation, a number of recommendations were received. these revisions were agreed at TDC's last Community Development Committee. The main changes relate to Processing of Applications, Need Assessment Procedure and the Needs Assessment Points Calculation Table. The deadline for further comment is 23 April 2010. The position was noted.

**(g) Unlock Democracy: Saving the Sustainable Communities Act**: Correspondence noted.

**(h) N Devon + New Tourism Strategy for N Devon & Exmoor**: Correspondence noted.

**(i) DCC Emergency Planning Newsletter March & Police Newsletter (Torridge) Feb:**

Correspondence noted.

**Minute 938 continued: -**

**(j) Leader4: Funding Information**: Correspondence noted.

**(k) DCC Learning Something New at Barnstaple Library**: Correspondence noted.

**939 Other correspondence received since the last meeting:**

TDC Register of Electors (+2 Littleham); Western Power & Distribution Stakeholders Spring bulletin; Devon Talk magazine; TDC Torridge first magazine; Clerks & councils Direct magazine; DAPC March / April Bulletin; CCD Village Green magazine; DPFA The Playing magazine; Senior Council of Devon, Everyone's Tomorrow bulletin; NHS RD & Express bulletin May 2010; S West Ambulance Service NHS "Twentyfourseven" Spring 2010 magazine; SLCC: Coming Your Way course & other conferences; Promotional and Other items.

**ON-LINE Parish Councillors have also receive: -** DCC In-Touch magazine Mar & Apr 2010; DAPC & NALC E-Bulletins; DAPC Ask the Climate Question RSPB seminar; TDC Devon Home Choice Newsletter; RSN Parish News; RSN Rural Services & Weekly Rural Focus; TTVS Training Dates; TTVS weekly Snippets; TTVS Measuring Your Social Input workshop; Merton Vintage Rally; Promotional and Other items

**940 Next Meeting: Annual Parish Council Meeting, Wednesday 5th May 2010: 7.30 pm.**

The meeting commenced at 7.00 pm and ended at 7.56 pm.