



Coffinswell Parish Council

Serving the Communities of
Coffinswell & Dacombe

The Cirl Bunting is the UK's rarest farmland bird. The entire breeding population is found between Exeter and Plymouth.

MINUTES OF THE COFFINSWELL PARISH COUNCIL MEETING TUESDAY 21st MAY 2024 7PM AT ST BARTHOLOMEW'S CHURCH

Present: Cllr N Orchard (Chair), Cllr C Bell, Cllr S Spokes, Cllr M Atkinson and Cllr S Avery (arrived at 7.12pm),

In attendance: District Cllr J Taylor
Devon County Cllr A Dewhurst,
Mrs L Moore – Parish Clerk

Cllr N Orchard welcomed everyone to the meeting and advised of the formalities that are required to be carried out before the commencement of the Parish Council Meeting.

1. Election of Chair and signing of Declaration of Acceptance of Office.

Cllr Atkinson proposed, and Cllr Bell seconded that Cllr N Orchard be re-elected as Chair, this was agreed by all, and the Chair signed the Declaration of Acceptance of Office.

2. Election of Vice Chair and signing of Declaration of Acceptance of Office.

Cllr Orchard proposed, and Cllr Stokes seconded that Cllr S Avery be re-elected as Vice Chair, this was agreed by all, and the Vice Chair signed the Declaration of Acceptance of Office upon his arrival.

3. The Chairman to open the meeting and receive apologies.

The Chairman opened the meeting at 7.03pm
Received apologies from Cllr Brent.

4. To declare any interests arising at this meeting.

None

5. Reports:

5.1 County Councillors' report. Read by Cllr Dewhurst and is available to view on the website.

5.2 District Councillors' report.

District Cllr Jane Taylor advised that there have been many incidences reported especially over previous three weekends with some supporting CCTV images, of which have resulted in break-ins within the surrounding areas to Coffinswell and Dacombe (for example Kingskerswell, Kingsteignton). She highlighted it was important to ensure that doors are locked at night and stealing assorted items as well as breaking into cars. She then went onto explain about the Police APP and how to report and submit images. She confirmed that details would be forwarded to the Parish Council.

Cllr Taylor then reported that following the elections at TDC there was a Senior Management restructure occurring and await the outcome of this. In the meantime, she confirmed that she was still connected with Planning Committee.

Cllr Taylor advised that she will be meeting with the Devon & Cornwall Police Commission, Alison Hernandez later in the week.

The Chair asked for clarification regarding the issues concerning 'Open Reach' and Airband provision at the Kingskerswell Exchange for link up with Coffinswell and Dacombe. Cllr Taylor advised that she would ask District Cllr John Radford to investigate the matter. Cllr Dewhirst explained the Airband and Broadband provision to the rural areas including details of the route and the land access problems currently being experienced with regarding to landowner(s). Discussion followed then concerning fibre provision within the parish and the length of time the problem has been ongoing.

***** District Cllr J. Taylor left the Meeting at 7.34 pm *****

5.3 Police Advocate and Neighbourhood Watch reports and updates.

Nothing to report.

6. Approval to consider, amend as agreed by the Council and approve the minutes of the following meetings:

It was agreed by all to approve the Minutes of the meetings held Tuesday, 19th March 2024, and the Annual Parish Meeting held on 16th April 2024.

7. Finance

7.1 It was agreed by all to approve the payments schedule.

7.2 It was agreed by all to approve the bank reconciliations for March (year-end) and April 2024.

7.3 The budget update for the year 1st April 2023 to 31st March 2024 was presented with no matters arising.

7.4 To review and approve the Insurance Renewal for the Parish Council (1st June 2024) Having previously circulated the information concerning the various quotations obtained for the insurance renewal, and following discussion after the Parish Clerk gave a brief synopsis of the costings, all Parish Councillors present agreed to accept the Zurich Insurance quotation. The Parish Council instructed the Parish Clerk to pay the required amount of £241.00 to be effective from 1st June 2024.

8. Audit 2023-24

8.1 The Internal Auditor's Report was noted.

8.2 The Annual Governance Statement was agreed, approved, and signed.

8.3 The Accounting Statement was agreed, approved, and signed.

8.4 To Fixed Assets List for the period 31st March 2024 was agreed, approved, and signed.

8.5 The Certificate of Exemption Form 2 was agreed, approved, and signed.

9. Funding & Grants:

9.1 It was confirmed that the first contribution of the Precept had been received (£3,262.00) and the HMRC had paid the VAT Refund request of £633.21.

10. Footpaths & Highways:

10.1 Highway notices.

With regard to the 20 mph notices that were discussed at the last Parish Council Meeting, the Councillors discussed the various instances of 20 mph and 30 mph zones with and without street lighting. Cllr Dewhirst briefly explained the several ways with regard to moving the village to a reduced speed limit and the procedures involving a qualified Highway Engineer; engineering drawings and that there would be costs involved.

Cllr Avery stated that there is a serious speeding problem within the Coffinswell and Dacombe area. It was pointed out that the Community Speed Watch is an extremely popular option to help in this. Discussion then followed about the speeding issues and the Parish Council decided to investigate alternative ways to reduce the problem, including the provision of heart-shape signs.

The Chair noted that the DCC have filled quite a number of potholes in the Parish but there were still others yet to be addressed.

10.2 Footpaths.

The Chair advised there was no update on this subject. He also advised that now have another volunteer to assist with the strimming.

The Chair advised that the two Honda petrol-powered trimmers are no longer being used and both require servicing which would be costly. In accordance with the Parish Council's disposal policy, it was agreed by all that the Chair would take the necessary steps to deal with this.

11. To note any correspondence received

Parish Clerk advised that received a reminder for DALC affiliation fee was outstanding. Parish Clerk would investigate but in the meantime was authorised to pay if the matter was outstanding.

12. Parish Matters:

12.1 To agree to approve the reviewed Internal Control Policy

12.2 To agree to approve the reviewed Financial Regulations Policy.

12.3 To agree to approve the reviewed Risk Management Policy & Risk Assessment.

12.4 To agree to approve the reviewed Privacy Policy

12.5 To note that all remaining council documents and policies are due to be reviewed.

It was duly noted that future amendments and insertions to existing Policies will be shown in a distinct colour font for a much clearer recognition.

13. Correspondence received by the Parish Clerk

None.

14. Enforcement Issues:

To receive any updates on outstanding enforcement issues.

It was noted that the caravan was still sited in the field next to Downaway Lane.

The Chair stated that although there were no planning applications to consider he wished to record that the Parish Council did support the application for garden extension Manor Cottages after the previous two applications and designs were refused.

15. General Public Question Time:

No public in attendance.

16. To note the date of the next meeting:

Tuesday 18th June 2024

The meeting ended at 8.46 pm.

Signed:
Chairman of Coffinswell Parish Council

Dated: