



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 ANNUAL PARISH COUNCIL MEETING TUESDAY 16th MAY 2023 7PM AT ST BARTHOLOMEW'S CHURCH

Present: Cllr N Orchard (Chair), Cllr S Avery, Cllr C Bell, Cllr M Atkinson
In attendance: Ms Sally Spokes, Mr Ashley Brent,
Cllr J Radford,
Cllr J Taylor (arrived 7:50pm),
Mrs L Moorese – Parish Clerk
Two members of the public (Mr. & Mrs Narvidge)

Cllr N Orchard welcome everyone to the meeting and advised of the formalities that are required to be carried out as a result of the May Elections before the Parish Council Meeting could commence.

- 1. Election of Chair and signing of the Declaration of Acceptance of Office.**
Cllr S Avery proposed, and Cllr M Atkinson 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 the Declaration of Acceptance of Office.**
Cllr N Orchard proposed, and Cllr C Bell 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.
- 3. The Chairman to open the meeting and receive apologies.**
The Chairman opened the meeting at 7.06 pm.
No apologies for absence received.
- 4. To declare any interests arising at this meeting:**
None
- 5. Co-option of New Councillors – two posts available**
The Chairman advised that as a result of the May elections there were still two Parish Councillor posts available and as no other members of parish had applied for the vacant positions, he advised however that Ms. Sally Spokes and Mr. Ashley Brent wished to join the Council again.
- 6. Election of new Councillors and signing of Declaration of Acceptance of Office**
Cllr Orchard proposed, and Cllr Bell seconded that Mr. Ashley Brent be co-opted to join the other members of the Council and was agreed by all. Mr. Ashley Brent then duly signed the "Declaration of Acceptance of Office".

Cllr Orchard proposed, and Cllr Avery seconded that Ms. Sally Spokes be co-opted to join the other members of the Council and was agreed by all. Ms. Sally Spokes then duly signed the "Declaration of Acceptance of Office".

7. Reports:

7.1 County Councillor's Report – not available.

7.2 District Councillor's Report

The Chair welcomed the new District Cllr John Radford, and advised that Cllr Jane Taylor had a prior engagement although it was a possibility that she may be able to attend later in the evening. Cllr Radford introduced himself and said as both Cllr Taylor and himself are newly elected District Councillors for Teignbridge District Council they are busy attending seminars and training covering many aspects for their new positions. He advised that it is their intention to help the Parish Council in any way they are able to do so, and confirmed they will individually attend alternative Parish Council meetings.

7.3 Police Advocate and Neighbourhood Watch reports and updates regularly circulated.

The Chairman advised that Sheenagh Orchard had already sent notices via the Neighbourhood Watch email but wanted to reiterate two important issues. Firstly, the parishioners needed to be aware and on the alert that recently there have been a number of break-ins and attempted break-ins to cars and properties in both Dacombe and Coffinswell. A number of parishioners have reported the instances to the Neighbourhood Watch, but it was very important that everyone reports to the police as well, so that a formal crime report and number can be recorded and that they are also fully aware of what is occurring within the Parish.

Cllr Bell asked if there is a specific time period these criminal activities occur, and it is believed late at night. Cllr Avery stated that there has been an incident around sunrise: being daylight any security lights are not activated.

Secondly, it is reported there has been a sudden increase in fly-tipping which may or may not be connected with the break-ins. These have been reported to the local Community Environment Warden, Debbie Stevens and she and the Teignbridge Disposal Team have been very efficient in attending to these up very quickly. They state that with prompt reporting of such a crime then they are more likely to identify the culprits. In one such instance the householder was identified and given a fixed penalty fine (£300) for failing to check the contractor was bona fide, and they are hoping to identify the actual fly-tipper who will also be issued a fine (£400).

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

It was agreed by all to approve the minutes of the meetings of Tuesday 21st March 2023, Tuesday, 18th April 2023 (Extra Parish Council) and the Annual Parish Meeting held on the same day, Tuesday, 18th April 2023.

9. Finance

9.1 It was agreed by all to approve the payment schedule.

9.2 It was agreed by all to approve the bank reconciliations for March and April 2023.

9.3 The final quarterly budget for the year ending 31st March 2023 was noted.

10. Audit 2021-22

10.1 The Summary of Receipts and Payments for the year ending 31st March 2023 was noted.

10.2 The Fixed Asset List for the year ending 31st March 2023 was agreed by all and signed by the Chair and Clerk.

10.3 It was agreed to move the July meeting to 20th June 2023 to enable the signing of the audit documents.

11. Funding & Grants

11.1 The Chair advised that courtesy of Cllr Ashley Brent the Parish Council had received confirmation that a P3 grant £300 had been agreed for stones/chippings to improve the drainage of

Footpath 1 along the stream next to the Bothy. The Chair also advised that the Parish Council had been given a grant for the King's Coronation from The National Lottery towards the Parish's celebration and thank Jules Gilbrook and Jon Whiteley for all their hard work in organising the event.

12. Footpaths and Highways:

Cllr Avery advised that the Devon Highways crew have visited the Parish with a gulley cutter. He raised the issue concerning the agriculture contractors who are working on the fields but the amount of mud on the roads being left by them is proving hazardous especially in the recent wet weather especially where vehicles are having difficulty in stopping. They do not appear to be attempting to clear the mess and he feels that the matter should be referred to County Highways. Cllr Brent undertook to report the issue on the Devon Highways website and confirmed he also had pictures to which he could refer to.

The Chair reported that the Parish Council had recently purchased through the CIL Fund battery powered path and hedge trimming kit with batteries and harnesses. He is also pleased to report that Tim Rumball has undertaken to carry out the P3 co-ordination. It is hoped that work can commence soon to attend to the overgrown hedges and footpaths.

13. To note any correspondence received:

None

14. Parish Matters:

14.1 It was agreed by all to approve the reviewed Risk Management Policy and Schedule.

14.2 It was agreed by all to approve the reviewed Internal Control Policy

14.3 It was agreed by all to approve the reviewed Health & Safety Policy

14.4 It was agreed by all to adopt the Code of Conduct with the provision of further reviewing the terminology contained therein.

14.5 It was agreed by all to adopt the Sickness & Absence Policy

14.6 It was agreed by all to adopt the Internet Banking Policy.

14.7 It was noted that the remaining policies and council documentation will be reviewed in due course by the Clerk.

District Councillor Jane Taylor arrived at 7.50pm

The Chairman and Councillors welcomed her. The meeting continued.

15. Planning and enforcement public question time:

A period of ten minutes was allowed for members of the public to ask questions or make comment regarding planning applications and/or enforcement issues that affect Coffinswell Parish Council. During which there were no questions, so the meeting proceeded.

16. Planning:

16.1 The following planning application was discussed:

23/00755/HOU – High Meadow Coffinswell.

Renovation and extension of existing bungalow including creation of new first floor, detached garage, garden room and swimming pool.

The Chairman stated that the owners, Mr and Mrs Narvidge had been invited to the Parish Council Meeting to explain their plans and answer any questions that the Parish Council may have.

Mr Narvidge then outlined the reasons for updating the property and outlining what they hoped to achieve with the proposed design changes detailed on the application plans.

Further conversation followed concerning the existing ground floor and the siting of the garage and removal of existing porch.

The Chairman and other Cllrs expressed the fear that the trees may be removed for the owners to have a better view of the valley, and thereby the property would be visible from when approaching the village via "Under Way". At the moment this view is of a green valley unspoilt by virtually any

buildings in the Summer apart from one 500-year-old house. It was noted that the current plans keep the roof line well below the level of the neighbouring property, but it was felt detrimental to the area to see a new wall of glass suddenly appearing above the tree line. Both Mr and Mrs Narvidge stressed there would be no changes to the trees.

Further conversation followed concerning the renovation of the bungalow, its new design and height of the proposed building as well as the garden. Cllr Atkinson stated he felt it was a fantastic design but concerned regarding the village and the Coffinswell Conservation Area and what impact this would be on future requests on such similar old properties in the area. Then discussion continued as to how the new entrance of the property would be in likeness to the properties on either side, with further questions as to the colour of the window frames and the timber cladding and grey facing exterior. Cllr Spokes stated that TDC will naturally ensure the correct cladding and building materials would be used as part of their strict planning guidelines in the interest of controlling the development in this sensitive location.

The Chairman asked the Parish Council to vote - either in support, or objection to the planning application or ask for modification.

The Parish Council voted to support the application.

Mr and Mrs Narvidge then left the meeting.

17. Enforcement Issues:

17.1 To receive any updates on outstanding enforcement issues.

Cllr Orchard and Cllr Avery then gave a brief resumé of the caravan located in Orestone Lane for the benefit of the District Councillors.

It was stated that the caravan in Orestone Lane remains in place. There is some debate regarding whether it is occupied or not. No one has been seen in or near it for a while now, but TDC say that it has not been abandoned. We continue to monitor the situation and look for any signs of habitation.

18. General public question time:

No public present.

19. The date of the next meeting:

Tuesday 20th June 2023

The meeting ended at 8:22pm

Signed:
Chairman of Coffinswell Parish Council

Dated: