

**Minutes of Yarnscombe Parish Council Meeting
Wednesday 28 August 2019**

Present: Cllrs. Brice (chair), Cooke, Martin, Pengilly, Williams, Saywell (Devon County Council / DCC), Clarke and Lock (Torridge District Council / TDC), PCSO Brown, one member of the public and M. Dymond (clerk)

19.87 Apologies, Declarations of Interests and Dispensations

Apologies had been received and accepted from Cllr. Farr. Cllr. Martin declared an interest in 19.94, planning application [Ref. 1/0665/2019/FUL](#), Cllr. Cooke declared an interest in 19.94, planning application [Ref. 1/0528/2019/FUL](#). No requests for dispensations had been received.

19.88 Public Participation and Feedback

Applicant for planning application Change of Use from Annexe to Dwelling House (Class C3), Little Greylake, West Greylake, Yarnscombe, Barnstaple, EX31 3NF, [Ref. 1/0665/2019/FUL](#) attended meeting and explained that this application only differs in wording from the one submitted earlier in the year. Councillors agreed to support application.

Actions taken: Clerk to forward comment of support to planning department.

19.89 Representatives Reports

1) County/District Councillors

Councillor Saywell raised the following three issues:

Herds Lane — Repairs have now been carried out.

Meeting with Devon Highways — Highways officer Daryll Jagger is inspecting all roads to get an overall picture of necessary repairs, but he is also dependent on input of locals to make sure that routes that are considered essential by residents are included in road repair scheme.

Fire Service — Councillor Saywell attended meeting at HQ and recent consultation highlighted several areas that need to be addressed. There are problems with staffing at Woolacombe, Lynton and Appledore due to steep fall in numbers of on-call fire fighters. For the fire service to remain effective and responsive, engines have to be in the right place with adequate staffing levels. A change in the flexibility of contracts for on-call fire fighters may be needed. Areas that are of low risk and low activity regarding call outs may be considered for closure. At present, Torrington has a full crew.

There had been no meetings in last month at TDC, but both councillors stressed that they are always available. Cllr. Clarke pointed out that a talk had been given at High Bickington regarding "Climate Emergency" and how it affects local area. He will forward transcript to clerk.

Actions taken: Clerk to circulate transcript to councillors and put issue of Climate Emergency on next agenda.

2) Village Hall / Social Club — Clerk had contacted treasurer and been assured that a full breakdown of costs/profits from Village Fete will be published in next edition of "Eagle".

3) Youth Club — Summer break

4) PCSO/Police Report — PCSO Brown attended meeting; there had been no crimes reported over last 30 days, 2 incidents logged.

5) Playing Field

Invoice for cutting of playing field — Cllr. Cooke confirmed that Fred Turner will provide invoice at end of season.

Actions taken: None at present.

Invoice for strimming of playing field — Peter Jeffreys has not provided invoice as yet.

Actions taken: None at present.

Post in Playing Field — new post still to be put in, old padlock not returned as yet, invoice for new lock to be forwarded to Village Hall Committee.

Actions taken: Cllrs. Brice and Cooke to arrange time for installing new post, to be put on next agenda.

19.90 Minutes from Meeting of 24 July 2019

Minutes were approved and signed off as a true record.

19.91 Matters arising from last Minutes

Meeting with Highways representative at Torrington Depot

Councillors tried to arrange meeting, but so far no contact has been made.

Actions taken: To be put on next agenda.

Air Ambulance Site — Potential sources of grants and costing of equipment needed

Cllr. Williams provided the following information:

To provide landing site 50 square metres in middle of playing field need to be free; to do so, goal post and basketball posts have to be moved. Safety plan needs to be drawn up. Martyn Waller can assist with issues regarding installation of power. Air Ambulance Trust would dig trench for power cable and make good after. Grants are still available until next March; the wider community would also need to be involved in order to raise the necessary £3000. At this point, chair suggested that at present Yarnscombe PC is in a position to finance installation of night landing site, so that the process can move along smoothly. Cllr. Brice proposed, Cllr. Martin seconded. All agreed. Grants, if and when they become available, will still be applied for. Also, council is able to reclaim VAT.

Actions taken: Cllr. Williams to continue liaising with Air Ambulance Trust and advise council on next steps. Insurance Cover update re. vehicles on playing field — Clerk had contacted insurance; any damage or injury caused by vehicle(s) on playing field will need to be dealt with on driver(s) own insurance. It was suggested to draw up document outlining conditions of use for playing field. Cllr. Pengilley was willing to do so, but pointed out that he is not legally trained. Cllr. Lock suggested, once draft document has been drawn up, to ask Stacey Dorey, TDC's solicitor, for advice.

Actions taken: Cllr. Pengilley to draw up document and liaise with Stacey Dorey. To be put on next agenda. Register of Interests — Cllr. Williams has now sent off his Register of Interests to TDC. Clerk to contact Mary Richards to ensure forms have been received.

Actions taken: Clerk to report back to council next month.

NALC Quality Award — The next step to gaining award was adoption of Staff Appraisal process. Cllr. Pengilley had drawn up relevant document; Cllr. Martin proposed, Cllr. Williams seconded. All agreed. Chair and clerk will meet up during September for annual staff appraisal. Further criteria that needed to be fulfilled concern electors contribution(s) at APM and Annual Report / News Bulletin to be published on website. Over the last few years, attendance at APM had been non-existent. Yarnscombe PC has to find ways to engage with wider community.

Actions taken: Feedback from staff appraisal meeting to be put on agenda.

Vacancy after uncontested election — No candidates have come forward as yet.

19.92 New Matters

Parish Online Annual Subscription £36.00

Clerk presented invoice. Cllr. Brice proposed, Cllr. Williams seconded, all agreed to pay invoice.

Actions taken: Cheque written out and countersigned, clerk to send off.

19.93 PROW — Monthly Report

Nothing to report.

19.94 Planning

Change of Use from Annexe to Dwelling House (Class C3), Little Greylake, West Greylake, Yarnscombe, Barnstaple, EX31 3NF, [Ref. 1/0665/2019/FUL](#)

See item 19.88

Removal of holiday occupancy condition(1) attached to permission 1/0064/2003, Higher Delworthy, Yarnscombe, Barnstaple, Devon, EX31 3LT, [Ref. 1/0528/2019/FUL](#)

Councillors had no concerns, support application.

Actions taken: Clerk to forward relevant comment to planning department.

19.95 Additional Planning

Conversion of redundant agricultural building to residential use, Shortridge, Yarnscombe, Barnstaple, Devon, EX31 3LJ, Ref. 1/0773/2019/FUL

Councillors had no concerns, support application.

Regarding the matter of comments forwarded by clerk, chair had noticed that on website these comments appear under clerk's name and not Yarnscombe Parish Council. Clerk explained that when she registered as a consultee, there was no option for registering as a council/organisation. She has now registered as "Mrs. Yarnscombe Parish Council" to ensure that all planning comments are attributed to parish council. Cllr. Lock (TDC) said that she would put this issue forward to planning department.

Actions taken: Clerk to forward relevant comment to planning department.

19.96 Accounts

Parish Online £36.00 — see item 19.92

Bank reconciliation April 2019 to June 2019 and signing of cash book entries from April 2019 to June 2019.

Bank reconciliation had been carried out and signed off by chair. Cash book entries were also signed off by chair.

Meeting closed at 8.30pm.

4th September 2019