



Minutes of the Cornwood Parish Council meeting Tuesday 3rd October 2023

In attendance

Vice Chair Julia Bertram (acting chair for this meeting)

Councillors: Charles Munford, Linda Osman, Christine Smith, Steve Tyers

Members of the Public: 3

No representation from any other organisations

Minutes produced by Lee Grant with approval from Julia Bertram and Linda Osman.

First item of business – Lee Grant was approved as Clerk to the Parish Council following the agreed recruitment process. The Proposer was Cllr Tyler and Seconded by Cllr Smith. Lee formally joined the meeting.

Open forum – the loss of the village shop was raised and how it was missed by the community. This was acknowledged although the council had no control or responsibility for it as it is as a private concern. It was understood that there had been 2 expressions of interest to run a new version of it.

Agenda items

1. Apologies

Cllr de Mendonça, Cllr Haynes and Cllr Hesketh, who has resigned from the council. Under the Local Government Act 1972, Section 87 (2) the notice of a casual vacancy has been posted.

2. Proposal of minutes from 5th September 23. No amendments.
Proposer Cllr Munford. Seconder Cllr Osman.

3. Declarations of Interest – None.

4. Report of County Councillor – No report.

5. Report of District Councillor – No report.

6. Police Report – One item of a 'malicious communication' dispute between two parties.

7. Highways matters and Road warden report

The wall that backs onto Crossways, right hand side of Upper Bond Street, continues to have vegetation that needs cutting back. DCC Highways has provided the contact details for the company responsible for the maintenance of the wall and Cllr de Mendonça has written to the company to point out their responsibility to maintain it.

(AP0923/a is complete)

The Harford road by Tor Barn has suffered from ongoing water discharge onto the road which carries the obvious risk for vehicles and pedestrians particularly during icy spells. Devon County Highways have closed the road for 6 weeks to complete drainage works. Our thanks to Devon County Highways and Cllr Osman for facilitating the works.

Sparkwell Parish employs a Lengthsman on a self-employed 'as and when required' basis to keep drains and gullies clear. He has his own public liability insurance.. It is working well according to Sparkwell following contact made by Cllr Osman.

(AP0923/b is complete). There is a need for one in our Parish and Cllr Osman will write a proposal to be considered at our November meeting.

AP1/Oct23 - Cllr Osman to write a proposal for a Lengthsman in Cornwood and Lutton to be considered at the November 2023 meeting.

We have a had a verbal request from Foxworthy livery yard for "caution horse" signs to be displayed on Gorah Hill

AP2/Oct23 – Cllr Osman to ask Highways about the potential for "Caution Horse" signs on Gorah Hill.

8. Public toilets

We still await the public liability insurance for the installation of the handrail.

AP3/Oct23 – Cllr Tyler to contact Metal Craft Southwest to chase the public liability insurance for the installation of the handrail.

Cllr de Mendonça has recruited a team of volunteers to open, close and clean the loos. As volunteers, they are insured under the council's liability insurance. A recruitment poster is no longer required **(AP0923/c is complete)**

9. Recreation Areas

Cornwood play park.

The official opening has been scheduled for October 2023. A defect to the scramble net has been noted by a member of the public so Cllr de Mendonça has emailed Outdoor Play and the defect has been repaired. Outdoor Play will also submit a quote (not yet received) to repair the defects in the flooring which had been noted by South Hams District Council in their routine inspection and for the area on Crossways Green where the new seats will be installed. **(AP0923/f carried forward)**
The refurbishment of the older play equipment has been scheduled for Spring 2024. **(AP0923/d carried forward)**

Lutton play park.

Cllr Bertram has identified a suitable site for a picnic bench. **(AP0923/k is complete)** for which £200 from SHDC is ringfenced in the accounts.

AP4/Oct23 - Cllr Tyers will contact the manufacturers of the existing play park seating for a quote.

Minute 0419/08a Asset register - Pending, review of works required.

AP5/Oct23 - Cllr Bertram to review asset register spreadsheet.

Minute 0722/08b Vehicle Activation Sign (VAS.) Discussion on the purchase of a VAS device on hold until information received from SCARF (Speed Compliance Action Review Forum.)

AP6/Oct23 - Cllr Osman to contact DCC Highways for any traffic calming decisions made.

Minute 0722/08c EV Charging Point – Funding and grant applications open since March 2023.

AP7/Oct23 - Cllr Tyers will write a proposal for the Cornwood Inn group for possible installation of an EV in their car park.

Minute 0523a Planning Policy – Pending.

AP8/Oct 23 - Cllr Bertram to liaise with Cllr Haynes concerning the draft of an updated Planning policy.

Minute 0523b New Cllr email addresses – Pending and agreed to stick with Gmail addresses for now.

AP9/Oct 23 - The Clerk to investigate the requirement for website-based email addresses.

Minute 0923a Zero Tolerance Policy – Cllr Smith circulated a draft zero tolerance policy taken from National Association of Local Councils (NALC) document database. It has been 'beefed up' to make it more relevant/appropriate for our needs.

AP10/Oct 23 - All to read the zero tolerance policy for input/amendments and adoption at the November meeting.

Minute 0923/d Narrow Ro8ad sign Lutton - Verbal communication from a member of the public asking for a "Narrow Road" sign to be installed at Chipple Park. Letter sent explaining that there was not a suitable site and it would interfere with an already narrow road and underground utilities. **(AP0923/I is complete)**

Minute 0923/e Village Hall car park gate - Waiting on the delivery of the gate for the village hall car park. Quote for purchase agreed at the September meeting.

10. Chairman's Time

Saturday 2nd of December was agreed for the Cornwood Christmas light switch-on. The Charity for donations is yet to be decided.

11. Planning Applications - None received.

12. Feedback from meetings of external organisations

Invitation to attend the AGM of the Four Rivers Dementia Alliance on the 5th October at the Ivybri2dge Rugby club. Cllr Bertram will attend for the Parish Council.

13. Policies and procedures

Some of these are known to be out of date and in need of review.

AP11/Oct 23 – Clerk to check the review dates on the policies and procedures and present a list to the November meeting

14. Footpaths

A fence to separate walkers from livestock has been erected along FP11, it runs from the Church to the lane opposite Delamore business units.

15. Correspondence2

An email received asking if the parish council were aware of the fly-tipping at Quick Bridge. Cllr Bertram informed that a notice from the appropriate authority is displayed and she will contact them to find out about a timetable the disposal of the caravan and the waste.

AP12/Oct 23 - Cllr Bertram to find out about the disposal of the caravan and the waste at Quick Bridge.

An email received from the Tree Warden asking the Parish Council to pay the £25 apple press hire fee for the Apple Pressing Community event on 8th October 2023.
Agreed.

16. Finance – Payments below were authorised

Payments 30-09-2023

Payee	Goods/Service	Amount (£)
PlusNet	Broadband	32.28
SW Water	Toilet	96.55
IDALC	Subscription	7.00
Adobe	Subscription	19.97

Receipts 30-09-2023

Payor	Goods/Services	Amount (£)
Lloyds	Interest	8.58
	Interest	?

Bank Balance 30-09-2023

Treasurer's Account	2,911.90
Savings Account	33,758.61
Special Savings Account	9,192.80
Total	45,863.31

Note: the Total figure was amended after the meeting as it was not correct.

- * of which is £16,162.94 ring fenced for public toilets.
- * of which £493.39 is ring fenced for P3.
- * of which £200 is ring fenced for Lutton play park picnic bench.
- * of which £422 is held for the Community Tree Nursery.
- * of which £1301.25 is ring fenced for DAA.

15. Next Meeting – Tuesday 7th November 2023 in the Village Hall at 7.30pm.

Action point summary from the meeting on 3rd October 2023

AP1/Oct23 - Cllr Osman to write a proposal for a Lengthsman in Cornwood to be considered at the November 2023 meeting.

AP2/Oct23 – Cllr Osman to ask Nick Colton about the potential for “Caution Horse” signs on Gorah Hill.

AP3/Oct23 – Cllr Tyler to contact Metal Craft Southwest to chase the public liability insurance for the installation of the handrail.

AP4/Oct23 - Cllr Tyers will contact the manufacturers of the existing play park seating for a quote.

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Older Action points carried forward

Outdoor Play will submit a quote - not yet received - for the area on Crossways Green where the new seats will be installed. **(AP0923/f carried forward)**

The refurbishment of the older play equipment has been scheduled for Spring 2024. **(AP0923/d carried forward)**