

**Remote Meeting of Modbury Parish Council Meeting  
Thursday 14<sup>th</sup> May 2020 at 7.00 PM  
MINUTES**

**Apologies:** Cllr Coates, Cole and Harvey.

**Present:** Cllrs Watts (Chair), Middleton (Vice-Chair), West, Whybrow, Woodcock, Rosevear, Keel, Keohane and Taylor. (Also present: Cllr Gilbert (DCC); and three members of the public).

**Devon Councillor's Report** as circulated to councillors prior to the meeting reported the following:

- Cllr Gilbert is still trying to get news on the Edmeston lights and retaining wall. Once he has news he will give a further update.
- The recycling depots are now open. Only go if absolutely necessary and be prepared for a long wait.
- Cllr Gilbert has sent various emails containing Covid-19 information. Covid-19 is understandably occupying most of his time. Some of the communications are very harrowing.
- Pot-hole repairs are going well due to the dry weather and quality of repairs is therefore better too.

Cllr Gilbert advised that he will be able to report further on the increase in funding for Highways next month. Cllr Gilbert hoped everybody was keeping well and left the meeting.

**District Councillor's Reports** as circulated to councillors prior to the meeting reported the following:

- Full council meetings are to be held by SHDC on skype, the first was on the 13<sup>th</sup> of April where the protocol of the council had to be changed to enable it to go ahead, and so voting could take place. Another meeting was held on the 31<sup>st</sup> of April that lasted nearly five hours.
- Meetings will only be held when it is absolutely necessary. There are already several arranged for the next 8-10 weeks which will take us to the middle of July.
- The Locality Team are now back at work and will be erecting planning application notices, with all neighbouring properties being notified of planning by post whilst the lock down is in place. Delegated authority will be needed by the planning officer before the officer can make a decision.
- Cllr Taylor wished to congratulate the organizers of the cluster groups in all the parishes who have looked after all the residents requiring assistance. A first class job has been done by all. There is a new welfare grant that can be allocated to people in genuine financial need, not just the elderly or vulnerable. The contact at SHDC is Tim Pollard who is looking after our ward.
- The recycling centres are gradually opening but there are very long queues, so please only use if you are prepared for a long wait; and if your trip is really necessary.
- The government has announced a local authority discretionary grant fund which has a value of £2.4 million for SHDC. The fund will be for the councils to administer. SHDC is currently waiting for government guidance on the new fund which should be issued week beginning 11<sup>th</sup> May.

**Open Forum:** (No issues were raised).

**20.37. Declarations of pecuniary and other interests:** Cllr Watts declared an interest as the beneficiary of an Appendix 1 payment (Minute 20.40.a)

**20.38.** The Council considered the following applications:

254	0994/20/LBC	5 Church Street Modbury PL21 0QW	Listed building consent for internal alterations and structural repairs	BK/CW all in favour - <b><u>Support</u></b>
255	0688/20/LBC	Babland Farm Modbury PL21 0SB	Listed building consent for conversion of bars to four self-catering holiday units with associated car parking	BK/MM all in favour - <b><u>No comment</u></b>
256	0681/20/FUL	Babland Farm Modbury PL21 0SB	conversion of bars to four self-catering holiday units with associated car parking	BK/MM all in favour - <b><u>No Comment</u></b>
257	1064/20/LBC	38 Galpin Street Modbury PL21 0QB	Listed building consent for refurbishment and alterations to Existing dwelling	BK/GR all in favour - <b><u>Support</u></b>

258	1129/20/LBC	17 Brownston Street Modbury PL21 0RG	Listed Building Consent to renew aged roof coverings (natural Slates and asbestos) with high grade Spanish natural slates of a light/mid grey colour	BK/JW all in favour - <b>Support</b>
259	0998/20/FUL	Land at SX 692 528, Orchard Farm, Brownston, PL212 0SQ	Provision of Livestock Building.	BK/RW all in favour - <b>Support</b>
260	1059/20/CLE	Swanbridge Mill Modbury PL21 0SP	Lawful development certificate for existing use for buildings constituting a dwellinghouse constructed in excess of 4 years ago (Resubmission of 4211/19/CLE) (MPC formerly had <b>no comments</b> to make)	BK/MM all in favour (bar 1 x abstention) - <b>Object</b> on grounds that this is insufficient evidence provided to prove the case for certificate of lawful use, would like the Planning Officer to prove otherwise.

**20.39 Minutes of Meeting 16<sup>th</sup> April 2020.**

- a) The Council considered the **minutes** (distributed earlier). Cllr Keel proposed, seconded by Cllr Whybrow, and all were in favour that the Minutes be **approved** as a true and accurate record.
- b) The Clerk had circulated the **Appendix II Action Plan** to all councillors prior to the meeting. There were no further updates to be noted.

**20.40. Finance and Human Resources**

- a) The Council considered the payments as listed in **Appendix 1**. Cllr Rosevear proposed, seconded by Cllr Middleton, and all were in favour that all payments be **approved**.
- b) Since the last meeting a new Committee had been formed by residents to eventually take on the new Lease and Manage the new **Palm Cross Allotments**. Cllr West proposed, seconded by Cllr Rosevear, and all were in favour that formation of the **Palm Cross Allotments Management Committee** be **ratified**.
- c) In order to expedite the opening of the new **Palm Cross Allotments** without losing too much more of the growing season, the Council had decided to proceed with a quote of £250+VAT to **rotavate** the new allotment land on the weekend of 9<sup>th</sup> May. Cllr Whybrow proposed, seconded by Cllr Keel, and all were in favour that this decision could now be **ratified**.
- d) The Council had been presented with a quotation from “Back to Nature Gardening & Property Management” for a further year’s **grass cutting** services, and had decided to accept this quotation (which remained the same as last year, even though some changes to cutting areas had been agreed) and proceeded with the first cut of the year. Cllr Whybrow proposed, seconded by Cllr Middleton, and all were in favour this decision could now be **ratified**.
- e) The Council considered the **End of Year Accounts** (including MARS) prior to internal and external Audit. Cllr West proposed, seconded by Cllr Keel, and all were in favour that the accounts be **approved**.
- f) **The Council considered** the following documents and any necessary amendments that had been made as follows:
  - i. **Fixed Asset Register** (& MARS Fixed Asset Register) - The Council considered the amendments that had been made to include new acquisitions. Cllr Whybrow proposed, seconded by Cllr Keel, and all were in favour these amendments **approved**.
  - ii. **Statement of Internal Control** – Cllr Whybrow proposed, seconded by Cllr Keel, and all were in favour this be **approved**.
  - iii. **MPC Risk Management Assessment** - Cllr Whybrow proposed, seconded by Cllr Keel, and all were in favour this be **approved**.
  - iv. **MPC Financial Risk Assessment** - Cllr Whybrow proposed, seconded by Cllr Keel, and all were in favour this be **approved**.

**20.41.** The Council considered the **Annual Governance Statement** for the Annual Return prior to internal and external Audit (as prepared by the Clerk). Cllr Whybrow proposed, seconded by Cllr West, and all were in favour this be **approved**.

**20.42.** The Council considered the **Accounting Statements** for the Annual Return prior to internal and

external Audit (as prepared by the Clerk). Cllr West proposed, seconded by Cllr Rosevear, and all were in favour this be **approved**.

**20.43. Committees and Working Groups:**

- a) **Emergency Support Plan** – Households in Need was now the focus of phase 2 of the Emergency Support Plan during the Covid 19 Lockdown. This was to assist people in genuine financial need as a result of loss of income caused by the loss of their employment owing to the economic shutdown.

The zoom session expired at 7:40pm and was resumed again (with some technical delays) as soon as possible with only the following councillors present: Cllr Watts, Cllr Whybrow, Cllr Keohane, Cllr Woodcock, and 1 member of the public (present previously).

Cllr Keohane wanted to address the fact that the Clerk had submitted her resignation at the end of the previous week, and thanked her for her (almost 5 years') service to the Council. The Council now needed to consider how it was going to find a replacement. The Clerk has given 3 months' notice as required, so would not be looking to leave before the end of July. The Clerk has already prepared a draft advertisement for placing in the Messenger and Gazette which will be circulated to all Councillors after the meeting.

**Meeting Closed: 7:53pm**

**Post meeting note:** As per an email sent to all councillors prior to the meeting, the Clerk would like to announce that some incorrect information that was given at the April Meeting (and which was accidentally omitted from discussion at this meeting); namely, **Minute 20.35.f** expressing the Council's sadness to note Mr Weeks's resignation as Chair of the MAA. This was down to a genuine confusion of the facts when Mr Weeks communicated his decision to step down from all matters relating to the Lease of the new allotment land at Palm Cross. Therefore the Clerk wishes to apologise on behalf of the Council, for any resulting distress or confusion caused by this error; and wishes to put it on record that Mr Weeks has not resigned from his post; and remains the Chair of the Modbury Allotment Association.

**Signed by Chair :**

**Date:**