

# ERMINGTON PARISH COUNCIL

## The Minutes of the Meeting of Ermington Parish Council held in the Reading Rooms on 3 October 2017 commencing at 7.30 pm

**Present:** Cllrs John Kerslake (Chairman), Roy Hartwell, Ian Walsh, Richard Midgley, Di Webley, Susan Martin, Averil Heaton, Patricia Dolman and Marina Auburn

**Also present:** District Councillor T Holway  
T Drew (Parish Clerk)

**Parishioners present:** 12

Cllr Kerslake welcomed new Councillor, Patricia Dolman. Cllr Dolman had signed the Declaration of Acceptance of Office prior to the meeting.

Cllr Kerslake also welcomed Cllr Nicky Hopwood, one of SHDC Executive members who had kindly agreed to attend the meeting to answer questions from councillors and members of the public on the "One Council" proposal to merge South Hams District Council and West Devon Borough Council. Cllr Kerslake explained that the "Public Questions" section of the agenda would be used for this purpose. Cllr Kerslake suggested to those parishioners present that they would, during the same agenda section, have an opportunity to ask questions and give views on the proposals for a new village hall, which had been the subject of a recent series of "Road Shows" organised by the Village Hall Working Group.

### 45/17 APOLOGIES

Apologies received from County Councillor R Hosking and Police Community Support Officer A Potter.

### 46/17 MEMBERS' CODE OF CONDUCT – Declaration of Interests

In accordance with the Code of Conduct, members were invited to declare any personal, disclosable or pecuniary interests including the nature and extent of such interests they may have in items to be considered at the meeting.

None declared

### 47/17

#### (a) Police Report for September 2017

PCSO Andy Potter provided the following report, which was read to parishioners by Cllr Kerslake.

#### Ermington

No reported crime.

#### Lee Mill Ind. Est.

2nd, taking a motor vehicle without the owner's consent, no further Police action CR/075042/17  
4th, possession of a controlled drug CR/083377/17  
26th, offensive telephone call CR/083028/17  
29th, theft of a wallet and mobile phone CR/084043/17

#### (b) District and County Councillor Reports

*County Councillor R Hosking emailed the following report:*

The Fair Funding review for schools has resulted in a proposed increase of £7.5 million for Devon's Schools. Ermington Primary is predicted to receive a 2.3% increase in 2018/19 and 4.7% in 2019/20.

*District Councillor T Holway:*

The main business for the summer period has been about forming one new council by merging with West Devon Borough Council

(c) Public Questions

SHDC Cllr Nicky Hopwood: One Council consultation. Pointed out that South Hams District Council services were already shared with West Devon Borough Council and that the merger would reduce other costs. The predicted budget gaps for the Councils by 2020/21 are £800,000 for South Hams District Council and £1.1m for West Devon Borough Council. Both Councils are linked and one option is to consider a single council which would save £500,000 and then the equalisation of the council tax, which is one issue that all Councillors are struggling with. Band D Council Tax in SHDC was currently £63 less than West Devon and would be increased to the WDBC level. Various options had been published setting out the differing increases if phased over a period from two to ten years. Cllr Hopwood fielded a question and answer session which included the following:

Q. - how would Cllr Hopwood vote?

A. - not decided but would wait until the results of the consultation were known.

Q. - how many departments have been amalgamated?

A. - all departments.

Q. - what would be the benefits of a merger, particularly as it would involve additional work from restructuring?

A. - financial team have analysed the figures and there will be savings. There will be fewer Councillors; currently there are two sets of accounts.

Q. - what are the plans for relocation?

A. - relocation is an issue for the new Council. The current head offices are large and the new offices could be moved to a smaller place. There is no loan against Follaton House.

Q. - consultation has been very poor. Why?

A. - every household should have had a card through their door giving information on public consultation meetings, local councillors were asked to explain it at meetings and there has been a telephone survey.

Q. - why can't WDBC merge with another Council?

A. - WDBC do not share services with any other Council only with SHDC.

Q. - why not hold a referendum?

Cllr Holway - if we have a referendum it will cost £200,000.

Q. - could the vote of each SHDC Councillor be recorded?

A. - agreed this could be done.

Q. - would there be any redundancies?

A. - do not envisage redundancy it would be through retirement.

Q. - how many employees are shared?

A. - do not have figure to hand. SHDC and WDBC would have separate planning committees.

Q. - when would the vote take place?

A. - Tuesday 31 October 2017 at 4.30 pm, at Follaton House, Totnes.

A number of other points were made, including:

WDBC and SHDC are different districts with different priorities which would become diluted if a merger took place. Parishioners should contact their local councillor if further clarification was required.

In looking at the data debt was not the only consideration. Assets versus liabilities were also important.

Cllr Kerslake thanked Cllr Hopwood for attending and clarifying various points.

Parishioners had no comments to make or questions to ask on the Village Hall project following the recent consultation.

Cllr Hartwell – it was agreed the three original chimneys would be kept on the recent Crooked Spire planning application, but the middle chimney has been demolished and a stainless flue is now in situ. Clerk to e-mail enforcement office and copy to Cllr Holway. **ACTION: Clerk**

## 48/17 TO CONFIRM MINUTES

The minutes of the Meeting of Ermington Parish Council held on Tuesday 5 September 2017 at 7.30 pm, as previously circulated, were approved and signed by the Chairman.

## 49/17 PAST SUBJECT MATTERS FOR THE PURPOSE OF REPORT ONLY

34/17 "The Spires" hedge requires cutting – as a result of a resident who did not wish the hedge too low (no lower than 3 meters) it would only be cut annually. There is not a maximum height stipulated.

34/17 Town Hill is not being cut - could clarification be sought? – area on Town Hill will not be cut, only the area around the toilet will be kept tidy.

34/17 Open space in front of "The Spires" development being cut destroying established wildlife habitat. Cllr Kerlake had not taken this up with the developer.

40/17 Drains on the left hand side of Town Hill are blocked. Cllr Hosking

40/17 River Erme erosion update. Cllr Hosking

## 50/17 ONE COUNCIL – PROPOSAL TO MERGE SOUTH HAMS AND WEST DEVON

Cllr Walsh and Cllr Webley attended a recent meeting in connection with the One Council proposal, where concerns were raised about the rise in the precept.

Merger with West Devon Borough Council information had been circulated to Members prior to the meeting and consultation events dates. Discussion ensued and it was agreed unanimously that Ermington Parish Council does NOT support the proposal of creating one new Council. Cllr Kerlake suggested a number of bullet points which the Parish Council would use in its response to the proposal. These were agreed as:

- Consultation had been poor due to a failure to publicise the consultation meetings to all sections of the community.
- No convincing arguments in support of the proposal
- No clear advantages for South Hams
- Not acceptable for South Hams to compensate West Devon for its financial shortcomings, particularly as South Hams has shown financial prudence
- The £0.5m saving is suspect, indeed it is listed as "up to £0.5m"
- Any savings anticipated from relocation needs to take account of the potential difficulties of updating Follaton House to make it marketable given that it is a listed building in a poor state of repair. Similar considerations will apply to West Devon's building.
- When a vote is taken a subsequent report should be published showing the arguments made and the decision made by individual councillors.

## 51/17 ERMINGTON VILLAGE HALL PROJECT

(a) Recommendations of the Working Group following response to feasibility questionnaire (Cllr Martin)

Councillors considered a consultation report issued by the Working Group on 1 October 2017. The Report contained two recommendations and the discussion concentrated on the following recommendation:

"that the next step is for the Parish Council to submit a full planning application for the design proposals, noting that the skills of the Working Group should be used where possible to minimise costs"

Cllr Kerlake invited councillors to make a decision on this pointing out that it was very important that in doing so they had all fully considered all the data, particularly the financial data provided by the Working Group as well as the adequacy of the Group's consultation with parishioners. Cllr Kerlake sought clarification of the cost of tasks required to be undertaken in order to put a planning application together noting that the Working Group had estimated these as £10000 in a document dated 25.01.17 but it was not clear from the consultation documents what items were essential to the application.

## 51/17 ERMINGTON VILLAGE HALL PROJECT (continued)

Councillors agreed that a planning application should now be submitted using the skills available in the Working Group subject to the Group:

- i. Establishing what documents were essential to the planning application, and
- ii. Obtaining three quotes from consultants for the production of these documents for approval by the Parish Council.

The other recommendation in the Report was:

"Parish Council continues recommendations as per the Feasibility Study"

This item was not discussed having been discussed at the Parish Council meeting held on 6 June 2017.

(b) Working Group Terms of Reference for the next phases of the project (Cllrs Kerslake and Walsh)

Cllr Kerslake had circulated a spreadsheet to councillors setting out a form of forward plan for the project. It was designed to clarify the respective roles of the Working Group and Parish Council. It would form the basis of the Terms of Reference for the Working Group. It was agreed that the Working Group and councillors would provide Cllr Kerslake with their comments on the document with a view to discussion of it at the next council meeting.

## 52/17 POSSIBLE TAKEOVER BY ERMINGTON PARISH COUNCIL OF THE PUBLIC OPEN SPACE BELOW "THE SPIRES"

Cllr Kerslake circulated a note to councillors setting out the pros and cons of taking on the land which was being made available to the Parish Council as part of the Section 106 Agreement. The note made particular reference to the costs and potential risks involved and invited councillors to make a decision. Cllr Kerslake reminded the Council that the liability would be in perpetuity and the Parish Council would be required to maintain the land in accordance with the conditions attached to the Landscape Plan put in place as part of the planning conditions for the Spires development. Cllr Kerslake confirmed that the developer had confirmed that the maintenance of the drainage system would be the responsibility of South West Water.

The Council decided that the decision should be deferred until the November meeting and that South West Water should be approached to confirm in writing that it would indeed be responsible for maintenance of the drainage system. The timetable would also allow members of the parish to provide a view and enable detailed costings on maintenance to be provided following a request for this some weeks ago. It was suggested and agreed that liability/trespass insurance quotes would be obtained to cover the Council's liabilities if it took on the land. ACTION: Cllrs Kerslake/Walsh/Parish Clerk.

## 53/17 PLANNING

### Planning Applications:

*Planning Reference: 3057/17/FUL*

*Proposal: Application for replacement agricultural storage barn and erection of 2 poly tunnels (resubmission of 2397/16/FUL)*

*Address: Havenfield Farm, A3121 East Of Totnes Road, Ermington, Devon, PL21 0LQ*

*Recommendation: Support*

*Planning Reference: 2767/17/FUL*

*Proposal: Conversion of barn to dwelling*

*Address: Linhay Barn, Budlake, Ermington, Ivybridge, PL21 9NG*

*Recommendation: Support - Subject to adequate protection of the barn owl colony and other ecology*

*Planning Reference: 2208/16/FUL*

*Proposal: READVERTISEMENT (Revised Plans Received and change of description) Demolition of existing bungalow, erection of 38 dwellings, provision of new access and erection of 3m high, solid timber acoustic fence on boundary with A38 and changes to the access and car parking provision within Woodlands Veterinary Surgery*

*Location: Land at Sx 621 558, Cornwood Road, Ivybridge*

*Recommendation: No comment*

**53/17 PLANNING** (continued)

Planning Decisions:

APPLICATION NUMBER: 1418/17/FUL Ermington  
LOCATION: Cleeve Farm, Ermington PL21 0LP  
APPLICANT NAME: Mr & Mrs Nigel and Christine Adams  
PROPOSAL: Erection of an agricultural building  
DECISION: Conditional Approval

APPLICATION NUMBER: 1424/17/FUL Ermington  
LOCATION: Cleeve Farm, Ermington PL21 0LP  
APPLICANT NAME: Mr. & Mrs Nigel and Christine Adams  
PROPOSAL: Erection of agricultural building  
DECISION: Conditional Approval

APPLICATION NUMBER: 1426/17/FUL Ermington  
LOCATION: Cleeve Farm, Ermington PL21 0LP  
APPLICANT NAME: Mr. & Mrs Nigel and Christine Adams  
PROPOSAL: Erection of an agricultural building  
DECISION: Conditional Approval

Appeal Decisions:

Planning Inspectorate APP/K1128/D/17/3178034: 2 Erme Bridge Cottages, PL21 9NN - appeal is dismissed.

**54/17 FINANCE**

**PAYMENT(S)**

- Caretaker cost – 17 August 2017 – 16 September 2017 (inclusive)	£17.50
- Clerk cost – September 2017	£514.88
- EDF Energy – monthly Direct Debit – September 2017	£19.00
- Grant Thornton – 2017 annual audit of accounts	£240.00
- Devonia Webdesigns – website training for Clerk & Cllr Midgley	£50.00

**RECEIPT(S)**

- Hire of Reading Rooms – Wednesday Group	£88.00
- South Hams District Council – Precept	£12,014.00
- Hire of Reading Rooms	£7.50
- Ermington Aspires – money received from Cllr Martin re. fund raising event for village hall (cake stall at Village Fair)	£205.00

**GRANT REQUEST(S)**

- South Hams CVS	£100.00
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Councillors agreed to purchase a Remembrance Day poppy wreath. **ACTION: Clerk**

**Treasurers Account – Balance £88,905.30 as at 15 September 2017**

**Business Account - Balance £8,388.99 as at 11 September 2017**

## 55/17 CORRESPONDENCE

- Email 11.09.2017 - Road Closure: Ivybridge Road, Ermington
- Email 11.09.2017 - SHDC Shares Kingsbridge Quay Consultation Feedback
- Email 14.09.2017 - Plymouth and South West Devon Joint Local Plan
- Email 19.09.2017 - Crownhill Cross to Strode Cross
- Email 21.09.2017 - S106 Contributions and CRPF Applications
- Email 20.09.2017 - Devon Highways - Parish & Town Council Conferences 2017 - Save the date!
- Email 24.09.2017 - WARNING: Portuguese man o' war seen in the River Dart
- Email 25.09.2017 - South Hams & West Devon Council News - South Hams District Council Update
- Email 26.09.2017 - Recycle Week 25th September - 1st October
- Email 26.09.2017 - South Hams Chairman Raises £2801 for Epilepsy Charity
- Email 26.09.2017 - Funding for Ivybridge Housing Scheme Gets the Go Ahead
- Email 27.09.2017 - Ridge road – e-mailed to Cllr Hosking
- Email 28.09.2017 - Devon Smokefree Alliance newsletter – information displayed on noticeboard
- Email 28.09.2017 - Supporting the work of South Hams CVS in your Parish next year
- Email 02.10.2017 - from Parishioner Mr Holliday - One Council
- Email 02.10.2017 - 3057/17/FUL Havenfield Farm, Ermington, Additional information related to drainage report
- Email 02.10.2017 - Village Hall proposal - Aspires Roadshow – from Mr D Onley - Councillors were circulated the e-mail.

Cllr Holway was thanked for attending the meeting and left at 8.36 pm.

The meeting closed at 10.15 pm.

The next Parish Council Meeting will take place on **Tuesday 7 November 2017** at **7.30 pm** in the Reading Rooms, Ermington.

Signed:   
(Ermington Parish Council Chairman)

Date: 7 November 2017

Minutes can be viewed on the Ermington Parish website - <http://www.ermingtonparish.com/parish-council/archives/>

Ermington Village Hall, Architectural Tasks for up to Planning Submission

25.01.17 - GE

Task	Steve Hitch	Grant Elliott	Steve Bromley	Consultant	Estimated Cost (Excluding VAT)
Architectural Drawings	Yes				£0.00
Design & Access Statement		Yes			£0.00
Perspectives / Visualisation		Yes		SH will also get quote from consultant	£0.00
Landscape Drawings				Yes	£2,000.00
Flood Risk Assessment / Drainage Strategy				Yes	£2,000.00
Arboricultural Survey				Yes	£1,500.00
Ecology Survey				Yes	£1,500.00
Transport Statement				Yes	£2,000.00
Principal Designer (CDM Regs)		Yes			£0.00
Cost Review			Yes		£0.00
Application Submission		Yes			£0.00
<b>Sub Total</b>					<b>£9,000.00</b>
Application Fee					£770.00
Printing, etc for Application / Consultations					£230.00
<b>Sub Total</b>					<b>£1,000.00</b>
<b>GRAND TOTAL</b>					<b>£10,000.00</b>

### Planning Fee

Application Fee is £385.00 for each 75sqm or part thereof.

Building Area = 258sqm.

There is also a 50% reduction for the application being made by a Parish Council.

### Calculation

$$258/75 = 3.44 = 4$$

$$£385.00 \times 4 = £1,540.00$$

$$£1,540.00 \times 50\% = £770.00$$

### Note

No VAT payable on planning application fees



TASKS

Working Group	Parish Council
WG1. Provide a report to the PC on the outcome of consultation with parishioners on the project design and costs with recommendations on whether or not to proceed with the project	PC1. Consider the WG recs and decide whether or not to proceed with the project,
WG2. If the Parish Council decides to proceed: Prepare a planning application for approval by the Parish Council	PC2. Agree planning application
WG3. Submit an agreed planning application on behalf of the PC and report the outcome to the Parish Council together with suggestions for any modifications required.	PC3. Authorise any modifications required.
Post Planning Approval	
	PC4. Arrange purchase of the Recreation Ground
WG4. Recommend members of a Fund Raising Group and prepare a presentation to potential grant providers and plans for fund raising events.	PC5. Agree presentation material, fund raising plans and FRG membership
WG5. Proceed with Fund Raising	
WG6. Prepare loan application documents for the Parish Council	PC6. Agree loan application documents.
	PC7. Submit loan application
WG7. Prepare a set of Employers Requirements on which to Tender for the appointment of an Employers Agent	PC8. Agree draft.
WG8. Recommend candidates to approach in respect of WG7.	PC9. issue invitations to tender
WG9. Assist PC in the evaluation of Tenders	PC10. Appoint an Employers Agent
WG10. Prepare a set of Employer's requirements on which to tender for the appointment of a Design and Build Contractor	PC 11. Agree draft taking advice from the Employers Agent
WG11. Recommend candidates to approach in respect of WG10.	PC12. Issue invitations to tender at a point appropriate to the level of funding promised or received and taking advice from the Employers Agent
WG12. Assist PC in the evaluation of Tenders involving the Employers Agent in the process	PC13. Appoint a Design and Build Contractor Contractor
	PC14. Authorise contractors to proceed when funds realised
	PC15. Regular Liaison with contractors during the build
WG13. Research and make recommendations to the PC on the options for the management of the village hall.	PC16. Consider staffing/infrastructure issues arising from hall management requirements.
Ermington Parish Council – October 2017 minutes	Page 9 of 9 PC17. Report staff/infrastructure requirements