

Annual Parish Council Meeting of Ermington Parish Council

All members of Ermington Parish Council are hereby summoned to attend the Annual Parish Council Meeting on **Tuesday 23 May 2023 at 8.00 pm**, to be held in Ermington Reading Rooms for the purpose of transacting the following business.

Members of the public are welcome to attend.

Teresa Drew

Clerk to Parish Council

Date: 17 May 2023

AGENDA

1. Election of Chair (and the signing of the Declaration of Acceptance of Office)
2. Apologies for absence
3. Declarations of members' interest(s) in respect of any item on this agenda. Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at South Hams District Council within 28 days of the change.
4. Vacancies for five Parish Councillors - to consider and, if agreed, approve any applications for co-option onto the Council
5. Report from Devon County Councillor Dan Thomas including outstanding items from past meetings
 - Public footpath gate entrance opposite Plantation House
 - A3121 Speed limit (variation of DCC policy)
6. Report from District Councillor
 - Ash trees in Ermington Play Park – still waiting for a response from Rob Sekula at SHDC
 - Fume/Air quality test around Ermington Primary School
7. Public Open Forum - Questions and comments from members of the public to Parish Councillors, County & District Councillors (**a period of not more than 15 minutes**). After the public open forum members of the public are asked to respect the fact this is a meeting to conduct council business after which the public may not speak – thank you.
8. (a) Election of Vice-Chair
(b) Election of Committees: -
 - Planning (all Councillors)
 - Parish Rooms maintenance (all Councillors)
 - Finance (RFO & 2 Councillors)(c) Election to outside associations: -
 - Churchyard (1 Councillor)
 - Ivybridge & District Association of Local Councils (1 Councillor)(d) Parish Tree Warden
- (e) Footpaths (1 Councillor)
- (f) Snow Warden(s) (2 Councillors – village and remainder of parish)
- (g) Road Warden (Chapter Eight Trained)
- (h) Defibrillator checks (1 Councillor or parishioner)
- (i) Web Site Maintenance - DB Computer Repairs website maintenance monthly increase with effect from 1 June 2023, £45 per month
- (j) Salt/grit bin checks - Penquit, Endsleigh, Marjery Cross, Westlake and three grit bins in the village (1 Councillor)
- (k) Devon Air Ambulance light and site checks
- (l) Parish Council Facebook Maintenance
- (m) River Warden
- (n) Review of hire cost for the Reading Rooms – currently hourly rate:

Hire charge per hour	£6.00 per hour.
Hire charge for booking 4 hours or more	£20.00
Hire charge for the day	£35.00
- (o) Parish Councillors were made aware of the requirements of the Local Government Act 1972 Schedule 12 10(2)(B) wherein it states that: *“Three clear days at least before a meeting of a parish council a summons to attend, the meeting, specifying the business proposed to be transacted at the meeting and signed by the proper officer of the council, shall be left at or sent by post to the usual place of residence of every member of the council.”* The Parish Councillors to RESOLVE to receive such agendas, minutes and other documentation by email duly sent to the email address provided. Such service of documents by email will therefore be deemed to have taken place, unless a Councillor notifies the Clerk that such has not or cannot be received and requests a hard copy.

9. Resolve to approve Parish Council Meeting minutes of 4 April 2023 (as previously circulated)

10. Ermington Environmental Group

- Ermington Environmental Group hire charge for use of the Reading Rooms for their meetings
- Erme Climate and Biodiversity Plan - ongoing
- Ermington Parish Council website – link request (approximate maximum cost of £200)

11. Rivers Erme - Cllr Dunlop

- Joint funding

12. Planning - Councillors to view planning applications on SHDC website prior to meeting

To comply with consultation time limits, planning applications received after agenda publication may be considered at the meeting and any recommendations ratified at the subsequent meeting.

Reference: 1323/23/FUL

Proposal: Installation of handrail to footpath in churchyard

Site Address: St Peter and St Paul's Church, Church Street, Ermington

Reference: 0847/23/ADV

Proposal: Advertisement consent for Totem Company Signage measuring 3.985mtrs (height) x 2mtrs (width) x 0.18mtrs (depth)

Site Address: Lee Mill 2, North Road, Lee Mill Industrial Estate, Lee Mill, PL21 9PE

Reference: 0848/23/ADV

Proposal: Advertisement consent for free standing Totem Company Signage measuring 2.4mtrs (height) x 1.12 mtrs (width) x 0.18mtrs depth

Site Address: Lee Mill 3 Unit 2 Central Avenue, Lee Mill Industrial Estate, Lee Mill, PL21 9PE

Reference: 0846/23/ADV

Proposal: Advertisement consent for freestanding Company name Totem Signage measuring 2.4mtrs (height) x 2.4mtrs (width) x 0.18mtrs (depth)

Site Address: Unit 1 Central Avenue, Lee Mill, PL21 9PE

Reference: 1107/23/HHO

Proposal: Householder application for garage conversion & link extension (resubmission of 3508/22/HHO)

Site Address: Woodcock Barn, Burraton, PL21 9JZ

Planning Application Withdrawn

APPLICATION NUMBER: 0429/23/FUL 230429

PROPOSAL: Provision of manege

Planning Decisions

APPLICATION NUMBER: 0324/23/HHO Ermington

LOCATION: The Roost, Clickland Farm Ermington PL21 9JY

DECISION: Conditional Approval

APPLICATION NUMBER: 0907/23/PIP Ermington

LOCATION: Land West of Park Hill Cottages Chapel Street Ermington

DECISION: Refusal

APPLICATION NUMBER: 1227/23/ARC Ermington

LOCATION: Richmond Place Central Avenue Lee Mill Industrial Estate Lee Mill

DECISION: Discharge of condition Refused

13. Finance

i) To note bank balances – Business Account as at 09 March 2023 - £46,012.45
Business Account as at 11 April 2023 - £46,042.57
Treasurers Account as at 13 April 2023 - £64,133.65

ii) Receipt – Bank Interest (Business Account) 09/03/2022 - £21.67
Bank Interest (Business Account) 11/04/2022 - £29.12

13. Finance (continued)

iii) Payments – resolve to make the following payments:

Description	Gross	VAT	Net
Parish Clerk – April 2023 salary	£721.20	-	-
DB Computer Repairs – April 2023 maintenance charge for parish council website	£40.00	-	-
TJ Electrical – PAT Tests Reading Rooms	£70.00	-	-
Internal Auditor	£74.90	-	-

(iv) Grant Request(s) – None

(v) To approve the Financial Statement and Earmarked Reserves

(vi) Review spend against budget 2023/2024 to date

(vii) Annual Internal Audit 2022/2023 - to receive the Internal Auditor's Report

(viii) To approve End of Year Accounts 2022/2023

(ix) To confirm the dates for the period for the exercise of public rights = 5 June – 14 July 2023

14. Annual Governance & Accountability Return Section 1 2022/2023 - to approve and sign document

15. Annual Governance & Accountability Return Section 2 2022/2023 - to approve and sign document

16. New defibrillator installed near Ermington Store & More, purchased by the Village fund – Village Fund request for the Parish Council to pay for the annual maintenance cost of £126.00 with a minimum contract of four years.

17. Review Parish Council's Register of Assets

18. Review Asset Register Policy

19. Email address for Parish Councillors

20. Reports on allocated areas of responsibility:

- a) Church Liaison = **Cllr Owens**
- b) Ermington Park
- c) Climate Change and Biodiversity = **Cllr Onley**
- d) Road Warden Scheme = **Cllr Creese**
- e) Assessment of Parish Footpaths = **Cllr Owens**
- f) Footpath from Higher Keaton to Fernham = **Cllr Owens**
- g) Community Speed Watch = **Cllr Dunlop**

21. Correspondence to note

22. To confirm date of the next Parish Council Meeting to be held in the Reading Rooms

Under the Openness of Local Government Bodies Regulations 2014 people may film, record, tweet, or blog from parish council meetings. The use of any images or sound recordings is not under the Parish Council's control. The Parish Council kindly ask that anybody intending to record the meeting, inform the Chair prior to the meeting. The Parish Council meetings may be recorded by the Clerk.

Agenda and minutes can be viewed on the Ermington Parish website.

<http://www.ermingtonparish.com/parish-council/archives>

To report issues to the local Police. Members of the public who have a non-urgent matter to bring to the attention of their Local Policing Team, the easiest way of contacting them is.

<https://www.devon-cornwall.police.uk/your-area/teams/ivybridge/Overview>

or the contact form: <https://www.devon-cornwall.police.uk/your-area/teams/ivybridge/Contact>

To report highway issues - <https://www.devon.gov.uk/roadsandtransport/report-a-problem/>

Devon road works completed, current and future - <https://apps1.wdm.co.uk/Live/Devon/PBLC/PIP/Map.aspx?cg=sws>