

Minutes of the Parish Council Meeting  
held in the Village Hall on  
19<sup>th</sup> September 2017 at 7.30pm

**Present**

Councillor Rob Brown (Chairman)  
Councillor John Bowden (Vice Chairman)  
Councillor Michael Folland

Councillor Yvonne Isaac  
Councillor Karen Bryant  
County Councillor Andrew Saywell

**Item 1** Apologies for absence.

Apologies were received from Councillors Tina Jafrate ,Martyn Hookway and District Councillor Rose Lock.

**Item 2** Minutes of the Parish Council meeting held on 18<sup>th</sup> July 2017

The Minutes of the previous Parish Council meeting were read and signed as correct.

**Item 3** Declaration of Interests.

There were no interests declared.

**Item 4** The Chairman will invite any members of the public present to raise any matters of concern with the Parish Councillors.

There were no members of the parish present.

**Item 5** Matters arising from the previous Parish Council Meeting held on the 18<sup>th</sup> July 2017

A welcome was extended to Anderw Saywell County Councillor who came as a visitor to the Parish Council meeting.

- Highways. Update of meeting with Devon County Councillor and Highways representative. Councillor John Bowden and Councillor Rob Brown met with County Councillor Andrew Saywell and two members of the Highways team to discuss several issues relating to the poor condition of the roads in the Parish. The meeting was very informative. Andrew Saywell commented that he was pleased that he was able to facilitate the meeting which had improved the communication between the parish council and the Highways Officers.

The main issues addressed were:-

1. The poor condition of the main road leading into the Village (West Road).  
£10,000 has been eared marked for the repair of this road. If the contractor accepts this amount as adequate to complete the work it should be down sometime next year.
2. The poor condition of the road leading to Beaford (Triggers Hill) Only two thirds of the road was repaired leaving the remainder in a poor state of repair and therefore used little by the Villagers.  
Since the meeting residents of Roborough have received notification that there would be large and slow moving vehicles using Triggers Hill to allow Western Power to carry out work. Councillor John Bowden asked County Councillor Andrew Saywell was this why only the first section of the road repaired? Andrew Saywell informed the Council that he would look into this.
3. The blocked drain on Rapson Hill continues to allow running water to cover the road. Drains should be cleared every 3 years. Councillor Saywell will investigate if it should have been cleared on the 1<sup>st</sup> September.

- Update on new Web Provider

Councillor Tina Jarate sent a written update of the progress of obtaining a new website:-

- I have touched base and spoken with the MD, Nigel Hillier at [Visionict.com](http://Visionict.com), who are the preferred and best option in building the new website. The outcome of my conversation is as follows:
  - [Visionict.com](http://Visionict.com) do not host existing websites and therefore a new website and design would need to be built to meet the Transparency Code and for the website to be managed and maintained. Yearly maintenance fee applies.
  - Should Roborough Parish Council wish to keep the existing website domain name of '[Roboroughnorthdevon.co.uk](http://Roboroughnorthdevon.co.uk)' [Visionict.com](http://Visionict.com) confirmed, that there will only be the ability to build a new website and then overlay the existing Roborough Parish Council website. This therefore does not give the ability to amend, change or update the website ourselves going forward.
  - Training on the new website design is available. This would be a 1/2 day training session at a cost of £225.00 + VAT and [Visionict.com](http://Visionict.com) are willing to train our clerk and myself for the same fee. There is an additional expense, which I am not sure has been accommodated for within the Training budget, and this is the [Visionict.com](http://Visionict.com) Trainers travelling expenses for petrol/diesel from Exeter to Roborough at 0.45p per mile.
  - [Visionict.com](http://Visionict.com) will accept an email(s) of all past, present and future Parish Agenda's, Minutes and supporting papers to upload onto the new website once designed.
- I have reviewed the example links provided by [Visionict.com](http://Visionict.com) of other Parish Council website designs and I have formed a view/opinion of what is and can be achievable in support of the 'look and feel' of the new Roborough Parish Council website design.
- I contacted Pat and Graham Bartlett prior to their move, and I have now obtained the existing website design details, username and password to allow for [Visionict.com](http://Visionict.com) to gain access to the Roborough Parish Website. I also received from Pat and Graham a list of contacts and email address from others who publish on the Roborough Parish Council website. A printer has been purchased with the money from the Transparency grant by Councillor John Bowden.

It was agreed unanimously to proceed with VisionC.com as web provider, meet the training costs and inform the existing users. **AP1** Councillor Rob Brown and Clerk will draft a letter to be sent to all existing users. It was suggested that the new domain name could be : **RoboroughNorthDevon.org.uk** if available.

- Financial report (Clerk).

NatWest Current ac           £4,020.69

Natwest Reserve ac         £ 378.91

NS&I AC                         £ 1691.79

The second half of the parish precept will be in the account by the end of the month.

- 106 Document relating to the RPCAL planning application.  
Councillor Brown reported that a few modifications to the 106 document has been done by the Parish Councils solicitor. Torridge District Council have also suggested that the wording of the document, in relation to the recreational area should also be modified to ensure that the recreational facilities are carried out before occupation of the Housing development.
- Future Defibrillator Training (Clerk)

The cost of the defibrillation training would be approximately £200. At present there are only 5 Parishioners interested in being trained. It was agreed unanimously that the Clerk contacts them and explain that the training would be postponed until the spring when there may be more interested parties which would make it cost effective to run the course. **AP2**

#### **Item 6 Correspondence since 23<sup>rd</sup> May 2017**

Devon Association of Local Council Annual report.

Email (cc'd) from RPCAL asking for urgent signing of the 106 document.

Email (cc'd) from Torridge District Council Solicitor suggesting modification of wording relating to the recreation facilities before the 106 could be signed.

Email from TTVS- Invitation to The Annual General Meeting.

#### **Item 7 New business**

##### **a, Planning applications**

Ref 1/0650/2017/FUL

Proposal: Change of use of land to allow stationary of one mobile "Shepherds Hut" for holiday letting. Use in association with existing holiday business. "No Place"

Location: "No Place" Eberly, Torrington

##### **b, Cheques for signature**

|                   |               |                   |
|-------------------|---------------|-------------------|
| <b>HP Printer</b> | <b>£49.99</b> | <b>Cheque 436</b> |
|-------------------|---------------|-------------------|

##### **c, County Councillors Report**

County Councillor Andrew Saywell began his report by thanking the parishioners of Roborough for electing him in the recent elections and stated that he intends do his best to serve the people of his ward. Councillor Saywell is a Devonian and lives in rural Devon. He has had previous experience as District Councillor for Torridge District Council and knows the area well.

His main Priorities are:-

- Highways and highways related issues and is willing to address any concerns raised by Parishioners with the Highways department.
- Education and funding for rural schools.
- State of the NHS in Devon. Some progress has been made in as much that the maternity unit and the Accident and Emergency department stay at North Devon District Hospital.
- Regeneration of Torrington. Since the closure of all the banks in Torrington it has been agreed to place ATM cash machines in South Street carpark and in the Hardware shop. Councillor Saywell has also been in communication with the Regeneration Officer / Economy Officer in relation to the development of the Creamery site.
- Broadband. Councillor Saywell is aware of the problems of poor mobile telephone and broadband signals and is in communication with Airband wireless provider. Any problems experienced can be reported to Andrew as this gives more evidence of the problem. Any appropriate evidence may influence improvement.

##### **d, Town and Parish Fund allocation**

There is approximately £250 available from the Town and Parish Fund. As the Village Hall is the only body which meets criteria for the fund in the Parish, the Village Hall Committee will be

asked to put forward a claim in conjunction with Little Torrington Village Hall. **AP3** Clerk to raise the subject with Village Hall committee.

**e, Removal of Elm Tree due to Dutch Elm Disease**

The Elm tree which is situated near the defibrillator Kiosk has Dutch Elm disease. Ownership of the parcel of land on which the tree is growing is unknown. Councillor Rob Brown and County Councillor Andrew Saywell have been in communication with Devon County Council Tree specialist who have agreed to take down the tree as it is considered a danger to the highway. This will be done within the next few months. Councillor Rob Brown thanked County Councillor Andrew Saywell for his assistance in resolving this matter.

**f, Air Ambulance night landing equipment**

The Parish Council are considering putting night landing lighting for the Air Ambulance in the Village. The area for night landing facilities could be the Playing field or the cricket pitch. Before a decision can be made several enquiries have to be made. **AP4** Councillor Yvonne Isaac to contact District Councillor Rose Lock and find out who the contact person is to find out if grants are available from Torridge District Council. **AP5** Councillor Rob Brown to contact the Devon Air ambulance and ask for a site visit to ascertain the best position for a night landing area.

**Item 8** Date of next meeting

November 21<sup>st</sup> 2017

Meeting closed at 2045hrs