

# STRETE PARISH COUNCIL

Clerk: Mrs Helen Darch

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## MINUTES OF A MEETING OF STRETE PARISH COUNCIL (PC) HELD IN STRETE PARISH HALL ON THURSDAY 19 MARCH 2020 AT 7.00 PM

### PRESENT

Cllr Kate Gill, Chairman (KG); Cllr Louise Newman (LN); Cllr Ian Cumberlidge (IC); Cllr Ralph Clark (RC); Cllr David Rothwell (DR); Cllr Graham Campbell (GC); Cllr Peter Hales (PH); Cllr Julian Brazil, County Councillor, Kingsbridge Division (JB); Mrs. Helen Darch – Clerk.

### PUBLIC FORUM

Two members of the public attended the meeting. The public forum was put back to item 4 on the agenda because of the subject matter being discussed.

### COUNTY COUNCILLOR'S REPORT

JB gave an account of the Coleridge Association meeting held on 26<sup>th</sup> February. The monument was discussed but one of the parish responses needed to go forward, that of East Allington, was outstanding as they canceled their parish meeting on Wednesday. The plan now is to hand over the responsibility for maintenance of the monument to Strete Parish Council who will liaise with the Field Studies Council to establish a regime for its upkeep.

The coronavirus [COVID-19] emergency was then discussed. JB noted that parishes were well ahead of the county and district councils in their responses. At the moment a local approach works better if all local needs are identified. This should include the outlying parts of the parish. South Hams District Council's liaison with the parishes would be Sandra Harrison. JB advised the Clerk supply a name, number and email contact for communications with higher tier authorities. In this way any information can be cascaded down to parishes from the county and district councils.

The latest information was that the peak of the pandemic in the UK was expected to be late June. Government advice was to stay put to prevent the spread of the virus.

IC mentioned concerns expressed by a few parishioners over paying their council tax especially in the uncertain economic environment. JB thought a hardship fund was being set up and this would be confirmed. He also thought business rates would be waived for 2020/21.

### DISTRICT COUNCILLOR'S REPORT

JB noted there was nothing extra to add from the district council. JB offered his assistance if anything needed to be done. He then wished everyone well and left the meeting.

**0320/1 APOLOGIES** – Cllr Richard Foss, District Councillor, Allington & Strete Ward (RF).

**0320/2 MINUTES OF THE PREVIOUS MEETING HELD ON 20 FEBRUARY 2020**

The above minutes were AGREED as a true and correct record and were signed by the Chairman.

**0320/3 DECLARATIONS OF INTEREST**

Parish Councillors were invited to declare any unregistered or other interest, including the nature and extent of such interests they may have in any items to be considered at this meeting. **None were declared.**

**0320/4 REPORT AND ACTION PLAN ON COVID-19 OUTBREAK**

The meeting was closed to allow members of the public to speak.

KG read out her report.

'As a number of our community are self-isolating due to age or health concerns here are some practical suggestions that can be achieved easily for all of us.

Coronavirus – safeguarding the health of our community at large.

Thank you to everyone who has volunteered their help and advice. At risk of you getting bored with advice – here are some simplified suggestions.

Carefully risk assess your surroundings for your own and others' wellbeing.

Distance – two metres is the distance you stay away from people you meet and talk to. That is to prevent infected droplets of spittle being transferred. Do not shake hands. Keep contact with friends and family by telephone.

Hygiene – using soap and water wash your hands thoroughly including between the base of your fingers, around any rings you might wear and your wrists. Use antibacterial wet wipes to clean surfaces that might be contaminated by someone who is carrying the virus.

Symptoms – use a thermometer to take your own temperature to see if you have a fever brewing. If you do, self-isolate then tell your nearest and dearest you might be developing the symptoms. If you develop a dry cough following your high temperature, get advice from 111 and take it.

Food – shop- you do not have to drive out of the Village for groceries, milk, fruit and vegetables, papers, prescriptions and other essentials. They are abundantly available from Andrew and Monica Pound. They are creating a system for deliveries. Their phone number is 01803 770225.

Food again – ready made meals and takeaways. Katy and Rob Hitchen who live in Strete and own the Boat House Torcross are operating a drive by service. Their number is 01548 580747.

Contacts – contact Dartmouth Caring on 01803 835384 if you need special help or feel lonely. Please watch out for notices, posters, lists of helpers to ring.

Information will be available on our Strete website and posted on the usual noticeboards. We will keep you updated by leaflet and telephone as requested.

Handy numbers again: 01803 770225 for the Shop, 01803 835384 for Dartmouth Caring, 01548 580747 for The Boathouse.

Keep Safe.'

GC suggested the notice include something on the over 70s and isolation. PH asked for confirmation on the purpose of the meeting.

Belle Harris spoke. She asked how we would contact the most vulnerable and suggested there be a volunteer coordinator to handle approaches. The criterion to approach people should be merely those who have chosen to self-isolate. However, she also warned that the 'oldies' in her experience don't want to be perceived as weak and vulnerable. A person to chat with is most important and out of that should come needs and other issues. Maybe people should be offered something to do such as craft or baking and so they can do something for others which gives them a sense of purpose. Also, many older people won't have technology that allows them to keep in touch. Could the parish increase the frequency of the Stretewise magazine so people are kept up to date even if it is a small publication?

RC suggested a round robin letter go out to the parish with everything in it. The council need to act swiftly to prevent panic.

Andy Pound gave a report. He had been busy enrolling volunteers to do deliveries around the Village and had over fifteen to date. There was a leaflet sketched out with what the Shop can offer to self-isolating customers. He had also liaised with Dartmouth Caring on what is planned. GC commented that Dartmouth Caring are already involved in Strete and have an infrastructure well-established for help and assistance. Belle Harris asked how people could get in touch with Dartmouth Caring. GC replied that Dartmouth Caring had already contacted 194 people in the area and will try get hold of others.

KG then read out Andy Pound's leaflet.

'The Village Shop

**Strete Post Office and Stores**

**If you are self-isolating due to the coronavirus (COVID-19) or another reason**

**WE CAN HELP**

**We will deliver groceries, coal, logs, sticks, papers etc.**

**WHATEVER YOU NEED IF WE HAVE IT**

**We have volunteers who will walk your dog, collect prescriptions etc.**

**IF NEEDED PLEASE ASK ON 01803 770225 THE SHOP PHONELINE**

**PLEASE RING BY 3PM THE DAY BEFORE ESPECIALLY IF YOU WANT FRESH BREAD**

**DEPENDENT ON DEMAND WE WILL LET YOU KNOW WHEN YOU TELEPHONE ROUGHLY WHAT TIME WE WILL DELIVER AND HOW YOU CAN PAY**

**If you need to take money out of the Post Office please ask.**

**Yours Andrew and Monica Pound.**

**LET'S PULL TOGETHER AS A VILLAGE'**

In the discussion which followed, it was decided to combine the report of the Chairman and the leaflet produced by the Village Shop. This would be put out as a joint leaflet to all households in the village.

**Resolved: Information would be sent to the Clerk who would put it all together and get a leaflet out by the weekend to the households. The number would be based on the print run for the Neighbourhood Plan.**

**Resolved: Printing would be done by the Clerk and RC who offered some of his print capacity. Distribution would be undertaken by volunteers who could include the individuals who delivered the Neighbourhood Plan or maybe the Stretewise distributors.**

GC suggested that the offer of telephone befriending be added to the mailshot. DR remarked that when deliveries were being made it would be an opportunity to talk with people as well. LN remarked when putting together the leaflet to remember that some under 70 would also be self-isolating. Also, to include something in the leaflet on helping and being helped by neighbours.

**Resolved: Andy Pound offered to give a list of volunteers to the Clerk. GC will let Dartmouth Caring know what is going on and make sure there is no duplication.**

**Resolved: RC will keep a watching brief on the website to update it and also let all know when there is email contact.**

DR suggested it would be a good idea to review things as they develop. A single point of contact should be nominated. It was suggested it would be Andy Pound for the Shop.

Andy Pound and Belle Harris left the meeting and the meeting was then reopened.

**0320/5 PLANNING AND PLANNING MATTERS**

**0562/20/TCA T1: Turkey Oak - Overall crown reduction by 2m.** The Retreat Totnes Road Strete Dartmouth TQ6 0RU. IC noted this was not the first time the Turkey oak had been crowned and he saw no objection to the proposed works. **It was resolved to support the works in the application.**

**0320/6 (a) FINANCE**

The Clerk supplied the meeting with a list of cheques for payment. One late cheque 1705 was added to the agenda for strimming works done by Mr Chris Ellis. This was agreed in the meeting.

1700 – Helen Solomon Ltd – Clerk payroll September 2018 to February 2020 inclusive £97 plus VAT.	1701- Strete Parish Hall hire February £30.
1702- Clerk salary March £249.	1703 – Clerk expenses October to February inclusive £80 reclaim of broadband costs for service in the Hall.

1704 – Devon Waste Collection - £40 plus VAT to collect and destroy confidential documents.	1705 – Mr Chris Ellis strimming £75.
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It was proposed and **AGREED** by all present to authorise payments as enumerated above.

**0320/6(b) FINANCE**

A monitoring report for the year to March 2020 had been circulated already along with a cashflow projection. The latest projection of 2019/20 to the end of March 2020 gives CR 4,984.93. It was agreed the latest monitoring should be published on the noticeboards. **Resolved the Clerk would provide the monitoring statements for the boards and website.**

**0320/6(c) FINANCE**

Cash at bank – £5,460.33 CR Current account at 10/03/20, £10,292.17CR Business Reserve account at 10/03/20.

**0320/6 (d) FINANCE.**

**The Clerk is still to update the budget ‘in neat’ and circulate it.**

**0320/7 FUTURE MEETINGS AND OPERATION OF THE COUNCIL DURING THE PANDEMIC**

The Clerk sketched out some protocols for the operation of the Council during the pandemic. At the moment in law Councils cannot meet remotely and make decisions. However, this may change. The Clerk is in contact with the SLCC and DALC on developments. The emergency means that the annual parish meeting of electors may not be able to take place in April as originally scheduled. However, there is leeway on when this meeting must take place which is from the 1<sup>st</sup> March to 1<sup>st</sup> June.

The Annual General Meeting [AGM] of the Parish Council must take place in May. Both annual meetings can be held back until May and take place then.

**Resolved: The Clerk keep an eye on developments and liaise with the SLCC and DALC to keep abreast of developments. Then to let the councillors know what is decided on how and when meetings can take place. At present the Council is still to assume the next meeting of the council will take place on 16<sup>th</sup> April. The annual meeting of electors and the AGM for the council would be put back to May in the meantime.**

Payments and receipts: The Clerk can still operate the cheque book for payments and scan invoices for approval. Cheques may be signed by two signatories and scanned along with invoices to all. The next expected income is the first 50% of the precept plus CTSG due by the end of April. The annual reclaim of VAT can still be done after the 31<sup>st</sup> March year end. Year-end reporting will still take place. Insurance cover will still be renewed by 1<sup>st</sup> June. Emails and correspondence would be handled by the Clerk who would receive and pass on all correspondence as normal. It is not expected this would alter.

**Resolved: to note powers and responsibilities of the Clerk as outlined above to manage finances, deal with Council business and deal with communications.**

**0320/8 NEIGHBOURHOOD PLAN**

**NP Report for PC – March 2020**

Duncan Smith (SHDC) has had an email from Mr Dixon confirming the Viability Exercise is proceeding. However, he is experiencing difficulty in getting replies from some of the utility providers.

The good news is that all is in hand and Savills are going ahead with the Viability Appraisal.

Duncan has asked him to provide updates and will ensure we are kept in the loop.

The examiner’s examination extension expires on 30<sup>th</sup> April 2020.

**The NP report was received.**

**0320/9 UPDATE ON ASSET OF COMMUNITY VALUE (ACV) APPLICATION**

The progress on the application was briefly discussed. Two meetings had been held on March 5<sup>th</sup> to discuss the way forward on the application. A deadline of 27<sup>th</sup> March had been set for letters of support to be returned by the community to the Shop/Clerk or councillors. PH noted the intention was for the application form to be sent to SHDC the week commencing 30<sup>th</sup> March by the Clerk. This had been completed in draft by PH and RC for the meeting on the 5<sup>th</sup> March.

**Resolved: The Clerk would collate responses and send the final form, once updated, with enclosures to SHDC.**

**0320/10 THE SLAPTON LINE & PLACING OF THE WAR MEMORIAL**

This had been briefly discussed by JB in his report. Nothing was added.

**0320/11 UPDATE ON CONTRACTS**

RC reported on the quote he had obtained for Brooking Hire and circulated to all on the 15<sup>th</sup> March to do the road sweeping around the village. This was not discussed or any decision taken due to the uncertainty over the immediate future.

He also mentioned the works to the steps at Strete Gate. IC noted he had sent an email to Charles Dixon to request permission from The Strete Estate to go ahead. No reply had been received to date. RC replied that the council should be dealing with SHDC as they manage the area for Strete Estate. Gate. IC observed that SHDC were not responsive but he would report back when he had heard from them.

**The report was received.**

**0320/12-0320/14.**

**These items were not taken in view of the state of emergency.** PH suggested if there was any hardship that the parish might make available funds from its reserves. The Clerk confirmed this was acceptable under s137 of The Local Government Act 1972 as expenditure that would bring direct benefit to the parish's inhabitants and was not covered by another power of the Council. The limit on expenditure under s137 is £3,199 in 2019/20.

**0320/15 THE NEXT PARISH COUNCIL MEETING WILL BE HELD ON THURSDAY 16 APRIL 2020 AT 7.00 PM UNLESS OTHERWISE ADVISED. VENUE TO BE CONFIRMED.**

**THE MEETING WAS CLOSED** at 8.25 p.m.

Signed: ..... Cllr Kate Gill (Chair)

Dated: 16 APRIL 2020

**ACTION POINTS:**

**Clerk:** Information would be sent to the Clerk who would put it all together and get a leaflet out by the weekend to the households. The number would be based on the print run for the Neighbourhood Plan; printing would be done by the Clerk and RC who offered some of his print capacity; to provide the monitoring statements for the boards and website; to update the budget 'in neat' and circulate it; to keep an eye on developments and liaise with the SLCC and DALC to keep abreast of developments. Then to let the councillors know what is decided on how and when meetings can take place; to collate responses and send the final form, once updated, with enclosures to SHDC.

**RC:** printing would be done by the Clerk and RC who offered some of his print capacity; to keep a watching brief on the website to update it and also let all know when there is email contact.

**GC:** to let Dartmouth Caring know what is going on and make sure there is no duplication.

**All:** distribution of the leaflet would be undertaken by volunteers who could include the individuals who delivered the Neighbourhood Plan or maybe the Stretewise distributors.

**Andy Pound:** to give a list of volunteers to the Clerk.