

Minutes for Luppitt Parish Council 1/9/09

LUPPITT PARISH COUNCIL

Minutes for a meeting of **Luppitt Parish Council** held in the Village Hall at **8pm on Tuesday 1st September 2009**.

Present: Mr Gavin Brake (Chairman), Mrs Lindsey Dalgety (Vice Chairman), Mrs Julia Sparks, Messrs Derek Hooper, Bernard Clapp, Andrew Tucker, County Councillor Mr Paul Diviani, District Councillor Mr D Key, PC Vickery 4783, PCSO Anning 30012 and no members of the public.

Apologies: Cllrs Paul Prettejohn & Brian Pulman,

All councillors are politely reminded of their obligation to declare interests under the Code of Conduct

In making decisions the Parish Council recognise their statutory duties provided for in Section 11A(2) of the National Parks and Access to the Countryside Act 1949 (National Parks) and Section 85 of the Countryside and Rights of Way Act 2000 (AONBs) that in exercising or performing any functions in relation to, or so as to affect, land, they shall have regard to their purposes (ie conserve and enhance their natural beauty, wildlife and cultural heritage and to promote opportunities for the understanding and enjoyment of their special qualities by the public).

1.1 **Minutes** of the previous meeting held in the Village Hall on **Tuesday 4th August 2009** were signed as a correct record of that meeting. AGREED

1.2 **Receive apologies for absence AS ABOVE**

2 PLANNING http://planning.eastdevon.gov.uk/PublicAccess/tdc/DcApplication/application_searchform.aspx for full details

1. **Decisions** (for information)

1. **09/1179/FUL Shapcombe Farm** – removal of condition 3 on application 08/2211/FUL to retain existing access.

2. **Applications** (For comment, support or objection)

2.2.1 Certificate of Lawfulness Application

09/1570/CPE Moorview – non compliance with agricultural occupancy condition of planning permission 92/P1884. COMMENTS: none. Clerk to get copy of agricultural tie rules and agricultural tie houses in the parish for future information as this particular .

3. **EDDC Enforcement** – Smithenhayes Bungalow – copy letter to owner regards new agricultural building being erected. EDDC cannot find any record of a permission for the building granted during the 1980s, and if they could it would be deemed to have lapsed after such a long period without works commencing. The letter requires either

the removal of the building or for a retrospective application to be submitted for the works.

4. **EDDC Town & Parishes discussion group** – Monday 14th September 2006.30pm-8pm one representative invited

5. **EDDC Gambling Act** – Statement of Licensing Principles – statutory consultation – comments by 26th October 2009.

2.6 **EDDC Updated website for Planning Online** – there will be three administrative procedures sessions at The

Knowle (Wednesday 30th September 10- 12, Monday 5th October 6-7.30pm, Monday 12th October 7-8.30pm)
RSVP.

3. HIGHWAYS AND TRAFFIC

1. Parish Highways programme – report on progress
2. Culvert at Valley height on Shelf Lane past Shelf Farm which goes right under the road is collapsed. On Gully Lane the road edges have yet to be repaired outside Coombeshead Farm , also from Monkton to Luppitt there are colour coded potholes which still haven't been repaired, the springs which come up through the road need solving to prevent future road erosion. Pennythorne Cross to Barn Cross towards Honiton potholes need filling. School Lane the road edges are falling away between Fieldhead and Bridleway 9 and from Church Hill to Fairview. Although the recent work to Windgate Hill is a vast improvement there is still a large dead log in the hedge at the top on the left which lorries are having to cross the white line to pass.

4. FOOTPATHS AND BRIDLEWAYS

1. Cllr Sparks reported that work has been instructed for the near future.
2. The Planning Inspectorate – Highways Act 1980 Section119, DCC, Footpaths nos 23 & 24 Luppitt and no 3 Uppottery Public Diversion Order 2008 has been submitted for confirmation.

5. ENVIRONMENT

6 COMMUNITY FACILITIES

6.1 **Community policing report** – no crimes to report

2. **Parish plan** – nothing to report

3. **Emergency Plan** – Mr Brake to obtain model plan from EDDC as soon as it is complete.

4. **Honiton Mobile Library** – Unfortunately they are unable to reschedule the library visit to coincide with the Friday Market at present but will keep our request on file. Mr Brake to speak with Friday Market organisers to discuss the possibility of moving the market day to co-incide and Cllr Dalgety to ask book group if alternatively they may like to start a book group/coffee morning on library day.
5. **Devon Rural Network** - Rural Devon Profile 2009 (Devon Strategic Partnership) – document providing a snapshot of life in Devon and a useful resource for statistics and information to help shape and inform policy. Four main sectors are; Life in Rural Devon, Devon’s Environment, Economic Health of Rural Devon, SWOT analysis and Key Themes.

7 FINANCE

1. **Receipts –** EDDC Precept September to March
£4000.00
2. **Cheque payments -** Clerk remuneration September 2008-2009
£2381.86
Clerk expenses (postage and copying) September
2008-2009 £177.68
(Cheques agreed).

Account balances - at 1/9/09 Paths Account £1235.65 (includes a £300 VAT loan) P3 balance
£1044.30

Parish Account £6914.93

3. Additional signatories form for new co-op account for completion.
4. **Community Engagement Strategy and Training Statement** of intent for comment, amendment and adoption. Agreed.
5. A parishioner had asked for an explanation of this years rise in precept, this email was sent to EDDC in April, but only just been sent to the parish council for reply. Mr Brake replied and explained that the precept rose in response to public requests for better road maintenance in the parish and other actions in the parish plan.

8 CHAIRMANS DISCRETION

Clerk to inform Enforcement of signage obscuring visibility on the road edge at Luppitt Cross.

QUESTIONS FROM THE PUBLIC (The meeting to be closed before questions from the public). none

Dates for next meetings –

8pm Tuesday 6 th October 2009	Luppitt Village Hall
8pm Tuesday 3 rd November 2009	Luppitt Village Hall
8pm Tuesday 1 st December 2009	Luppitt Village Hall

This months useful information....

Community Engagement Strategy

LUPPITT PARISH COUNCIL TRAINING - STATEMENT OF INTENT

Provision of training

Luppitt Parish Council is committed to ensuring its staff and councillors are trained to the highest standard and kept up to date with all new legislation. To support this, funds are allocated to a training budget each year (£200 in 2009/10,† this would be greater in an election year to allow for new councillors courses) to enable staff and councillors to attend events as follows:

- Training courses (chairmanship, new councillor, clerks, new legislation etc)
- Conferences (relevant to their office)
- Tree Warden conferences, events and safety training
- Foot Paths representative conferences, events and safety training

In addition there are short in-house briefings as part of our monthly meeting agenda (at no financial cost) and topical speakers are invited twice yearly to our ward meetings.

Training needs assessment

Luppitt Parish Council engages one part-time clerk as required for functions. Training needs will therefore cover many different areas and impose additional training responsibilities on the council in managing the health, safety and welfare of our staff member and councillors.

The Chairman is responsible for monitoring and meeting the training needs of staff and managing the budget. Staff training will be identified by the Chairman through the annual appraisal process and the cost and training provider investigated. A training schedule is then be prepared and submitted to the council for approval to ensure the training is relevant and fit for purpose.

Sourcing

Training requirements for councillors will usually be identified by the Chairman and Clerk and opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full council.

The principles of the National Training Strategy for Town and Parish Councils, are recognised as an excellent strategy for both administrative staff and councillors. The current clerk has completed the 'Working With Your Council' course and 'Cilca' and Local Policy Certificate, any new clerk would be required to do the same.

The Council pays the annual subscription to the Devon Association of Parish Councils (DAPC) to enable staff and councillors to take advantage of their excellent training courses and conferences.

Accessibility

The Clerk is expected to attend all relevant training days whenever possible and councillors will be expected to attend training days which are relevant to their office.

New councillors will have an induction meeting with the Clerk at their convenience and will be provided with an information pack containing the documents as set out on the attached list.

It is recognised that it may be difficult for some councillors to attend training during the daytime because of their work commitments. Councillors will, however, still be encouraged to attend training provided by its partner authorities and DAPC and attend conferences whenever possible. In-house training during an evening will be considered wherever possible, to enable all councillors to attend.

All training undertaken will be evaluated by the Chairman to gauge its relevance, content and appropriateness. All training presentation papers will be retained and used for in-house training and information sharing.

INFORMATION PACK FOR NEW COUNCILLORS

Contents

1. The Good Councillors Guide
2. Briefing for New Councillors
3. Members List
4. About Being A Parish Councillor
5. Training Statement of Intent
6. Meetings Timetable
7. The Parish Councils (Model Code of Conduct) Order 2007 (SI 1159)
8. Estimates
9. Standing Orders
10. Financial Regulations
11. Committee Terms of Reference

12. Parish Council Powers
13. Data Protection Policy
14. Equal Opportunities Policy
15. Health & Safety Policy
16. Disaster Recovery Plan
17. Community Engagement Strategy
18. Information Leaflets

Minutes of Parish Council Meetings - Limited to the previous month

LUPPITT PARISH COUNCIL COMMUNITY ENGAGEMENT STRATEGY

Introduction

Luppitt Parish Council's community engagement activities have been brought together into one overarching strategy for the Parish and, as a result, we are aiming to better coordinate how we engage with all communities within the geographical area of Luppitt parish - based on our belief that:

- All people within Luppitt community should be involved in the decisions that affect them
- All people within Luppitt community deserve high quality public services, shaped around their needs
- Parish council policies and strategies should reflect local priorities, requirements and aspirations.

This community engagement strategy recognises the diversity of our community, the importance of community capacity building and the need to provide appropriate opportunities for local people and the community to participate at whatever level they wish to influence service delivery, decision making and policy development.

Luppitt Parish Council's vision

This strategy supports the council's vision of Luppitt as:

- A parish that protects the outstandingly beautiful environment in which it is situated but is brave enough to embrace the best of what the modern world has to offer.
- A lifestyle that benefits from improving the living standards of its people.
- A community that enjoys a safe, secure and healthy way of life
- A caring community that provides for all its age groups.
- A community that takes every opportunity to help itself.
- In the face of changes to the traditional industries of fishing and agriculture an outward looking community adopting new activities to sustain the economic viability of the area.

It provides a focus for all engagement activities, policies and processes to align with the council's objectives to create an improved quality of life by working with people and partners, devolving decision-making and empowering individuals and communities to contribute and influence services.

What is the overall aim of the Community Engagement Strategy?

This Community Engagement Strategy aims to support strong, active and inclusive communities, who are informed and involved in decision-making and enable us to improve public services to enhance quality of life across Luppitt Parish. By this we mean:

- strong communities, who can form and sustain their own organisations, bringing people together to deal with their common concerns
- active communities, where people are supported to improve quality of life in their own communities
- inclusive communities, where all sections of the community feel they have opportunities to be involved in decision-making and influence public services

What are our objectives?

The objectives below identify how we can contribute to the Council's vision and ensure that the Community Engagement Strategy delivers an effective and coordinated approach to community engagement for the benefit of all people and the diverse communities of Luppitt Parish . We will:

- strengthen, develop and sustain opportunities for local people and groups to influence what happens in their communities
- provide opportunities for communities to shape and influence the development and delivery of quality services and policies that reflect local needs and priorities
- manage and coordinate engagement activities to ensure consistency, quality and partner participation and avoid duplication
- ensure that community engagement activities provide opportunities for participation for all sections of the community, particularly people and groups that are often missed out of community engagement activities
- listen to communities and ensure feedback to participants about the outcomes of consultation and engagement
- provide variety and flexibility and choice in community engagement activities
- listen and learn from our own and others' experience and share community engagement skills and knowledge of putting the citizen at the heart of decision-making.

How will we achieve the objectives?

Detailed consideration will be given to all projects, proposals and policies to ensure we achieve our objectives set out above. Such decisions will be continually monitored and reviewed to ensure they are flexible and evolve to respond to the changing needs of our communities and community engagement activities.

Our priorities include:

- improving coordination and governance of community engagement activities, by the development of protocols, toolkits and frameworks that reach out and involve the community as a whole
- developing a web-based resource to engage consultation with the local community and wider interest community
- providing a regular surgery to make councillors and officers more accessible and inclusive
- developing measures to harness the views and opinions of people and groups who are often missed out of community engagement activities
- improve coordination with partners in engagement activities
- raise awareness of volunteering opportunities in the parish
- developing and enhancing skills and expertise in engagement and participation
- participating in local networks to share knowledge and experience of community engagement activities in other areas
- rolling out our community engagement strategy through councillors and others involved in community engagement activities.

Who is this strategy for?

We recognise that the council alone cannot achieve the ambitions in this strategy. Everyone has a part to play in making this Community Engagement Strategy work, particularly:

- all Luppitt residents and those with businesses in the parish or second homes or who visit this area
- elected members, who play a key role in delivering the aims in this strategy
- parish clerk and any staff or volunteers – everyone is involved in community engagement activity in various forms

- community and voluntary sector organisations, who provide local services, work directly with local groups and organisations and with members of usually excluded groups and represent the views of their sectors
- partners, by working with other organisations and partnerships to make sure that services across the city complement each other.

Luppitt Parish Council seeks to work with other organisations, such as the police, universities, health service, and all groups outside and within the parish together with individuals from the community, voluntary and private sectors to make sure that engagement activities influence the future direction of the Parish.

We also know that we need to work with our local and visiting communities to encourage effective community engagement and ensure that processes are flexible and can be tailored to different groups and individuals in different areas of the Parish. We understand that sometimes people are reluctant to get involved and we will work with other partners to ensure that community engagement is as straightforward as possible and targeted appropriately.

What has been achieved so far?

- A parish plan was produced in 2008 we have since revisited this annually and this year are embarking on a wider reaching and more ambitious plan. Over the last five years there have been plenty of changes, challenges and achievements. This strategy builds on the many good examples of community engagement activity across the Parish. Some of these are mentioned below.
- Parish Training. We have worked with EDDC, DAPC and national/local organisations to ensure our key community activists, parish councillors and clerk are equipped with the knowledge and information they need.
- On the first Tuesday of each Month the parish councillors, chairman and clerk all attend the Village hall for our monthly meeting at 8pm before and after which there is provision for parishioners to speak informally or confidentially on any matters that they have concerns about. This evening 'surgery' either side of the meeting also allows people to inspect planning applications, ask questions and get to know their councillors.
- Luppitt is situated in the heart of the Blackdown Hills Area of Outstanding Natural Beauty and we encourage community involvement with the AONB partnership wherever possible. We have a dedicated AONB Community Planning Officer who has worked with our parishioners and community groups greatly in protecting the quiet enjoyment of our protected landscape.
- Luppitt Parish Council subscribes to an email network for all parish councils in the Blackdown Hills, this group exists not to lobby or campaign, but to inform across district, county and parish boundaries throughout the Blackdown Hills Area of Outstanding Natural Beauty. The group has been established since 2006 and has proved invaluable as means of quick effective communication of information.
- We fully support local initiatives to promote local produce, we are extremely lucky to have a dedicated LEADER+ project in the Blackdown Hills which has just come to a close that it existed to support and promote our local foods, woodland, tourism and arts/crafts sectors. We are now part of the newly opened "Making it Local" RDPE (Rural Development Programme England) which

has similar intentions and principles. We have supported local businesses to allow more people to become engaged in local activities and where possible bring people together to raise awareness of such local provision and share skills, highlight other outlets and forge new relationships.

- Community development. We actively pursue whatever funds are available to target action on enabling community capacity building and community engagement, with a particular emphasis on promoting equality and diversity and involving communities in plans or changes for their area.

- Working with the parish Youth Groups, Village Hall committee and The Commoners as well as other local groups.

- The provision of a newly refurbished play area with matted surface was made possible again through Awards For All in 2007.



What do we mean by community engagement?

Community engagement can mean different things to different people, different communities and different services and situations. We have designed our Community Engagement Strategy to ensure that we can provide the most appropriate means for people and communities to be involved and give feedback. The various means of community engagement are:

- **Information** supports all types of community engagement and keeps people informed about such things as decisions, services and local events (e.g. Parish Council newsletter with all local information. The Parish Council's website is accessible and it includes local information and useful links).

- **Consultation** can be used when there is a decision to make about something or when there are a number of choices about the details (e.g. parish plan, questionnaires, newsletter feedback, Council website).

- **Attending meetings.** This is when members of the public are welcomed and encouraged to attend any parish council meeting (such dates and times of meetings are posted on the Luppitt Parish Council notice board, Luppitt website or can be obtained from the Clerk – 01823 681138) to put forward their concerns, suggestions or offer assistance within the 'Public Questions section of the meeting. Or alternatively people can attend the Annual Parish Meeting and take part.

- **Comment.** Everyone resident, second home, visitor or partner is welcome to put forward their thoughts, ideas, concerns, criticisms or worries by telephone, email or written and the parish council will consider and respond to such.

Every type of involvement is important in the community engagement process and different methods will be used depending on the activity and circumstances. Sometimes it may be appropriate to inform or consult on some activities, while at other times we will seek to involve communities and individual in much greater depth. Our aim is to work towards devolved decision-making and supporting independent community initiatives wherever possible and to demonstrate where this type of community engagement activity can make genuine improvements to services.

What are our community engagement standards?

In all of our engagement activities we will:

· **Co-ordination & Partnership**

o co-ordinate community engagement activities, with the parish council and partners, to avoid duplication and 'consultation fatigue', caused by too much consultation and too little action and feedback

o provide leadership, to ensure that community engagement influences services and plans.

· **Access & Inclusion**

o ensure that we take into account particular needs and overcome any difficulties participants may have to enable them to participate

o involve communities that are usually excluded

o ensure that there is equal access to services, and that services meet the needs of all communities

o ensure adherence to health and safety regulations

· **Clarity of Purpose**

o only use community engagement and consultation processes when there is a real opportunity for people to influence and change decisions and services

o be open and honest about the aims of community engagement activity and what it hopes to achieve

o ensure that community engagement activities are realistic and that expectations are not raised unnecessarily

o have clear processes to feed back on community engagement activity and outcomes and give reasons if unable to deliver on expectations

o ensure participants know what they are agreeing to take part in and how the information will be used

· **Confidentiality**

o ensure awareness of confidentiality issues in community engagement activities, with particular regard to the Freedom of Information Act (Confidentiality issues will be adhered to, within the constraints of legislation)

· **Integrity**

o ensure that community engagement activities are voluntary, and that participants can withdraw at any time

- o ensure that information obtained from community engagement activities is honestly interpreted
- o ensure that the rights and dignity of all participants are respected at all times
- o respect the rights of participants to decide how much to reveal about themselves
- o give careful consideration to activities, information and questions to ensure that they do not offend, cause distress or embarrassment

· **Visibility**

- o ensure that those most directly affected by plans and decisions are aware of opportunities for community engagement
- o engage with key stakeholders and/or representative groups in advance of specific community engagement activities – to provide advance warning and to seek views on the most effective means of publicity

How will we measure our achievements?

It is important for us to know whether we are achieving our vision for this Community Engagement Strategy and we welcome any feedback and will openly and honestly consider such and feedback to any such communication.

This strategy will be reviewed annually and due consideration given to any amendments suggested or required.

Who is responsible for this Community Engagement Strategy?

This strategy supports co-ordinated community engagement and consultation activities – the key to successful implementation of the strategy is effective management and governance. The following structure provides a governance framework for this Community Engagement Strategy.

- The Elected Members will actively work to enhance community engagement activity in council decision-making.
- The Parish Clerk is responsible for overseeing the development and implementation of the strategy.