

LOXHORE PARISH COUNCIL MEETING

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Minutes

Date: Friday 25th May 2018

Venue: Loxhore Village Hall

Present: Julie Moir {Chair}
David Smith {Vice Chair}
Chris Bryars {Councillor & Responsible Financial Officer (RFO)}
Carole Delve {Councillor}
Malcolm Prowse {ND Councillor}
Mike Matthews {Parishioner} left at 18:38
Syd Delve {Parishioner}
Mike Bowden {Parishioner}

Minuted by: Priscilla Gellatly {Acting Clerk}

The Chair opened the meeting at 18:17, welcoming all those present.

She thanked the outgoing Chair, Mike Matthews, for all he had done for the Parish Council and for his light touch but appropriate way of carrying out the work. She hoped that he would be available to offer help and advice if needed in the future. She also thanked the outgoing RFO, Syd Delve, for the long hours he had devoted to his role. She thanked the Acting Clerk for offering to carry on but hoped that a permanent clerk would soon be found. She said that she had agreed to be the Chair because she felt that Loxhore needs a voice and she did not want the PC to disintegrate. However, she hoped that she would not have to be in post for too long.

1. Apologies: There were no apologies.
2. Declarations of interest: There were none.
3. All councillors present agreed that the minutes of the previous meeting held on 16th March 2018 were a true and accurate record of that spoken and the Chair signed accordingly.

4.0	<u>Action points from previous meeting dated 16th March 2018</u>	
4.1	4.1 Local Needs Survey (see also 16 th November 2017 §4.0 and 4 th January 2018 §4.1) MP said that the initial application for Lottery Funding had been turned down because of an admin error but it has now been resubmitted. He had also spoken to Jeremy Mann about possible funding should the Lottery application be refused. Frank Benbow had produced a draft survey, which could be completed online, but it was felt that a paper version should also be available. Once the survey has been published and the information collected, it will need to be carefully analysed. He went on to say that the new Local Plan should be in place by the end of June and this should help with the whole process.	MP
4.2	4.2 Planning Application 64005 Primrose Cottage, Loxhore (see also 16 th November 2017 §5.4 and 4 th January 2018 §4.4) Planning permission was granted on 4 th April 2018. CD reported that the new residents did not initially realise that they had allocated parking within the grounds of the property but they are now aware of this.	Closed
4.3	<p>4.3 Treasurer’s Report (see also 16th November 2017 §6.0 and 4th January 2018 §4.5) CB was still not able to give his report itemising the work that Lineal Software Solutions Ltd. has completed but will meet with Mike Matthews before the next meeting in order to do this.</p> <p>With regard to the provision of faster broadband to Loxhore properties Mike Bowden had sent an email to Parish Councillors giving details and the results of a survey carried out by Chris Harrington and himself. They surveyed 21 residents of the Parish of Loxhore to understand their interest in faster broadband using the survey sheet printed at the end of this item. The main points from the email are reproduced here: The following conclusions are based on a numerical analysis but judgment has also been applied based on the actual conversations.</p> <ol style="list-style-type: none"> 1. Around half of the Parish is unhappy with their current broadband provision, most only achieving a 2.5 Mb/s download speed via their BT “ordinary” ADSL service. 2. Those residents who are unhappy with their broadband are likely to sign up for a new faster download speed broadband service. 3. Scaling this up to the full Parish (less those who already have fast broadband) we might expect 20 to 25 customers for fast broadband. 4. The Parish has many retired residents who are living off their pensions and investments. Their lifestyles are also generally undemanding of broadband i.e. they do not run a business that uses the Internet or watch a great deal of streamed TV. 5. As a result of this they are unwilling to commit large sums of money either to have new broadband installed or for the monthly subscription. Ideally the new service should be delivered for £100 once off plus £20 per month. It might be possible to achieve £200 once off and £30 per month but this will have a negative impact on the sign up rate. 6. There were some mentions of download speed guarantees being required but I am not aware of any broadband provider who provides such in the domestic context. However it might be reasonable to expect a maximum time to respond commitment. 	CB

Overall, while there is some pent up desire for faster broadband it is not a universal demand and would need to be delivered at a keen price to be successful.

Next Steps

1. Supplier Choice - Approach BT and understand whether the community partnership scheme is likely to deliver broadband in a reasonable time and at a reasonable cost. Repeat with Airband. If not then agree to build on existing Lineal solution.

Since sending his email, MB has approached both BT and Airband, both of whom say that faster broadband for Loxhore will probably happen at some time but were unable to commit to a delivery date. However, he will begin (with no commitment) a community partnership with BT. MM added that Connecting Devon and Somerset (CDS) have received a £10m gain share and may be able to help Loxhore, but again with no delivery date. A green box would be needed at the Chapel, which could then be linked by aerial fibre optic cable down to the connection at Blackpool Bridge. CDS may re-launch the £500 voucher scheme for communities that will not be supported by the Phase 2 rollout of faster broadband. MB will follow this up and distribute any relevant information to parishioners.

2. Design - Design technical solution taking into account topology and likely demand. Define service levels (download / upload / availability / MTTR) and service delivery model.

3. Business Case - Cost solution and compare to estimated revenue. Define any funding gaps in terms of time and amount. Assess risks, who will take them on and whether any mitigations are required.

4. Funding - Look for and request funds for gaps from government, quangos, community organisations or residents.

5. Customer Acquisition - Get residents to sign up and pay up (timing vs. implementation tbc.)

6. Implementation - Install technology and test. Gradual roll out to customers.

7. Quality Assurance - fix bugs, measure speeds and availability. Rectify issues.

8. Renew and upgrade technology on a 4 year cycle.

Loxhore Broadband Questionnaire

Basic broadband (say up to 5 Mb/s) struggles to support the increasing number of Internet connected devices in the home, including mobile phones, tablets, e-readers, PCs and TV boxes. As an example, in late 2018 Sky will begin switching to fast broadband to deliver TV programs to customers and start moving away from satellite. Broadband can also be used to make and receive mobile phone calls in certain circumstances if your phone signal is weak.

All these devices compete for bandwidth and basic broadband is becoming a major bottleneck for households. Without fast or superfast broadband they can miss out on services such as high definition TV or music streaming and computer backup to the cloud. Increasingly access to local and central government is via the internet for services such as vehicle licence renewals and completing a tax return. The direction of travel is clear.

MB

	<p>Fast broadband can also increase house prices and houses without it may become increasingly difficult to sell. A survey carried out by ispreview.co.uk found that 69% of respondents would be put off from buying a “beautiful new house” if it lacked fast broadband.</p> <p>Superfast and fast broadband is essential for many businesses whatever their size or industry, providing efficiency improvements through online sales, marketing, ordering, invoicing, banking, paying VAT, accounting, video conferencing, telephony and homeworking.</p> <p>Most houses in Loxhore have access to basic broadband via BT. We are trying to understand the demand for fast (say 10 - 15 Mb/s) or superfast (say 35 - 300 Mb/s) broadband and whether a community led project to install it is feasible.</p> <p>Questions</p> <p>Name, Telephone Number and Address</p> <p>Do you have basic or fast broadband? Y/N</p> <p>Do you know how fast your broadband is? Y/N Speed _____ Mb/s</p> <p>Are you happy with your broadband speed? Y/N</p> <p>If fast broadband (10 to 15 Mb/s) were available how likely are you to sign up for it?</p> <p>Highly Unlikely Unlikely Not Sure Likely Highly Likely</p> <p>How much do you pay per month for your current broadband? Cost _____ £/month</p> <p>Is your broadband limited in terms of how much you can download per month? Y/N</p> <p>How much would you be willing to pay per month for unlimited fast broadband?</p> <p>£10 £20 £30 £40 £50 More</p> <p>How much would you be willing to pay to get connected to fast broadband?</p> <p>£0 £50 £100 £200 £300 £500 More</p> <p>Would you be willing to pay the deposit upfront to help build the village broadband infrastructure? Y/N</p> <p>Would you be willing to help by digging cable trenches or allowing your house to be a wireless hub? Y/N</p>	
4.4	<p>4.4 Chairman’s Business (see also 16th November 2017 §7.0 and 4th January 2018 §4.6) Devon Highways have dealt with the problems along the main road, although to a less than satisfactory extent. The flooding problem on Mill Lane has not been addressed yet. MP suggested that residents should report highways issues on the website (new.devon.gov.uk > Roads and Transport) because if more than 15 reports are logged the problems will be given a much higher priority.</p>	Closed
4.5	<p>4.5 County and District Council News (see also 4th January 2018 §5.1) MP reported that the 5-year land supply issue had now been successfully sorted out.</p>	Closed

4.6	<p>5.4 Parish Paths Partnership Simon Houghton (Parish Paths Partnership) was going to speak to Kim and Peter Seggons with regard to the run-off from Hillsborough. CB will chase this up.</p> <p>Regarding the footpath by Corner Cottage in Lower Loxhore, Simon Houghton will be contacting the landowner about replacing the gates.</p> <p>Following JM's letter to Jeremy Mann about the heaps of manure, she was contacted by Tobi Eke (Environmental Health Officer, NDC). Ms Eke carried out a site visit with JM on 28th March and subsequently discussed the problem with Joe Watts (the farmer). He apologised for the odour and said he would plough the manure in as soon as possible. As of 13.04.18 the manure had been spread over the fields but not ploughed in. JM contacted Tobi Eke again and Ms Eke met with Joe Watts on site. Before that meeting he had ploughed in the manure and he again apologised to Ms Eke. A few days after this, run off from the manured fields entered Mike Matthews' pond and killed all his fish. This development was reported to Ms Eke and the matter will now be escalated to the Environment Agency. They will deal directly with the Matthews.</p> <p>CB sent an email on 26th March to say that he had had a phone call from Ros Davies (P3) on 23rd March to confirm that she had approved a grant of £850 for repairs to paths. The Parish Council has now received this money.</p>	CB
4.7	<p>7.1 Road Warden Agreement Nobody has volunteered to undergo Chapter 8 training so the Parish Council cannot enter into a Road Warden Agreement. DS pointed out that when the grant for highway maintenance was given to the PC there was no requirement for Chapter 8 training. Much of this training is about road closures and other working practices needed to be able to work on more major roads so would not be so relevant for the small lanes in Loxhore. There was some discussion amongst the councillors and the decision was made to carry on with the working parties. Passing places need cutting back, road signs made more visible and there are still some potholes to fill. Safety is of paramount importance. Common sense and the experience and knowledge of several of the workers in the use of the tools should ensure that there are no problems. DS will suggest some dates and ask Chris Harrington to publicise them. Posters will also be put up asking for volunteers.</p>	Closed
4.8	<p>7.2 Local Housing Needs Survey This item was dealt with at §4.1.</p>	Closed
5.0	<p><u>Matters arising from meeting dated 25th May 2018</u></p>	
5.1	<p>County and District Council News MP spoke briefly about the new Ward boundaries. The Bratton Fleming Ward now includes Kentisbury.</p> <p>Fly tipping is a big problem in Bratton Fleming.</p> <p>MP was instrumental in the decision to retain the Parish Grant for next year.</p> <p>District Councillors each have £1000 to help local projects. In answer to a question from Mike Bowden he said that it could be used for broadband provision.</p> <p>£50k paid to Bratton Fleming by the solar farm was used for the new shop. Ease of parking has probably had a beneficial effect on their turnover, which has now doubled.</p>	

	<p>The future of the White Hart is still uncertain and there are many ideas. There are planning applications for housing development and there are also thoughts that a community purchase could happen. The people who run The Black Venus would like to run it as a pub/restaurant. The shop could be relocated in the skittle alley; the buildings currently used by the shop could be sold with little or no loss.</p> <p>No political party has overall control at NDC and this position will not change until next year's elections, which is a worrying situation. Economic decisions need to be made in order to encourage people to stay and to work in North Devon. Cross party working should be possible but this seems not to happen.</p> <p>The enforcement notice issued to Honey Hill along the main road expires on 31st May (having been extended by 9 months from the original date) so on 1st June the enforcement officer will be on site to carry out the eviction.</p> <p>MP is not sure whether he wishes to continue as a District Councillor next year. He said he has always enjoyed attending Loxhore Parish Council meetings and had a good working relationship with Mike Matthews.</p>	Closed
5.2	<p>Snow Clearance After the heavy snow fall earlier in the year Toni Carter (Halsey Lake) sent an email to Mike Matthews suggesting that the PC should set up a fund to deal with future snow clearance. She had paid someone to do some snow clearing and DS, bowing to pressure from Liz Murphy (Damson Cottage) and Toni Carter, had asked Carl Seggons to clear some, which he did for no payment. Syd Delve reminded councillors that in 2013 Richard Edgell (DC Councillor) had given a grant of £800 (ring fenced) to Loxhore for snow clearance and other highway maintenance, of which about £500 still remains. JM proposed that £200 from this should be kept as an emergency fund for similar future events. Decisions will need to be made about how this money would be used.</p>	All
5.3	<p>Clerk's Expenses The Clerk submitted expenses for the period 1st March 2018 to 25th May 2018.</p> <p>Lineal Broadband provision for 01.04.18 – 30.06.18 (receipt provided) £36.00</p> <p>This amount was approved and a cheque for £36 was given to the Clerk.</p>	Closed
5.4	<p>General Data Protection Regulation (GDPR) Background: The General Data Protection Regulation (GDPR) proposed by the European Commission will strengthen and unify data protection for individuals within the European Union (EU), whilst addressing the export of personal data outside the EU. The announcement of an agreement to finalise GDPR was made in December 2015 and following a vote by the EU parliament, the compliance deadline for GDPR was set for 25th May 2018. If an organization suffers a data breach, under the new EU compliance standard, the following may apply depending on the severity of the breach: The organization must notify the local data protection authority and potentially the owners of the breached records and the organization could be fined up to 4% of global turnover or €20 million. However, GDPR does provide exceptions based on whether the appropriate security controls are deployed within the organisation. To address the GDPR compliance requirements, organisations may need to employ one or more different encryption methods within both their on-premises and cloud infrastructure environments, including the following:</p>	

	<p>Servers, including via file, application, database, and full disk virtual machine encryption. Storage, including through network-attached storage and storage area network encryption. Media, through disk encryption. Networks, for example through high-speed network encryption. Secure Socket Layer (SSL) - a form of encryption between the web server and the browser - may be required. A Data Protection Officer (DPO) needs to be appointed.</p> <p>Following discussion about this it was felt that no further action needs to be taken to make the Loxhore website compliant, as no personal data is collected, used or sent. Loxhore Parish Councillors are happy that their (very limited) personal details are on the website as these are in the public domain already.</p>	Closed																																										
6.0	<p>Treasurer's Report - Annual Governance Statement The Treasurer had completed the Annual Governance Statement for 2017/2018. This was approved by Loxhore Parish Council and signed by the Chair and the Acting Clerk (Minute Reference 6.0). This document will be uploaded to the parish website by JM, as required, by July 2018.</p>	Closed																																										
6.1	<p>Treasurer's Report – Accounting Statements, Annual Income and Expenditure Account and Normal Report The Treasurer had completed and signed the Accounting Statements for 2017/20178 in the Annual Audit Form and the Chair signed to approve these statements (Minute Reference 6.1). This document will be uploaded to the parish website by JM, as required, by July 2018.</p> <p>The Treasurer submitted his income and expenditure account for the year ending 31st March 2018 and his normal report for the period 01.04.18 to 25.05.18.</p> <p>Income and expenditure account for the year ending 31st March 2018</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="text-align: right; width: 20%;">2018</th> <th style="text-align: right; width: 20%;">2017</th> </tr> </thead> <tbody> <tr> <td>Balance at 1st April</td> <td style="text-align: right;">3019.25</td> <td style="text-align: right;">2513.47</td> </tr> <tr> <td colspan="3">INCOME</td> </tr> <tr> <td>NDC Parish Grant</td> <td style="text-align: right;">304.00</td> <td style="text-align: right;">304.00</td> </tr> <tr> <td>NDC Grant Assistance</td> <td style="text-align: right;">7.13</td> <td style="text-align: right;">9.17</td> </tr> <tr> <td>NDC Precept</td> <td style="text-align: right;">600.00</td> <td style="text-align: right;">600.00</td> </tr> <tr> <td>VAT refund</td> <td style="text-align: right;">28.00</td> <td style="text-align: right;">105.15</td> </tr> <tr> <td>Loxhore Village Hall Committee</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">200.00</td> </tr> <tr> <td>NDC - Broadband</td> <td style="text-align: right;">3240.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>DCC - Highway Maintenance</td> <td style="text-align: right;">6500.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>DCC - P3 scheme</td> <td style="text-align: right;">850.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>TAP Fund - Parish Maintenance</td> <td style="text-align: right;"><u>168.00</u></td> <td style="text-align: right;"><u>143.00</u></td> </tr> <tr> <td></td> <td style="text-align: right;">11697.13</td> <td style="text-align: right;">1361.32</td> </tr> <tr> <td></td> <td style="text-align: right;">14716.38</td> <td style="text-align: right;">3874.79</td> </tr> </tbody> </table>		2018	2017	Balance at 1st April	3019.25	2513.47	INCOME			NDC Parish Grant	304.00	304.00	NDC Grant Assistance	7.13	9.17	NDC Precept	600.00	600.00	VAT refund	28.00	105.15	Loxhore Village Hall Committee	0.00	200.00	NDC - Broadband	3240.00	0.00	DCC - Highway Maintenance	6500.00	0.00	DCC - P3 scheme	850.00	0.00	TAP Fund - Parish Maintenance	<u>168.00</u>	<u>143.00</u>		11697.13	1361.32		14716.38	3874.79	
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EXPENDITURE			
Payment to Village Hall	104.00	104.00	
Payment to PCC	400.00	200.00	
Clerk's expenses	57.12	97.85	
Expenses re. P3 scheme	0.00	0.00	
VAT	1243.54	28.00	
DAPC subscription	50.18	49.70	
Donation to Air Ambulance	300.00	0.00	
Transparency Code	99.99	99.99	
Highway maintenance	2960.87	0.00	
Parish maintenance - TAP Fund	126.00	276.00	
Broadband – Loxhore & B. Fleming	<u>3239.99</u>	<u>0.00</u>	
	8581.69	855.54	
	6134.69		3019.25
Bank balance at 31 st March			
Lloyds cheque account	6134.69		3019.25
 Treasurer's report for period 01.04.18 to 25.05.18			
Bank balance at 01.04.18			6134.69
 INCOME			
NDC Parish Grant	152.00		
NDC Precept	221.46		
NDC Grant Assistance	2.55		
HMRC VAT Refund	0.00		
NDC Grant - Broadband	0.00		
DCC - Highway Maintenance Funding	0.00		
NDC - Grant towards WiFi	<u>0.00</u>		
	376.01		6510.70
 EXPENDITURE			
DALC Subscription	59.50		
Clerk's Expenses	0.00		
Village Hall Maintenance Grant	0.00		
PCC Burial Ground Grant	0.00		
Snow Clearing	0.00		
Highway Maintenance Fund - purchase tools	0.00		
Transparency Code - website etc.	0.00		
J. Barr - Village Lengthsman	0.00		
Lineal Software - broadband	<u>119.99</u>		
	179.49		6331.21

	<u>RING-FENCED</u> P3 fund 1075.71 Transparency Code Fund 438.36 Parish Maintenance Fund 509.00 Highway Maintenance Fund <u>3589.13</u> 5612.20 Leaves 719.01 Plus VAT to be reclaimed 1243.54 Leaves 1962.55	Closed
7.0	<u>Chairman's Business</u>	
8.0	<u>Next meeting</u> The Chairman closed the meeting at 19:32, thanking everyone for attending. The next meeting will be held on July 5 th 2018 at 18:00 in the Village Hall.	Closed

Minutes approved by Chair..... Date