

**Minutes of the Annual Fremington Parish Council Meeting  
Held on Monday 8<sup>th</sup> May 2017 at 7.00pm at Fremington Parish Hall,  
Higher Road, Fremington**

**Present:** Cllrs Mrs S Kingdom (Chairman), F Biederman, R Cann (from Minute No.1705/05), D Chalmers, Mrs J Dyson, Mrs J Flynn, Miss L Goodger, K Groves, Mrs C McCormack-Hole, A Rennles, Ms M Scott, B Sherborne, G Turner and T Wood  
Mrs V Woodhouse, Parish Clerk, Mrs E Badcock, Services Officer and Mrs L Steer, Deputy Services Officer

**In Attendance:** 7 Members of the public

1705/01 **To Elect the Chairman for 2017-2018 and presentation of the Chain of Office**  
Cllr Biederman nominated, seconded by Cllr Rennles, that Cllr Mrs Kingdom be elected Chairman for 2017-2018.

It was **resolved**, with no votes to the contrary, that Cllr Mrs Kingdom be elected Chairman for 2017–2018.

1705/02 **The Chairman will read and sign the prescribed 'Declaration of Acceptance of Office'**  
The Chairman, Cllr Mrs Kingdom, read and signed the prescribed 'Declaration of Acceptance of Office'.

1705/03 **To Elect the Vice-Chairman for the year 2017-2018**  
Cllr Rennles nominated, seconded by Cllr Mrs Kingdom, that Cllr Biederman be elected Vice-Chairman for 2017-2018.

It was **resolved** that Cllr Biederman be Vice-Chairman for 2017–2018.

1705/04 **Apologies**  
Cllrs D Brailey.

1705/05 **Declarations of Interest**  
Cllr Miss Goodger declared a Disclosable Pecuniary Interest in Item 1705/32 application 62893 as it is her home.

Cllr Turner declared a Personal and Prejudicial Interest in Item 1705/30 as Chairman of the Roundswell Residents' Association.

Cllr Cann entered the meeting.

Cllr Biederman declared a Personal Interest in Item 1705/32 application 62842 as the applicant is known to him and application 62879 as a member of Devon County Council and application 62921 as the applicant is known to him.

Cllr Ms Scott declared a Personal Interest in Item 1705/32 application 62842 as the applicant is known to her and application 62929 as the applicant is known to her.

Cllr Mrs Dyson declared a Personal and Prejudicial Interest in Item 1705/32 application 62914 & 62924 as it is close to her home.

1705/06 **Chairman's Announcements**  
None.



- 1705/07      **To agree the agenda between Part A and Part B (Confidential)**  
It was **resolved** to agree the agenda between Part A and Part B (Confidential).
- 1705/08      **To approve and sign the minutes of Fremington Parish Council meeting held on Monday 10<sup>th</sup> April 2017**  
Copies were circulated with the agenda.  
It was **resolved**, with no votes to the contrary, to approve and sign the minutes of the meeting on the 10<sup>th</sup> April 2017 as a correct record. Cllr Mrs Kingdom duly signed the minutes.
- 1705/09      **To receive, and to ratify the decisions therein, the minutes of the following Committee meetings**
- Parks & Playing Fields Committee meeting held on Thursday 27<sup>th</sup> April 2017  
It was **resolved** to receive and ratify the decisions therein, the minutes of the Parks and Playing Fields Committee meeting held on Thursday 27<sup>th</sup> April 2017.
  - Finance & Personnel Committee meeting held on Thursday 27<sup>th</sup> April 2017  
It was **resolved** to receive and ratify the decisions therein, the minutes of the Finance & Personnel Committee meeting held on Thursday 27<sup>th</sup> April 2017.
  - Tews Lane Committee meeting held on Thursday 27<sup>th</sup> April 2017  
It was **resolved** to receive and ratify the decisions therein, the minutes of the Tews Lane Committee meeting held on Thursday 27<sup>th</sup> April 2017.
  - Fremington Quay Management Committee Meeting held on Thursday 27<sup>th</sup> April 2017  
It was **resolved** to receive and ratify the decisions therein, the minutes of the Fremington Quay Committee meeting held on Thursday 27<sup>th</sup> April 2017.
- 1705/10      **To receive reports from outgoing Committee Chairmen:**
- **Finance & Personnel Committee**
  - **Footpaths Committee**
  - **Parks & Playing Fields Committee**
  - **Tews Lane Committee**
- The reports were contained within the Annual Report and circulated. It was **resolved** to note the reports.
- 1705/11      **To consider draft terms of reference for Parish Council Committees and Scheme of Delegation**  
The draft document was circulated prior to the meeting along with the recommendations from each Committee and it was **resolved**, with no votes to the contrary, to accept the document which is attached as appendix one to the minutes.
- 1705/12      **To review the Council's Standing Orders**  
It was **resolved**, with no votes to the contrary, to amend Standing Orders as follows: -

#### 15. Committees – Addition

**Inclusion of:** If a Councillor does not attend a Committee Meeting on which they are a Committee Member for more than three consecutive meetings the Councillor ceases to be a Committee Member unless the absence is authorised by the Committee.

Make reference to the Terms of Reference and Scheme of Delegation document if adopted.



- 1705/13 **To review the Council's Financial Regulations**  
The Financial Regulations were reviewed and no changes were proposed.
- 1705/14 **To appoint all members of the Council to serve on the Burial Authority**  
It was **resolved**, with no votes to the contrary, to appoint all members of the Council to serve on the Burial Authority.
- 1705/15 **To appoint seven Councillors to serve on the Parks & Playing Fields Committee**  
It was **resolved**, with no votes to the contrary, to appoint Cllrs Rennles, Wood, Turner, Mrs Dyson, Chalmers, Biederman and Miss Goodger with Mrs Kingdom as substitute to serve on the Parks & Playing Fields Committee.
- 1705/16 **To appoint five Councillors to serve on the Footpaths Committee**  
It was **resolved**, with no votes to the contrary, to appoint Cllrs Wood, Mrs Dyson, Chalmers, Biederman and Groves with Rennles as substitute to serve on the Footpaths Committee.
- 1705/17 **To appoint seven Councillors to serve on the Tews Lane Committee (two of which to include an invitation to the District Council Ward Members to join the Committee)**  
It was **resolved**, with no votes to the contrary, to appoint Cllrs Cann, Mrs Flynn, Mrs Kingdom, Turner, Sherborne, Mrs Dyson and Biederman with Chalmers as substitute to serve on the Tews Lane Committee.
- 1705/18 **To appoint seven Councillors to serve on the Fremington Quay Management Committee**  
It was **resolved**, with no votes to the contrary, to appoint Cllrs Cann, Chalmers, Rennles, Sherborne, Wood, Turner and Biederman with Mrs Kingdom as substitute to serve on the Fremington Quay Management Committee.
- 1705/19 **To approve that the Chairman, Vice Chairman, Chairman of Finance & Personnel Committee and the Chairman of the relevant committee most closely related to the particular matter constitute an Emergency Committee**  
It was **resolved**, with no votes to the contrary, to approve the appointment of the Chairman, Vice Chairman, the Chairman of Finance & Personnel Committee and the Chairman of the committee most closely related to the particular matter as an Emergency sub-Committee of the Council.
- 1705/20 **To appoint representatives to outside bodies**  
It was **resolved**, with no votes to the contrary, to make the following appointments:
- |   |                           |
|---|---------------------------|
| Devon Association of Local Councils/AGM       | Cllr Chalmers             |
| Fremington Parish Hall Management Committee   | Cllr Mrs Dyson            |
| Tomlin Hall Management Committee              | Cllr Chalmers             |
| Taw/Torridge Estuary Forum                    | Cllr Cann                 |
| Fremington Quay Environment Group             | Cllr Groves               |
| Middlebridge & Babbages Allotment Association | Cllr Rennles              |
| Tree Warden (Fremington /Yelland)             | Cllr Wood and Cllr Groves |
| Tree Warden (Bickington/Roundswell)           | Cllr Chalmers and Wood    |
- 1705/21 **To review the Council's Assets and Lease Arrangements**  
A copy of the Council's Asset and Lease Arrangements had been circulated with the agenda. It was **resolved** to note the Council's Assets and Lease Arrangements.

1705/22

**To receive the Councillors attendance record for 2016/17**

A copy of the Councillors Attendance Record had been circulated with the agenda. It was **resolved**, with no votes to the contrary, to note the Councillors attendance record for 2016/17 a copy of which is attached as Appendix One.

1705/23

**To receive a report from the Police**

None received. It was noted that the Muddlebridge allotment site had experienced several break-ins over the last couple of weeks. Members discussed the lack of Police presence at Parish Council meetings and it was agreed to write another letter to the Police expressing these concerns.

1705/24

**Public Participation Period**

A member of the public expressed concern over the proposed change of design for the West Yelland application and the impact this would have on existing properties.

A member of the public raised concerns about social isolation within the parish and asked if a "know your neighbour" type of scheme could be explored. Cllr Mrs McCormack-Hole reported that this would be something Devon Senior Voice could investigate alongside the member of the public. It was noted that there is also a community group within the Parish and agreed for the Clerk to pass on details of any other relevant groups.

1705/25

**To agree the Parish Council meets the criteria for the Quality Level of the Local Council Award Scheme**

It was **resolved**, with no votes to the contrary, to confirm that the Parish Council publishes online:

- Draft minutes of all council and committee meetings within four weeks of the last meeting.
- A Health & Safety Policy.
- Its policy on equality.
- Councillor profiles.
- A community engagement policy involving two-way communication between council and community.
- A grant awarding policy.
- Evidence showing how electors contribute to the Annual Parish or Town Meeting.
- An action plan and related budget responding to community engagement and setting out a timetable for action and review.
- Evidence of community engagement, council activities and the promotion of democratic process in an annual report, online material and regular news bulletins
- Evidence of helping the community plan for its future.

It was further **resolved**, with no votes to the contrary, that the Parish Council has:

- A scheme of delegation.
- Addressed complaints received in the last year.
- At least two-thirds of its Councillors stood for election.
- A printed annual report that is distributed at locations across the community.
- A qualified Clerk.
- A Clerk (and deputy) employed according to nationally or locally agreed terms and conditions.
- A formal appraisal process for all staff.
- A training policy and record for all staff and Councillors.

- 1705/26 **To review the Members' Code of Conduct**  
The Members' Code of Conduct was reviewed and no changes made.
- 1705/27 **To receive update on the Neighbourhood Plan** (Cllr Rennles to report)  
The notes from the last meeting were circulated prior to the meeting. Cllr Rennles confirmed that due to the General Election the distribution of the Householders' Survey, which would require help from all Councillors to distribute, would be postponed until September 2017. It was **resolved** to note the report.
- 1705/28 **Matters to Note** (all held in the office unless specified as enclosed)  
- Healthwatch Voices – Spring 2017  
It was **resolved**, with no votes to the contrary, to note the information.
- 1705/29 **County and District Councillors' Reports** - To receive reports from the County Councillor and District Councillors for information only.  
Cllr Mrs Flynn reported that she had been the target of nuisance phone calls and someone appeared to be targeting women from the District Council. Cllr Mrs Flynn has removed her home telephone number from NDC's website and will be removing it from the Parish Council's website. It was noted that the Police had been informed.  
  
Cllr Ms Scott requested that her home telephone number also be removed from the Parish Council's website.  
  
Cllr Cann reported that a scheme for a green bin for the community hero groups within the communities had now been introduced.  
  
Cllr Turner declared a Personal and Prejudicial Interest and left the meeting for the following item.
- 1705/30 **To consider applications for Green Waste Collection Charge Concession**  
**a) Elmfield Boat Project**  
**b) Roundswell Residents' Association**  
The above applications were considered and it was **resolved**, with no votes to the contrary, to nominate the above groups under North Devon Council's Green Waste Collection Charge Concession.  
  
Cllr Turner returned to the meeting.
- 1705/31 **To consider Street Naming and Numbering for land off of Tews Lane**  
Members considered the proposed names and it was **resolved**, with no votes to the contrary, to delegate to the ward members in conjunction with the Clerk to identify names that reflect the history and character of the area.
- 1705/32 **North Devon Council – Planning Applications**  
North Devon Council, the determining Authority, has asked for comments from this Parish Council on the following planning applications:  
*It was formally noted that participation of the Councillors who are also members of NDC in both the debate and subsequent vote (in respect of any of the above, were preliminary taking account of the information matters) was on the basis that the views expressed made available at the time to the Parish Council. The District Councillors were reserving their final views on the applications until they were in full possession of all the relevant arguments for and against*
- 62700 Proposal: Conversion of milking parlour & store to form one unit of holiday accommodation  
Location: Higher Rookabear Farm, Lydacott, Barnstaple  
Applicant/Agent: Mr & Mrs R Tucker
- It was **resolved**, with no votes to the contrary, to recommend APPROVAL subject to the design and scale not being detrimental to the wider landscape.





62701 Proposal: Listed building application for conversion of milking parlour & store to form one unit of holiday accommodation  
Location: Higher Rookabear Farm, Lydacott, Barnstaple  
Applicant/Agent: Mr & Mrs R Tucker

It was **resolved**, with no votes to the contrary, to recommend APPROVAL subject to the design and scale not being detrimental to the wider landscape and the development being sympathetic to the listing.

62734 Proposal: Erection of 2400mm high galvanised steel palisade fence to the northern boundary to enclose the site  
Location: Atlas Logistics Building, Liberty Road, Roundswell Business Park, Barnstaple  
Applicant/Agent: Mr R Maze, Atlas Packaging Ltd

The Parish Council has reservations and is concerned about the impact this could have on properties within the area, the Parish Council would recommend that a site visit is undertaken prior to any approval being granted.

62785 Proposal: Erection of a coffee shop pod (floor area of 167.2 square metres) with outdoor seating area  
Location: Roundswell Retail Park, John Penrose Road, Roundswell, Barnstaple  
Applicant/Agent: Canada Life Investments

It was **resolved**, with no votes to the contrary, to recommend APPROVAL subject to the design not having an adverse impact on the highway.

62798 Proposal: Erection of one polytunnel (24m long x 6.3m wide)  
Location: Combrew Farm, Combrew Lane, Bickington, Barnstaple  
Applicant/Agent: Mr M Buckingham

It was **resolved**, with no votes to the contrary, to recommend APPROVAL.

62831 Proposal: Erection of new boundary fences (chain link & close boarded)  
Location: Pill Bungalow, Fremington, Barnstaple  
Applicant/Agent: Mr James Hill

It was **resolved**, with no votes to the contrary, to recommend REFUSAL. The proposal would urbanise the area which is of a sensitive nature. The Parish Council would also ask whether or not the proposal would impact on the Public Right of Way across the land.

Cllrs Biederman and Ms Scott declared a Personal Interest in the following item.

62842 Proposal: Alterations & extension to dwelling  
Location: 29 Ballards Crescent, Yelland, Barnstaple  
Applicant/Agent: Mrs S Wolfe

It was **resolved**, with no votes to the contrary and two abstentions from Cllrs Biederman and Ms Scott, to recommend APPROVAL subject to an appropriate design and no adverse impact on the amenity of neighbouring properties.

Cllr Biederman declared a Personal Interest in the following item.



62879 Proposal: Hybrid Application: Outline for mix use of B1, B2 & B8 uses; and full planning for new access road, site levels and park & change facility  
Location: Land off B3232 & A39, Roundswell, Barnstaple  
Applicant/Agent: Devon County Council

It was noted that the application was in both Fremington and Tawstock Parish Council.

It was **resolved**, with no votes to the contrary and one abstention from Cllr Biederman, to recommend APPROVAL in principle to the development of the site. That the current application be amended to restrict and minimise the impact of visual intrusion on the important backdrop of the hillside. Development should run parallel to the A39 and not intrude into the rising ground beyond the curtilage of the building in closest proximity to the new service roundabout for the site.

62892 Proposal: Erection of conservatory and garden shed & installation of a disabled access ramp  
Location: 5 Regent Close, Fremington, Barnstaple  
Applicant/Agent: Mr D Hughes

It was **resolved**, with no votes to the contrary, to recommend APPROVAL subject to an appropriate design and no adverse impact on the amenity of neighbouring properties.

Cllr Miss Goodger declared a Disclosable Pecuniary Interest and left the meeting for the following item.

62893 Proposal: Extension to dwelling  
Location: Haslemere, Pottery Lane, Yelland, Barnstaple  
Applicant/Agent: Mr & Mrs Russ

It was **resolved**, with no votes to the contrary, to recommend APPROVAL subject to an appropriate design and no adverse impact on the amenity of neighbouring properties.

Cllr Miss Goodger returned to the meeting.

62914 Proposal: Variation of Conditions 4 (access) & 5 (development parameters) attached to planning permission 57663 to allow the substitution of plans 0692-PHL-01 Rev E (access arrangement), 6525-00-022 (built land use plan), 6525-00-019 (illustrative master plan) & 6252-00-028 (concept masterplan) with 16022-100-C (access arrangement), 1759-1022 (built land use plan) & 1759-1028 (indicative masterplan) (outline planning permission 57663 is for up to 135 dwellings plus infrastructure including the creation of a vehicular access to B3233, provision of open space, landscaping, allotments, ponds & other associated development – all matters reserved except access)  
Location: Land adjacent to the B3233, Yelland, Barnstaple  
Applicant/Agent: Mr A Cattermole, David Wilson Homes

The Parish Council has concerns that the proposal is not in line with the approval given by the Planning Inspectorate, if it is not in line the matter should be discussed by North Devon Council's Planning Committee.

Cllr Mrs Dyson declared a Personal and Prejudicial Interest and left the meeting.

It was noted that a letter had been circulated to some residents and it was agreed to investigate why 2-16 West Yelland don't appear to have received the letter.



62924 Proposal: Variation of Condition 5 (development parameters) attached to planning permission 57663 to allow substitution of plans 6525-00-022 (built land use plan), 6525-99-019 (illustrative masterplan) & 6252-00-028 (concept masterplan) with 1759-1022 (built land use plan) & 1759-1028 (indicative masterplan) (outline planning permission 57663 is for up to 135 dwellings plus infrastructure including the creation of a vehicular access to B3233, provision of open space, landscaping, allotments, ponds & other associated development – all matters reserved except access)  
Location: Land adjacent to the B3233, West Yelland, Barnstaple  
Applicant/Agent: Mr A Cattermole, David Wilson Homes

It was **resolved**, with no votes to the contrary, to recommend REFUSAL. The proposal is a significant departure from the approval that was given and will have a negative visual impact on neighbouring properties and the estuary scene.

Cllr Mrs Dyson returned to the meeting.

Cllr Biederman declared a Personal Interest in the following item.

62921 Proposal: Extension & alterations to dwelling  
Location: 1 Rowan Park, Roundswell, Barnstaple  
Applicant/Agent: Mr & Mrs Murch

It was **resolved**, with no votes to the contrary and one abstention from Cllr Biederman, to recommend APPROVAL subject to an appropriate design and no adverse impact on the amenity of neighbouring properties.

Cllr Ms Scott declared a Personal Interest in the following item.

62929 Proposal: Subdivision of dwelling to form 2 residential units  
Location: 28 Elmlea Avenue, Fremington, Barnstaple  
Applicant/Agent: Mr & Mrs Naylor

It was **resolved**, with no votes to the contrary and one abstention from Cllr Ms Scott, to recommend APPROVAL in principle. It would appear that the plans do not show facilities (a bathroom or toilet) in one side, there are already parking problems in the area and the Parish Council would not like to see an addition to these problems.

62947 Proposal: Conversion of barn to dwelling (holiday accommodation)  
Location: Higher Rookabear, Lydacott, Barnstaple  
Applicant/Agent: Mr & Mrs R Tucker

It was **resolved**, with no votes to the contrary, to recommend APPROVAL subject to the design and scale not being detrimental to the wider landscape.

1705/33

### **Devon County Council – Planning Decision**

Devon County Council, the determining Authority, has APPROVED the following application with conditions as filed:

North Devon Council Application: 62614  
Devon County Council Ref: DCC/3951/2017  
Proposal: Waste Transfer Station including a waste transfer hall, single storey weighbridge office and welfare facilities building, hardstand including staff parking and external weighbridge, internal access road, new access from the existing highway, drainage, lighting and landscaping  
Location: Land west of Brynsworthy Environment Centre, Brynsworthy, Roundswell, Barnstaple

It was **resolved**, with no votes to the contrary, to note the information.





1705/34

**North Devon Council – Planning Decisions**

North Devon Council, the determining Authority, has APPROVED the following applications with conditions as filed:

- 62625 Proposal: repairs to boundary wall  
Location: Fremington Manor, Fremington, Barnstaple  
Applicant/Agent: Steve Clements
- 62626 Proposal: Listed Building application for repairs to boundary wall  
Location: Fremington Manor, Fremington, Barnstaple  
Applicant/Agent: Mr R Davies, Western Power
- 62662 Proposal: Demolition of rear extension & detached garage/outbuilding together with extension to dwelling & erection of outbuilding to provide storage & ancillary living accommodation  
Location: Monkey Puzzle, 2 Welch's lane, Yelland, Barnstaple  
Applicant/Agent: Stapleton Green Architects
- 62689 Proposal: Variation of Condition 2 (approved plans) attached to planning permission 60645 (erection of two dwellings (amended red outline)) to allow for change of design  
Location: Land off Bickington Road, Bickington, Barnstaple  
Applicant/Agent: NPAS Devon Ltd
- 62814 Proposal: Application for a non-material amendment to planning permission 58335 to change base levels of plots 5, 6, 7, 8, 10 & 11 & change levels in adjacent roads & pavements  
Location: Land adj Allenstyle, Yelland, Barnstaple  
Applicant/Agent: Guy Greenfield Architects

To note that North Devon Council, the determining Authority, has REFUSED the following application:

- 62687 Proposal: Alterations to access, erection of carport together with alterations to dwelling  
Location: Old School House, Bickington Road, Bickington, Barnstaple  
Applicant/Agent: Stapleton Green LLP

To note that the following planning application has been WITHDRAWN and will no longer be considered:

- 62530 Proposal: Erection of goods online distribution hub and related changes to existing car parking and landscaping  
Location: Sainsbury's Supermarkets, Gratton Way, Roundswell, Barnstaple  
Applicant/Agent: Sainsbury's Supermarkets Ltd

It was **resolved**, with no votes to the contrary, to note the information.

1705/35

**Councillors Questions**

Cllr Ms Scott asked for an update on the process for the proposed mobile mast in Fremington. It was noted that Cllr Ms Scott's comments had been forwarded and the proposal would need to be submitted as a planning application at which time the Parish Council could formally respond.

Cllr Groves asked if NDC could supply nets to go over the recycling boxes. Cllr Cann advised that there might be bags in the future which could help with the problem and really it is for the individual.




Cllr Ms Scott congratulated all the candidates for their efforts in the County Elections.

Cllr Mrs Kingdom thanked the Council for re-electing her as Chairman.

1705/36

**Close**

There being no further business the meeting closed at 8.25pm.

Signed  Dated 5.6.17