

MINUTES OF THE PARISH COUNCIL MEETING
OF BUCKLAND BREWER PARISH COUNCIL HELD ON
WEDNESDAY 12th SEPTEMBER 2018 AT 7:30 AT
PARISH CHURCH SCHOOL ROOM

Members Present: Mrs Barbara Babb, Mrs Marie Douglas, Mr Andrew Hewitt, Mr George Heywood, Mrs Elisa Hurley, Mr Jim Lowe, Mr Trevor Mills, Mrs Rosemary Sanders and David Watson.

Also in attendance None

Parish Clerk: Mr P Blossie

KEY: Actions are shown in bold blue type Decisions are shown in bold red type

768. Apologies for Absence Cllr Barry Parsons and Rachel Raper, Intagr8

769. Minutes of the Meeting of the Parish Council held on 8th August 2018 The minutes of the meeting held on 8th August 2018 were agreed and signed subject to a change in line 2 of item 758 (Parish Plan Progress Report) to alter the word 'questionnaire' to 'list of issues'.

770. Declarations of Interest None

771. Public Participation None

772. Clerk's Report

- a. Correspondence: There had been 48 items of correspondence since the last meeting. The Clerk highlighted: i) a notification about Lesley Smith's retirement as Secretary to DALC – **the Chair will send a card from the Parish Council**, ii) notice of a seminar on fundraising by TTVS at the Burton Centre on 14th September 2018, iii) an update from Devon Highways asking for orders for supplies of free salt for this winter. It was agreed that **George Heywood will complete the questionnaire and order a salt supply**. iv) It was noted that the DALC Conference is scheduled for Wednesday 3rd October 2018. **The Clerk will book places for Andrew Hewitt, Jim Lowe and David Watson**. v) Jim Lowe said that a grant application had been received from Friends of Parkham School to combine with Parkham Parish Council in order to contribute their Community Fund (TAP Fund) monies towards play and IT equipment. They had been advised that this was already earmarked for the speed warning sign. They might apply for a small local grant but, as they are not a charity, but are linked directly to the school, they might not qualify.
- b. Resident's complaint about broadband supply: A parishioner had complained about the poor broadband services offered by both BT and Airband. Andrew Hewitt explained that the fibre optic only taken to the box in the village and had never been intended to be extended any further. It was agreed that, on behalf of all parishioners, the Parish Council should continue to press for better broadband services. **The Chair will draft a letter to the MP, with copies to the District and County Councillors.**
- c. Consider and Approve Grants Policy: The Clerk had distributed a Grant Awarding Policy and draft application form for member's consideration which was **approved unanimously**.

773. Fields and Allotments

- a. Change of Tenancy, Allotment Plot 12: The tenant of allotment plot 12 had given notice to quit with effect from 10th September. This was the only tenant who did not live within the parish. The plot has now been let to a resident from Ashton's Row who will be erecting both a shed and a greenhouse. **Andrew Hewitt will obtain a photograph of the plot for our records before the Clerk releases the deposit.**
- b. Works to Community and School Fields, Progress Report (Trevor Mills) The hedge clippings that had been thrown into the hedge behind one of the properties in Orleigh Close have not been removed. The Clerk passed on the houseowner's telephone number to Andrew Hewitt, who will contact them to discuss the issue. Trevor reported that the fences were now up and the work was essentially finished except for some minor tidying up around the gateways and one or two tree limbs needed cutting back. The grass had been cut last Friday. Both fields will be lettable within a couple of weeks. Jim Lowe expressed the Parish Council's thanks to Trevor and Andrew for all their hard work. **Trevor and Andrew will provide the Clerk with a list of the final expenses.** It was confirmed that the school will be responsible for grass cutting once the new lease has been agreed and signed.
- c. School Field Rental Agreement and Proposed Amendment to Covenant: Jim Lowe had been in contact with Cllr Barry Parsons and Gina Finch, the Head of Buckland Brewer School. Although Devon County Council had undertaken to provide legal advice to the school, it was apparent that it would be necessary for the Parish Council's solicitor to draw up the legal document if any progress is to be made. The Clerk had distributed the draft 'Heads of Agreement' prepared by the school's previous consultant, showing amendments that had been previously requested. **It was agreed that the Clerk and The Chair should meet to redraft the document which can then be drawn up into a draft agreement for the Parish Council to consider at a later date. It was also agreed that, in order to meet child safeguarding requirements, the keys for the school field would be held by the School Administrator and the Parish Clerk.** Members also recognised that the Parish Council would need to agree the terms and conditions for the public use of the amenity field. **The Clerk will draft a suitable document for a later meeting.**

774. Village Hall Update, Marie Douglas: Marie has still not provided any minutes of Village Hall meetings. The next meeting will be on 25th September. It was suggested that the next Annual Parish Meeting might be a suitable opportunity to bring together all of the parish's groups and organisations to share their experiences of the year and aspirations for the future.

775. 3rd Age Activities: Helen Connibear of TorrAge has now undertaken to continue the Fit As A Fiddle group in the village hall. The funding for the Church Schoolroom that was approved at the last meeting is, therefore, no longer required. There had been little or no advertising that the group was continuing or moving to the hall and it was reported that only 4 people had attended the first session there. The next planned 4 o'clock Club was due to meet on 13th September. There had only been more than a handful of people attending when 'public service' presentations had been arranged. It was felt that, despite the hard work needed to keep the group going, there was too little interest and the sessions would be stopped. It is possible that one more speaker might be arranged at a later date, Mark Keeling, who could give a talk on healthy eating and exercise, but this would be the last session. Jim Lowe said that he had hoped that the group would grow into a Luncheon Club, but it was agreed that this was too difficult to run.

776. Extension of IntaGR8 Bus Service: The Chair and Vice-Chair had approved an emergency payment to IntaGR8 to enable them to continue the Saturday bus service to 15th September, **which was approved unanimously.** However, due to the driver being unwell, there had been no service since 1st September and it could not be supported any longer. There had been only 4 people from Buckland Brewer who used the bus, and these had all said that they had used it to be supportive rather than out of a need for the service. **Jim Lowe will write an article for Village Scene and the website.**

777. Providing more space on parish notice-boards for public notices: Richard Dorset had offered a quote of £285 to raise the top part and supply sliding glass doors to the lower part of the village notice board. **His quote was agreed unanimously.**

778. Trees at Glebe Fields and adjacent property: No photographs had yet been provided. A letter will be sent in due course.

779. Battle's Over Events, 11th November 2018: Lyn Layton had provided a detailed report about the events that were being planned for the day by the History Group. They would not be involved in the organisation of a beacon event and it was agreed that this was not needed. **Andrew Hewitt will create a beacon for use at future events.**

780. Flashing Speed Signs and Wireless Monitoring Systems Notification had been received that the application for a speed warning sign will not be considered by SCARF until 1st November 2018. If it is approved, the Parish Council will then need to provide details of which supplier, model of sign and power supply will be used. The Clerk suggested that these decisions should be left until after approval has been received. In the meantime, **he and the Chair will research what is currently available on the market.** Hopefully, the timetable will still enable the Council to apply to the Community Fund for further financial assistance.

781. Parish Plan, Progress Report (Steering Group Representatives): There had been a focus group session since the last meeting but none of the Parish Councillors had attended. David Watson reported that he thought it had been a positive meeting.

782. Torridge Community Governance Review: Proposal to Combine Bulkworthy with Buckland Brewer: The matter is to be discussed by Torridge at a Full Council meeting on 29th October 2018. The officers will be recommending that the two parishes merge under the title 'Buckland Brewer and Bulkworthy Parish Council'. Jim Lowe reported that, from May 2019, Buckland Brewer will form part of the new 'Monkleigh and Putford' Ward with two district councillors.

783. Members' Reports:

Andrew Hewitt reported difficulties with poor parking at the old village hall junction causing obstruction and with some cars parking on the pavements. It affects the Post Office van and the bus. Jim Lowe will talk to the PCSO. George Heywood said that he also had difficulties getting his farm vehicles through the village and that there was also an overhanging hedge causing obstruction. He was advised to report it on the DCC website. Andrew also reported that it would cost £33 for 50 metres of pipe plus the cost of a steel tank and ball valve to provide water for the allotments. The matter will be discussed further by the Fields and Allotments Sub-Committee.

George Heywood said that he will talk to Fishleighs about prices for this year's salt spreading and storage.

Jim Lowe had asked Phil Slocombe to provide a sign for the village green saying, "No Parking – Access Needed".

Trevor Mills reported the reappearance of Japanese Knotweed in The Glen. **He will ask Matt Fry to clear it.**

784. Planning: Decision: 1/0644/2018/FUL, 7 Greenings Road, Proposed dwelling – Refused. Members were disappointed with the decision. Andrew Hewitt said that the architects were reviewing the plans.

785. Accounts

a. Receipts and Payments

i. Bank balances as at 31st August 2018 (£43,710.19):

1. Parish Council Current Account was £5,864.76
2. Thornhillhead Moor Account was £3,702.34
3. Savings Account was £34,143.09

II. Fund balances as at 31st August 2018 (£43,710.19):

1. General Account - £20,007.85
2. Thornhill Head Account - £23,702.34

III. Payments due (£1,142.42 + VAT)

The following list of payments was approved:

1. Parish Clerk's salary, expenses and associated PAYE (July 2018): £416.58, including PAYE - £79.00
2. Mr J Lowe, 4 o'clock Club food expenses - £12.19
3. Buckland Brewer Village Hall, 3rd Age Events - £18.00
4. South West Water, Standing Charge - £12.04
5. PKF Littlejohn, External Audit Fee - £200.00 + VAT
6. Mrs J Lowe, Remembrance Day Expenses - £18.61
7. ICO, Data Protection Annual Fee - £35.00
8. SEL Clarke, Hire of swing shovel - £280.00 + VAT
9. Eric Tucker, Posts and fences - £150.00 + VAT

IV. Receipts (£401.57)

1. Donation, 4 o'clock Club collection - £18.38
2. Allotment rent, £15.00
3. Field Rent, £210.00
4. Western Power, wayleaves - £158.19

- b. External Audit Report: The Clerk had distributed copies of the external audit report for 2018/19. The auditor had found no issues to report. The Clerk will now ensure that all of the documents required by the Transparency Code are up loaded to the website by 30th September 2018.

There being no further business, the meeting closed at 9:30 pm

Dates of Future Meetings:

Parish Council – Wednesday 10th October 2018, 7:30pm, Methodist Chapel

Signed as a true record:

Chairman: **Date:**