

**MINUTES OF THE PARISH COUNCIL MEETING
OF BUCKLAND BREWER PARISH COUNCIL HELD ON
WEDNESDAY 8th JUNE 2016 AT 7:30 AT
BUCKLAND BREWER SCHOOL**

Members Present: Mrs Barbara Babb, Miss Rosie Beer, Mrs Marie Douglas, Mr Andrew Hewitt, Mr George Heywood, Mr Jim Lowe and Mr Trevor Mills.

Also in attendance 1 member of the public and Cllr Alison Boyle

Parish Clerk: Patrick Blossie

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

278. **Apologies for Absence** David Watson

279. **Minutes of the Meetings of the Parish Council held on 11th May 2016:** The minutes of the meeting held on 11th May 2016 were confirmed and signed.

280. **Declarations of Interest** None

281. **Public Participation** None

282. **Clerk's Report:**

- a. **Correspondence:** The Clerk had distributed 26 items of correspondence by email since the last meeting. He highlighted i) A letter from Jane Lowe about the local bus service. Members were supportive of her attempts to seek improvement in the service and **it was agreed to ask Jane to attend a later meeting.** ii) An increase of 1% in the Clerk's salary wef 1st April 2016, with a further increase of 1% in April 2017 that had been approved nationally. **It was proposed by Jim Lowe, seconded by Barbara Babb and agreed unanimously to implement the increase.** iii) An invitation to a flag raising ceremony on 20th June 2016, and iv) details on an 'Engagement Event' being held by Northern Devon Healthcare NHS Trust at the Barnstaple Hotel on 13th June 2016. Jim Lowe complained that this had been arranged for a weekday afternoon when many working people were not able to attend. It was agreed unanimously that the Clerk should write a letter of complaint and to send a copy to Geoffrey Cox, MP. Jim Lowe had distributed an online survey which he asked members to complete and it was agreed that he would write a piece for Village Scene. v) Jim Lowe also noted from an article on Rural Housing that social housing would be required in new developments of 5 houses or more in rural areas and 10 houses or more in urban areas.
- b. **Parish Website:** Jane Lowe had offered to take on the day to day maintenance of the parish councils elements of the parish website. However, Peter McClymont has not responded to emails from the Clerk recently and items that are being 'posted' to the site are still not appearing on the internet. Jane suggested in her letter and it was supported by the Clerk, that alternatives should be explored to ensure that the Parish Clerk has more control over the posting of items to the site, especially in view of the Transparency Code requirements. **It was proposed by Andrew Hewitt, seconded by George Heywood and agreed unanimously that the Clerk and Jane Lowe would work together to develop some ideas.**

- c. **Flood Resilience Grant Claim:** The Council's application for £250 under this scheme had been turned down because the board considered that our plan to only update the contact register at this time "does not fit under an Emergency Plan". They have recommended applying again when we develop a complete Emergency Plan.
283. **Matters Arising from the Annual Parish Meeting:** i) An email had been received from Jane Whittaker responding to a number of points raised at the meeting. She had also emailed Trevor about the delays in dealing with the village hall planning application. Cllr Alison Boyle offered to host a meeting of the interested parties to progress the matter and it was proposed by Andrew Hewitt, seconded by George Heywood and agreed unanimously to take up her offer. The Clerk was asked to write to Jane Whittaker to thank her for her involvement.
284. **Parking of the Post Office Van:** Andrew Hewitt reported that the space had been marked out. He will put up a notice on the notice board and in the shop
285. **Electoral Review of Torridge: Consultation** It was proposed by Jim Lowe, seconded by George Heywood and agreed unanimously that the Clerk would respond to the consultation to say that members felt that there should be 36 councillors with one councillor per ward.
286. **Queen's Birthday Street Party:** Jane Lowe had supplied a 'Special Events' form and it had been confirmed by Community First Insurers that the event would be covered by our public liability cover at no extra cost. Barbara Babb reported that she needed to recruit 4 more marshalls for the day and it was agreed that these would be George Heywood, Trevor Mills, Andrew Hewitt and Fred Babb.
287. **Fields and Allotments:**
- a. **Blackhorse Fields Tenancy** There had been no contact from Bob Hicks yet. The tenant will be cutting the grass in the next few weeks.
 - b. **Fencing of Blackhorse Fields** The fencing of the edge alongside the road is to be done by Andrew Hewitt. The tenant will be responsible for fencing the boundary with the allotments. The Clerk will remind Bob Hicks about the insurance and fencing issues.
 - c. **Centenary Fields Project** Members considered an option to nominate the new amenity field as a Centenary Field, which might attract some grant funding in the future but would tie down the use of the field in perpetuity. Members agreed unanimously not to proceed with the proposal at this time.
 - d. **Works to Amenity Field** Trevor Mills said that the Village Hall had already met its obligation to fence the area around the village hall site within 60 days as required by the s106 agreement, although this is temporary Heras fencing at present. **It was agreed to erect a 2m high chain link fence next to the village hall alongside the school field, and a 1m high post and rail fence with sheep wire and gates at each end alongside the new path adjacent to the amenity field. Trevor Mills and Andrew Hewitt will meet to put together a project plan so that quotes can be sought.**
 - e. **Additional Gate for Allotments** **Andrew Heard is to speak to the trustees of the Playing Field.** Trevor Mills felt the gate was unnecessary and Andrew Hewitt said that he couldn't see much advantage to having a small gate there.
 - f. **Vacant Allotments**
 - i) No 12 has recently been vacated and will be advertised.
 - ii) The tenant of Plot 10 sent an abusive letter refusing to pay deposits and terminating his lease. **Members approved the Clerk's response to the letter.**
 - iii) Apart from the tenant of plot 10, there are three other tenants who have not yet paid their annual rents. **The Clerk will send them reminder letters.**
288. **Thornhillhead Moor Mast:** Bob Hicks is continuing to negotiate terms and will report back in due course.
289. **TAP Fund 2016/17 Scheme:** Notification had been received from Torridge Council that the TAP Fund Scheme would continue for the current year and that Buckland Brewer was entitled to claim up to £730. Peters Marland Parish Council had been in touch and were keen to combine with us again. They want to claim for a contribution towards a defibrillator. **Members wished to explore the possibility of employing a joint lengthsmen with neighbouring parishes and asked the Clerk to suggest this to them.**

290. Snow Warden's Report: George Heywood had discussed the cost of storing the salt supplies with the contractor and **it was agreed unanimously that a payment of £150 should be made.**

291. Members' Reports

Rosie Beer asked whether anything could be done about the rubbish collection at Hillpark. Trevor Mills had spoken to Richard Haste, the service manager, who had said that Torridge vehicles could not use the roads in Hillpark until they had been adopted by DCC. **The Clerk was asked to write to Cllr Julian to ask if this could be progressed more quickly.**

Marie Douglas reported that she had received more complaints about people parking at the end of Gorwood road and causing obstructions.

George Heywood reported that the large potholes on Craneham Hill had been filled in but that they were already sinking again.

Jim Lowe reported that the DAAT survey of the two possible sites in the village had identified the new amenity field as the most favourable and that many residents in the area had expressed their support. Jim Lowe suggested that the Parish Council should kick off of community fund for the scheme, which was likely to cost at least £5,000. **Trevor Mills proposed that the Council should offer up to £1,000 in match funding from the Arqiva Fund and this was agreed unanimously.**

Shirley Tilley reported that Torridge Council no longer provided a Dog Warden service.

Alison Boyle said that she had been quite active at various meetings at Torridge Council recently but that most of these were Part II items that she could not discuss.

292. Planning

- a. Decision: 1/1177/2015/FULM: 5 megawatt solar park and ancillary development (on 14.6 hectares of land)– Granted Permission
- b. Decision: 1/0125/2016/AGMB: Woodwall, Frithelstock, Prior notification for the change of use of agricultural building to No1 dwelling under Class Q (a) – Granted Permission
- c. A copy of a Public Path Diversion Order had been received in respect of Footpath No. 2, which had previously been discussed and approved by the Council. Jim Lowe was asked to lodge the papers at the Information Point.
- d. A consultation request has been received for a submerged garage and other works at The Stable, Little Tythecott and a response is required by 28th June, so it will be necessary to hold an extra meeting this month.
- e. **The Clerk was asked to add the planning application for new chicken sheds at Bowden Farm to the next agenda and notify the Planning Department of the Council's interest.**

293. Accounts:

i) Bank balances as at 31st May 2016:

- Parish Council Current Account was £10,472.79
- Thornhillhead Moor Account was £12,137.25
- Savings Account was £33,004.37

ii) Payments due (£1,285.12 + VAT)

- Parish Clerk's salary, expenses and associated PAYE (May 2016): £425.34, which includes £2.73 of backdated pay award, 1/3rd of the mileage cost of delivering and collecting the annual accounts to and from Honiton, and £59.95 (+VAT) for replacement defibrillator pads.
- Lyn Hargood, Internal Audit Fee - £250.00
- SLCC, Annual Fee - £149.00
- Fishleighs, Storage of Salt - £150.00
- Andrew Hewitt, Post Office van signage - £22.77
- Barbara Babb, Queens Birthday Street Party Float - £300.00

- iii) Receipts (£331.00)
- Allotment Rents: £40.00
 - Allotment Deposits: £100.00
 - Wayleaves: £191.00

iv) Audits:

The Clerk reported that the Council's Internal Auditor had been admitted to hospital a few week's ago. He had consulted with the Chairman and appointed a replacement auditor for this year, Lyn Hargood, who is a trainer for the DALC and extremely well-qualified to carry out a parish council audit. This had been completed yesterday, on 7th June. The Clerk presented copies of the annual report to be submitted to the external auditor by 10th June and the Internal Auditor's report. This was a 'clean bill of health' but had a recommendation that the Council adopts a comprehensive set of financial regulations before the next audit. He also explained that the Council is statutorily obliged to issue a notice that the accounts are available for inspection during a 30-day period and he recommended that this should be between 30th June and 30th July 2016.

- v) VAT Claim: The Clerk had submitted the annual VAT claim for 2015/16 in the sum of £1,477.47.

Date of Next Meeting:

Parish Council (Planning Meeting): Monday 27th June 2016 (Buckland Brewer School, 7:30pm)
Parish Council: Wednesday 13th July 2016 (Buckland Brewer School, 7:30pm)

Chairman: **Date:**