

**MINUTES OF THE PARISH COUNCIL MEETING
OF BUCKLAND BREWER PARISH COUNCIL HELD ON
WEDNESDAY 10th FEBRUARY 2016 AT 7:30 AT
BUCKLAND BREWER SCHOOL**

Members Present: Mrs Barbara Babb, Mrs Maris Douglas, Mr Andrew Hewitt, Mr George Heywood, Mr Jim Lowe, Mr Trevor Mills, Mrs Shirley Tilley and Mr David Watson.

Also in attendance 2 members of the public

Parish Clerk: Patrick Blossie

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| KEY: Actions are shown in bold blue type Decisions are shown in bold red type |
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204. Apologies for Absence None

205. Minutes of the Meeting of the Parish Council held on 27th January 2016: The minutes of the meeting held on 27th January 2016 were confirmed and signed.

206. Declarations of Interest George Heywood and Barbara Babb in respect of item 212.c, Use of the New Amenity Field.

207. Public Participation None

208. Parish Council Representation on the Village Hall Committee This matter was deferred to the next meeting. Jim Lowe asked that it should be made clear that the representative is required to be a trustee of the Village Hall charity.

209. Clerk's Report:

- a. **Correspondence:** A summary of 19 items of general correspondence had been provided, all of which had been previously distributed by email. High Bickington Parish Council had asked for support for a letter being sent to Geoffrey Cox MP and Peter Heaton-Jones MP **concerning rural funding which members supported**. A letter had been received from the Boundary Commission outlining their recommendations following the recent consultation concerning the electoral divisions in Devon. Subject to an order being laid before parliament, the recommendations should take effect from the county elections in 2017, at which time Buckland Brewer will become part of the Holsworthy Rural Division. The Clerk read out a letter from Arqiva explaining that the telecommunications mast was designated to be a consolidated mast housing equipment for Vodafone and O2 through a licence with CITL. The company had asked for the landlord's permission to continue but members asked **the Clerk to contact Arqiva requesting their proposals for a revision of the rent**.
- b. **Training:** The latest DALC newsletter included a list of training opportunities. Members approved the Clerk's request to go on the Clerk's Essentials course on 7th July 2016. Also, Members noted that Devon Communities Together had established a new training hub.
- c. **Risk Assessment:** The Council considered a draft Risk Assessment prepared by the Clerk. The document was approved subject to the following changes:
 - i. The introduction of budget monitoring reports at quarterly intervals
 - ii. To remove the value of the Elections Reserve from the document and to replace with the wording "The amount of the reserve is reviewed annually at budget setting meetings".
 - iii. To record that provision is being made to establish a pension scheme, and

- iv. To record an additional payment to the Clerk of 2 hours in any month when an additional meeting is required to meet planning consultation deadlines

210. Defibrillator: Training sessions have been organised for 7:30 pm on 26th and 2:30pm on 27th February 2016 in the village hall. The Clerk demonstrated a sign that had come with the machine which was passed to David Watson.

211. Review of Parish Plan/Emergency Plan:

- a. Progress report from Working Group Jim Lowe said that a number of things in the current plan were out of date. Also, sometime towards the end of 2016 the North Devon and Torridge Local Plan will be agreed. It was agreed that item should be added to the agenda at some time in early 2017 for a comprehensive review of the Parish Plan with a view to publishing a new document in 2018. In the meantime, Jim Lowe is working on a revised contacts list.
- b. Grant applications for flood and community resilience schemes Barbara Babb reported that she has submitted an application for a grant of £250.00.
- c. Community Helipad/DAAT Toby Russell of DAAT had contacted Jim Lowe. They will be surveying the two sites in the village on 11th February and are willing to come to a public meeting to explain their findings and try to progress a scheme.

212. Fields and Allotments:

- a. Blackhorse Fields: Invitations to Tender Trevor Mills and Andrew Hewitt had met again with Bob Hicks who insisted that they Parish Council should opt for a 3-year farm business tenancy, which would then roll on year on year. Any conditions such as restricting access at certain times of the year or in certain weather conditions could not be enforced effectively. A guarantor should be provided and a deposit of £500 should be charged against the condition of the field at the end of the tenancy. Trevor will insert a clause to retain the right to take back part of the field for industrial development at some time in the future. George Heywood questioned what would happen to the boundary between the field and the allotments and it was agreed unanimously that the council would pay for this to be fenced. The Clerk reminded members that the tender submissions should ask the tenderers for an explanation of how they will manage the field. Andrew and Trevor will redraft the tender document.
- b. Allotments: Application to keep hens: An allotment tenant had asked for approval to keep hens on his allotment and to put up a coop for them. He only wishes to keep about 6 hens. However, he already has a shed and a greenhouse on the plot and the tenancy agreement states that he can have only one wooden building. Members considered the application but wanted more information about the size and style of the coop before making a decision. **It was agreed unanimously that all tenants keeping hens on the site must register them with DEFRA.** This will affect the tenant of plot 15. **Andrew Hewitt argued that the Parish Council should have a comprehensive Fields and Allotment Policy and it was agreed unanimously that he should draft one.**
- c. Use of the new amenity field: Barbara Babb had circulated a note of further explanation of the previous owner's concerns about the use of this field. It was proposed by Jim Lowe, seconded by Andrew Hewitt and **agreed unanimously that their concerns should be accepted and incorporated in the Fields and Allotments Policy, but that, in the meantime, the field should be used for sheep until such time as a suitable tenant and the necessary funding can be found for its intended purpose of recreation.**
- d. The Clerk explained that the dead tree in the field behind the school that had been discussed at an earlier meeting needed to be removed. Andrew Hewitt had inspected it and was prepared to cut it down. Trevor said that he would ensure that the stump was removed when appropriate equipment was available during the building of the new village hall.

213. Members' Reports

Barbara Babb talked about the funding of the Queen's Birthday events.

Andrew Hewitt showed photographs of a flood at The Glen and talked about drainage problems in the area.
Trevor Mills will talk to Richard and Crystal Fellowes.

George Heywood reported large potholes in the road from Moor Head to the old cemetery. Andrew Hewitt will report this to DCC Highways. George also pointed out that hedge trimming has to be completed by the end of February and Blackhorse Fields needs to be done. **Andrew Hewitt will ask Richard Metherall to do it.**

Jim Lowe reported that the recent long power cut had been due to a pole being down

Trevor Mills questioned why one street light stayed on throughout the power cut. He also reported that a couple of trees were overhanging at the Cherryvale Road entrance to the council fields. **George Heywood said that he would deal with them.**

David Watson reported that the Babeleigh Barton Road had been resurfaced and was now in excellent condition. He also complained about the mess from the recycling vans and that the issue had been raised with Mr Haste at Torridge Council.

214. Planning

- a. **Decision:** 1/1272/2015/FUL, Cross View, Removal of condition 3 of NJ935 & NJ962 – Granted Permission – Noted

Members noted that an email from Torridge Council had been received explaining that some further consultation was required on the Draft Local Plan and the target date for submitting the document to the Planning Inspector is now the end of May 2016. **This will be added to the agenda for the March meeting. Jim Lowe will draft a letter to Cllr Hicks asking for his views on the Started Homes issue.**

215. Charitable Trust George Heywood said that it had proved more difficult than he expected to get the charitable trust off the ground but that he would report further at the next meeting. The Clerk explained that he had cashed the cheque for £20,000 but that he could not set up a separate bank account for it until he had a meeting with Barclays Bank, which had been arranged for 29th February 2016.

216. Accounts:

i) Bank balances:

- Parish Council Current Account was £2,239.59 as at 29th January 2016 (+ £5,000 net transferred subsequently)
- Thornhillhead Moor Account was £16,175.64 as at 29th January 2016 (inc. £8,000 transferred in err by bank from General Account)
- Savings Account was £10,004.37 as at 29th January 2016 (+ £15,000 subsequently transferred in)

Due to an error by the bank, £8,000 that should have been transferred from the General Account to the Savings Account was paid into the Thornhillhead Moor Account. The Clerk has been in contact with a Business Manager who is correcting the error and who will ensure that interest is paid into the savings account from the date that the transfer should have happened. **The Clerk is attempting to organise an online banking arrangement so that he can transfer funds between accounts himself in future. This approach was agreed unanimously. Members also approved the transfer of £475.00 from the Thornhillhead Moor Account to the General Account, being £250.00 for the Clerk's time and expenses and a contribution of £225.00 towards audit fees.**

ii) Payments due (£314.45)

- Parish Clerk's salary, expenses and associated PAYE (January): £314.45 includes an additional 2 hours pay for one extra meeting in the month

Date of Next Meeting:

Parish Council: Wednesday 9th March 2016 (Buckland Brewer School, 7:30pm)

There being no further business, the meeting closed at 9:20 pm.

Chairman: **Date:**