

**MINUTES OF THE PARISH COUNCIL MEETING
OF BUCKLAND BREWER PARISH COUNCIL HELD ON
WEDNESDAY 11th MAY 2016 AT 8:00 AT
BUCKLAND BREWER SCHOOL**

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

Also in attendance 7 members of the public and Cllr Robin Julian

Parish Clerk: Patrick Blossie

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

256. **Apologies for Absence** Shirley Tilley
257. **Election of Officers:**
- a. **Chair:** Trevor Mills was proposed by Barbara Babb, seconded by David Watson and his re-appointment was agreed unanimously.
 - b. **Vice-Chair:** Barbara Babb was proposed by George Heywood, seconded by Rosie Beer and her re-appointment was agreed unanimously.
258. **Appointments to Personnel Sub-Committee:** It was unanimously agreed that there would be no change: Barbara Babb, Jim Lowe and Andrew Hewitt
259. **Appointment of Snow Warden:** It was unanimously agreed that George Heywood would continue as Snow Warden.
260. **Appointment of Parish Council Member to Village Hall Trustees:** Marie Douglas was proposed by Barbara Babb, seconded by George Heywood, and her reappointment was agreed unanimously.
261. **Review of Dates for Future Meetings:** It was agreed to change the day of the potential second meeting each month to the 4th Thursday in the month so that it does not clash with other regular meetings in the parish. It was also agreed unanimously that, in future, all meetings will start at 7:30pm throughout the year.
262. **Review of Standing Orders, Code of Conduct and Risk Assessment:** It was agreed unanimously that the existing standing orders, code of conduct and risk assessment would be re-adopted with the change in meeting dates and times to be updated in Standing Orders to reflect the decision at item 261.
263. **Minutes of the Meetings of the Parish Council held on 13th April 2016:** The minutes of the meeting held on 13th April 2016 were confirmed and signed.
264. **Declarations of Interest** None
265. **Public Participation** None
266. **Post Office Van (inc. representative from Post Office Ltd.):** Andrew Fryatt of Woolserly Post Office, which supplies the post office van, attended the meeting. He explained that he would welcome having a designated parking area for the van as he concerned about the safety of his staff and the public, especially

with other cars being parked in the area, such as those collecting children from the Under 5s group. Unfortunately, the cable that they use at the moment is too short for them to park any further way than they do now, but he has ordered a longer one. He needs a box 12 meters long to allow for the tail-lift.

Andrew Hewitt will arrange for the space to be marked out. The Clerk will inform Andy Fryatt when it is ready to be used and contact the Under 5s Group to avoid parking in the space.

267. Report by Lyn Layton on Queen's Birthday event arrangements: Lyn Dayton explained that she had coordinated the 'beacon event' on 21st April as a community event and that many people had contributed their time and expertise to ensure that it was successful. Thanks were extended to Andrew Hewitt for renovating the beacon and a professional photographer who offered her services for free. The Clerk will put some photos from the event on the website. Lyn supplied a breakdown of the expenses for the event and explained that she had not needed any funding from the Parish Council's budget for the Queen's Birthday events. She reimbursed the Council £80 that had been paid to Jane Lowe for the supply of fireworks and explained that she had distributed the profits from the event to the various organisations that had contributed to organising the evening. Jim Lowe said that this was not what had been agreed previously by the Parish Council as any surplus had been intended to be used to fund the street party in June, after which the Parish Council would have distributed any surpluses remaining. Barbara Babb said that she believed that the £300 in the budget plus about £120 remaining from the Jubilee Fund would be enough to fund the street party and that, therefore, the surpluses from the Beacon Event were not needed. Andrew Hewitt said that the West End Precision tent had been damaged. Trevor Mills said that he will be able to repair it from spare parts that he has available. George Heywood offered thanks to Lyn and her team for organizing the event.

268. Clerk's Report:

- a. **Correspondence:** The Clerk had distributed 39 items of correspondence by email since the last meeting. i) A broadband voucher scheme was available for anyone experiencing speeds of less than 2mbps. The Clerk was asked to write to the organizers supporting the scheme and asking if people could claim retrospectively if they had already had to invest to improve their broadband speeds. ii) It was noted that in the Devon Flood Risk Assessment, Torridge was not mentioned at all. iii) George Heywood, Andrew Hewitt and Barbara Babb all wished to attend the afternoon Planning Engagement Session on 19th May 2016. iv) Jim Lowe said that he was concerned by an item from Healthwatch that indicated that A & E at NDDH was under threat.
- b. **Annual Parish Meeting:** Cllr. Jane Whittaker's attendance as guest speaker at the Annual Parish Meeting had been confirmed and a list of 5 written questions had been supplied to her.

269. DAAT: Night Time Flying: Jim Lowe explained that a public meeting is being held in the village hall on 15th June at which Toby Russell of Devon Air Ambulance will explain the night time flying plans and the need for local helipads with suitable lighting. A recent survey had indicated that their preferred site for Buckland Brewer is the new amenity field. He suggested that the Parish Council might consider kicking off a community fund for the scheme by contributing the £1,000 that had come from Arqiva. Marie Douglas wondered if we could also use TAP Fund monies.

270. Land Transfer re S106 Agreement:

- a. **Amendment to clause 12.2.2** The Clerk had today received notice from the Council's solicitor that the land transfer documents had been completed and exchanged. The recommended change to clause 12.2.2 was therefore redundant.
- b. **S106 Conditions/Village Hall Planning Consent** Trevor Mills explained that a meeting of the interested parties was being arranged by Cllr. Morrish of Torridge Council.

271. Electoral Review of Torridge: Consultation Deferred to next meeting.

272. Fields and Allotments: i) George Heywood said that a parishioner had commented to him that the new tenant of Blackhorse Fields lived outside the parish. Trevor Mills pointed out that the tenancy is through the parents who do still live in the parish and that a precedent had been set for this before. ii) Trevor Mills had spoken to Bob Hicks about the Blackhorse Fields contract, the Arqiva negotiations and the graziers list. His company is very busy at present but will get on to these things in due course. iii) George Heywood said that some fencing works will be required for the field being vacated by Mr Chapple. iv) Andrew Hewitt supplied the Clerk with an abusive letter from an allotment holder who was refusing to pay the deposits that had been levied last year and wished to cancel his tenancy. **The Clerk will offer him the possibility of paying by instalments.**

273. Thornhillhead Moor Mast: Bob Hicks is negotiating terms and will report back in due course.

274. Snow Warden's Report: George Heywood that no salt had been used last winter. Fishleigh's are happy to continue as the Council's contractor. They have refurbished their spreading machine and have 4 tons of salt in store. There is another 0.5 tons in bags in the garage. Devon County has said that they will not fund the refilling of bins in the future. It was agreed that the Council should offer Fishleigh's some compensation for storage and George Heywood will discuss this with them.

275. Members' Reports

Barbara Babb: i) had been approached by allotment holders with a request for a wheelbarrow sized 'hunting' gate leading to the playing fields car park. This will be discussed by the trustees of the land and Barbara will report back. ii) Barbara said that a number of items that people had tried to add to the website had not appeared on it, such as the Plant Sale. The Clerk had experienced similar problems and he will contact Peter McClymont.

Marie Douglas: noted that the allotments price structure and details of how to apply were not on the website. **The Clerk will add an item, if possible.**

Andrew Hewitt: i) had distributed notes of the Highways Conference that he had attended. There had been very little enthusiasm for the Road Warden scheme so a number of changes to the scheme were being proposed. A nominated Road Warden could be just a person who acted as a communicator with DCC. It was agreed that Andrew Hewitt would have to be properly trained/accredited and insured before he undertook any work on drains and this could only be done by joining the scheme. Therefore, Andrew will formally apply. ii) Andrew had also distributed papers about the Parish Council Act, which will give parish councils more responsibilities and rights, especially on planning and transport issues. iii) There is a Devon Strategic Partnership meeting on 10th June 2016 to which all are invited. iv) Andrew had sent round a circular about devolution, which the Council was asked to respond to.

George Heywood: i) spoke about the Parish Councils Act and wondered whether more of the New Homes Bonus would be distributed to parish councils. ii) He reported that there had been a serious accident at Catsborough Cross on 5th May 2016. The Clerk was asked to write to Devon Highways expressing the Parish Council's concerns and asking them to ensure that sightlines were properly maintained. iii) There are still 2 big potholes at Craneham Hill, and iv) the road from Thornhill Moor X to Chisham X has a very bad road surface.

Jim Lowe: i) said that the meeting of 23rd March had not been advertised in Village Scene and the wrong report of the meeting of 13th April had been published. ii) Jim also reported that Jane Lowe had arranged a date with the Clerk for taking over the administration of the website on behalf of the Parish Council.

David Watson: reported ongoing problems with the bus with people sometimes unable to get on it. Andrew Hewitt wondered whether other local organisations would be willing to contribute towards a community bus.

276. Planning

- a. **Decisions:** 1/0005/2016/LBC and 1/1309/2015/FUL: Goutisland Farm Holiday Lets – Granted Permission

- b. Decision: 1/0246/2016/FUL: Eastview, Stibb Cross; Replace existing Cattle Corral with Agricultural Building – Granted Permission
- c. Applications: 1/0078/2016/FUL & 1/0080/2016/LBC: Higher Thorne Cottage Holiday Let & Higher Thorne; Variation to planning application 1/1867/1998 – **Supported unanimously**

277. Accounts:

i) Bank balances:

- Parish Council Current Account was £10,730.79 as at 29th April 2016
- Thornhillhead Moor Account was £12,137.25 as at 29th February 2016
- Savings Account was £33,004.37 as at 29th February 2016

ii) Payments due (£15,514.92)

- Parish Clerk’s salary, expenses and associated PAYE (April 2016): £295.47
- Community First Trading, Insurance Premium - £219.45
- Transfer to Playing Field Association: £15,000.00

iii) Receipts (£.5829.43)

- Precept, 1st Instalment: £5,561.43
- Allotment Rents: £25.00
- Allotment Deposits: £100.00
- Community Shop, defibrillator donation: £63.00
- Beacon Event, Refund: £80.00

iv) Annual Accounts 2015/16

The Clerk presented a set of annual accounts and the governance statement, requiring the Chair’s and the Clerk’s signatures for the 2015/16 year. The Clerk explained that these were due to be inspected by the internal auditor on 7th June and had to be ready for submission to the external auditor on 10th June 2016. **The Annual Return was approved unanimously.**

Date of Next Meeting:

Annual Parish Meeting: Wednesday 18th May 2016 (Buckland Brewer Village Hall, 8:00pm)

Parish Council: Wednesday 8th June 2016 (Buckland Brewer School, 7:30pm)

Chairman: **Date:**