

**MINUTES OF THE PARISH COUNCIL MEETING
OF BUCKLAND BREWER PARISH COUNCIL HELD ON
WEDNESDAY 14th SEPTEMBER 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, Mr Trevor Mills, Mrs Shirley Tilley and Mr David Watson.

Also in attendance 2 members of the public and Cllr. Alison Boyle

Parish Clerk: Jane Lowe took the minutes in the absence of the Clerk, Patrick Blossie

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

331. Apologies for Absence Patrick Blossie (Parish Clerk), PCSO Liz Rendle

332. Minutes of the Meetings of the Parish Council held on 10th and 25th August 2016: The minutes of the meetings held on 10th and 25th August 2016 were confirmed and signed. R referring to minutes 25th August, Cllr Lowe was surprised that the application referred to in item 330a was not restated as part of the District Plan.

333. Declarations of Interest Andrew Hewitt declared an interest as a Trustee of the Playing Field Association ref item 343c, Land at Southwood Meadow, Buckland Brewer - Application reference: 1/0099/2016/OUTM – contribution suggestion by Torridge Council

334. Public Participation None

335. Clerk's Report:

- a. **Correspondence:** The Clerk had distributed 31 items of correspondence by email since the last meeting. He highlighted i) an invitation from Torridge Council to another Planning Information Session on 22nd September (the Clerk is attending the afternoon session) and ii) an email from Councillor Alison Boyle about the establishment of a third Advisory Group (see below). Iii) DCC Highways has issued an order confirming the diversion of footpath No. 2 at Burrough. A copy of the notice was given to Andrew Hewitt for the notice board. iv) **The Clerk was asked to reserve 4 spaces for the DALC Conference on 11th October 2016.** v) A letter had been received from the Boundary Commission setting out their proposals for the Electoral Review of Torridge and requesting feedback by 31st October. Buckland Brewer is proposed as a parish within the 'Monkleigh and Putford' ward, which would have 2 district councillors. The Clerk read out the relevant extract from their report:

Monkleigh & Putford *We did not receive any comments regarding this area during consultation. The existing wards in this area are forecast to have significant levels of electoral inequality by 2022, and therefore it was necessary to create a ward that would adhere to our statutory criteria. The proposed Monkleigh & Putford ward comprises of the parishes of Abbots Bickington, Abbotsham, Alwington, Buckland Brewer, Bulkworthy, East Putford, Frithelstock, Landcross, Littleham, Monkleigh, Weare Giffard and West Putford. We would particularly welcome comments on the make-up and name of this ward. **It was agreed that members would consider the report and agree on a suitable response at the next meeting.*** The report and map can be viewed at <https://www.lgbce.org.uk>.

Cllr Boyle said that it had been agreed that the current allocation of councillors:electorate:area system was unfair as it was so uneven. Torridge District Council had met and redefined ward boundaries, making a unanimous decision which involved no reduction of councillors. The Boundaries Commission has submitted a proposal which produces larger areas and fewer councillors across the country – e.g. locally, Kenwith will disappear completely. The consultation is open until 31/10/16. Cllr Boyle asked members to review the proposals as Buckland Brewer is affected, so that a suitable response can be made, Torridge District Council is seeking support for their motion.

b. **Changes to Area Advisory Groups:** It had been confirmed by TDC that there will now be three Area Advisory Groups and that Buckland Brewer would no longer be affiliated to the Torrington Group, but would be part of the Bideford and Northam Group in future.

c. **Website Development:** Jane Lowe explained that she and the Clerk had agreed on the final heads of agreement for the new website and would visit suppliers and seek quotations very soon. A budget of up to £1,000 for the development work and up to £250 for annual maintenance and support were approved. Jane pointed out that time was now of the essence as Peter McClymont had written to say that he would be withdrawing his support and not supporting the domain with effect from 31st December 2016. Peter has submitted two invoices. One for £200 for maintaining the website from October 2014 to September 2016 and one for £117 covering the period 1st October to 31st December 2016.

d. **Police Report:** In the absence of PCSO Liz Rendle, the Clerk read her report. There had been only one crime reported in the past 60 days - 1 x road traffic offence. This took place on the outskirts of the parish and the offender is being dealt with for this

336. **Air Ambulance Night Time Flying Fund:** It was reported that more donations, sales of cards and the proceeds of the Cream Teas event this month had raised a further £1,650.90 towards the fund. A grant of £1,549.00 had also been received from Torridge District Council thanks to the intervention of Councillor Jane Whittacker following Cllr. Hicks' refusal to sign off the application for a grant from the Community Grant Fund. Together with the £1,000.00 already offered by the parish council, the total fund now stands at £5,464.90. TAP Fund Grants of £2,118.00 will be applied for at a later date. This figure could be higher if more parishes offer to contribute their TAP Fund monies to the scheme. Enid Booth presented the Clerk with two more cheques, amounting to £30 that had also recently been donated. Jim Lowe has met with Western Power on site and has requested a price for installation of the electrics. There is already a cable across the field and it is believed that a link can be created back at the junction box. Cllr Lowe proposed that the electrical source for the light should remain under the control of Parish Council. It will need to be metered and managed as it will be used for more than lighting the helipad. For best cost effectiveness, other suppliers should be investigated. Initial proposed siting of the light stalk may be inconvenient and agreed Toby Russell & Mat Electrics should be invited back to the site for further discussion and negotiation about practicalities.

337. **Hillpark, Refuse Collection:** The Clerk and Jim Lowe had been in touch with all the interested parties. The delay in the adoption of the road is due to a dispute between Pearce and South West Water over the drainage of the site. Until that is resolved Pearce cannot sign off the roads as meeting the necessary standard for adoption and therefore the County Council cannot formally adopt them. Torridge Council will not allow their refuse freighters to use unadopted roads. It might be possible for Pearce to indemnify the District Council for their use of the roads but, as yet, they are not willing to do that. Cllr Julian of DCC is aware of the situation. There is a general widespread concern about Devon County Council practice of being deliberately dilatory in road adoption matters and the ongoing impact on residents. Cllr Lowe has also spoken to the Environmental Health Officer to discuss the problem of vermin attracted by rubbish, but he feels unable to help. The provision of wheelie bins to secure rubbish sacks might be an interim solution. **The Parish Clerk will contact Richard Hastie of TDC to see whether they can provide wheelie bins (both landfill & recycling) and to ask for clarity about TDC instructions to residents about the placement of waste for collection.** Cllr Lowe suggested to Trevor Mills that, when it is

built, the new Village Hall may seek to commission private contractors for collection of their rubbish to prevent this from being an issue

- 338. Village Hall and Playing Field Association, Annual Grants:** Since the last meeting, the Playing Field Association had also enquired about its annual grant, as well as the Village Hall. The Clerk had obtained copies of both organisation’s latest set of audited accounts, which are summarised below:

<u>Period ending 31st August 2015</u>	<u>Village Hall</u>	<u>New Village Hall</u>	<u>Playing Field</u>
Funds brought forward	£3,982.38	£36,783.53	£1,918.51
Income	£15,351.64	£15,019.83	£1,907.82
Expenditure	£7,157.78	£4,219.46	£1,564.99
Surplus /Loss (cr) for year	£8,193.86	£10,800.37	£342.83
Funds carried down	£12,176.24	£47,583.90	£2,261.34

The current year’s budget provides for grants of up to £500 for the Village Hall and £900 for the Playing Field Association. The Clerk reminded members that the Playing Field Association had benefited from a donation of £15,000 from the turbine at Bowden Farm since the budget had been set and since the last set of accounts were audited. This may also apply to large disbursements made to Village Hall and their scheduled new improved set-up in 2017. Jane Lowe reminded members that the annual bursary was granted to help with budget difficulties relating to the high cost of managing the current premises on a very low hire charges, and that a review may be advisable next year.

It was proposal by Cllr Lowe, and agreed unanimously, that, as no notice has been publicly served to any community organisations, this item should be deferred until November to allow them a chance to apply. Cllr Lowe had given the Chair a copy of the 2015 notice for reproduction in October Village, **Trevor Mills will ensure that this is produced with a recommendation that applicants attend the November Parish Council meeting.** Members to ensure at that meeting that successful applicants are informed at what stage they will be paid.

- 339. Buckland & Parkham Schools, Atlantic Coast Co-operative Trust Consultation:** The Flying Start Federation (Buckland Brewer and Parkham Schools) are considering becoming a foundation school and joining a charitable trust known as the Atlantic Coast Co-operative Trust. Members have been asked to complete a questionnaire and to attend a public meeting on Wednesday 21st September at 6:00 at Buckland Brewer School. Concerns were expressed by members on a number of issues: distancing the school from the community, a charity owning land jeopardises the parish council’s security in terms of land leasing legality (e.g. who are we dealing with, what powers do they have to enter into agreement), relinquishment of control by Devon County Council – where is their influence in this and what will it be? If the school becomes “at risk” who decides what happens next? Cllr Beer gave an overview of her concerns as a teaching professional for the students. There was not enough information in the papers presented to give a valid response. Some members felt that the proposal was being “railroaded through” with indecent haste. Cllr Lowe expressed regret that the public meeting scheduled for 21st September seemed to pay little heed to parents’ work schedules or childcare issues. A query was made about the legality of timings on employee consultation. **Cllr Lowe said that he would speak to NUT to get their view. Members will endeavour to attend the public meeting scheduled for 21st September. It was proposed by Cllr Lowe that the scheduled 2nd monthly meeting (29th September) should be used as an information gathering platform. The Parish Clerk will invite all governors to attend and explain/give further information.** Cllr Mills gave apologies for this meeting – to be chaired by Cllr Babb.

340. Fields and Allotments:

- a. **Blackhorse Fields Tenancy** Trevor Mills explained that Andrew Heywood at Hicks and Co. is dealing with this and it should be completed by the next meeting.
- b. **Fencing of Blackhorse Fields** Cllr Lowe proposed thanks and congratulations to Cllrs Mills & Hewitt for their input and quality of work. Cllr Mills advised that there would need to be a small invoice submitted to cover some expenses. The principle was revisited that expenses were allowable but payment for time and work cannot be acceptable because implications including taxation and employment law considerations; members must never be placed in the position of being “staff”.
- c. **Works to Amenity Field** Cllr Mills advised that the area had been sprayed which will maintain it until spring. Ploughing and seeding needs to be considered. Wire had been purchased at a good price and negotiations are in hand for best price on solid fencing. Cllr Lowe reminded all members that, as it is being developed as a sports amenity, dog prohibition must be enforced. Cllr Mills added this could include the installation of a surveillance camera.
- d. **Vacant Allotments** The tenant who had shown an interest in taking a second allotment had not been prepared to take it on the terms offered, ie. Subject to being asked to hand it back if another parishioner wanted it. Consequently, there are still 3 vacant allotments. The Chair will place an advertisement in Village Scene. **It was noted that plots inspections are now due. The Parish Clerk will arrange these ensuring that due notice is served on allotment holders.**

341. Thornhillhead Moor Mast: Cllr Heywood reported Mr Hicks had heard no more from Arqiva and that further correspondence might be sent. There had been an impractical suggestion from Mr Hicks regarding how to ascertain whether Arqiva was adding to the mast without consent. Cllr Hewitt advised members there was a website giving this data, and he would investigate, also that he had dated pictures of the state of the mast for comparison. Cllr Heywood has agreed to encourage Mr Hicks office to enter into dialogue with Arqiva. **It is known that the Parish Clerk is meeting with Claire McIntosh soon and he will be asked to raise the issue at that meeting.**

342. Members’ Reports

Barbara Babb commented about a horsebox dangerously parked on a junction. Members agreed that parking in general is an issue. Cllr Hewitt reminded members that he and Cllr Lowe had walked the village in recent months with PSCO Mc Govern who had taken the view that if traffic can continue to move, there is not an issue and that in general Buckland Brewer did not have problems that could be officially addressed.

Marie Douglas was concerned about the Back Lane access from Gorwood Road being blocked by vehicles. The Parish Clerk will sk the Footpaths Officer to inspect the blocking of a public footpath at the Gorwood Road end. Cllr Douglas also indicated that, for the foreseeable future, she is unable to provide the abridged version of parish council minutes for Village Scene. No members volunteered to take over this task. Cllr Lowe suggested that as there are multiple sites for parishioners to get this information (meeting attendance, church, noticeboard, website, the information point in the church) and he offered to add the pub and shop to this list, It was felt that the time had come to remove this report from Village Scene as it was abridged, not taken by everyone, and the public might not always get the full detail they needed. **It was agreed unanimously that no abridged minutes will be submitted to Village Scene for October, but readers will be asked for feedback regarding this change. Cllr Lowe will place additional minutes as offered.**

George Heywood passed on complaints from Mr Bond at Craneham regarding potholes. Also in general those across Thornehillhead Moor. Thorne Lane was also poor. Cllr Hewitt commented that this did not need to be brought to Parish Council as there is a mechanism on the Devon County Council website for reporting potholes and the parishioner should have used this. **It was agreed to place this as an item on the next agenda.**

Jim Lowe noted that councillors’ costs had been spiralling over many years, especially for printing and phone calls, and whether the parish council would consider a small expense budget against presentation of evidence of spend. Cllr Hewitt suggested that the use of tablet might mitigate some printing costs. The proposal was left open to be discussed at a future meeting. Jim Lowe also said that he and Barbara Babb had updated the local contact list.

Trevor Mills Cherry Vale. Infill required and a further action was to be assigned to parish clerk.

At this stage Mrs Lowe intervened notifying members that during the course of this meeting she had counted the number of actions and work so easily delegated/assigned to the parish clerk and suggested that due consideration must be paid to the amount of time defined within his contract, how long much of this work takes, work/life balance and maybe members would seek to revisit and prioritise what they required to be done. Cllr Mills acknowledged this - There will be input required from parish clerk on Cherry Vale but Cllr Mills will discuss this with him outside this meeting and a further report will be given to members at a future date. As a result, October agenda item will be raised to revisit the "cabinet" approach whereby members each adopt a specific responsibility and act within those boundaries as opposed to delegating.

Shirley Tilley commented on the restructure of the bank along Back Lane. Cllr Hewitt suggested this was to permit access for building machinery.

David Watson raised an issue about traffic visibility when leaving Hillpark and suggested that a traffic mirror might be desirable. **Members will take a look and offer individual views.**

Alison Boyle revisited comments about the redefinition of ward boundaries and urged members to check that they had received the website links, reflect on future community impacts, and respond accordingly. She reminded members that the Boundaries Commission proposal conflicts with a unanimous TDC decision.

343. Planning

- a. Application: 1/0791/2016/FUL, 26 Hillpark, Single storey garden room – **Supported unanimously**
- b. Application: 1/0764/2016/FUL, Land at Woodwall, Frithelstock, Creation of a new access drive from the unclassified road to the farmyard and barns at Woodwall owned by the applicants – **supported unanimously**
- c. Land at Southwood Meadow, Buckland Brewer - Application reference: 1/0099/2016/OUTM – contribution suggestion by Torridge Council Cllr Lowe commented that the Parish Council had voted against the initial proposal and that to offer any comment would be deemed as a weakened position. It was agreed unanimously that, "we do not wish to enter into negotiations, this proposal is outside the agreed and signed off District Plan – unanimously opposed". As a separate matter Cllrs Lowe & Hewitt agreed there may be value in adoption of Buckland Brewer Settlement Plan into a Neighbourhood Plan – unclear how this is done but Cllr Hewitt to investigate.
- d. Decision: 1/0730/2016/FUL – Canna Park, Part demolition of store and erection of two storey extension – Granted Permission - Noted
- e. LATE ITEM: Appeal: Goutisland, Lydeland Water – notification has been received that an appeal has been lodged against the enforcement notice relating to the unlawful siting of caravans and storage on this site. All representations must be received by 21st September 2016. - Noted, no comments were put forward.

344. Accounts:

a. Receipts and Payments

- i) Bank balances as at 1st September 2016:
 - Parish Council Current Account was £8,900.96
 - Thornhillhead Moor Account was £12,237.25
 - Savings Account was £18,004.37 (The interest rate on this account reduces from 0.25% to 0.05% wef 1st December 2016)
- ii) Payments due (£2,267.83 +VAT)
 - Parish Clerk's salary, expenses and associated PAYE (August 2016): £314.83, including £58.40 PAYE
 - D & I Bridgeman & Son, fencing materials - £167.50 + VAT
 - Buckland Brewer Village Hall, Hall hire re Air Ambulance meeting - £8.50

- John Coles Contractors Ltd, Swaling and flailing - £1,460.00 + VAT
- P J McClymont, Website Hosting - £317.00

iii) Receipts (BBPC: £158.17, Air Ambulance Fund: £4,464.90)

- Air Ambulance Fund donations and fund raising events - £2,490.90
- Locality Budget Grant (DCC) re Air Ambulance Fund - £425.00
- Grant from Torridge Council re Air Ambulance Fund - £1,549.00
- Western Power, Wayleaves - £158.17

b. **External Audit Report:** The external audit report for 2015/16 had been received and was available for inspection. Three items were mentioned:

- In future the minutes must show that section 1 of the report (annual governance statement) was approved before section 2 (accounting statements)
- The notice of inspection should have been for 30 working days. (The Clerk had nominated a period of 30 days including weekends)
- The high level of reserves were noted (3.5 times the annual precept) but this included all of the funds from the turbine, of which £15,000 has since been passed on to the Playing Field Association.

There being no further business, the meeting closed at 9:35 pm.

Date of Next Meeting:

Parish Council: Wednesday 12th October 2016 (Buckland Brewer School, 7:30pm)

Signed as a true record:

Chairman: **Date:**