

**MINUTES OF THE PARISH COUNCIL MEETING
OF BUCKLAND BREWER PARISH COUNCIL HELD ON
WEDNESDAY 9th SEPTEMBER 2015 AT 7:45 AT
BUCKLAND BREWER SCHOOL**

Members Present: Mrs Barbara Babb, Mr Andrew Hewitt, Mr George Heywood, Mr Trevor Mills, Miss Sally Nicholls and Mrs Shirley Tilley.

Also in attendance 7 members of the public and Cllr. Robin Julian (DCC)

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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94. **Apologies for Absence** Marie Douglas, Jim Lowe, David Watson, Cllr Alison Boyle, PCSOs Liz Rendle and John McGovern

95. **Minutes of the Meeting of the Parish Council held on 12th August 2015:** The minutes of the meeting held on 12th August 2015 were confirmed and signed.

96. **Declarations of Interest** Cllr Barbara Babb in respect of item 108a, Termination of Brian Chapple's Tenancy.

97. **Public Participation** Peter Sandon said that a PCSO has said a couple of years ago that the 20 mph speed limit through the village was unenforceable because their equipment was unreliable at lower speeds. He believed that this might not be true any longer or that alternative methods of enforcement that were "community led" or employed policing by consent. He asked members to think about ways that the speed limit could be enforced.

98. **Clerk's Report**

a. **Correspondence:** A summary of 21 items of general correspondence had been provided. All of the correspondence had been distributed by email prior to the meeting. The following were specifically brought to members' attention:

1. TDC: Parish Emergency Plans - see items 104 and 105

15. DALC: September News Update (Grant for website/IT equipment) – see item 99

17. DCC: Recycle Devon - **the Council agreed to sign up to the scheme**

The Clerk also read emailed reply from John Richardson-Dawes at DCC Transport following the Council's response to the bus service changes.

b. **Parish Locality Group Meeting:** An invitation had been received from Cllr Boyle to the Locality Group Meeting that she is organizing for 17th September in Woolsery Village Hall. The speaker will be Verna Green, Strategic Manager for TDC. Alison has invited the Chair, Vice-Chair and any other councillors who would like to attend. Jim Lowe has said that he will be attending.

c. **Complaint re Item in the Village Scene:** Trevor Mills explained that a parishioner had complained about the wording used in the summary of last month's parish council meeting published in Village Scene and also North Devon Journal. The Chairman had met the complainant, accepted that the item had been misleading and a letter of apology had been drafted which Marie Douglas is going to deliver by hand.

- d. **Casual Vacancy:** Cllr Sally Nicholls had given advance warning that she intended to resign with effect from 30th November as she is moving out of the parish. The Clerk explained that it was not necessary for her to resign for this reason if she does not wish to. However, Sally's workload has also recently increased dramatically and she is worried that she is unable to commit enough time to her role as a councillor. No action can be taken to advertise a casual vacancy until after 30th November. Sally will review her commitments once the house move is complete.
- e. **Memorial Wreath:** Jim Lowe had asked the Clerk to request authorisation to purchase a wreath for the memorial at an estimated cost of £35 - £40. **Members agreed unanimously.**

99. Website Management and IT Equipment: The Clerk explained that he had not yet purchased a laptop as previously authorized and also that grants were now available through DALC for this and upgrades/development of websites. The arrangements for uploading files and information to the Buckland Brewer parish website were not ideal as the Clerk has to send them first to George Schofield who initially uploads them but they then have to be 'authorized' by Peter McClymont, who no longer lives in the village, before they appear online. In view of the requirements of the Transparency Code, the Clerk felt that a .gov.uk website that he had direct control over would be a better solution and that this could be linked to the existing Parish Website. In order to get the benefit of the DALC grant, an application must be made by 14th October 2015. Andrew Hewitt suggested that the Council could make use of the service offered through the Torridge website and advised the Clerk to talk to Paul Hogg at TDC. The DALC AGM on 15th October will include a discussion on website development and the Clerk will try to attend this with Andrew. The Clerk will report on progress at the next meeting.

100. Thornhillhead Moor: To consider proposals by Cllr. George Heywood for the future management of the moor This matter was deferred to the next meeting. Andrew Hewitt said that was going to take a look at a damaged fence but Barbara Babb thought that it had already been repaired.

101. Hillpark Development: Update from Cllr. Jim Lowe Jim Lowe was not present

102. S106 Land and Community Hall Monies Transfer

- a. **Monies Transfer: Update from the Clerk:** The holiday period had intervened in getting a transfer document drawn up but this should now be completed within the next week or so.
- b. **Land Transfer: Update from Trevor Mills:** Trevor Mills reported that Village Hall representatives were meeting with Pearce's next Tuesday and that it was hoped that a final decision would be reached at the next committee meeting on 23rd September.

103. Defibrillator: The Clerk presented quotations supplied by Cardiac Science for a Powerheart G5 defibrillator, heated box and optional 'Complete Care' package which provided for training, insurance, a monitoring programme, extended warranty and replacement electrodes. It was noted that a substantial discount had been offered as the Clerk was able to combine the order with an identical machine for Monkleigh Parish Council. **The Council agreed unanimously to purchase the semi-automatic version of the machine (in accordance with guidance from South West Ambulance service) and to include the 'Complete Care' package, at a total cost of £1,500.00 + VAT (including carriage), subject to receiving confirmation from the Chapel that it was acceptable to install the heated box on the wall outside the community shop.** Maggie Melville presented a donation of £100 raised by the shop in a raffle specifically for the defibrillator and it was agreed that this would be the first contribution towards the ongoing maintenance costs of the machine.

104. Torridge Council: Emergency Planning (Evacuation Procedure) TDC had sent an email about the possible use of village halls and other similar facilities in the event of the emergency evacuations. **These will be passed on the Village Hall Committee.** The email had also promoted the development of comprehensive emergency plan for each parish and had provided a useful template. **It was agreed that a working group comprising Trevor Mills, Barbara Babb, Andrew Hewitt and George Heywood would meet to discuss and, if they feel appropriate, develop an emergency plan and update, if necessary, the existing Parish Plan.**

105. Review of Parish Plan This item had been added to the agenda by Jim Lowe as he thought the Plan might need refreshing but he was not present at the meeting. See item 104 above.

106. Devon County Road Warden Scheme Andrew Hewitt felt that the Parish Council should now join the scheme. Cllr Robin Julian reminded members that DCC would supply free training and will issue all the necessary materials. The Council would need to provide insurance and volunteer labour. George Heywood was vehemently against entering the scheme and Cllr Julian said that he had taken note of his views. **Andrew Hewitt will investigate the scheme further and report back.**

107. Repair or replacement of boundary fence at Bowden Cross Corner Deferred to next meeting.

108. Fields and Allotments:

- a. **Termination of Brian Chapple's Tenancy** It came to light that Brian Chapple has not yet received any notification about the work that he was expected to carry out. **The Clerk will write to him with details. Andrew Hewitt and Trevor Mills will meet with Brian to discuss the works.**
- b. **Removal of Football Pavilion** The pavilion had been removed and members authorised the payment of Ray Hoyle's invoice in the sum of £2,420.00 + VAT.
- c. **'Football Pitch' Tenders** The Clerk said that he had received a telephone call from a parishioner wanting to rent the field for 2-3 horses. June Gaydon had written terminating her licence for using the field for archery practice with 3 months' notice and was entitled to a refund of £25.00 rent. **Advertisements will be issued for expressions of interest now that the pavilion has been demolished.** The Clerk will ask Bob Hicks to draw up a suitable document once the expressions of interest have been considered.
- d. **Vacant Allotments** The vacant plots are numbers 3 and 7b. **These will be advertised in Village Scene again.**

109. Overgrown trees affecting properties adjacent to Back Lane Shirley Tilley noted that this was still very overgrown. **Andrew Hewitt will supply the Clerk with details of who to write to about the lower end of the land. The Clerk will write to Westward Housing about the part of the lane behind Tuckers Park.**

110. Northwood Lane: Obstructions and condition of surface Andrew Hewitt had not yet checked or photographed the area.

111. Members' Reports

Barbara Babb asked **the Clerk to write to Littleham Parish Council about the traffic lights along the Landcross to Littleham road**, asking whether they could put any pressure on DCC Highways to resolve the problem that was preventing the works to the landslip being done. Cllr Julian said that the delay was due to the fact that DCC Highways were negotiating with the landowner to deal with it. He will bring it up at the DCC Highways Committee.

Andrew Hewitt i. had attended a DALC meeting recently and reported that NALC would be taking over parish council audits in future. DALC was campaigning to get public toilets de-rated and was lobbying the government to stop the plans to sell off affordable homes. THE DALC AGM will be at Westpoint, Exeter on 15th October. li.

Anyone parking on yellow lines at Bideford Hospital will, in future, be fined. Iii. He noted that the Abbotsham to Moorhead road is signposted as "Not suitable for HGVs" but more large vehicles are now using it. Cllr. Julian offered to follow this up.

George Heywood asked the Clerk to write to Parkham Parish Council about the state of the road from **Bowden Cross to Tucking Mill**. He also reported flooding on the road between Borough Farm and Monkleigh Mill.

Sally Nicholls highlighted the problem of dog fouling along Orleigh Close and that part of Bilsford Road had been closed recently. A post and rail fence had been erected but there was a big gap in the bottom which she felt was dangerous for children. The stone wall of a bridge by Bilsford Farm was loose. **The Clerk will supply details of the 'report a problem' website.**

Shirley Tilley had recently seen a notice in the telephone box that seemed to imply it was going to be decommissioned but the Council had voted not to do that. **The Clerk will investigate.** She also commented about the new recycling service and wondered how it was now sorted as it all gets put into one container.=-, and commented about the large number of cars in the village now.

112. Planning

- a. Consultation: 1/0865/2015/CPE – Cross View, Occupation not in compliance with agricultural occupancy condition **It was agreed unanimously that the property had not been used for agricultural occupancy since well before the last certificate that had been issued.**
- b. Consultation: Devon Minerals Plan - noted
- c. Decision: 1/0406/2015/AGMB, Cleave, Prior notification for the change of use of agricultural building to 1 No. dwelling under Class Q (b) – Granted Permission - noted

113. Accounts:

i) Cash book balances:

- Parish Council Current Account was £11,138.78 as at 28th August 2015
- Thornhillhead Moor Account was £13,739.05 as at 18th August 2015

ii) Payments due (£3,022.75 + VAT)

- Parish Clerk's salary, expenses and associated PAYE (August): £302.75
- Ray Hoyle: Demolition of Pavilion - £2,420.00 + VAT
- Andrew Gander, Grass Cutting - £75.00
- June Gaydon: Refund 3 months archer rent - £25.00
- Grant Thornton: Audit Fee - £200.00 + VAT

iii) Receipts (£1,293.77)

- Locality Grant re Defibrillator- £1000.00
- Monkleigh PC: Contribution towards SLCC fee - £36.25
- Western Power: Wayleaves - £157.52
- June Gaydon: Archery Rent - £50.00
- Community Shop: Raffle for defibrillator fund - £100.00

v) External Audit The external audit report was read to members. It highlighted a requirement to undertake a formal risk assessment, which the Clerk will arrange for later in the year. Also, some fixed assets had been shown in the register at replacement value and should have been shown at their historic cost but he

explained that in these cases the historic costs were not available. The Clerk will ensure the notice of completion of the audit is posted.

Date of Next Meeting:

Parish Council: 14th October 2015 (Buckland Brewer School) (7:45pm)

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

Chairman: **Date:**