

**MINUTES OF THE PARISH COUNCIL MEETING
OF BUCKLAND BREWER PARISH COUNCIL HELD ON
WEDNESDAY 9th DECEMBER 2015 AT 7:30 AT
BUCKLAND BREWER SCHOOL**

Members Present: 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 5 members of the public and Cllr. Robin Julian (DCC)

Parish Clerk: Patrick Blossie

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

164. Apologies for Absence Barbara Babb and Cllr. Alison Boyle

165. Minutes of the Meeting of the Parish Council held on 11th November 2015: The minutes of the meeting held on 11th November 2015 were confirmed and signed.

166. Declarations of Interest George Heywood re items 175.c (proposed development east of Southwood Meadows) and 175.e (5 dwellings at Tower Hill).

167. Public Participation None.

168. Clerk's Report

a. Resignation of Sally Nicholls

- i. Election Process** Sally had confirmed her resignation from the Parish Council with effect from 30th November due to her work commitments. The Clerk had informed the Elections Officer at Torridge who will now prepare the statutory notices. Once these are posted, unless 10 or more parishioners signatures are received requesting that an election be held, the Council will seek nominations for a co-optee. Jim Lowe asked if the notices could be tied-in with the publication of Village Scene and The Journal but the Clerk explained that the timetable was set by the Elections Officer of Torridge Council.
- ii. Appointment of Vice-Chair** Although she was not present at this meeting, **Barbara Babb had accepted a nomination from Jim Lowe which was seconded by George Heywood and agreed unanimously.**
- iii. Appointment of Village Hall Representative** **Marie Douglas was nominated by Jim Lowe, seconded by Shirley Tilley and agreed unanimously.**
- iv. Shared Portfolios for Fields & Allotments and Thornhillhead Moor** **It was agreed unanimously that Trevor Mills and George Heywood would share the responsibility for Fields and Allotments as well as Thornhillhead Moor.**

b. Correspondence: A summary of 30 items of general correspondence had been provided. All of the correspondence had been distributed by email prior to the meeting. The Clerk highlighted:

- i.** Devon County Council - Solar Panels for Community Use. Devon County had offered solar panel that were no longer required at the Civic Offices to appropriate public sector and charitable organisations. Details had been forwarded to the Village Hall Trustees. David Watson pointed out that the panels were out of warranty, not very effective and would not attract any subsidy.
- ii.** Torridge Planning: Enforcement, Land at Eckworthy. The Council had been informed that an appeal against the enforcement at this site had been turned down and therefore enforcement action was being taken.

- iii. Devon Remembers Heritage Project event invitation - taking place at Torquay Museum on the afternoon of Thursday 14th January 2016 from 2pm to 4pm. The organisers wish to know Buckland Brewer would like to send a representative. **It was suggested that the History Group might like to send a representative and it was agreed unanimously that the Parish Council would meet their travel expenses.**
 - iv. Request for Hunt Meet, 24th February 2015. **The Parish Council agreed unanimously to a request to hold another hunt.** The Clerk reported that the organisers have already agreed to provide marshals and to make good any damage. Keith Murkin, representing the hunt had sent apologies that he had not been able to attend this meeting but would like to attend another meeting in the future. **Jim Lowe asked the Clerk to notify the police.**
 - v. DCC School Crossing Patrol consultation: As Buckland Brewer School does not have a school crossing patrol it was agreed that no submission would be made.
 - vi. The Patron's Lunch. June 2016 will see a number of royal celebrations as it will be the Queen's 90th year. Parishes are being asked to promote street parties and charity events.
- c. Risk Assessment:** The Clerk explained that the last Audit Report had highlighted the Council's lack of a Risk Assessment. The adoption of such a document would, in the Auditors' view demonstrate an improved level of governance. The Clerk had distributed a draft prior to the meeting which members were invited to comment on. Jim Lowe suggested that budgetary control reports should be considered quarterly, rather than half-yearly. Members requested more time to consider the document and the item was deferred to the next meeting.
- d. Bids for 2016/17 Budget** At the last meeting the Clerk had asked to be made aware of any bids for new expenditure or observations about the budget for 2016/17. The following suggestions will be included in the draft budget:
- i. Fencing for the amenity field and Blackhorse Fields. A quote has been received for £220 for removing the hedge and fence in the school field.
 - ii. £500 annual grant for the Village Hall
 - iii. Establish an annual Playing Field grant of up to £500
 - iv. Establish an annual grant for the maintenance of the graveyard of about £200
 - v. Royal event - £100
 - vi. Village Hall bench maintenance - £100
 - vii. Maintenance of the Village Green - £50
 - viii. George Heywood confirmed that he had negotiated new prices for salt clearance: £325 per trip for the first 3 trips, £300 for the 4th and £275 per trip for any subsequent trips
 - ix. Village Hall Opening Event - £100

The Clerk also pointed out that the Parish Council needs to consider a project for the TAP Fund. George Heywood suggested play equipment on the playing field suitable for 7-14 year olds. Further consideration will be given at the next meeting.

169. Thornhillhead Moor:

- a. Facilitation Fund** Sally had confirmed to the Clerk that she had submitted the Council's application and that this should increase the Council's share of funding for Thornhillhead Moor in future years, once the present arrangements have expired, by up to 20%. Andrew Hewitt confirmed that the moor is included within the Nature Improvement Area.
- b. Grazing Rights** The Clerk had asked Claire McIntosh for an up to date graziers list and asked members to approve the 2015/16 payments in accordance with the previously agreed rates so that the Clerk can prepare the cheques as soon as the list is made available. Approval was granted.

170. S106 Land and Community Hall Monies Transfer Jim Lowe reported that the documents had been revised to update the boundary of the amenity field. It had been confirmed with the Parish Council's solicitors that the amenity land could be used for grazing sheep, and that the footpath is going to be adopted by the County Council. Jim Lowe also reported that the owners of 2 bungalows were in negotiation with Pearce's for compensation for loss of privacy due to the loss of hedges between their properties and the amenity land. Jim was concerned that this problem might fall on the Parish Council if it was not resolved before the land transfers were signed. He also pointed out that the documents require

the Village Hall Trustees to undertake to fence the Village Hall land within 60 days. Trevor Mills said that this would need to be discussed by the Village Hall Committee. **It was agreed to hold a site visit at 10:00am on 12th December 2015.**

171. Defibrillator: The Clerk had purchased a security light with CCTV camera at a cost of £82.24 + VAT. Arrangements have been agreed with Brian Chapple for the heated box and security light to be installed by Lesley Babb (who does most of the chapel's electrical work) on the Community Shop wall facing Ashtons Row, where it will be clearly visible and accessible by all. It is hoped that the work will be carried out within the next week or two. The Clerk will arrange a suitable training event at the Village Hall as soon as possible.

172. Review of Parish Plan/Emergency Plan: Progress report from Working Group Deferred to next meeting.

173. Fields and Allotments:

- a. **Termination of Brian Chapple's Tenancy** Brian Chapple had confirmed to the Clerk that he would keep the tenancy of the field until September 2016.
- b. **Blackhorse Fields: Expressions of Interest** Trevor Mills had spoken to Bob Hicks. It was agreed that the Parish Council required two different agreements for the tendering process: a 4-5 year Farm Business Tenancy for grazing sheep, and a grazing rights agreement for horses. **Trevor will arrange for the documents to be prepared. It was pointed out that one of the interested parties does not live within the parish. The Clerk will ask for their withdrawal.**
- c. **Damage to Archery Equipment** The tenant of Blackhorse Fields who is using it for archery practice had written to the Clerk stating that some of her equipment had been damaged and stolen at a cost of £400 - £600. The Clerk had informed the tenant that the terms of the licence required all equipment to be removed after each and every use. At this stage, the tenant has not made a claim against the Parish Council but has suggested that they might be contacting the police. The clerk will keep members informed of developments.

174. Members' Reports

Andrew Hewitt reported that 'Devolution' is progressing at some speed and that this will result in parishes being expected to do more. Devon and Somerset are key players in the 'Heart of the South West' devolution bid. Jim Lowe believed that will be a move towards more unitary authorities. Cllr Robin Julian said that if we do nothing new responsibilities will be forced upon us.

Jim Lowe reported on a meeting with Geoffrey Cox, MP. He had been asked to put pressure on Torrington Council to get the Draft Local Plan submitted to the Planning Inspectors. The MP said that he saw this as a matter of some urgency and that he had met with David Green, the Head of Planning. He had given them 3 months to submit the plan, after which time he would get the Minister involved.

Jim also reminded members that the Clerk was due for his Annual Review. A date had been set previously but, at the Clerk's request, this was moved to Monday 18th January 2016 at 7:30pm in the Church Room.

Shirley Tilley had received more complaints about Back Lane concerning parking of vehicles by the owner of Spurs Cottage, which was blocking access to the path. The Clerk was asked to write to him again. Shirley also mentioned the cost of the traffic lights on the road to Littleham.

175. Planning

- a. **Decision:** 1/0973/2015/AGMB, Vielstone, Prior notification for the change of use of agricultural building to 1 No. dwelling/s under Class Q (a) – Refused (Not the sort of building that the legislation was intended for and has been in use for less than 10 years) – Noted
- b. **Decision:** 1/1007/2015/FUL. 12 Orleigh Close, First floor extension to existing dwelling – Granted permission
- c. Proposal for a development for 18 new properties east of Southwood Meadows Jim Lowe noted that the proposed development is outside the parish council's Settlement Plan. It was agreed that new further action should be taken at this stage.

- d. Application: 1/1205/2015/FUL Barn 1, Tythecott Farm, Variation of condition 2 of application 1/0140/2008/FUL to allow for agricultural occupancy It was proposed by George Heywood, seconded by Andrew Hewitt and **agreed unanimously to support the application.**
- e. Plans Committee Feedback: 1/1212/2014/FUL, Tower Hill, Outline application for 5 dwellings, including access and parking for 1 & 2 Bell Cottages and 1 & 2 Tower Hill (Affecting Public Right of Way) - AMENDED DESCRIPTION AND PLANS – Refused on the grounds that the development did not include 40% (2) affordable houses and concerns about the access onto Tower Hill. Jim Lowe had attended the Plans Committee and spoke in favour of the application. The main reason for it being refused was the lack of social housing and this issue might be resolved once the appeal by West Berks and Reading has been resolved. There seemed to be conflicting advice offered by the County Council about access to the site. Torridge had no objection on these grounds and other similar developments appear to be supported by DCC Highways. Jim Lowe felt that if this application went to appeal it is likely that it would be agreed as the Highways Authority had no objections.

176. Accounts:

i) Bank balances:

- Parish Council Current Account was £11,351.25 as at 30th November 2015
- Thornhillhead Moor Account was £8,175.64 as at 19th November 2015
- Savings Account was £10,000.00 s at 01/12/15

There had been further difficulties with arranging the transfer of funds from the general account to the savings account as Jim Lowe had been one of the signatories to the letter but did not appear on the bank mandate. Consequently, Jim Lowe and Andrew Hewitt were required to complete Personal Detail Forms and amended mandate forms were signed at the meeting.

ii) Payments due (£1,275.06)

- Parish Clerk's salary, expenses and associated PAYE (November): £401.86 includes reimbursement of cost of security light for defibrillator
- Citizens Advice - £50.00
- Marie Douglas, Travel costs - £28.20
- North Devon Record Office - £100.00
- Cardiac Science, defibrillator box etc. - £695 + VAT

iii) Receipts (£662.00)

- Allotments: Rent £10, Deposit £25.00
- DALC Transparency Code Grant: £577.00
- Field Rent: £50.00

Date of Next Meeting:

Parish Council (Budget setting): 13th January 2016 (Buckland Brewer School, 7:30pm)
 Clerk's Annual Review: 18th January 2016 (Part II only – public and press excluded) (Church Room, 7:30pm)
 Parish Council (Precept Approval and main meeting): 27th January 2016 (Buckland Brewer School, 7:30pm)

There being no further business, the meeting closed at 10:20 pm.

Chairman: **Date:**