

**MINUTES OF THE PARISH COUNCIL MEETING
OF BUCKLAND BREWER PARISH COUNCIL HELD ON
WEDNESDAY 10th MAY 2017 AT 7:30 AT
BUCKLAND BREWER SCHOOL**

Members Present: Mrs Barbara Babb, Mrs Marie Douglas, Mr Andrew Hewitt, Mr George Heywood, Mrs Elisa Hurley, Mr Jim Lowe, Mr Trevor Mills, Mrs Rosemary Sanders, and Mr David Watson.

Also in attendance Cllr. Barry Parsons (DCC), Cllr. Alison Boyle (TDC)

Parish Clerk: Patrick Blossie

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

468. **Apologies for Absence:** None

469. **Election of Officers**

- a. **Chair:** Jim Lowe was nominated by George Heywood, seconded by Barbara Babb and his appointment was agreed unanimously. Jim Lowe took the Chair.
- b. **Vice-Chair:** Trevor Mills was nominated by Barbara Babb, seconded by Ji Lowe and his appointment was agreed unanimously.

470. **Appointments to Personnel Sub-Committee:** It was proposed by Trevor Mills, seconded by Marie Douglas and agreed unanimously that the following would comprise the Personnel sub-Committee for the forthcoming year: Barbara Babb, Jim Lowe, Andrew Hewitt and Elisa Hurley.

471. **Appointment of Snow Warden:** George Heywood was unanimously re-elected as Snow Warden. (Proposed by Barbara Babb)

472. **Appointment of Parish Council Member to Village Hall Trustees:** Marie Douglas was unanimously re-elected as the Village Hall Trustee representative (proposed by George Heywood)

473. **Appointment of Internal Auditor:** The Clerk had approached Alison Marshall to take on the role of Internal Auditor following Lyn Hargood's retirement. He recommended that the Council should enter into a contract for one year before considering any longer relationship and this was agreed unanimously.

474. **Review of Dates for Future Meetings:** It was agreed that regular monthly meetings would continue to be held on the second Wednesday of each month and that the fourth Thursday of each month would be set aside for any additional planning meetings. The Clerk will distribute a full list of dates for 2018 in due course.

475. **Review of Standing Orders, Financial Regulations, Code of Conduct and Risk Assessment:** The Internal Auditor had commented that the Risk Assessment was very thorough. The set of Financial Regulations had been approved only two months ago. It was proposed by Trevor Mills, seconded by Marie Douglas and agreed unanimously that no amendments were required to any of these documents at this time. The Clerk reminded members that all of these documents were available on the community website.

476. **Minutes of the Meeting of the Parish Council held on 12th April 2017:** The minutes of the meeting held on 12th April 2017 were agreed and signed.

- a. **Declarations of Interest** Trevor Mills in respect of items 482.a & b, Bearah, proposed extension.

477. **Public Participation:** None

478. **Clerk's Report:**

- a. **Correspondence:** The Clerk had distributed 30 items of correspondence since the last meeting. He highlighted i) an email from the Stevenstone Hunt thanking the Council for the use of the village green on 5th April. They had said that it was the most successful to date. ii) Notification from DCC Highways that, now the parish is part of Holsworthy Rural, our Highways contact officer will be Steve Brockman. Iii) A response from DCC Highways saying that they would not be able to supply signage for the new village hall or landing site and that the Council would need to pay for it privately and erect the signs on privately owned land. **Cllr Barry Parsons offered to look into the matter.** Iv) Confirmation from TDC that the Tap Fund scheme will be continued this year. v) A promotional plastic wallet containing 'useful local information' was provided by a company as free sample of a Welcome Pack. It will be passed on to the Welcome Pack organisers . Vi) The latest copy of Clerks and Councils Direct was provided for the information point.
- b. **Pension Scheme – Staging Date and Declaration of Compliance:** The Clerk had previously reported that the staging date for the Council's pension scheme was 1st July 2017. However, since he was not taking up the scheme he had elected to bring forward the staging date to 21st April 2017.
- c. **Website Progress:** The Clerk gave a brief overview of the community website to explain the recent developments on the site. Jim Lowe explained that Jane was worried that all of the content about the Village Hall had been provided by her without any input from any of the Village Hall Committee and had suggested that their page ought to be dropped if they did not want to use it. Trevor said that the Village Hall was working on their own ideas but had been too busy to provide anything for the community website so far.

479. **Fields and Allotments**

- a. **Works to Sports & Amenity and School Fields:** Trevor Mills reported that there were a great many stones in the fields which would need to be removed before they could be used. He had booked a digger/dumper for Monday. There are also some large pieces of concrete to be removed from the school field. By the time this work is done it will be August/September before the fields can be seeded. Jim Lowe said that it was important that the landing area was kept in a usable condition and that monies from the air ambulance reserve could be used for this part of the amenity field. He offered thanks to Trevor and Andrew for their work. It was proposed by Jim Lowe, seconded by George Heywood and approved unanimously that Trevor's expenses in purchasing seed of up to £700 should be reimbursed as soon as he can provide the Clerk with a receipt.

- b. Lease for South Church Park: The matter has been referred to Bob Hicks by Andrew Hewitt and a lease is being prepared. George Heywood suggested that the footpath should be diverted as previously discussed. **The Clerk will investigate the process and likely costs and report back at the next meeting.**
- c. Allotments:
 - i. New Gate: **The Clerk will submit a hedge removal form to TDC**
 - ii. Annual Inspection: **It was agreed that an inspection of all the fields and allotments will take place on Saturday 9th September 2017**, meeting at the village green at 10:00am. All parish councillors are invited to attend.

480. Thornhillhead Moor Mast: The rental agreement had been completed on 4th May and a payment of £1,997.46 had been received for the period 4th May to 31st December 2017. The only costs met by the Council had been £25 for bank transfer fees. As the next calendar year's rent will be payable in advance on 1st January 2018, the Council will receive a total of almost £5,000 in the current financial year.

481. Members' Reports

Cllr. Barry Parsons: Cllr Parsons thanked the Council for inviting him. He said that the Holsworthy Rural area, that Buckland Brewer is now part of, has the largest number of parishes, the highest population and the largest geographical area of any of the Devon County Divisions. He recognised that there are lots of issues in the parishes and although he cannot promise to resolve all of them he will do his utmost to do most things. He gave an overview of his work with DCC concentrating mainly on highways issues that he felt were most pressing and needed the most investment. He pointed out that Holsworthy Rural had attracted more funding for pothole repairs than any other area. On Education issues, he said that more money was going in to helping those with special needs but that, on average, schools in Devon were receiving £290 per year less per pupil than children in other areas. He recommended that the Council takes part in the Holsworthy Advisory Group and the MCTI (Market and Coastal Towns Initiative). Barry said that he had been impressed with how well people in Buckland Brewer maintained their properties and that he thought the village should be entered in the Best Kept Village competition. Jim Lowe said that the parish had done this once but it had no been a great success and they were unlikely to enter again.

Barbara Babb reported that one of the large stones had been pushed off the village green on to the road. **Jim Lowe and Andrew Hewitt will replace it.**

Marie Douglas offered to restart putting together the report of Parish Council meetings for Village Scene.

Andrew Hewitt reported the closure of the road to Beaford. He had attended a DALC meeting where internet security had been discussed and he recommended that websites ought not to include people's signatures. There will now be a charge for Chapter 8 training of about £300. He also said that one of the old seats on the village green now needs replacing and another needs repair work. **It was agreed that he would go ahead with repairing the seat with the concrete supports and that, provided the length was appropriate, authority was given to the Clerk to order a second 6' Jubilee bench.** Andrew also reported that the salt box needs to be reset.

George Heywood said that the road to Thornhillhead Cross, the road from Burough Farm to Snow Hill and Monkleigh Mill Lane were all in need of repair.

Elisa Hurley reported that the Post Office van had not turned up one day. This had been due to the van being MoT'd. They had notified the shop but it had now been agreed that, if it were to happen again, Jane Lowe would be notified so that a notice could be put on the website. Also, the van is still parking in the wrong place because apparently the Post Office has not yet got a new cable. **The Clerk will write a letter of complaint to the Woolsey Post Office.**

Jim Lowe reported that Richard Dorset had repaired the notice board in the village, put in glass to replace the plastic windows and changed the backing to a soft cork board at a cost of £137.00

Trevor Mills reminded members about the Safari Lunch taking place on Sunday 14th May.

Cllr. Alison Boyle reported that the New Homes Bonus was generating grants of £10,000 per ward for 2017/18. In addition, each Councillor also has a personal grant pot of £2,000 for 2017/18 (previously £1,000 per year). There is lots of planning development going on at the moment. She had discussed with the Planning Department how planning documentation should be presented in clearer English and that we should see the results soon. The Boundary Commission had completed it's work parliamentary boundaries and this will come into effect in 2019.

482. Planning Application:

- a. Application – 1/0326/2017/FUL : Bearah – Proposed extension Trevor Mills gave a brief explanation of the works being proposed and then left the room. Following a brief discussion it was propose by Andrew Hewitt, seconded by George Heywood and **agreed unanimously to support the application**
- b. Application – 1/0342/2017/LBC : Bearah – Proposed extension It was proposed by David Watson, seconded by Barbara Babb and **agreed unanimously to support the application.**
- c. Application – 1/0407/2017/LBC: 12 Orleigh Court - Regularisation application for works done to an existing dwelling It was proposed by Andrew Hewitt, seconded by George Heywood and **agreed unanimously to support the application.**
- d. Application – 1/0345/2017/FUL: The Beeches, Retrospective barn conversion to holiday use It was proposed by Trevor Mills, seconded by David Watson and **agreed unanimously to object to the application on the grounds that permission should have been sought before the work started.**
- e. Decision - 1/1250/2016/FUL: Canna Park: Erection of outbuilding following demolition of existing outbuilding – Granted Permission - Noted
- f. Decision – 1/0252/2017/CPE: 12 Orleigh Court, Certificate of lawfulness for use of the property as a dwelling house (Class C3) – Granted permission - Noted

483. Accounts

a. Receipts and Payments

i. Bank balances as at 28th April 2017:

- Parish Council Current Account was £10,453.26
- Thornhillhead Moor Account was £6,805.04
- Savings Account was £18,095.66

ii) Payments due (£961.33 + VAT)

- Parish Clerk's salary, expenses and associated PAYE (April 2017): £541.50, including PAYE - £64.70
- Lyn Hargood, Internal Audit Fee - £250.00
- Eon, Air Ambulance Tower electricity - £7.83 + VAT (It was agreed unanimously that a direct debit arrangement should be started for this regular monthly payment)
- Richard Dorset, Notice Board Repairs - £137.00
- Slee Blackwell, Bank Transfer Fee - £25.00

iii) Receipts (£7,553.96)

- Allotment rents - £55.00
- TDC, 1st Instalment of Precept - £5,501.50
- Arqiva, Thornhillhead Mast Rent - £1,997.46

Members approved a transfer of £4,000 from the Thornhillhead Moor account and £6,000 from the General account to the savings account.

- b. Internal Audit Report 2016/17 The Clerk had distributed the internal auditor's report for 2016/17. There were two items to note. Due to an error in the Clerk's payroll system, he had been underpaid by £33.30, which he had corrected in this month's payment. The auditor had also pointed out that the Council was not legally empowered to pay for any gifts to councillors and ought not to have paid for Shirley Tilley's bouquet from the Council's funds. However, this was only considered a minor issue and no further action was needed.

There being no further business, the meeting closed at 9:50 pm

Date of Next Meeting:

Annual Parish Meeting: Wednesday 17th May 2017 (New Village Hall, 8:00pm)

Parish Council: Wednesday 14th June 2017 (Buckland Brewer School, 7:30pm)

Signed as a true record:

Chairman: **Date:**