

**MINUTES OF THE PARISH COUNCIL MEETING  
OF BUCKLAND BREWER PARISH COUNCIL HELD ON  
WEDNESDAY 11<sup>th</sup> NOVEMBER 2015 AT 7:30 AT  
BUCKLAND BREWER SCHOOL**

**Members Present:** Mrs Barbara Babb, Mr Andrew Hewitt, Mr George Heywood, Mr Jim Lowe, Mr Trevor Mills and Mr David Watson.

**Also in attendance** 3 members of the public, Cllr. Robin Julian (DCC), PCSO John McGovern and Graham Rooke (Devon & Somerset Fire Service)

**Parish Clerk:** Patrick Blossie

<b>KEY: Actions are shown in bold blue type    Decisions are shown in bold red type</b>
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**145. Apologies for Absence** Shirley Tilley and Sally Nicholls. Marie Douglas was absent but had not sent apologies.

**146. Minutes of the Meetings of the Parish Council held on 14<sup>th</sup> and 28<sup>th</sup> October 2015:** The minutes of the meetings held on 14<sup>th</sup> and 28<sup>th</sup> October 2015 were confirmed and signed. There was some discussion about the delay in distributing the minutes from 14<sup>th</sup> October. **It was agreed that, in future, any papers distributed by the Clerk for members' comments should be responded to in no more than 7 days after which the Clerk would use his discretion about what action to take.**

**147. Declarations of Interest** Cllr Barbara Babb in respect of item 160a, Termination of Brian Chapple's Tenancy.

**148. Public Participation** Margaret Sandon said that there was much more traffic now and asked whether the Parish Council would support a one-way system at Barton Road. Andrew Hewitt said that this had been considered in the past but HGVs would not be able to use Barcott, making the idea impractical. David Watson also pointed out that tractors would also not be able to use that road. PCSO John McGovern gave a crime report. There had been 3 call-outs since his last report: a public order issue, a break-in to an outbuilding and a domestic issue. He advised members and parishioners to check online where they could find a detailed explanation of the proposed cuts in police budgets from £54 million to £39 million per annum, which would have inevitable effects on services provided and the number of police and other staff.

**149. Presentation by Graham Rooke, Devon & Somerset Fire Service** Graham explained that the Devon & Somerset Fire Service not only deals with fires but also with floods, chemical spills, road traffic accidents and other incidents. One of his responsibilities as the Local Risk Manager is to promote prevention, such as ensuring that every home has working fire and carbon monoxide alarms. He hoped that the Parish Council might have knowledge of especially vulnerable individuals such as the elderly and infirm and would welcome their help in getting the message to all residents that his team can do home visits to give advice and to fit alarms where needed. He said that the fastest that a unit could respond from Bideford or Torrington would be 15 minutes. There have been 80 fire related deaths in Devon in the last 5 years and in 90% of cases the properties did not have working smoke alarms. He provided posters and leaflets for distribution and it was agreed to advertise the service on the website and in Village Scene. It was also agreed to invite John to the Christmas Fair on 5<sup>th</sup> December.

#### **150. Clerk's Report**

- a. **Correspondence:** A summary of 35 items of general correspondence had been provided. All of the correspondence had been distributed by email prior to the meeting. The Clerk highlighted:
- i. A new grant fund established by TESCO financed from the 5p carrier bag fee for local community initiatives
  - ii. Letters of thanks had been received from Torridge Volunteer Cars and the Playing Field Association for the recent grant approval. Trevor Mills had also received a letter of thanks from the Bowls Club.
  - iii. A further request from the North Devon Record Office for a donation towards short term funding to meet current year expenses. **It was agreed unanimously to send a donation of £100.**

Jim Lowe noted from other items of correspondence this month that a considerable sum was being spent nationally on infrastructure projects but little was being spent in Devon. He also noted that DALC is offering some Neighbourhood Plan funding which might be able to provide funds to help towards the revision, printing and distribution of the Parish Plan. **He will pursue this issue.** He also raised the matter of parking at Bideford Medical Centre.

- b. **Meeting Dates 2016:** The Clerk had distributed a list of the full and potential extra meeting dates for 2016 which were approved, together with a provisional date for next year's Annual Parish Meeting of 18<sup>th</sup> April 2016. Jim Lowe confirmed that Jane Whitaker had agreed to attend as guest speaker. **It was agreed that the meeting of 13<sup>th</sup> January 2016 would be given over mainly to the 2016/17 budget with only other urgent matters being considered at that meeting. This would be followed by another full meeting on 27<sup>th</sup> January to finalise the budget, set the precept and consider the remaining matters for that month.**

#### **151. Consultation re Gambling Act 2005 – Review of Statement of Principles: [Members will respond to this consultation individually online if they wish to make any comments.](#)**

- 152. Devon County Road Warden Scheme - Report by Andrew Hewitt** Andrew provided some handouts and gave a summary of the issues raised at the recent Highways Conference. Potholes are only being dealt with as 'safety defects' and must exceed certain depth and width criteria before they are dealt with. If parishes have 75% or more of their salt supplies intact they will not be topped up this year. Gritting routes are to be further reduced by 2017, some emergency salt spreaders are to be sold off or not replaced and £13 million is to be invested in replacing street lights with LEDs to generate long-term savings of £1 million per year. He said that the Parish Lengthsman Scheme will continue but there will only be one visit per year. He recommended that the Road Warden Scheme and accompanying Chapter 8 training would not be suitable for Buckland Brewer. The Parish would only be able to take on grass cutting and some ditch clearance but the financial contribution for grass cutting would not meet the costs and the cost of travelling to a depot to collect tools and materials would be prohibitive. **It was agreed unanimously not to support the Road Warden Scheme.**

- 153. Complaint to DCC re Vicar's Walk- Update from Jim Lowe** Jim gave a resume of his discussions with County officers. He had been told that ownership of the Vicar's Walk at that point was ambiguous. An apology had made that the Parish Council had not been consulted but the request for a refund of last year's maintenance costs was refused. Jim noted that the light was not operating yet.

- 154. Thornhillhead Moor: Facilitation Fund** Sally was not present to give a report but Trevor Mills reported that Sally had recommended that the Parish Council should sign up to the scheme as this should improve the Council's prospects of attracting sufficient funds to continue to support the moor in future years.

**155. S106 Land and Community Hall Monies Transfer**

- a. **Monies Transfer: Update from the Clerk:** The full amount of £325,000 had been transferred via the Parish Council's and the Village Hall Trustee's solicitors accounts to the Village Hall and Stephen Harding had confirmed its safe receipt on 27<sup>th</sup> October 2015.
- b. **Land Transfer: Update from Trevor Mills:** The Clerk had received the transfer documents earlier today and had not yet had an opportunity to check them. Two signatures were required on behalf of the Parish Council (Chair and Vice-Chair) and, in the case of transfers of land to the Village Hall Trustees, the signatures of Stephen Harding and Kevin Lobb were required. As portfolio holder for this matter, **the documents were passed to Jim Lowe, who will thoroughly check the documents together with Andrew Hewitt, and will organise the signing of the documents as appropriate.**

**156. Defibrillator:** The Clerk brought with him the defibrillator, which had been received a few days earlier, for members' inspection. The heated boxes are coming from a different supplier and should arrive in about 10 days' time. The Clerk had discussed the placing of the box and the electrical supply with Brian Chapple, who had offered to co-ordinate the installation on behalf of the chapel using their regular electrician. This cost will be charged to the parish council. The Clerk recommended that a standing order should be set up for £20 per year to compensate the chapel for the electrical supply. David Watson was nominated to undertake the weekly and monthly checks of the machine and to forward these reports to the Clerk and South West Ambulance. **Once the machine has been installed the Clerk will arrange a training session. It was agreed unanimously that the Clerk should purchase a suitable security light with CCTV, at an estimated cost of £80 - £100, to be fitted at the same time as the heated box.**

**157. Community Bed Closures: Petition Request** **Petition forms have been distributed and will be returned to the Clerk at the end of the month.**

**158. Review of Parish Plan/Emergency Plan: Progress report from Working Group** The working group had met on Monday 9<sup>th</sup> November. Barbara Babb reported that it had been agreed that the most likely emergency that the parish would need to deal with that would not be managed by the emergency services, would be a severe snowfall which might cut off the village and some outlying parishioners. However, it was also agreed that in such an event an effective network of neighbours, including farmers and drivers of 4x4 vehicles would work together to ensure that roads were cleared as quickly as possible and that any vulnerable residents' needs were cared for. The working group had therefore concluded that a detailed emergency plan in the format recommended by the County Council template was unnecessary. It was recommended that the Parish Plan Supplement should be updated to ensure that it contained the most up-to-date contact names and telephone numbers and that information should be added about the emergency helicopter landing procedures, the availability of gas at the village hall and a small generator in the event of electricity power cuts. The revised supplement should also include details of the settlement plan. **The Clerk will write to the village hall to set out guidelines for the Parish Council and Village Hall Trustees to work in partnership in the event of an emergency. George Heywood will contact the farming community to compile a list of people and equipment that could be made available if needed. Cllr Robin Julian will check to ensure that farmers would have the permission of the County to clear the roads in an emergency.**

**159. Grant Request: Citizens Advice** **It was agreed unanimously to make a donation of £50.00.**

**160. Fields and Allotments:**

- a. **Termination of Brian Chapple's Tenancy** Brian has been away recently and Trevor has not seen him yet. The Clerk had spoken to Brian a few weeks' ago and Brian had said that he would not now be terminating until September 2016 as it would be Spring before he could reseed the field where the hay bales had been stored. **Sally Nicholls will be asked to finalise the details with Brian, including the question of the small farm entitlement.** Jim Lowe pointed out that it was necessary to know what the Council intended to do with the field for the purpose of next years' budget.

- b. **Blackhorse Fields: Expressions of Interest** The Clerk had distributed a list of 7 expressions of interest in leasing the old football pitch. Four were for grazing horses, two for sheep and one for the grass. Trevor Mills had spoken to Bob Hicks today and had been advised that the Council should consider 12 month licences if the fields were to be used for grazing. George Heywood had been approached by some parishioners who had said that, if the fields were given over to horses, it would spoil the look of the entrance to the village. Barbara Babb recommended that horses should not be grazed between 1<sup>st</sup> November and 31<sup>st</sup> March or in severe weather conditions to protect the fields. George Heywood recommended that grazing for horses or sheep should require a substantial deposit to ensure there were funds in the event of damage. Andrew Hewitt believed that the Council already had a template for a basic grazing licence and also recommended that the Council should meet the costs of fencing the field. **Trevor Mills and Andrew Hewitt will liaise with Bob Hicks to get an agreement drawn up by the next meeting. The Clerk will write to all of the applicants to tell them that they will be invited to tender in due course.**
- c. **Vacant Allotments** Only plot 7b is now still available.
- d. Members considered what needed to be done with the amenity field that will be transferred to the Council shortly. **Trevor Mills and Andrew Hewitt will investigate the potential costs for fencing, gates etc. in preparation for considering them for next year's budget.**

#### **161. Members' Reports**

**Barbara Babb** reported that Back Lane has now been cleared.

**Jim Lowe** reminded members that the Clerk's annual appraisal is due. **It was agreed to add Barbara Babb to the Personnel sub-committee and he will arrange a date for the meeting.** Jim also reported that the Clerk had written to Geoffrey Cox about the Council's concerns about the delay in submitting the draft local plan. **A meeting has been arranged with him for 10:00 on 12<sup>th</sup> December 2015 which will be attended by Jim Lowe, Andrew Hewitt and George Heywood.**

**Trevor Mills** reported that Savilles have asked to hold a public exhibition for another village development. This will take place in the village hall on 27<sup>th</sup> November. Andrew Hewitt raised his concerns about the impact of new developments on surface water drainage.

**David Watson** asked whether there was any progress on Hymn's Peace. **Trevor Mills will speak to Richard Mills about it.**

#### **162. Planning**

- a. **Decision: 1/0887/2015/FUL**, Adjacent to Ross House, Erection of 2 dwellings (resubmission of 1/0889/2014/FUL) – Granted Permission
- b. **Torridge & North Devon Draft Plan Consultation** A letter had been received from Torridge Council announcing further consultation on:
- i. Provision of affordable homes.
  - ii. Starter homes and exception sites.
  - iii. New policy for wind energy development.

It was noted that this was a complex consultation document and members were advised to inspect them online and submit their comments as appropriate.

#### **163. Accounts:**

- i) **Cash book balances:**
- Parish Council Current Account was £12,867.94 as at 30<sup>th</sup> October 2015
  - Thornhillhead Moor Account was £13,739.05 as at 18<sup>th</sup> October 2015

ii) Payments due (£1,924.69)

- Parish Clerk's salary, expenses and associated PAYE (October): £329.69
- Cardiac Science: Defibrillator - £805.00 + VAT
- DALC: AGM & Conference - £40.00 + VAT
- Playing Field Association, Grant - £350.00
- Bowls Club, Grant - £100.00
- Torridge Volunteer Cars, Grant - £300.00

iii) Transfer of Funds

**It was agreed to transfer £8,000.00 from the general account and £10,000.00 from the Thornhillhead Moor account to the newly established Saver Account and a letter to the bank was countersigned by Barbara Babb and Jim Lowe**

**Date of Next Meeting:**

Parish Council: 9<sup>th</sup> December 2015 (Buckland Brewer School) (7:30pm)

**There being no further business, the meeting closed at 9:45 pm.**

**Chairman: ..... Date: .....**