

**MINUTES OF THE PARISH COUNCIL MEETING**  
**OF BUCKLAND BREWER PARISH COUNCIL HELD ON**  
**WEDNESDAY 12<sup>th</sup> MAY 2021 AT 7:30pm**  
**AT BUCKLAND BREWER METHODIST CHAPEL**

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

**Also in attendance:** 2 members of the public, Cllr James Morrish (Devon County Council) and Lewis Clarke (North Devon Journal)

**Parish Clerk:** Mr P Blosse

<b>KEY: Actions are shown in bold blue type    Decisions are shown in bold red type</b>
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*This was the first face-to-face meeting held in a physical environment since March 2020 following emergency regulations relating to the Covid-19 pandemic. Councillors were required to be physically present to take part in and vote at the meeting. A Zoom link was offered to any other people wishing to observe or take part in the meeting.*

**369. Election of Officers**

- a. **Chair**            Andrew Hewitt was proposed by Trevor Mills and seconded by David Watson. Jim Lowe was proposed by George Heywood and seconded by Barbara Babb. A secret ballot was taken with each nominee receiving 4 votes. As standing Chair of Parish Council, Andrew Hewitt was entitled to use his casting vote. **Andrew Hewitt was duly elected Chair for the coming year.**
- b. **Vice-Chair**    **Trevor Mills** was proposed by Andrew Hewitt, seconded by Barbara Babb and duly elected Vice-Chair for the coming year.

**370. Apologies for Absence**            Rosie Beer

**371. Declarations of Interest**        None

**372. Appointments to Personnel Sub-Committee**            **Barbara Babb, Andrew Hewitt, George Heywood and Jim Lowe were elected.**

**373. Appointments to Fields and Allotments Sub-Committee**    **Andrew Hewitt, Richard Hooper, Chris Kaminski, Jim Lowe and Trevor Mills were elected.**

**374. Appointment of Snow Warden**            **George Heywood was re-elected.**

**375. Appointment of Parish Council Member to Village Hall Trustees**    **Trevor Mills was re-elected**

**376. Appointment of Parish Council Member to Playing Field Association** **Richard Hooper was re-elected.**

**376.a Appointment of Community Shop Representative** **Barbara Babb was re-elected.**

**377. Appointment of Internal Auditor** **David Heyes of Torridge Council was appointed to audit the accounts for the 2020/21 financial year.**

**378. Review of Dates and Venues for Future Meetings** **It was agreed that meetings would continue to be held on the second Wednesday of every month with the 4<sup>th</sup> Thursday reserved for a second meeting if needed for emergencies or to meet planning consultation deadlines. It was agreed that the lack of broadband reception at Thornhillhead Chapel made it inappropriate to use and that, therefore, all Parish Council meetings would be held at the Methodist Chapel. It was also agreed that all future meetings would start at 7:00pm.**

**379. Review of Standing Orders, Financial Regulations, Code of Conduct and Risk Assessments** The Clerk reported that a new Code of Conduct was in the process of being drawn up by NALC and when the new model was completed the Council should consider adopting it. Also, if the Council's application for online banking is approved, some changes will be needed to the financial regulations. In the meantime, **it was agreed that no changes were required** at this time to any of these key documents. Jim Lowe discussed that Grievance Procedure saying that it had failed when used last year. It was noted that the failure was due to the Chair failing to respond to the complaint and Torridge Council's Monitoring Officer choosing not to pursue it. The Clerk pointed out that the Parish Council had had no powers to take any further action.

**380. Minutes of the Meeting of the Parish Council held on 14<sup>th</sup> April 2021:** The minutes of the meeting held on 14<sup>th</sup> April 2021 were agreed and will be signed by the Chair.

**381. Public Participation** None

**382. Clerk's Report**

- a. Correspondence There had been 43 items of correspondence forwarded by email since the last meeting. The Clerk reported that he had written to both Geoffrey Cox, MP and the CEO of Openreach, which appeared to result in a prompter than expected visit to install the phone line in the chapel and consequently this meeting could be held with Zoom access. The Clerk had written to Geoffrey Cox to thank him for his intervention. He had also written to the Exeter Diocese about the tree stump at Bowden Cross and had heard back from their agents that they would deal with the issue.
- b. An invitation had been received from Holsworthy Town Council for up to 2 people to attend their meeting on 19<sup>th</sup> May at 7:00pm when a presentation will be made to Barry Parsons. **It was agreed that Jim Lowe and Barbara Babb would represent the Parish Council.**

**383. Report of the Fields and Allotments sub-committee held on 22<sup>nd</sup> April 2021** The

Council considered the report and its recommendations, which were agreed as follows:]

- a. prepare an article about making gardens and allotments hedgehog friendly An article had already appeared in March's Village Scene.
- b. issue a reminder to allotment tenants about care of hedges in the autumn **Agreed**
- c. consult with all allotment holders about a water supply **The Parish Council decided that further consultation was not necessary and that it should go ahead and provide a suitable supply from the tap in the corner of Blackhorse Field. The location of any pipework and taps and whether a tank should be supplied was left to the discretion of the Fields and Allotments Sub-Committee who will carry out a site survey on Monday 21<sup>st</sup> June 2021 at 10:00am. The Council will bear the cost of the installation. The cost of any water used will be recovered through allotment rents.**
- d. supply a box or small shed for storing black plastic and creating a seed-swap area **The Parish Council felt that the black plastic should be reserved for use by the council only. It was also felt that if allotment holders wished to create a seed swap area, they could do so if it was in an area that did not obstruct the paths.**
- e. discuss field rent review with Hicks & Co. **Andrew Hewitt to discuss with Robert Hicks**
- f. review allotment rents following results of consultation about a water supply **To be considered by the Clerk in due course.**

**384. New Bench for Village Green** Jim Lowe suggested that a new bench was required. **This was agreed unanimously and the Clerk will order one to match the existing benches.** Jim Lowe said that the existing benches also needed repainting and that **he and Richard Hooper would do this again.**

**385. Road Repair Outside Community Shop** The Clerk had received confirmation from the Highways Manager, Kieran Stanbury, that he would apply for funding for this work to be carried out.

**386. Thornhillhead Moor Mast: Offer of increased rent** Cellnex had made an offer of an additional £1,500 in annual rent for the equipment that they propose adding to the mast. Following consultation with Councillors individually, the Clerk considered that the consensus was to ask for slightly more and had suggested a rent of £5,000. This had been agreed verbally with the agent representing Cellnex, but he is awaiting final confirmation. Cellnex is keen to start work on the project, which can now be done as permitted development, by the end of May 2021.

- 387. Neighbourhood Plan: To prepare an action plan to progress the project** Jim Low said that Torridge Planners, preferably Ian Rowland, should be invited to talk to the parish council. It was also suggested that Martin Rich of Devon Communities Together should be asked to advise on procedures. Barbara Babb said that the council should not lose sight of its proposals for small industrial units at Blackhorse Fields. Jim Lowe recommended that members viewed the development at Yelland Quay. **It was agreed that a meeting would be held on Thursday 24<sup>th</sup> June dedicated to progressing with a Neighbourhood Plan.**
- 388. Amenity Field: Adult Fitness Suite, Sovereign Quotation** A quotation had been received from one possible supplier for a suite of 5 adult fitness stations on recessed black wetpour at a total cost of £15,810.44. Quotations would be needed from at least 2 more suppliers. **Noted**
- 389. South Church Park gateway and drainage works – progress report** Trevor Mills reported that he spoken to the contractors and work is scheduled to start in June.
- 390. Parish Paths Partnership Scheme: To consider whether to enter into an agreement with Devon County Council for inspection and maintenance of footpaths and byeways** The Clerk had made enquiries about this scheme following some positive feedback about it through his membership of SLCC. The County offers a small grant and any necessary equipment to enable parishes to undertake their own inspection and maintenance of footpaths and byeways within their area. He had asked the Public Rights of Way Team at DCC for more details and an indication of the level of grant that would be paid but had only received an automated response saying that it could take up to 28 days for them to reply.
- 391. Marking of car parking spaces on the village green – progress report** The Clerk had asked Kieran Stanbury to undertake this job but he has not yet managed to confirm any order due to a change in contractor.
- 392. School Field Rental Agreement and Proposed Licence to Gain Access** There has still been no further progress. **Andrew Hewitt said that he will speak to the Village Hall and County solicitors directly.**
- 393. Future Funding of Churchyards** Jim Lowe said that there has been no opportunity for holding fund-raising events for almost 2 years now and both the church and Thornhillhead Chapel churchyard accounts were struggling for funds for maintenance. The Clerk confirmed that this was a cost that the Parish Council had the powers to help with as, if the churchyards were closed, the costs would fall on the parish. Both organisations will be advised to submit grant applications in July 2021.
- 394. Feedback from DALC Monthly Meeting – David Watson** There had been no meeting since the last Parish Council.

### 395. Members Reports:

Cllr James Morrish (Devon County Council) James Morrish introduced himself as the newly elected County Council representative for the Holsworthy Rural Division. He had spoken to his predecessor, Barry Parsons, who had now retired from local politics and planned to move north to enjoy his retirement. James said that he had many associations with Buckland Brewer with family still in the area. He had at one time been Chair of the local branch of Young Farmers. Prior to becoming a County Councillor he had been Leader of Torridge District. He currently works as an auctioneer. He likes to work as part of team. His first priority will be potholes and recognised that there was much to do in this area. Secondly, he wanted to concentrate on health issues and to ensure that services were available as locally as possible. He said that he would try to attend as many meetings as possible and that he would be available whenever he was needed.

Andrew Hewitt noted that Glen Bridge had been damaged again.

George Heywood asked for the condition of Monkleigh Mill Lane to be reported again.

Richard Hooper said that he was pleased with the grass cutting being done by the new contractor. It was being done regularly and was looking very tidy.

Trevor Mills reported that the stream running through Hymns Piece and the nearby properties might be being polluted by the sewerage works in the adjacent field. He will inspect and report if necessary.

David Watson talked about the problem of modern-day slavery and said that he would prepare an article for the website.

### 396. Planning

- a. Application: 1/0448/2021/FUL, Timber Lodge, Proposed Contract Calf Rearing Building – **Supported unanimously**
- b. Electric charging points for houses on Lower Abbots Jim Lowe had reported at the Annual Parish Meeting that new housing developments would need to provide more electricity to their sites if electrical car charging points are to be installed.
- c. Decision: 1/1065.2020/FUL, Land at Cleave, Erection of two timber cabins for holiday accommodation as part of a farm diversification scheme – Granted permission – Noted

**397. Accounts:**

a. Receipts and Payments for April 2021

i) Cash book balances as at 30<sup>th</sup> April 2021 (£70,870.94):

- (1) Parish Council Current Account was £15,573.05
- (2) Thornhillhead Moor Account was £7,992.55
- (3) Savings Account was £47,305.34

ii) Fund balances as at 30<sup>th</sup> April 2021 (£70,870.94):

- (1) General Account - £34,878.39
- (2) Thornhill Head Account - £35,992.55

iii) Payments due (£922.61+ VAT)

- (1) P G Blossie, March salary - £526.61 (including £96.00, £11.65 + VAT for a litter picker)
- (2) Parish Gardener - £126.00
- (3) Geosphere, Parish Online subscription - £70.00 + VAT
- (4) DALC, annual subscription - £169.00 + VAT
- (5) DALC, training for 2 councillors- £30.00 + VAT

The payment schedule was proposed by Trevor Mills seconded by David Watson and approved unanimously.

iv) Receipts (£6,980.00)

- (1) Field rents - £230.00
- (2) Precept, 1<sup>st</sup> instalment - £6,750.00

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

**Dates of Future Meetings:**

Parish Council, Wednesday 9<sup>th</sup> June 2021 (Buckland Brewer Methodist Chapel, 7:30pm)

**Signed as a true record:**

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