

**MINUTES OF THE PARISH COUNCIL MEETING**  
**OF BUCKLAND BREWER PARISH COUNCIL HELD ON**  
**WEDNESDAY 13<sup>th</sup> JUNE 2018 AT 7:30 AT**  
**PARISH CHURCH SCHOOL ROOM**

**Members Present:** Mrs Barbara Babb, 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** 5 members of the public and Rachel Raper, Managing Director IntaGR8

**Parish Clerk:** Mr P Blossie

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| <b>KEY: Actions are shown in bold blue type    Decisions are shown in bold red type</b> |
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**715. Apologies for Absence** Marie Douglas, Cllr Barry Parsons

**716. Minutes of the Meeting of the Parish Council held on 9<sup>th</sup> May 2018** The minutes of the meeting held on 9<sup>th</sup> May 2018 were agreed and signed subject to amending the spelling of 'Tythecott'.

**717. Declarations of Interest** None

**718. Public Participation** PCSO John McGovern reported that there had been 20 crimes reported last year, up by 7 from the previous year. Most of the crimes were thefts and burglaries. There were 3 involving telecommunications (i.e. telephone scams). He said that crime figures were increasing all over England and Wales with half a million more calls reported nationwide. He felt that the figures reflected that there was more crime, not simply more crime being reported. It had been announced previously that the number of PCSOs would drop from 410 to 150 across Devon and Cornwall. The final figure might be nearer 200 but there will still be a considerable drop in the number of public facing events that PCSOs will be able to attend. Last year, he and Liz had attended 59 events. In future, instead of a dedicated team for each area calls will be directed to whichever duty officer happens to be working at the time (borderless policing). This could be a Neighbourhood Officer but might also be a CID officer or any other specialist. John felt that each officer would naturally take more interest in cases relevant to their expertise so there could be a significant impact on how cases are dealt with. PCSOs will only attend 1 parish council meeting a year. There was a brief discussion about the Councillor Advocate Scheme, which Buckland Brewer was not taking part in. John said that only a few parishes had signed up to it so far. John will be attending the fete on 14<sup>th</sup> July.

Amber Heywood, speaking on behalf of parents of children at Buckland Brewer School, complained about a tree stump outside the back gate of the school, which they felt was dangerous as it had some sharp edges and children sometimes climbed on it. The Clerk had received an email from the Chair of Governors asking for it to be removed. Andrew Hewitt said that he had already cut it back with chain saw and provided some photographs to show that he felt it was now safe until it could be removed. Trevor Mills was disappointed with the way the issue had been handled as he and Andrew were working on the gates and fences and anyone from the school could have approached him. He said that he would be working there again tomorrow and asked for someone from the school to talk to him. He suggested that some of the herring fencing could be used to secure the area after the stump was removed.

Brenda Mills talked about the alleyway between the former village store and the chapel, which was full of litter and objected to the retrospective application for storage building at the Old Village Store (see item 727d)

**719. IntaGR8 Community Bus Service: Progress Report by Rachel Raper:** Rachel had explored options for providing a bus service for the school holiday period and had confirmed that the driver of the Pannier Market service would be able to do a pick-up in Buckland Brewer at 9:40am with options to drop off at Victoria Park, the Pannier Market or Atlantic Village. The return trip would leave Bideford at 3:00pm. This service could run for the 7 Saturdays of the school summer holidays, starting 21<sup>st</sup> July 2018, at a cost of £140. Insurance costs would be covered by the cover for the Pannier Market service This cost would cover the driver and flyers. The fare price would be £2.00 for a single and £3.00 for a return journey. **Rachel will put together a flyer and details for the Village Scene.**

## 720. Clerk's Report

- a. Correspondence 47 items of correspondence had been distributed by email since the last meeting. The Clerk highlighted the following items: i. A memorial service is to be held for Cllr Sam Robinson at St Michael's Church, Torrington at 2:00pm on Wednesday 20<sup>th</sup> June 2018. ii. The next Holsworthy Area Advisory Group Meeting will be at Holsworthy Market Hall at 7:00pm on 9<sup>th</sup> July. Andrew Hewitt to attend the Torrington meeting as he felt that this group was still more relevant to Buckland Brewer.. iii. Torridge Council's annual flag raising event is on 25<sup>th</sup> June 2018, iv. The Clerk had obtained 3 dozen leaflets for a new scheme called Moving Together Devon, a service to help older and less able people when moving house. He asked if copies could be left at the shop, village hall and information point, v. There is a meeting to discuss the future support arrangements for the North Devon Record Office at Barnstaple Guildhall, starting at 2:30pm on 26<sup>th</sup> June 2018. Andrew Hewitt and David Watson will attend. Vi. Seafarers UK had sent details about Merchant Navy Day on 3<sup>rd</sup> September 2018 asking for red ensigns to be flown on public buildings on that day. Jim Lowe said that the shop had supplied a set of accounts. The Clerk had asked the shop to provide a short, written request for a grant which will be considered at the next Parish Council meeting.
- b. Standing Orders: To Approve a Revised Version: The Clerk had distributed copies of an amended set of standing orders, based on the recently published revised NALC model. They include reference to recent changes in legislation including GDPR and recording of council meetings. None of the Council's 'preferences' regarding timing of meetings etc had been changed. **The revised document was approved unanimously.**
- c. Data Protection: To Note the Results of a Data Audit and Approve a Data Protection Policy and Publication Scheme. The Clerk had previously distributed a draft Data Protection Policy, proposed Publication Scheme and a table showing the outcome of a data audit that he had completed. **The Data Protection Policy and Publication Scheme were approved unanimously** and will be added to the community website, together with other governance documentation and policies such as Standing Orders, the Code of Conduct and Financial Regulations.
- d. Bequest from Bruce Brown: Solicitors acting for the estate of Bruce Brown had supplied a cheque for £3,500. It had been Bruce's wish that this money would be used to help towards funding the helipad project. In conversation with the Clerk, Bruce had expressed a wish for some of the money to be used to supply a defibrillator for the adjacent village hall. **It was agreed unanimously that the bequest would be added to the earmarked funds for the maintenance of the helipad area and its lights and the village defibrillators, and that the Village Hall Trustees would be asked to install a defibrillator, the costs of which would be met from this bequest.**

## 721. Fields and Allotments

- a. Works to Community and School Fields, Progress Report (Trevor Mills) The Clerk had been contacted by the Chair of Governors asking for a tree stump close to the school's back gate to be removed as soon as possible as it is considered dangerous. Andrew Hewitt has already cut back the sharp edges and **the stump will be removed in due course when the appropriate machinery is available**. The school have asked whether they can use the amenity field (rather than the school field) for their Sports Day on 13<sup>th</sup> July and whether the grass can be cut ready for marking out with paint. **This was agreed unanimously. Trevor will liaise with the school.** Trevor and Andrew, together with 5 or 6 helpers, have nearly finished working on installing the fences and gates for the amenity field. Jim reported that the end product looks impressive. The wire is going up on Friday, weather permitting. **It was agreed that a suitable notice about the PSPO should be put up. It was also agreed that the gate would remain unlocked. Trevor thanked all the helpers. David Watson suggested that the footpath could be extended to the new developments behind Orleigh Close and Southwood Meadow. Andrew suggested that it would be beneficial to take a footpath all the way along the back of the village to Northwood Lane so that pedestrians could avoid the road. This is an expensive option but one that could be considered for a s106 contribution. The Clerk will refer this to the Planning Authority.**
- b. School Field Rental Agreement, Progress Report (Clerk) There had been no further contact from the school's consultant. The Chair and the Clerk will be meeting with Cllr Barry Parsons on 22<sup>nd</sup> June when this matter will be discussed.
- c. Portway: The Clerk had received copies of the lease agreement for this field, which the Chair and Vice-Chair signed at the end of the meeting
- d. South Church Park: George Heywood pointed out that the new tenant should have left a pathway through the middle of this field either by cutting or spraying the designated footpath. **The Clerk will remind the tenant.**

**722. Village Hall Update, Marie Douglas:** Marie was not present. Trevor Mills reported that they have marked out posts to guide people for parking. The Badminton Club has started.

**723. Report of the Annual Parish Meeting and any Matters Arising:** Jim reported that Cllr Barry Parsons had given a fairly uncontentious speech about his role as a Devon County Councillor. There had been no matters requiring immediate attention. The Clerk had distributed draft minutes.

**724. Flashing Speed Signs and Wireless Monitoring Systems** No further progress. The matter will be taken up with Cllr Barry Parsons at the meeting on 22<sup>nd</sup> June.

**725. Parish Plan, Progress Report (Steering Group Representatives)** David Watson reported that John Hector had agreed to take on the role of Chairperson. They had looked at various areas to consider and how to get the views of the public. The next meeting will be on 10<sup>th</sup> July 2018. **It was agreed that minutes will be put on the community website.** A new member has been appointed – Jo Miles. **Elisa Hurley will supply the Clerk with her contact details.**

## 726. Members' Reports

Barbara Babb raised an issue about dog litter bags that had been left by the village green seats, even though a dog litter bin is only a few metres away. **It was agreed that the sign should be moved nearer the bin.** Barbara also raised a question about overgrown hedgerows and was advised to report them on the 'report a problem' page on the website. She also said that she thought fly tipping could now become even more of a problem following the introduction of charges for garden waste.

Andrew Hewitt showed a copy of the recycling calendar distributed by Torridge Council that had red writing on a black background and was virtually unreadable. He also raised an issue concerning some of the new property owners at Hillpark, who were parking on the pavement and causing obstructions. He reported that he had cleared the drain in Northwood Lane and had laid crushed concrete to help pedestrian using the path.

George Heywood said that the solicitors acting on behalf of the previous landowners in respect of the covenant on the School Field required formal notification that the Parish Council would be meeting their legal costs. **The Clerk will contact Slee Blackwell.**

Elisa Hurley asked whether there had been any progress with the request for the 372 bus service to be re-routed to include Atlantic Village. Jim Lowe reported that there had been no response to the Council's request. She also reported that one of the allotment holders had cleared her hedge and, with the help of some of the other tenants, this had now been cleared. Her plot needed to be cleared and she had asked for black plastic to be laid down. Andrew Hewitt said that the area probably needed strimming first but that he would obtain the plastic and liaise with the tenant. Elisa also reported that she had seen 3 hens roaming the allotments and that were almost certainly from plot 15. They had now been secured but the issue would be investigated at the Allotments Inspection on Saturday 16<sup>th</sup> June 2018. She also asked how much the Parish Council proposed to charge the Village Hall for its use of the Community Field for the Village Fete. **It was agreed that there would be no charge.**

Jim Lowe reported that the 4 o'clock Club had not always been as well attended as could have been hoped and wondered whether changing it to a Luncheon Club might make it more popular. Most members felt that this was a big commitment. It was agreed to add this to the next agenda.

David Watson said that ivy attacking the War Memorial needed some attention and that he would be arranging a working party to remove it. He also reported that the hedges were overgrown and the grass very high in Back Lane. The Clerk said that the Footpaths Officer was offering only one cut a year for the grass and that the edges were the responsibility of the adjacent landowners. He will refer it to the Footpaths Officer. David also reported that the church and chapel were working together to support the Lemon Jelly Drop-In Centre following the resignation of its previous organiser. They are hoping to appoint someone to run sessions soon. David was reminded that 2 years' worth of grant monies budgeted for Lemon Jelly were available to be claimed. George Heywood wondered whether the Young Farmers group might be able to help with expertise or support?

## **727. Planning**

- a. Enforcement Notice Appeal, Beech Tree Farm: Appeal against an enforcement notice served in respect of unauthorized material change of use of a building from a storage use to use for the commercial manufacturing of brooder huts - noted
- b. Certificate of Lawful Development: 1/0508/2018/CPE, Certificate of lawfulness for use of 'Inn Keepers Cottage' as a single independent dwelling house (Class C3) including amenity space. Members agreed unanimously that the property had been used as a dwelling for over 10 years.
- c. Application: 1/0512/2018/RE, Group of 6 Beech Trees (G1) - Reduce overhang by selective pruning of larger weighted limbs, removal of crossing and weak limbs - Land At Grid Reference 241761 121104 - noted
- d. Application: 1/0339/2018/FUL, The Old Village Store, Part retrospective application for the erection of a storage building (Amended plans) **It was proposed by Trevor Mills, seconded by Andrew Hewitt and agreed by 5 votes to 4 (the Chair using his casting vote) to object to this application on the grounds that it is in a conservation area and not in keeping with the area and the proposals for drainage are inadequate.**
- e. Application: 1/0503/2018/FUL, Llamedos, 2 storey extension and retrospective permission for decking and garden wall to the rear – **supported unanimously**

- f. Application: 1/0537/2018/FUL, The Hayloft, Extension to north elevation, creation of porch to the south elevation, installation of roof lights to the west elevation and erection of new garage – **supported unanimously**
- g. Application: 1/0538/2018/FUL, Veil View, Proposed double garage – **supported unanimously**
- h. Decision: 1/0223/2018/FUL: Spuddler’s Barn, Field Shelter on concrete hardstanding with incorporated feed store – Granted permission - noted

**728. Accounts**

a. Receipts and Payments

I. Bank balances as at 31<sup>st</sup> May 2018 2018 (£52,569.01):

- 1. Parish Council Current Account was £13,982.08
- 2. Thornhillhead Moor Account was £4,443.84
- 3. Savings Account was £34,143.09

II. Fund balances as at 31<sup>st</sup> May 2018 2018 (£52,569.01):

- 1. General Account - £28,125.17
- 2. Thornhill Head Account - £24,443.84

III. Payments due (£1,360.20 + VAT)

The following list of payments was approved:

- 1. Parish Clerk’s salary, expenses and associated PAYE (May 2018): £550.01, including PAYE - £88.00
- 2. DALC, GDPR Course - £40.00 + VAT
- 3. E.on, Electricity - £6.23 + VAT
- 4. Robert Hicks & Co, Fees re Business Tenancy Agreements - £300.00 + VAT
- 5. SLCC, Annual Fee - £100.00
- 6. ALCC, Annual Fee - £30.00
- 7. BB Village Hall, Hall hire - £18.00
- 8. M Fry, Village Geen Maintenance - £56.00
- 9. J Lowe, Printer cartridge - £19.96 + VAT
- 10. Wills Tree Services, Wood chipper - £240.00 + VAT

IV. Receipts (£4,568.34)

- 1. Allotment Rent - £25.00
- 2. Bruce Brown Bequest - £3,500.00
- 3. Openreach, wayleaves - £191.00
- 4. VAT Reimbursement - £842.34

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

**Dates of Future Meetings:**

Fields and Allotments Sub-Committee: Monday 2<sup>nd</sup> July 2018, 7:30pm, Parish Church School Room  
Parish Council – Wednesday 11<sup>th</sup> July 2018, 7:30pm, Parish Church School Room

**Signed as a true record:**

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