

MINUTES OF THE PARISH COUNCIL MEETING
OF BUCKLAND BREWER PARISH COUNCIL HELD ON
WEDNESDAY 14th MARCH 2018 AT 7:30 AT
PARISH CHURCH SCHOOL ROOM

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

Also in attendance Mrs Gina Finch, Head Teacher, Flying Start Foundation, Alan Jones, Chair of Governors, Flying Start Foundation and 4 members of the public

Parish Clerk: Mr P Blossie

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

642. **Apologies for Absence:** George Heywood, Marie Douglas, Cllr Barry Parsons, Cllr. Alison Boyle

643. **Minutes of the Meeting of the Parish Council held on 14th February 2018:** The minutes of the meeting held on 14th February 2018 were agreed and signed.

644. **Declarations of Interest:** Andrew Hewitt re Item 663.a – planning application in respect of 5 dwellings on land west of Tower Hill.

645. **Public Participation:** None

646. **Presentation by Gina Finch, Head Teacher, Flying Start Federation:**

- a. **Consultation on Change of Age Range:** Gina explained that the Governors were proposing a change in age range from 4-11 to 2-11 and have agreed with the pre-school to take over its management and to locate the new pre-school (or foundation unit) within the school site. The school has been given permission to expand its roll to 70, including the younger age range and expects to achieve a roll of about 56-60 children in September 2018. This will entail converting half of the school hall. The knock on effect of this is that the school would want to use the village hall for PE, parent assemblies and other activities, but they have not yet discussed how this arrangement would work with the Village Hall Trustees. They would probably amount to 2-3 sessions per week with more in winter than in the summer. Gina said that a similar arrangement between Parkham School and the Allardyce Hall worked well. Alan Jones, the Chair of Governors, said that a meeting had been held with parents, which resulted in a generally positive result.
- b. **School Field Rental Agreement:** A change to the covenant that would lift any restriction to the school building on the field is currently being dealt with by the previous landowner's solicitors. Trevor Mills said that, weather permitting, the erection of the gates and fences should be completed by the end of May 2018. A tree had been mostly removed from the bank near the back entrance to the school and Gina was worried that the part that was left could prove a danger to the children. Trevor said that this bank would be largely removed very soon, together with the rest of the tree. The Parish Council had said that the agreement for the school's use of the field should be ratified by a solicitor and had resolved that the school should be asked to meet the legal fees. A quotation of £875 had been received from the Parish Council's solicitor. Gina said that the school had no budget for this and could not raise the funds. Jim Lowe pointed out that the school was being granted virtually free access to a

playing field and that the parish council had already met the cost of levelling and reseeding the site and was paying for gates and fencing. The Clerk reminded the Council that they were stewards of public monies and that he could not condone them entering into a long-term arrangement for a parish asset without proper legal advice. No agreement could be reached with Gina or the Chair of Governors. Jim Lowe said that he would seek advice from the Devon County Councillor for Holsworthy Rural

- c. Elisa talked about a Keep Britain Tidy campaign that the Parish Council had been asked to take part in and wondered if the school would like to be involved. Gina was keen to do so and asked to be kept informed about any events that are planned.

647. Clerk's Report:

- a. **Correspondence:** 36 items of correspondence had been distributed by email since the last meeting. The Clerk highlighted: i) Devon Communities Together March 2018 training courses, ii) Cllr Bob Hicks response re trees at Glebe Fields (see item 659), iii) Keep Britain Tidy, Register Your Parish Council for Spring Clean (item 652), iv) Devon Wildlife Trust: Free swaling event, v) DALC: General Data Protection Regulations Toolkit (Clerk to attend course 19th April. Will prepare a report for the May meeting), vi) Cllr Barry Parsons: Update Holsworthy Rural (see Appendix 1), vii) Voluntary Voice Elections 2018 - Call for Expressions of Interest.
- b. **Parish Churchyard Path:** The Clerk had written to the Diocese and had received a reply to say that the matter should be directed to the PCC. He had written back to Roger Waters in his capacity as Church Warden but he has been on holiday and has not been able to reply yet. The Diocese suggested that an application for funding could be made to the Diocesan Finance Team but also said that the Diocese does not fund this sort of work, which does not sound as though it would be a likely source of financial support. Andrew Hewitt said that he had been offered 15-20 tons of crushed concrete at £10 a ton, which could be used to fill in the worst parts, especially round the entrance gate to the playing field, or to create a pathway. **It was agreed unanimously to purchase as much as could be used effectively.** Lyn Layton said that, as residents who would benefit from any work done, they were willing to contribute towards the cost.

648. Fields and Allotments:

- a. **Works to School and Amenity Fields:** Trevor Mills reported that the hedge-laying was now complete and that an invoice for about £900 would be received shortly. It was agreed unanimously to approve the payment and for the Clerk to draw up a cheque as soon as the invoice was received. Trevor intends to hire a tracked woodchipper to help with the tidying up operation.
- b. **Job's Field: Advertisement for Tenders:** As the gate had been replaced, the Clerk has advertised this field as available for agricultural purposes. One person has telephoned to say that they would like to graze horses but has not yet submitted a tender. The closing date is 30th April, to give people who might only read the advert in Village Scene, sufficient time to apply.
- c. **Other Field and Allotment Issues:** The Sub-Committee meeting scheduled for 1st March was postponed due to the weather conditions. It was agreed to set a new date of 29th March 2018. At the last inspection, Trevor had spoken to the lady who keeps chickens at the allotments and she had reassured him that she was registered with DEFRA and was following the guidelines about bird flu.
- d. **Thornhillhead Moor: Graziers' Rights:** The Clerk made available a list of graziers entitled to this year's grazing rights. It was unchanged from last year and was **approved unanimously.**

649. **Village Hall Update, Marie Douglas:** Marie was not present to give a report.
650. **3rd Age Activities, Elisa Hurley:** At the 4 o'clock session on 12th April, PCSO John McGovern will be giving a talk about scams. Keep fit numbers are back up. Alison Marsden of TorrAge has said that they will take on responsibility for the group without the need for any additional funding.
651. **IntaGR8 Community Bus Service:** Elisa Hurley had been in touch with Rachel Raper from the Community Wellbeing Centre in Bideford, which has 2 minibuses offering a community bus service. She has suggested that a 12-month pilot project to provide a service to Buckland Brewer, Littleham and Parkham might be feasible, and she is willing to apply for a £10,000 grant to fund the service. It was suggested that Rachel should be invited to a future meeting, which could also include representatives from Parkham and Littleham Parish Councils. It was agreed **that the Clerk will contact the other parishes and invite all parties to the Parish Council meeting on 9th May.** Rachel has also agreed that she will attend the Annual Parish Meeting as a speaker on 16th May 2018. Shirley Tilley asked whether this impacted on the 372 bus service. She was reassured that this was additional to the service offered by Stagecoach, and also that her suggestion about re-routing that service to include Atlantic Village was being investigated by the Country Council Transport Section.
652. **Keep Britain Tidy: Great British Spring Clean:** Along with all other Parish Councils, Buckland Brewer had been invited to organise a 'tidy up' event to take place between 2nd and 4th March. This had been too short notice for the parish to respond, but it was suggested that something could be arranged to coincide with a tidy up of the Playing Field on 25th March. Unfortunately, that morning tidy-up event clashes with an Easter Egg hunt that many of the schoolchildren will be taking part in. There was not much support for litter-picking anywhere else in the village. **The Clerk will write to the Playing Fields Association and the school to see whether they can find a way to work together.**
653. **PSPO Consultation: Dog Control Measure Across Torridge:** Jim Lowe will respond to the questionnaire to ensure that the community field is included as a dog free zone. The Clerk confirmed that he had advised the Playing Field Association to make their own submission if they so wished.
654. **Office of the Police and Crime Commissioner: Small Grants Scheme:** The Crime Commissioner is considering introducing a scheme for small grants of £250 - £2,500 which would require the endorsement of their local councils and had suggested the possibility of additional funding support from the councils as well. David Watson reported that the Drop-In Centre might submit an application to 'alleviate anti-social behaviour'. The Clerk advised against agreeing to top-up any police grants as the Parish Council does not have the power to fund Police Authority activities. There would be nothing to stop organisations submitting separate grant applications to the Parish Council for activities that it is empowered to support.
655. **Consultation: Review of Ethical Standards in Local Government:** It was agreed that councillors could submit their own responses to this consultation if they so wished.
656. **Devon Highways: Traffic Sensitive Street Review:** No action. It was agreed that the 'traffic sensitive streets' in question did not affect Buckland Brewer.
657. **Flashing Speed Signs and Wireless Monitoring Systems:** Jim Lowe had received the initial results of the traffic survey which showed that average speed levels in the 20mph zone were about 25mph, i.e. "non-compliant". He is still awaiting official confirmation that a sign can be installed and advice about which would be most appropriate. Trevor Mills thought that a solar powered sign would be the most convenient. The Clerk confirmed that the TAP Fund application for 2017/18 had been submitted and that, if the timing of the DCC report was favourable, it might be possible to submit a 2018/19 application before any expenditure was incurred. Together with grants from DCC, this could cover most of the cost of the scheme.

658. Grant Application: Thornhillhead Methodist Church Graveyard: An application had been received from the Methodist Church in Thornhillhead for a contribution towards repairing the wall around the graveyard at an estimated cost of £4,600. Stuart Faulkner, representing the church, explained that this would only cover the immediate repairs and that the total sum could be considerably more and could take some time to complete. The nature of the frost damage meant that it was difficult to predict how much work would be needed until the job was started. Stuart had submitted a grant application to the Bridge Trust and was exploring other sources of funds. Members were supportive but recognized that they had not budgeted for works of this nature for 2018/19. The Clerk suggested that, since there are a number of long-term projects to be considered, future budget planning should include a five-year rolling programme. **It was agreed that Stuart would put together a more detailed, long-term plan for discussion at the next meeting.**

659. Trees at Glebe Field: The Diocese has appointed another tree surgeon who will negotiate with the Trees Officer.

660. Parish Plan, Progress Report: The next public meeting will be on 20th March 2018, when a Steering Group will be elected. The venue is yet to be confirmed. David Watson said that he could not attend that meeting but would like to be a member of the Steering Group. Jim Lowe said that he had approached a few people and hoped that two of the younger members of the community in particular would be part of the group. **It was agreed that the Parish Council's representatives should be David Watson, Elisa Hurley, Barbara Babb and Andrew Hewitt.** The Clerk advised that the number of councillors ought not to exceed the number of other members so that the group is not seen as being overly influenced by the Parish Council, and that one or more of the councillors might need to drop out.

661. Snow Warden's Report: George was not present. Jim Lowe reported that over the Wednesday and Thursday of the previous week, 3 loads of salt had been spread. Together with another load provided by Devon Highways, the roads had been kept clear for traffic very successfully. However, this had used up almost the entire stockpile of salt, except for some 25kilo bags stored in the old factory. Andrew Hewitt said that these were difficult to obtain at short notice as it required the Dziurzinsky's permission to get access. Trevor Mills suggested that our contractor should be asked to visit the Devon Highways depot to obtain more supplies.

662. Members' Reports

Barbara Babb reported some fly tipping at Bilsford Water. She was advised that either she or Marie Douglas should contact PCSO John McGovern, and/or Torridge Council directly. Barbara also repeated a request that the Council considers retarmacking the road around the village green and either spraying the road or erecting signs to stop people parking there. **It was agreed that this was another long-term project and that the Clerk would put a long-term financial forecast onto the budget for April 2018.**

Elisa Hurley reminded members that the 361 Energy Saving Event is taking place on Thursday 22nd March, from 10am – 1pm in the Methodist Chapel Schoolroom.

Jim Lowe reported that he had attended a Planning Seminar about Enforcement and Conservation Areas that had been quite a useful exercise. He had also attended a meeting of Hemyock Parish Council who had been interested to hear about Buckland Brewer's range of funding sources. He said that, although Hemyock is a much larger parish than ours, it was interesting to note that we shared many of the same problems.

663. Planning:

- a. **Application: 1/0166/2018/FUL, Land west of Tower Hill**, Variation of Conditions 3 (Layout - Plans Schedule) and 11 (Parking) of application 1/0784/2016/OUT (Affecting a public right of way)

The Council agreed, with one abstention, to object to this application. Members noted that they had supported the outline application (1/0784/2016/OUT) but that the revisions suggested in this application made it seem more like a completely new one, and they were unable to support it for the following reasons:

- I. The disruption that could be caused to the village's power supply due to the need to relocate a transformer, cables and associated equipment adjacent to plot 5. (please see attached correspondence)
- II. The revised access to the field behind the site could provide more direct access for a potentially larger development, which would be outside of the parish's settlement boundary and would put greater pressure on the access from Tower Hill. One of the original aims was to restrict traffic movements on Tower Hill and the Parish Council is currently in discussions with the Highways Department to introduce suitable traffic calming measures.
- III. The change in design of the properties, as shown in the side elevation, are overbearing, with heights of between 163 and 171 metres, compared to the previous design of between 157 and 162 metres.
- IV. No clarification has been received about the unresolved issues regarding surface water drainage.

- b. **Consultation on North Devon and Torridge Local Plan** No response required.

- c. **Former Post Office and Shop Enforcement Issue** The owners have been advised to submit a retrospective application.

- d. **Decision: 1/0039/2018/AGMB, Woodwall, Frithelstock**, Prior notification for the change of use of agricultural building to No1 dwelling under Class Q – Granted Permission - Noted

664. Accounts:

- a. **Receipts and Payments:**

I. Bank balances as at 28th February 2018 (£45,620.70):

1. Parish Council Current Account was £3,778.42
2. Thornhillhead Moor Account was £13,699.19
3. Savings Account was £28,143.09

II. Fund balances as at 31st January 2018 (£45,620.70):

1. General Account - £17,921.51
2. Thornhill Head Account - £27,699.19

III. Payments due (£1,333.84 + VAT)

The following list of payments was approved:

1. Parish Clerk's salary, expenses and associated PAYE (February 2018): £444.31, including PAYE - £70.30
2. BB Village Hall, Hall Hires - £27.00
3. BB History Group, Hall Hire re Battle's Over Events - £41.00
4. TTVS, Annual Subscription - £25.00
5. DALC, CiLCA Course, Part 1 - £25.00 + VAT
6. E.on, Electricity - £6.82 + VAT
7. Jane Lowe, website expenses - £19.14 + VAT
8. Various, Grazing Rights - £3,692.15

9. Approval was also given for the immediate payment of an invoice for hedge trimming in the sum of approx. £900 + VAT, which should be received shortly

There being no further business, the meeting closed at 9:55 pm

Dates of Future Meetings:

Parish Plan Meeting – Tuesday 20th March 2018, time and venue to be confirmed

Fields & Allotments Sub-Committee – Thursday 29th March 2018, 7:30, Parish Church School Room

Parish Council – Wednesday 11th April 2018, 7:30pm, Parish Church School Room

Signed as a true record:

Chairman: **Date:**

DRAFT