

**MINUTES OF THE PARISH COUNCIL MEETING  
OF BUCKLAND BREWER PARISH COUNCIL HELD ON  
MONDAY 14<sup>th</sup> AUGUST 2017 AT 7:30 AT  
BUCKLAND BREWER SCHOOL**

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

**Also in attendance** 2 members of the public (Lyn Layton and Gill Willett representing the Community Shop)

**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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509. **Apologies for Absence:** Marie Douglas, Cllr Barry Parsons (DCC) and Cllr Alison Boyle (TDC).

510. **Minutes of the Meeting of the Parish Council held on 12<sup>th</sup> July 2017:** The minutes of the meeting held on 12<sup>th</sup> July 2017 were agreed and signed.

511. **Declarations of Interest** None

512. **Public Participation:** None

513. **Clerk's Report: Correspondence:** The Clerk had distributed 32 items of correspondence since the last meeting. He highlighted the DALC conference scheduled for 10<sup>th</sup> October at Exeter Racecourse and the Rural Futures Conference at Westpoint on 28<sup>th</sup> September 2017. **It was agreed that places would be booked for Andrew Hewitt, James Lowe and Elisa Hurley to attend the DALC Conference and for Elisa Hurley and Patrick Blossie to attend the Rural Futures Conference.**

514. **Webmaster's Report:** Jane Lowe had submitted a written report about progress on the community website. Since January, she had spent just over 100 hours on managing the website – a little more than anticipated. The majority of her time is spent in writing submissions and searching for information rather than posting contributions to the website. She was particularly frustrated by the Village Hall's reticence to take ownership of its page or to provide any content. Trevor Mills and Barbara Babb said that it will take a long time for some people to embrace using the website and that Jane and the Parish Clerk were expecting too much too soon. Andrew Hewitt asked what could be done to improve the site's presence on search engines. The Clerk explained how search engines seek out new sites and how the more hits the site gets and the more links it has to other internet sites, the quicker it will rise up the list. The site's Google presence was already much better and could be found on the first page of most searches, but there were also still links to the old website, which was quite confusing. **The Clerk was asked to speak to Clystnet to ask if they could suggest how it could be improved.** Members offered their thanks to Jane for her hard work on the site.

515. Fields and Allotments

- a. Works to Sports & Amenity and School Fields: Trevor Mills said that the equipment for burying the stones, levelling and seeding the fields has arrived but cannot be used yet due to the weather conditions. The suppliers are aware and are willing to extend the hire period at no extra charge. **It was agreed that Trevor should purchase two more gateposts and to order the remaining fencing as and when necessary. Andrew Hewitt will obtain the materials and build the gates into the School Field.**
- b. School Field Rental Agreement: Nothing further to report. **The Clerk will chase up DCC again and Jim Lowe will talk to Cllr Barry Parsons.**
- c. Lease for South Church Park: The papers had been supplied by Hicks & Co. and were signed at the meeting. The tenancy start date is 25<sup>th</sup> March 2017 at a rent of £460.00 per year.
- d. Termination: Job's Field, Mr P Bromell Mr Bromell has terminated his lease with effect from 1<sup>st</sup> December 2017. **The Clerk will advertise the field's availability in due course. In the meantime, the field will be inspected on 9<sup>th</sup> September 2017 along with all the other fields and the allotments, after which the Clerk will write to Mr Bromell with its findings.**
- e. Allotments:
  - I. New Gate: There was further debate about the exact location of the new gate but the consensus was for it to be sited between the allotments and the playing field car park. **It was agreed that Trevor Mills will purchase the posts and gate when he orders the fencing and posts for the amenity and school fields.**
  - II. Hedging: Trevor Mills had been approached by the tenant of allotment plot 1 with a request for the hedge there to be built up. It was agreed that this would be carried out when the new gate is installed and, if necessary, some additional planting would be done.
  - III. Garden Produce & Handicraft Show: Jim Lowe suggested that the Parish Council should sponsor an award for the Best Kept Allotment. It was too late to be included in this year's show but **a cup (or similar) would be obtained and a prize of garden vouchers would be offered in future years.**

516. Buckland Brewer Shop: Grant Application Following last month's presentation, the Community Shop Committee had supplied options for expenses that the Parish Council could support. Jim Lowe suggested that £500 should be offered now and a further £500 paid when the next mast rental income arrives next January. George Heywood asked whether the landlord had offered any support, such as a reduction in the rent. David Watson explained that the rent paid for external maintenance of the building, in particular, recent roof repairs, and that the landlord met all the water bills. Andrew Hewitt was concerned that the Parish Council could be entering into a long-term support arrangement and that such a decision would need more discussion. Lyn Layton explained that the Shop Committee was meeting with the Plunkett Foundation soon and that they would be discussing the long-term financial projections. **It was the consensus that the shop needed immediate, short-term support and it was proposed by Andrew Hewitt, seconded by George Heywood, and agreed unanimously, that a grant of £1,000 would be made in one payment.** Lyn Layton explained that the Shop's Members Annual Meeting was scheduled for 14<sup>th</sup> September 2017. George Heywood suggested that this meeting should be made open to the public.

**517. Third Age Coffee Morning:** Elisa Hurley outlined the arrangements for the event on 22<sup>nd</sup> August 2017. There will be a lot of local and village organisations taking part, including TorrAGE, Devon Senior Voice, Tarka Valley Railway, Men's Shed, Wiltshire Farm Foods, CAB, the University of the 3<sup>rd</sup> Age and others. Invitations have gone to Parkham residents as well as all of Buckland Brewer. Elisa has delivered 200 leaflets and posters are going up. Elisa went on to explain how TorrAGE will assist communities to set up exercise/activity classes like seated exercise groups, or Afternoon Teas (with guest speakers). TorrAGE would meet the costs of facilitators/speakers but not hall hire costs. The cost of supporting bi-monthly groups at the Methodist Church and the Village Hall for 3 months would be about £250.00. **It was agreed unanimously that the Parish Council would meet these costs subject to future events, after the initial 3-months, being self-funding.** (Proposed by Trevor Mills, seconded by Barbara Babb.)

**518. TAP Fund Proposal: Shebbear Parish Council** Shebbear Parish has opted to donate its TAP Fund monies this year to the Holsworthy Rural Community Transport charity and had asked if Buckland Brewer would care to join it. Members decided against the offer but asked **the Clerk to investigate using our TAP Fund monies for 3<sup>rd</sup> Age Schemes, involving neighbouring parishes like Parkham, Monkleigh and Fritelstock.**

**519. Education Support Fund:** An outline document had been distributed setting out proposed terms and conditions for the scheme. Following some discussion, it was agreed that in paragraph 7, the total term for grants for one individual should be extended to six years. Subject to that change, **it was proposed by George Heywood, seconded by Elisa Hurley and agreed unanimously, that the document should be adopted, with the first round of applications to be submitted by 1<sup>st</sup> October 2018.** (See Appendix 1)

**520. Review of Parish Plan:** The Parish Council had previously stated that it would issue a revised Parish Plan to take effect from 2018 when the current plan runs out. Devon Communities Together has recently issued an offer of help with developing new plans and the Clerk suggested that this might offer a suitable opportunity to start the process. **He was asked to invite Martin Rich from Devon Communities Together to a future meeting.**

#### **521. Members' Reports**

George Heywood reported that the potholes in Monkleigh Mill Lane have not yet been repaired. He also said that the hedge at Southcott, opposite the pub is overgrown and encroaching on the highway. **The Clerk will report both issues.**

Elisa Hurley said that she had been asked at a recent church coffee morning about starting a Men's Shed Group in the parish. The idea did not meet with much support, largely because it was a single-sex group.

Jim Lowe (i) said that the parish map on the back of the notice board did not include either Hillpark or the new village hall. He suggested that Phil Slocombe should be asked if he could update it. This was agreed unanimously and Jim will ask him. (ii) He reminded members about a note that he had sent to the Leader of TDC about the implementation of the revised local plan. (iii) He asked the Clerk if there was any progress on getting quotes for flashing lights. Two firms had been approached but had not yet responded. (iv) He asked whether the old benches from the village green were going to be repositioned in the playing field. Andrew Hewitt said that this is probable but they would need some repair work first. (v) Jim pointed out that new signage had been supplied to the village hall and that foliage has now been cut back so that it is fully visible.

Trevor Mills reported potholes in the road from Catsborough Cross, close to Higher Combe, and also along the road from Hoopers Water to Orleigh Mill. **The Clerk will report both of these.**

Rosemary Sanders and David Watson noted that the Post Office van now has a new cable and is parked in the allotted space. Repairs to the ramp are due to be done sometime soon.

**522. Planning:**

- a. Local Plan Consultation re Brownfield Sites: Torridge Council's latest consultation on the revised local plan asked parishes to submit possible locations for brownfield site developments. The Clerk advised that we should remind the Planning Department about the old factory site that already has planning consent for 24 dwellings. George Heywood suggested that we should also ask whether agricultural brownfield sites could be considered. Discussion moved on to the plan to provide industrial units at Blackhorse Fields and **it was agreed that approaches should be made to Paul Knox at Pearce Construction and to High Bickington Parish Council for some initial advice and guidance.**
- b. Plans Committee, 4<sup>th</sup> October 2017: 1/0110/2016/FUL, The Stables, Little Tythecott, Submerged double garage with home office and workshop and store above. Members were advised that this item was going before the Plans Committee as it had been called in by Cllr Hicks.
- c. Application: 1/0110/2016/FUL, as above This application concerned a recommendation by the Planning Officers to remove a restriction requiring the applicant to enter into a S106 agreement to ensure that the garage was not for residential use, and would prevent it from being sold separately from the main residential dwelling on the site. **Members agreed unanimously that the S106 requirement ought to be enforced bearing in mind the contentious issues surrounding the neighbouring properties and the fact that the applicant is not a permanent resident.**
- d. Application: 1/0712/2017/FUL, The Beeches, Retention of ancillary outbuilding to be used as a double garage, woodshed, games room, garden storage/ workshop and retention of building currently used as holiday let to be used as a garden room (without accommodation). **Members agreed unanimously to support the application.**
- e. Application: 1/0761/2017/DIS, Ross House, Discharge of conditions 4,5 and 7 of application 1/0887/2015/FUL (two dwellings) **Members agreed unanimously to support the application.**
- f. Decision: 1/0099/2016/OUT, Land at Southwood Meadow, Outline planning application (all matters reserved) for 18 dwellings including access, landscaping and associated works – Granted Permission - Noted
- g. S106 Guidelines: An updated protocol for S106 agreements issued by Torridge Council had been distributed and was presented by Jim Lowe. It outlined how S106 grants would be subject to more vigorous consultation and investigation in future. They would be open to all community based organisations operating on a not-for-profit basis in Torridge. To be eligible for funding, they must:
  - I. Have a constitution or set of rules
  - II. Demonstrate full consultation with users and the local community
  - III. Provide evidence of need for the project
  - IV. Have the written support of the local Town or Parish Council
  - V. Elected members for the relevant parish must be consultedJim Lowe felt that the new protocol introduced a system similar to applying for a Lottery Grant. Members noted the new protocol.

**523. Accounts**

i. Receipts and Payments

a. Bank balances as at 31<sup>st</sup> July 2017 (£36,936.54):

- i. Parish Council Current Account was £5,743.84
- ii. Thornhillhead Moor Account was £3,097.04
- iii. Savings Account was £28,095.66

b. Fund balances as at 31<sup>st</sup> July 2017 (£36,936.54):

- i. General Account - £19,839.50
- ii. Thornhill Head Account - £17,097.04

c. Payments due (£1,839.73+ VAT)

The following list of payments was approved:

- i. Parish Clerk's salary, expenses and associated PAYE (June 2017): £747.63, including PAYE - £64.70 and the purchase of 2 benches at £399.98 (inc .£66.66 VAT)
- ii. M Fry, Village Green Maintenance (Inv 24 & 8 [replacement]) - £108.00
- iii. E.on – Electricity (direct debit) - £7.78 + VAT
- iv. J Lowe, Website expenses – £42.98 + VAT
- v. Buckland Brewer Community Shop, grant - £1,000.00

d. Receipts

- i. None

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

**Date of Next Meeting:**

Parish Council: Wednesday 13<sup>th</sup> September 2017 (Buckland Brewer School, 7:30pm)

**Signed as a true record:**

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

## **Buckland Brewer Parish Council Education Support Fund**

1. The aim of this fund is to grant Education Bursaries for the residents of the Parish of Buckland Brewer who are 16 years and over and who have been resident in the Parish for one year or more at the time the application is submitted. There is no upper limit on age.
2. The bursary can be awarded to full-time and part-time students attending college, Further Education, University or Open University.
3. Education expenditure including books, other learning tools, travel and education costs could be considered.
4. Only one application can be made per calendar year per applicant. The application must be submitted on the appropriate form which can be obtained from the Parish Clerk.
5. The application must be submitted by the 1st October. Applications received after this date will not be considered until the following year.
6. Each application will be judged on its merits.
7. There will be a maximum limit of up to £500 per annum per applicant, with a maximum of £1,000 per applicant over six years. The years do not have to be contiguous or for the same course.
8. All candidates must supply written evidence of acceptance on the course they are taking from the educational institution or apprenticeship which they are attending or participating with.
9. There is no appeal process. The decision of the Parish Council is final.
10. While the amounts granted will appear in the Parish Council Accounts, all applicants will retain their anonymity.
11. If the grant given is used for another purpose other than that approved, the Parish Council reserves the right to reclaim the monies awarded.

*Approved 14<sup>th</sup> August 2017. To be reviewed annually in May each year.*