

**MINUTES OF THE PARISH COUNCIL MEETING
OF BUCKLAND BREWER PARISH COUNCIL HELD ON
THURSDAY 25th JANUARY 2018 AT 7:30 AT
BUCKLAND BREWER SCHOOL**

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 Jane Lowe, Community Webmaster and 2 members of the public

Parish Clerk: Mr P Blossie

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

606. **Apologies for Absence:** Marie Douglas, Cllr Barry Parsons

607. **Minutes of the Meeting of the Parish Council held on 10th January 2018:** The minutes of the meeting held on 10th January 2018 were agreed and signed.

608. **Declarations of Interest:** None.

609. **Public Participation:** Shirley Tilley talked about the 372 bus service, which now only runs twice a week. She said that there were not enough shops in Bideford to make the journey worthwhile but the time it took to get to Barnstaple and back meant that it was too rushed. She suggested that the bus should change its route to take in Atlantic Village. Members thought that this was a good idea and **Jim Lowe will raise it with Devon County Council**. Elisa Hurley felt that changing the return bus time to 5:40pm would help some office workers. Shirley also said that she had difficulty getting hold of national bus timetables. These are available online, and there is some information and a link to National Express Timetables on the Buckland Brewer website, but Shirley said that getting a physical copy was now very difficult.

610. **Webmaster's Report:** Jane Lowe presented her Annual Webmaster's Report, which had been distributed in December (see Appendix 1) The Clerk thanked her for the hard work that she had done in putting together a very creditable website that has got much well-deserved praise from many users. George Heywood noted that Jane had spent more hours working on it than she had originally intended but she was willing to continue. Much of the extra work was in having to convert files to be suitable for use on the website. Elisa Hurley asked if files should be sent in specific formats. Jane said that in most cases, she was happy to continue as things were. She confirmed that she received reimbursement of any direct expenses. Jane's views concerning the use of social media were noted and it was agreed that no further development would be necessary on that. The Clerk said that he maintains a page to advertise meetings but that otherwise it is rarely used. The Clerk reminded members that the Meet the Councillor page still needed a number of photos and descriptions for most of the members. Andrew Hewitt asked whether email addresses could be provided. The Clerk said that this was possible but when the contact pages were first set up, it was agreed that only telephone numbers would be used on the website. If, in the future, we decide to add email addresses, the Clerk will provide these for each member. They can be linked to any other email address that the members use. This helps to keep their personal information secure. The Clerk reported that the domain that had been used by Peter McClymont had been hi-jacked by a company called Van, which sells shoes. Disturbingly, the website displays a message saying that it is sponsored by Buckland Brewer Parish. This, of course, is not true. **The Clerk is in contact with the website developers and will try to get the site removed.**

611. 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) Flood event information from DCC. **Jim Lowe will respond**, ii) details of the Community Governance Review from TDC (see item 617), iii) TDC Planning: acknowledgement about the enforcement request regarding the Former Post Office and Shop (see item 625b), iv) Battle's Over update and logo. Janet Few had asked whether the Parish Council would be registering the bell ringers. **It was agreed that this would be done by David Watson**, and v) DALC's Spring Events catalogue. **The Clerk had booked himself on courses for CiLCA and Data Protection and these were approved unanimously.**
- b. **Community Shop:** The Clerk read out a letter from the Community Shop thanking the Parish Council for its continued support and suggesting that Cllr Barbara Babb should act as a link person between the two organisations. **Barbara accepted the proposal and it was agreed unanimously**
- c. **Royal Garden Party 2018:** DALC had invited nominations for the 2018 Royal Garden Party. **Rosemary Sanders asked to be nominated.**
- d. **Future Meetings:** The Clerk had distributed a list of dates for meetings in 2018 (Appendix 2). He reported that the Church School Room was available for all of the scheduled 2nd Wednesday meetings and that the 4th Thursday meetings could be accommodated when required. He had booked the room with effect from the meeting of 14th February 2018. **It was agreed that the Clerk should proceed with obtaining a projector.**

612. Fields and Allotments:

- a. **Works to School and Amenity Fields:** Trevor Mills reported that hedge laying has now started.
- b. **School Field Rental Agreement:** Mark Reynolds, the consultant representing DCC wished to know what progress was being made with the erection of the security fence and the proposed change to the covenant. It was confirmed that the fence would be erected when the weather permitted but was unlikely to be before the spring. George Heywood said that the change to the covenant that would permit the erection of a temporary school building was with the solicitors. Jim Lowe reported that the school had issued a newsletter saying that they would be closing the front access to the school for children and parents, and that access would only be available through the back gate. Parents were being encouraged to drop their children at the village hall car park. There was some disappointment expressed that the school had not consulted the Village Hall Trustees first, but it was agreed that it was an issue for the Trustees to resolve.
- c. **Other Field and Allotment Issues for the Next Sub-Committee Meeting:** Elisa Hurley reported that there will be an allotment inspection on 17th February. The 'pitch-in' day before Christmas had been useful, but not many allotment holders had turned up and there was still work to be done to hedges and paths. George Heywood reported that there was a new directive about bird 'flu and was concerned about any chickens that were being kept on the allotments. **The Clerk will ensure that the DEFRA advice is issued to allotment holders and available on the website.**

- 613. Thornhillhead Moor Scrub Clearance:** The Clerk reported that this had now been done and a cheque had been raised for the contractors in the sum of £380 plus VAT.

- 614. Village Hall Update, Marie Douglas:** Marie Douglas was not present at the meeting.
- 615. 3rd Age Activities, Elisa Hurley:** The Clerk reported that he had received an invoice from the Methodist Church for £192 and one from the Village Hall for £18.00 for hall hires between October and January. Elisa Hurley talked about events coming up: a Community Fire Safety Talk by Devon and Somerset Fire and Rescue Service on Thursday 8th February - 4pm at Buckland Brewer Hall. This is a 4 O'clock Club event, but as it is open to everyone; the 4 O'clock Club session for Thursday 8th March will be a "Games Afternoon" Scrabble, Dominoes, Card games etc.; On Thursday April 12th a talk will be given by PCSO John McGovern on being "SCAMWISE". This talk will cover all aspects of potential scamming - doorstep, telephone, email, postal, etc. Again, this will be open to everyone. Elisa also reported that 361 ENERGY have offered to come back and run a session for anyone to attend, with the hope of reducing energy bills. This session will be funded entirely by Energy 361, and will be on Thursday March 15th at the Methodist Chapel Schoolroom.
- 616. OPCC Councillor Advocate Scheme:** Members discussed the email received from Vicky Booty and the proposals that she had presented at the meeting on 13th December 2017. It was felt by many members that the role of an advocate would be demanding and could conflict with their role as councillors, especially in a small community like Buckland Brewer. This view was firmly supported by the Clerk. It was proposed by Andrew Hewitt, seconded by Barbara Babb, **and agreed unanimously to refuse the request to join the scheme.**
- 617. Torrige Community Governance Review Consultation:** Jim Lowe had discussed some of the issues with Jamie Hollis, the Monitoring Officer. Bulkworthy has no Parish Council and does not want an annual Parish Meeting. East and West Putford are currently two separate parishes and have been meeting as a single Parish Council 'illegally'. This will be remedied in the review. Jim Lowe said that he thought a complete re-organisation of local councils was needed but that it needed to come from the top down. It was agreed to make no Parish Council response, but members could make their own representations if they so wished.
- 618. Flashing Speed Signs and Wireless Monitoring Systems:** Jim Lowe had reminded Julie Pepworth at Devon Highways that we are waiting for the traffic monitoring to be carried out, but there has been no response so far. It is now unlikely that the work could be done and a response received in time to submit an application for this year's TAP Fund. The Clerk advised carrying it forward and claiming for 2 years' grant next year.
- 619. Parking Issues:** A resident in Orleigh Close had approached the Council about parking problems. It was agreed that parking is difficult there, as it is in many parts of the village, but the Parish Council has no powers in the matter. Andrew Hewitt said that he had walked the village with PCSO John McGovern in the past and had been advised that nothing could be done about any of the cars they saw at the time. There was some discussion about placing stones around the green in Orleigh Close to protect it and the children that play there, but it was felt that this could cause more problems than it would cure.
- 620. Trees at Glebe Fields:** It was reported that the Trees Officer had agreed that some wood could be taken out of the tree canopies. George Heywood and Andrew Hewitt both felt strongly that this was insufficient, that the trees had reached the end of the lives and should come down. **The Clerk will write to the District Councillor to ask for his support.** Rosemary Sanders asked if the stump of the tree that fell recently could be removed. It was suggested that she should approach the District Councillor regarding her concerns.
- 621. Village Green:** Barbara Babb hoped that the road around the green could be retarmacked so that 'no parking' signs could be repainted. Andrew Hewitt is looking into the costs of alternate surfaces.

622. Parish Plan: Trevor will be providing 50 copies of the Settlement Plan. Jim Lowe will talk to Steve Harding about using the projector and screen. Martin Rich of Devon Communities Together will lead the event. Jim Lowe will arrange a second meeting for some time in March.

623. Snow Warden's Report: George reported that he has not needed to do any salting so far this year and intends to use it only when snow is imminent. **Andrew Hewitt had sent a report to Devon Highways about the grit bins and will ask them to fill the empty one at Craneham Hill.**

624. Members' Reports

Barbara Babb reported that the Jubilee Committee currently hold funds of £277.17 but had met recently and had agreed that this should be kept in reserve for a coronation or similar royal event. Members noted this and agreed that a small increase in the Parish Council's budget might be needed.

Jim Lowe had received a newsletter from the school which he will distribute. He had been asked to attend the licencing service for the new vicar, the Reverend Madeline Bray.

Trevor Mills had prepared a notice about the defibrillator for the new community shop notice board and Village Scene. The Clerk also supplied a renewed accreditation certificate that Andrew Hewitt will laminate and put up.

625. Planning:

- a. Application: 1/0039/2018/AGMB, Woodwall, Frithelstock, Prior notification for the change of use of agricultural building to No1 dwelling under Class Q It was proposed by David Watson, seconded by Barbara Babb and **agreed unanimously to support the application.**
- b. Old Post Office Enforcement Request The Clerk had received acknowledgement the matter was being investigated.
- c. Decision: 1/0868/2017/FUL, Buckland Brewer Village Hall, Demolition of extensions and change of use of village hall to dwelling, alterations to existing access and on-site parking provision – Granted Permission Noted
- d. Decision: 1/1090/2017/AMGB, Gorwood Farm, Prior notification for the change of use of agricultural building to 1 No. dwelling under Class Q – Granted Permission Noted

626. Accounts:

a. Receipts and Payments:

- I. Bank balances as at 29th December 2017 (£47,954.87):
 1. Parish Council Current Account was £5,704.02
 2. Thornhillhead Moor Account was £4,155.19
 3. Savings Account was £38,095.66
- II. Fund balances as at 29th December 2017 (£47,954.87):
 1. General Account - £19,799.68
 2. Thornhill Head Account - £28,155.19
- III. Payments due (£1,615.82)

The following list of payments was approved:

 1. Parish Clerk's salary, expenses and associated PAYE (December 2017): £519.58, including PAYE - £64.70 and software licences of £169.98
 2. E.on – Electricity (direct debit) - £8.79 + VAT
 3. BB Methodist Church, Hall hire – £192.00
 4. BB Village Hall, Hall Hire - £18.00
 5. John Coles Contractors Ltd, Flailing - £380.00 + VAT

6. MAT Electrics, Lighting Maintenance Agreement - £89.95 + VAT
7. Tom's Woodland Care, hedge-cutting, community field - £70.00
8. Forage Wagons SW, stone-picker - £237.50 + VAT
9. Janet Few, allotment deposit refund - £100.00

IV. Receipts since last meeting (£115.00):

1. Allotment rent and deposit - £115.00

- b. **Finalise Budget and Precept for 2018/19:** The draft budget paper, including amendments included at the meeting on 10th January 2018, was considered further. Andrew Hewitt reported that, if a beacon was required for the Battle's Over commemorations, it would cost about £250 to make. However, it was generally felt that there were already a number of events being organised and a beacon might prove too much in one day. It was **agreed that the budget for Remembrance Events would be increased to £400, otherwise the budget was approved unanimously.** (see appendix 3) **The Clerk will submit the precept form in the sum of £11,715.00 by 26th January 2018.**

There being no further business, the meeting closed at 9:30 pm

Dates of Future Meetings:

Parish Council – Wednesday 14th February 2018, 7:30pm, Parish Church Schoolroom

Signed as a true record:

Chairman: **Date:**