

**MINUTES OF THE PARISH COUNCIL MEETING  
OF BUCKLAND BREWER PARISH COUNCIL HELD ON  
THURSDAY 26<sup>th</sup> JANUARY 2016 AT 7:30 AT  
BUCKLAND BREWER SCHOOL**

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

**Also in attendance** 1 member of the public

**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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Due to the late arrival of Cllr Mills, the Vice-Chair, Barbara Babb opened the meeting

**410. Apologies for Absence** Marie Douglas and Cllr Alison Boyle

**411. Minutes of the Meetings of the Parish Council held on 14<sup>th</sup> December 2016 and 11<sup>th</sup> January 2017:**  
The minutes of the meetings held on 14<sup>th</sup> December 2016 and 11<sup>th</sup> January 2017 were confirmed and signed.

**412. Declarations of Interest** Jim Lowe in respect of item 414.b, Website Development.

Cllr. Mills arrived at this point and took over the Chair

**413. Public Participation:** None

**414. Clerk's Report:**

- a. **Correspondence:** The Clerk had distributed \_\_\_\_ items of correspondence by email since the last meeting. He highlighted the resignation of the internal auditor (see item 424.b), the meeting of the Bideford, Northam and Rural Parishes Area Advisory Group that was set for 6<sup>th</sup> February 2017, the final recommendations of the electoral review of Torrridge and proposals for changes to the Waste and Recycling Service. Members asked the Clerk to invite Richard Haste, the Waste manager, to a future meeting. Cllr Lowe suggested that the **Chair of the NEW CCG should be invited to attend the Annual Parish Meeting as guest speaker.**
- b. **Website Development Update:** Development work is continuing but has been slower than hoped due to time pressures and illness. A second training session is planned for Friday 3<sup>rd</sup> February 2017. The Clerk had distributed a draft contract for Jane Lowe's role as the 'Webmaster' **which was agreed unanimously and signed by the Chairman.**
- c. **Casual Vacancies:** The two vacancies have been announced and notices have been posted. Electors have until 8<sup>th</sup> February to demand an election. If there are at least 10 signatures for this, the Elections Officer will seek nominees, but it would only be necessary to hold an election if there are more than two. If there is only one or no candidates, members could be asked to co-opt new appointees.
- d. **Enforcement of Zig-Zag Markings Outside Buckland Brewer School** Flying Start Federation had queried last month's response and said that they would like to enforce the zig-zags throughout the school day. **Members agreed with the proposal unanimously.**
- e. **Clerk Not Available for Next Meeting:** The Clerk said that he would not be able to attend the next meeting, scheduled for 8<sup>th</sup> February 2017. **It was agreed to move the meeting to Thursday 9<sup>th</sup> February 2017.**

**415. Fields and Allotments:**

- a. **Blackhorse Fields Tenancy** Payment has been received for the first 6 months' tenancy and Hicks had sent the second copy of the lease, which the Chair signed.
- b. **Works to Amenity Field** Trevor Mills reported that Coles had given a verbal quote of £5,000 covering the work to both the amenity and school playing fields. He will ask for a written quote and seek two further quotations. The Clerk had enquired about dog litter bins and was waiting for a call back from Steve Wiltshire at TDC
- c. **School Field:** DCC had sent a 'Heads of Agreement' document. Members made a number of alterations to the document, including reducing the lease term from 99 years to 20 years and proposing that DCC should be responsible for maintaining the boundaries and for the costs of preparing the legal documents in view of the fact that they were getting a field, with fences and gate in situ, at a peppercorn rent. The Clerk explained that the school was hoping that the field will be ready in time for school sports day but this will depend entirely on the weather conditions.
- d. **Expressions of Interest re Vacant Field** It was agreed unanimously that the field should be let as an agricultural tenancy as this was the terms of the originally land transfer deed from Lord Clinton. George Heywood said that it was the Council's responsibility to get as much rent for the land as possible. **An advert will be put in the next Village Scene.**
- e. **Allotments Poster will be put up advertising the allotment holders' meeting on 20<sup>th</sup> February and the two vacant plots.**
- f. **Grazing Rights re Thornhillhead Moor:** A letter from Hicks & Co. dated 6<sup>th</sup> January clarifies that the 12 disputed rights are in the name of Eleanor McCowan but she does not appear to have claimed them.

**416. Public Consultation: Traveller Accommodation and Community Infrastructure Levy:** No comment.

**417. New Wayleave: Outbuildings adj. Cleverdons:** Members noted that a new wayleave agreement had been issued by Western Power for access across the village green at a one-off payment of £1.00. **The agreement was signed by the Chairman.**

**418. Housing Survey:** It was agreed that this will not now go ahead.

**419. Thornhillhead Moor Mast:** No progress yet

**420. Highways Community Enhancement Fund:** This item was deferred pending the attendance of Andrew Hewitt.

**421. TAP Fund 2016/17:** The application form has been drafted. The Clerk is waiting for some final details from Shebbear Parish Council about their claim for a contribution towards the Holsworthy Hospice. He would like to submit the application before the end of January.

**422. Budget and Precept Setting for 2017/18:** Jim Lowe had been approached by the Community Shop who were asking for help with the cost of utility bills. **It was agreed that £500 of the amount that was to be set aside for fencing and other works would be used to establish a budget for a grant to the shop.** Trevor Mills had obtained 3 quotes for the new oven at the Village Hall, all of which were less than the £3,000 that had been included in the budget. **It was agreed that the Village Hall should be paid its grant in advance of next year so that the oven could be installed by the time the hall opens. Subject to these changes, the budget paper previously issued by the Clerk was formally approved and it was confirmed that a precept of £11,003 would be charged,** which would mean there would be no change to the band D council tax rate in 2017/18.

**423. Members' Reports**

**Barbara Babb** (i) reported that her husband had accidentally damaged the cable of the Post Office van and that consequently it was now parking next to the village green again. **Jim Lowe offered to discuss it with the Woolser Post Office.** (ii) She also reported that part of Thornhillhead Moor was completely overgrown. **Trevor Mills will investigate.**

**George Heywood** reported more potholes in various locations.

**Jim Lowe** (i) had contacted Planning about the s106 on the development at Orleigh Close but had received no reply as yet. (ii) He also reported that the Community Shop had held a raffle and had donated a sum of £130 towards the maintenance of the defibrillator. **Jim Lowe will thank them on behalf of the Council.**

**Trevor Mills** read out a letter that he had sent to Shirley Tilley together with a bouquet of flowers. He had received a letter of thanks from Shirley.

**424. Accounts:**

**a. Receipts and Payments**

i) Bank balances as at 20<sup>th</sup> January 2017:

- Parish Council Current Account was £15,283.07
- Thornhillhead Moor Account was £7,305.04
- Savings Account was £18,004.37

ii) Payments due (£7,080.64 + VAT)

- Parish Clerk's salary, expenses and associated PAYE (December 2016): £572.81 + VAT, including
  - PAYE - £54.80
  - Bouquet and delivery - £47.97
  - Annual software renewals - £139.98 + VAT
  - Postage - £12.99
- PDS Signwriting (Air Ambulance sign) - £110.00
- MAT Electrics (Air Ambulance installation) - £6,296.22 + VAT
- Eon, Air Ambulance electricity supply - £11.61 + VAT
- DCC: Hall hires - £90.00

iii) Receipts (£4,741.59)

- General Account: Field Rents- £175.00
- Air Ambulance Fund: Community Shop donation (raffle) - £130.00
- Thornhillhead Moor Account: RPA, Stewardship - £4,436.59

- b. Internal Audit Arrangements:** The Clerk explained that, as previously expected, Ken Abrahams has formally resigned as the Internal Auditor due to his continued ill health. Lyn Hargood is willing to do this year's but does not want to take on the job permanently. **The Clerk will advertise in Village Scene and on the parish notice boards before advertising more widely.**

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

**Date of Next Meeting:**

Parish Council: Wednesday 8<sup>th</sup> February 2017 (Buckland Brewer School, 7:30pm)

Public Meeting/Allotment Holders' Meeting: Wednesday 20<sup>th</sup> February 2017 (Buckland Brewer School, 8:00)

**Signed as a true record:**

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