

MINUTES OF THE PARISH COUNCIL MEETING
OF BUCKLAND BREWER PARISH COUNCIL HELD ON
WEDNESDAY 9th OCTOBER 2019 AT 7:30pm
IN THE PARISH CHURCH SCHOOL ROOM

Members Present: Mr Andrew Hewitt, Mr George Heywood, Mr Trevor Mills, Mr David Watson and Mr Bob Wilson

Also in attendance: 1 member of the public

Parish Clerk: Mr P Blosse

KEY: Actions are shown in bold blue type Decisions are shown in bold red type
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93. Apologies for Absence Barbara Babb, Cllr. Barry Parsons and Cllr. Phil Pennington

94. Minutes of the meeting of the Parish Council held on 14th August 2019 – revision of item 73.a:
The revised minutes of the meeting held on 14th August 2019 were agreed and signed.

95. Minutes of the meetings of the Parish Council held on 11th and 18th September 2019: The minutes of the meetings held on 11th and 18th September 2019 were agreed and signed.

96. Declarations of Interest Three councillors declared interests in various individual applications for grant aid under item 101. I.e. David Watson – 2018 Youth Project, George Heywood – Horwood Coombe Forest School, and Andrew Hewitt – Playing Field Association. **It was agreed that these councillors would be permitted to take part in any general debate about grant applications but not to vote on these particular items if voting was necessary.**

97. Public Participation None

98. County and District Councillors' Reports:

a. Councillor Barry Parsons (Devon County Council): Not present

b. Councillor Phil Pennington (Torridge Council): Not present

99. Clerk's Report:

a. **Correspondence:** There had been 50 items of correspondence since the last meeting.
The Clerk highlighted:

i) **Ottery St Mary Town Council: Climate Emergency Council Seminar, 24th September.** No-one had attended

ii) **Torrington 100: Launch of Torrington 100 and Community Wellbeing Taster Day, 2nd October 2019, 11:00am, The Plough:** David Watson reported that this meeting had been cancelled. Andrew Hewitt had discussed social prescribing with his GP surgery and confirmed that GPs would only be sharing sufficient information with the Link Workers

to enable them to discuss suitable options for activities etc with patients. David Watson said that he will be attending the TTVS AGM on 31st October 2019 and that social prescribing will be on the agenda at that meeting.

- iii) **DCC Connect Me: Town and Parish Councils encouraged to plant trees:** Andrew Hewitt and George Heywood to give feedback following the Highways Conference that they are attending on 15th October 2019.

b. **External Audit Report:** The external audit had been completed by PKF Littlejohn. No matters had come to their attention giving any cause for concern that relevant legislation and regulatory requirements had not been met and they had no other matters to draw to the attention of the authority. - Noted

c. **To set a date for the Clerk's Annual Appraisal:** **31st October 2019 starting at 7:00pm in the Parish Church School Room.**

d. **Notice to Quit received from a field tenant:** The Clerk has received a notice to quit from the tenant of OS 1747 (Field 857, Portway/ Field 1598: Higher Turnaway/ Field 1533: Lower Chetnell). The fields will become available from September 2020, or possibly earlier with the tenant's consent. **It was agreed that the fields should be inspected and that the Fields & Allotments Sub-Committee should start meeting again. The Clerk will organise a suitable date for an inspection and subsequent meeting of the sub-committee.**

100. **Co-option of New Councillors:** There had been no further nominations for the three vacant councillor posts.

- a. **Dispensations for Councillor Bob Wilson:** Cllr. Wilson signed dispensation forms permitting him to take part in debates and vote on matters concerning the Village Hall and the setting of budgets and precepts.

101. **Grant Application:** Members considered the following applications for grants.

- a. **Regular Annual Grants:** The organisations in this section are listed in the Council's annual budget.

i) **Buckland Brewer Village Hall** **It was agreed that the Parish Council would meet the full cost of the annual insurance premium when the figure is known.** It is expected to be in the region of £1,000.

ii) **Buckland Brewer Playing Field Association** **Agreed £500.00**

iii) **Youth Services** **Agreed £300.00 payable now with a possible further grant of £300.00 next Spring, pending a report on how the money is being spent and a set of accounts as soon as they are available**

iv) **The Church of St Mary and St Benedict – Graveyard Maintenance** **Agreed £200.00**

v) **North Devon Record Office** **Agreed £200.00**

vi) **Community Shop** The Community Shop had previously asked for continued assistance with their running expenses, specifically for help with meeting the costs of electricity, and a grant of £1,000 was paid in August of this year.

b. **Other Small Community Grants:** The Council's budget for Small Community Grants for 2019/20 is £600. Towards the end of 2018/19 the Council approved a grant of £200 to the North Devon Display Gymnastics Club which was paid in April 2019. There were four applications this year that could be considered in this grant category:

i) **Torridge Volunteer Cars** Agreed £100.00

ii) **Citizens Advice TNMWD** Agreed £50.00

iii) **Bideford Target Shooting Club** NIL

iv) **Horwood Coombe Forest School** Agreed £350.00

c. **Update re the Education Support Fund Grants** The Education Support Fund Committee met on 1st October to consider grant applications for the current academic year. There were 8 applicants, including one on behalf of a child under 16, whose application was turned down as it was outside the scope of the committee's rules. The committee members considered the possibility of extending grants to younger age groups in future years, but it was felt that, at the present time, there are insufficient funds to deal with the potential demand and that, in most cases, funds are available from other sources. All 7 of the remaining applicants were approved and received grants ranging between £150 and £250 each. In total, £1,600 was distributed in grants. A quiz is being held in November and a stall is being arranged for the Christmas Market to raise more funds but the bulk of any future grants will still rely upon an annual grant from the Parish Council.

102. **Post Office Van – Parking Issues and Cancelled Services:** It had been agreed that the Community Shop will be the first point of contact by Woolsery Post Office if there was to be no van/service on any particular day. **The Clerk will draft a standard notice (to be laminated by Andrew Hewitt) for the shop to display on their counter**, with a second copy to be pinned on the notice board if it possible for a volunteer to be able to do that.

103. **To discuss the possibility of obtaining an ATM (cash machine) for the parish:** A parishioner has pointed out that the company, LINK, which supplies free ATM machines throughout the country, is promoting a scheme to make more machines available in remote rural areas. It was suggested that one could be situated outside the Community Shop. Although this is not a service that would be commissioned by the Parish Council, councillors were generally supportive, albeit that it was felt that it was unlikely that LINK would support an application. **The Clerk will investigate what practical support the Parish Council could offer. David Watson will investigate the potential impact on the chapel's insurance and the Shop Committee will be asked for their opinion on the matter.**

104. School Field Rental Agreement and Proposed Amendment to Covenant: Nothing further to report. The Clerk had contacted Cllr Barry Parsons who has asked the County officers to explain the delay. David Watson, who is a school governor, said that a rumour had been circulating that the Parish Council planned to install a mast. The governors will be informed that there are no such plans. The head teacher had asked one of the councillors if a fence could be erected in front of the Devon bank by the school's back gate. This request was turned down.

105. Members' Reports:

Andrew Hewitt pointed out that the annual Remembrance Service would be held soon and that the Parish Council normally supplies a wreath. Trevor Mills suggested that the Parish Council should simply make a donation to the Royal British Legion but it was agreed that the Parish Council should continue to lay a wreath. **The Clerk will make suitable arrangements.**

George Heywood reported potholes on Craneham Hill. Bob Wilson will report them on the Devon County web page. He also talked about the implementation of 5G and suggested that Arqiva should be contacted to determine whether they have made any additions to the mast or whether they plan to do so. **The Clerk will contact them.**

Trevor Mills said there had been complaints about parking outside the shop since new lines had painted. David Watson said that the area needs to be re-tarmacked. **Andrew Hewitt said that he would investigate.**

David Watson (i) reported a blocked drain near Barton Court. He will report it online, (ii) he also noted damage to the bridge by Hembury Castle. Andrew Hewitt will determine whether it has been reported or not, (iii) David reported that intends to attend the CPRE Planning seminar on 15th October, (iv) He had attended a DALC County Meeting. DALC is no longer working with Devon Communities Together and has established itself as a company limited by guarantee. This will entail a new management structure, requiring them to appoint a Board of Directors. The AGM is scheduled for 23rd October 2019. The organisation plans to operate fully under the new regime with effect from April 2020.

106. Planning:

- a. Consultation: Draft Supplementary Planning Documents
 - i) draft Air Quality SPD; no comment
 - ii) draft Leadengate Design Guide SPD; and no comment
 - iii) draft Rural Workers' Dwellings SPD. No comment
- b. Application: 1/0861/2019/FUL, Higher Thornhill Head, Retrospective application change of use for the commercial production of beer. **Supported unanimously**
- c. Decision: 1/0624/2019/FUL, Granville Cottage, Creation of new vehicular access – Granted permission – noted
- d. Decision: 1/0661/2019/FUL, Woodwall, Frithelstock, Creation of new access for existing farm including turning and parking for existing dwelling – Granted permission – noted

107. Accounts

a. Receipts and Payments

- i) Bank balances as at 30th September 2019 (£49,686.41):
 - (1) Parish Council Current Account was £8,407.22
 - (2) Thornhillhead Moor Account was £7,069.75
 - (3) Savings Account was £34,209.44
- ii) Fund balances as at 30th September 2019 (£49,686.41):
 - (1) General Account - £22,616.66
 - (2) Thornhill Head Account - £27,069.75
- iii) Payments due (£712.25 + VAT) The following list of payments was approved:
 - (1) Parish Clerk's salary, expenses and associated PAYE (September 2019): £504.89 including PAYE of £93.40
 - (2) PKF Littlejohn, External Audit Fee - £200.00 +VAT
 - (3) E.on, electricity - £7.36 + VAT
 - (4) The grants approved at this meeting will be listed next month
- iv) Receipts (£6,247.50)
 - (1) Torridge Council, 2nd Instalment of precept - £6,062.50
 - (2) Field Rents - £185.00

- b. Budget Monitoring Report: April to September 2019:** The Clerk had distributed a budget monitoring report for the first half of the financial year. Total receipts to date this year (including the full year's precept) amounted to £15,860.79 (77% of the annual budget), and expenditure was £15,295.38 (63% of the annual budget). The grants approved at this meeting should be the last substantial payments for the present financial year, excluding the Clerk's monthly salary. His forecast for the year end is that it will be broadly in line with the anticipated outturn; a shortfall of about £3,500 to be met from the general reserve. **It was agreed to ask Andrew Heywood to the next meeting to discuss the future options for funding the Thornhillhead Moor SSSI so that the Council** will prepared for the setting of next year's budget in January 2020.

There being no further business, the meeting closed at 9:10 pm

Dates of Future Meetings:

Personnel Sub-Committee (Clerk's Annual Appraisal) (7:00pm, Thursday 31st October 2019 in the Parish Church Schoolroom)

Fields & Allotments Inspection (10:00am, Saturday 9th November 2019 starting from Village Green)

Parish Council (Planning), Wednesday 13th November 2019 (7:30pm in the Parish Church Schoolroom)

Fields & Allotments Sub-Committee (7:30pm, Monday 25th November 2019, Parish Church School Room)

Signed as a true record:

Chairman: **Date:**

