

**MINUTES OF THE PARISH COUNCIL MEETING**  
**OF BUCKLAND BREWER PARISH COUNCIL HELD ON**  
**WEDNESDAY 10<sup>th</sup> August 2022**  
**AT BUCKLAND BREWER METHODIST CHAPEL**

**Members Present:** Mrs Barbara Babb, Mr Andrew Hewitt, Mr Richard Hooper, Mr Jim Lowe, Mr Trevor Mills, Mr Frits Takken and Mr David Watson

**Also in attendance:** 4 members of the public.

**Parish Clerk:** Mr P Blosse

|                                       |                  |   |
|---------------------------------------|------------------|---|
| <b>KEY: Actions are shown in bold</b> | <b>blue type</b> | <b>Decisions are shown in bold red type</b> |
|---------------------------------------|------------------|---|

**713. Apologies for Absence** Cllr Phil Pennington (Torridge Council), Rosie Beer and George Heywood

**714. Declarations of Interest** None

**715. Minutes of the Meetings of the Parish Council held on 13<sup>th</sup> and 28<sup>th</sup> July 2022:** The minutes of the Annual Parish Council meetings held on 13<sup>th</sup> and 28<sup>th</sup> 2022 were agreed and signed by the Chair.

**716. Public Participation** A member of the public referred to a suggestion discussed at the last meeting that the Parish Council should consider installing an all-weather pitch. He said that Langtree has one of these but has had no bookings for it since April 2022.

**717. Industrial Development: Speed Survey** The Clerk had distributed the results of the speed survey taken by the proposed access to the industrial development site. The visibility splays are based on the 85th percentile and the report showed that the 85th percentile is less than 40 mph. Steven Sherry will now agree the visibility splays with DCC, but he has suggested that they should be 90m in both directions from the proposed entrance. The electronic site survey is due to be undertaken soon. Steven Sherry will start a basic layout once that is completed. The Clerk has forwarded the results to Cllr James Morrish. **Andrew Hewitt will lobby members of the Highways and Traffic Order Committee (HATOC).**

## 718. Clerk's Report

- a. Correspondence: There had been 34 items of correspondence forwarded by email since the last meeting. The Clerk highlighted:
  - I. Police: email re graffiti incidents There had been 2 incidents of graffiti being sprayed: one on the village sign coming into Barton Road and one on the BT cabinet at the corner of Barton Road. Both were cleaned off very quickly by parishioners. The Clerk reported the incidents to the police who have advised that this is criminal damage and needs to be reported by the property owner online or via 101 if it occurs again.
  - II. Devon County Council new community grant fund launched DCC has launched a Community Grant Fund for special projects. The Clerk suggested that an application could be submitted for some or all of the difference between the cost of the adult fitness suite and the S106 grant – about £3,000. **This was agreed unanimously.**
  - III. DALC: Annual General Meeting The Clerk has booked 3 places for the conference on 5<sup>th</sup> October which will include DALCs AGM. The deadline for submitting motions and for nominations for one of the 3 directorships that will become vacant is 19<sup>th</sup> August.
- b. Progress Report re Telephone Box Phil Priest has said that he will complete his work on the backboard for the defibrillator and racking for the library this week. The Clerk will supply some books and signage for the library and asked councillors to donate any spare books they might have available. The electrician will move the defibrillator as soon as he has an opportunity.
- c. Progress Report re Defibrillator for Thornhillhead Mark West is organising the work that needs to be done to prepare the ground for the cabling and erect a board. He will notify the Clerk as soon as this is completed. The defibrillator has been received but the Clerk is still awaiting delivery of the heated cabinet, but it is expected within the next week or two. The electrician will install the cabinet as soon as he has an opportunity.
- d. Amendment to Standing Orders relating to the UK leaving the European Union The Clerk had distributed a revised set of standing orders reflecting that EU contract laws no longer applied. **Approved unanimously. The revised version will be uploaded to the website.**
- e. Civility and Respect Pledge NALC, County Associations and SLCC have combined to promote a Civility and Respect Pledge which they are asking all Town and Parish Councils to adopt. (see Appendix 1) **Approved unanimously. A copy of the pledge will be uploaded to the website.**

- f. Training and Development Policy The Clerk had drafted a policy based on the NALC model for employees but adapted to include appropriate training for councillors as well. **Approved unanimously. The policy document will be uploaded to the website.**

**719. Contractors' Traffic Through the Village** A resident had complained about the speeds and volume of builders' traffic through the village in recent weeks. Jim Lowe had spoken to the contractors, and it was felt that this had had some effect. Andrew Hewitt said that the maximum speed for HGVs had been increased from 40mph to 50mph. Trevor Mills said that pavements in Orleigh Close had been damaged by contractors accessing the Orleigh Close/Southwood Meadows building sites. **The Clerk will contact the developers for this site to discuss the Council's concerns.**

**720. Choice of Litter Bins for the Amenity Field** The Clerk had distributed details about some bins that are available and asked for whether members would prefer free-standing (weighted), pole-mounted or fixed bins. It was agreed to purchase two large, free-standing bins. **The Clerk will contact Councillor Phil Pennington about a litter collection service. Andrew Hewitt will contact Richard Haste, the Operational Services Manager.**

**721. Transport Survey** The Clerk had distributed some additional information about bus usage drawn from the questionnaire used for the revised Parish Plan. Although that survey had a much larger sample of over 300 responses, the results were not significantly different. The report also highlighted some feedback about parking and speeding issues. It was agreed that there was very little that the Parish Council could do to encourage more use of the local bus service or to influence how it is managed. Frits Takken said it would take a substantial change in people's attitude towards using public transport before any improvement could be made.

**722. Quotation for Grass Cutting at the Playing Field** Mike Baker, the contractor who cuts the grass in the playing field, has submitted a quotation to cover cuts for the next two years. He has stated that he would keep his price for 2023 at the same level as recently agreed for 2022 and a 4.95% increase for 2024. The item was deferred pending a decision about future grant support for the Playing Field Association.

**723. Grant Applications 2022:** The Clerk had distributed a report listing the grant applications and summaries of the latest sets of audited accounts. **The following grants were approved, turned down or deferred as shown below:**

- a. Specific Budgeted Grants
- i) Buckland Brewer Hall - **£1,000**
  - ii) Youth Services - **£300**
  - iii) Playing Field Association – **deferred to September 2022**
  - iv) Church of St Mary & St Benedict - **£300**
  - v) North Devon Record Office - **£200**
  - vi) Community Shop - **£1,000**

b. Other Grants

- i) Torridge Volunteer Cars - **£500**
- ii) Life Education, Wessex and Thames Valley - **£87.50**
- iii) Go North Devon – **refused**

- c. Thornhillhead Methodist Graveyard      There was some speculation about whether this application for funds towards maintaining/rebuilding a stone wall around the churchyard could be dealt with as purely graveyard maintenance. It was reported that the chapel is to be closed and sold at some time in the future and it was decided to defer a decision pending the outcome of that process. In the meantime, **the Methodist Chapel is advised to submit a separate request to help with grass cutting in the graveyard.**

**724. Woodland Development**      Members were undecided whether to go ahead with this scheme. The matter was deferred to a later date.

**725. Members Reports:**

Andrew Hewitt i) said that the Parish Council should develop a Housing Development Policy. li) There is a hedge between the amenity field and the Lower Abbots development that Pearce Contractors will need to repair. **The Clerk will contact them.**

Richard Hooper i) said that improvements were needed for the surface of the boules court in the playing field and asked whether the Parish Council would pay for this. Playing Field grants are to be discussed at the next meeting. li) The Clerk now has all the receipts and quotations that he needs to submit a grant claim to Devon County for paths maintenance. This will be for £550 and will cover inspection, the purchase of equipment and clearing of Back Lane.

Jim Lowe i) talked about the difficulty of managing housing development whilst Torridge cannot achieve a 5-year land supply. li) He asked the Clerk to contact the contractors working on the Southwood Meadows/Orleigh Close developments about damage to the path in Orleigh Close. lii) Jim asked about progress on the Emergency Plan. Jo Miles said that she is still trying to identify names for the Emergency Team and volunteers. An item will be added to the next agenda and it was agreed to hold an open meeting on 29<sup>th</sup> September 2022. Iv) He asked the Clerk to order a 'No Dogs' sign for the small gate into the amenity field. V) Jim suggested that parishioners could benefit from a welfare fund that operated in a way similar to the Education Support Fund. Limitations on the ability of Parish Councils to pay grants directly to individuals mean that it would need to be set up as an independent organisation. The Clerk and Jim Lowe will devise a suitable scheme.

Trevor Mills said that more patching works were needed to bring the roads in the parish up to an acceptable standard. He also noted that no work had yet been done on the damage to Glen Bridge or Tythecott Bridge.

## **726. Planning**

- a. Application: 1/0719/2022/FUL, Land off Tenement Park, Erection of 2 no. new bungalows – **Supported by a vote of 4 to 3.**
- b. Application: 1/0517/2022/FUL, 3 Ashtons Row, First floor dormer conversion – **supported unanimously.**
- c. Application: 1/0768/2022/FUL, Old Village Hall, Proposed internal and external alterations to property – **supported unanimously.**
- d. Decision: 1/0580/2022/FUL, Hillmoor, Demolition and replacement of existing garage – granted permission - noted
- e. Decision: 1/0512/2022/FUL, Land adjacent 7 Southwood Meadow, Erection of 1no. Dwelling – granted permission – noted.
- f. Additional Item: Application 1/0823/2022/AGMB, Brendon Cleave, Prior notification for the change of use of agricultural building to 3 no. dwelling houses and associated building operations under Class Q – **Supported unanimously**

## **727. Accounts:**

- a. Receipts and Payments for July/August 2022
  - i) Bank balances as at 29<sup>th</sup> July 2022 (£80,860.61):
    - (1) Parish Council Current Account was £26,218.34
    - (2) Thornhillhead Moor Account was £7,332.20
    - (3) Savings Account was £47,310.07
  - ii) Fund balances as at 29<sup>th</sup> July 2022 (£80,860.61):
    - (1) General Account - £62,528.41
    - (2) Thornhill Head Account - £18,332.20
  - iii) Payments for July/August 2022 (£4,753.15 + VAT)
    - (1) P G Blossie, July salary - £734.98 (including £139.50 PAYE and £1.98 VAT)
    - (2) Heartbeat Trust, Defibrillator etc - £1,809.95
    - (3) R E & B A Mills, Pipelaying etc - £1,323.75 + VAT
    - (4) Allotment Deposit Refund - £37.50
    - (5) Buckland Brewer Methodist Church, Hall hire - £334.00
    - (6) British Gas, Electricity - £14.95 + VAT
    - (7) Jane Lowe, honorarium - £500.00

**The payment schedule was proposed by Barbara Babb, seconded by Jim Lowe and approved unanimously.**

- iv) Receipts for July/August 2022 (£11,513.79)
  - (1) Allotment Rent and Deposit - £107.50
  - (2) Torridge Council, S106 Grant - £11,406.29

- b. Budgetary Control Statement as at 30<sup>th</sup> June 2022 The Clerk had distributed a budgetary control statement for the first quarter of 2022/23 showing that income for the period was 34 % of the annual budget and included a grant from Torridge Council towards emergency equipment. Expenditure was only at 18% of the annual budget.

**There being no further business, the meeting closed 9:20 pm**

**Dates of Future Meetings:**

Parish Council Meeting, Wednesday 14<sup>th</sup> September 2022 (7:00 pm in the Methodist Church).

**Signed as a true record:**

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

## Appendix 1

### Civility and Respect Pledge agenda item 718e:

Approved 10<sup>th</sup> August 2022









The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

#### Definition of Civility and Respect

Civility means politeness and courtesy in behaviour, speech, and in the written word. Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

| Statement   | Tick to agree   |
|---|---|
| Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role. |  |
| Our council has committed to training councillors and staff.  |  |
| Our council has signed up to Code of Conduct for councillors  |  |
| Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.   |  |
| Our council will commit to seeking professional help in the early stages should civility and respect issues arise.  |  |
| Our council will commit to calling out bullying and harassment when if and when it happens.   |  |
| Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme  |  |
| Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.                              |  |