

**MINUTES OF THE PARISH COUNCIL MEETING  
OF BUCKLAND BREWER PARISH COUNCIL HELD ON  
WEDNESDAY 12<sup>th</sup> OCTOBER 2022  
AT BUCKLAND BREWER METHODIST CHAPEL**

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

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

**Parish Clerk:** Mrs Jo Miles

<b>KEY: Actions are shown in bold blue type    Decisions are shown in bold red type</b>
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**747. Apologies for Absence**            n/a

**748. Declarations of Interest**        None

**749. Minutes of the Meeting of the Parish Council held on 29<sup>th</sup> September 2022:**  
The minutes of the Parish Council meeting held on 29<sup>th</sup> September 2022 were agreed and signed by the Chair.

A presentation was made to Patrick Blossie, the outgoing Parish Clerk. He was thanked profusely for his support and contribution to the parish over the last 10 years.

**750. Public Participation**

**751. Clerk's Report**

- a. **Correspondence:** There had been 42 items of correspondence forwarded by email and 3 by mail since the last meeting. The Clerk highlighted:
  - I. Torridge Council:** Fire Service budget related survey and consultation. Closing date 30 November (sent by email 6/10/22) **This will be added to the next meeting agenda.**
  - II. Allotment Tenant:** Notice has been given to give up allotment plot 7a. The tenant will tidy the plot prior to handing it back. It will be ready for a new tenant by 31<sup>st</sup> October. The prospective new tenant has been notified. (This will leave two applicants on the allotments waiting list as at 1<sup>st</sup> November.)
  - III. Devon CC Community Grants Team:** End-of-project report due now that the adult fitness equipment has been installed.

IV. **Planning:** 1/1134/2018/FULM Land adjacent to Southwood Meadows.  
Street name proposal: Yeo Lea

V. **Julia Turner re Royal British Legion:** Remembrance wreath has been ordered. (Grant of £50 paid in previous years. Same budgeted for 2022.)

VI. **PurpleFish – Zoe Fawcett:** Allison Homes sent apologies as unable to attend PC meeting 12/10: 1) Offer of donation towards the fireworks event reiterated. 2) A suggestion of an on-site meeting when the sales office is opened. This was accepted by the Council and 2-3 Councillors will attend. Date of meeting to be confirmed.

VII. **South West Heritage Trust:** Thank you for £200 grant

- b. Progress Report re Defibrillator for Thornhillhead Sand delivered 10/10. Awaiting completion of groundworks prior to installation by an electrician.
- c. Progress Report re Adult Fitness Equipment Equipment installed w/c 3 October. An opening ceremony and training sessions are to be arranged. Awaiting the contractor to fit bolt covers. Formal “opening” to be included in fireworks event. Path to be completed by the Parish Council prior to 4<sup>th</sup> November.
- d. Litter bins for Amenity Field Installation to be undertaken now that the fitness equipment works are almost complete.
- e. Fireworks Event All arrangements are in hand for the event on 4<sup>th</sup> November.
- f. External Audit/AGAR: The external audit has been completed. The confirmation has been posted. **Clerk to ensure a copy of the report is sent to all councillors.**

## 752. **Operation London Bridge**

- a. An additional learning point was highlighted since the previous meeting. Everything was done in accordance with specified timescales and protocols, but it would have been prudent to have discussed Operation London Bridge beforehand as it was known about. Advance coordination of the local arrangements with churches and other organisations would have meant that a cohesive plan and communications were ready to implement.
- b. The suggestion of a flagpole was highlighted again. The Chair has made a flagpole which can be erected for a specific purpose and then removed. It was proposed that this is placed in the churchyard (when required), subject to the necessary permissions.
- c. The date of the Coronation of King Charles III has just been announced. A decision was taken to book Buckland Brewer Hall in anticipation of a community event being arranged.

**753. Vehicle Activated Sign**

- a. Since the last meeting someone turned the sign around to face the road. This necessitated using a tool to undo bolts, so it was a deliberate act of sabotage and will be reported as such if it occurs again.
- b. Concerns are ongoing regarding general traffic and HGVs (delivering to construction sites) driving over 20mph. The Chair intends to contact DCC to request that "Speed Limit 20mph" should be painted on the road to reinforce existing signage.
- c. The Chair attended a speeding workshop as part of the DALC conference. It was recommended that parishes join the Speed Awareness Group.

**754. 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. **Agreed unanimously to accept the quotation.**

**755. Playing Field Association Grants:** Since 2020/21, the Parish Council has been paying a grant of about £800 to cover the playing field insurance premium and either a grant to them or, since April 2021, direct payments to a contractor for grass cutting. This amounts to just over £1,000 a year. Councillor Lowe had previously suggested that this level of support was necessary during the Covid pandemic when the Association found themselves unable to generate funds themselves but should now be reviewed as the PFA is actively fundraising.

Councillor Hooper provided a brief financial update on behalf of the PFA. He highlighted the significant amount of money that will soon be needed to repair or replace existing equipment; especially as professionals will need to be engaged for much of this work to ensure Health & Safety and insurance requirements are met.

The matter was closed after reference to the minutes of 14 October 2020. An agreement was unanimously agreed in 2020 whereby the Parish Council approved funds to cover the annual cost of grass cutting and insurance in perpetuity. The agreement was effective from 1<sup>st</sup> April 2021.

**756. Firework Event:** Early start proposed to accommodate a brief "opening ceremony" of the fitness equipment while partially light, with fireworks 7-7:30pm. (PC to approach Nikki Wolfe to cut the ribbon.) A bar will be set up in the hall and hog roast trailer will be in the car park or edge of the field. It was suggested that residents adjacent to the field are personally notified of the event.

**757. Litter Picking Day:** Richard Hooper had suggested that another litter picking day should be arranged. The PC agreed that this would be beneficial. **A date will be confirmed.**

**758. Thornhillhead Information Board:** The Clerk had distributed a draft layout. Several councillors praised the look and content of the proposed design. **Agreed unanimously to accept the proposed layout.**

**759. Buckland Brewer Welfare Fund:** A new Torridge DC “Cost of Living Help” portal has been launched providing contacts and practical suggestions in view of national concerns regarding welfare and cost increases. Therefore, it was proposed that support should focus on sign-posting people to existing agencies with appropriate resources and professional expertise, rather than trying to emulate this locally. (Help could be given to access specific information or complete forms, if required.) The Parish Council is legally prohibited from providing financial assistance to individuals. **Unanimously agreed.**

**760. Emergency Plan Update:** A separate meeting is being arranged. Date to be confirmed. **(Provisionally booked 27<sup>th</sup> October but key people are unable to attend. New date to be agreed.)**

**761. Housing Development Policy:** Government proposals have been made since the last meeting and this topic is still being debated centrally. **It was agreed to defer any discussions regarding local housing policy until the national proposals are published.**

**762. Members Reports:**

**Councillor Babb:**

- The Shop Committee would like better signage and have proposed putting an a-frame stand permanently on the village green, as an existing directional sign on the signpost opposite the turning is not prominent enough. The proposal to put a sign on the village green was rejected. Other options will be explored, including having a bespoke colourful sign made. The latter may be subject to external approval depending on the proposal, i.e., Torridge DC or Devon Highways.
- Bus – Concerns raised regarding the longevity of a parish bus service. Would we consider a community bus? It had previously been suggested that multiple parishes should join forces but there was no support elsewhere. The Council agreed that the significant legal requirements and huge financial cost would be prohibitive.

**Councillor Heywood:**

- Snow warden –
  - 2022/23 pricing advised: £360 1<sup>st</sup> run, £250 for 2<sup>nd</sup> run same day, subsequent days £350/£250. Optimum route settled with the gritting contractor to clear priority roads.
  - **The Council unanimously agreed that Councillor Heywood will determine when gritting is required and will instruct the contractor.**
  - 3 tonnes of salt is held currently. An additional 3 tonnes is needed in 1t or 0.5t bags in readiness for winter.
- The new footpath is almost complete. **An application can be submitted to reroute the existing path.**
- Thornhillhead Moor – **It was proposed that Andrew Heywood is invited to a future meeting to provide and update and identify environmental funding opportunities. Agreed.**

#### **Councillor Lowe:**

- Attended the book launch on Sat. 8<sup>th</sup> October for “Buckland Brewer 1800 – 1970 – a rural parish and its people”. **Councillor Lowe suggested the Council should 1) formally congratulate Dr Janet Few and Dr Lyn Layton on a very well researched and compelling read. 2) purchase a copy each for ND Records Office and Bideford Archives. The proposals were unanimously agreed.**
- Planning applications – Reminder that the Parish Council receives a discount if they submit planning applications
- Update to the Council regarding the Education Fund. £2.7k was distributed at the meeting on 11<sup>th</sup> October ‘22. Small amount of funds still held but would be seeking more sponsorship.
- 20 mph signage to combat speeding. Reiterated a need for additional road markings/signage. **The Chair will contact Devon Highways.**

#### **Councillor Hooper:**

- **The Council was requested to arrange for surplus chippings left in Castle Meadow to be removed or spread across the car park as they look unsightly. Agreed.** (The PFA will arrange for a similar bag of woodchips to be spread around trees.)
- Update regarding recent fundraising by the PFA. A substantial sum was raised by the recent pub quiz which will be saved for the repairs and maintenance.
- A resident has reported the bench in the bus shelter requires some routine maintenance, including re-varnishing. **Councillor Hooper volunteered to undertake the works with the approval of the Council. Agreed.**

#### **Councillor Hewitt (Chair):**

- A farmer has reported that a footpath gate is being deliberately left open, despite animals being present in the field. He also believes someone is riding a motorbike around the field without permission.
  - **Councillor Hooper suggested the gate closure mechanism may require some attention so that will be checked.**
- **The new footpath will route people away from this field so the Footpath Officer will be contacted as soon as possible to initiate the change.**
- Ongoing issues reported with HGV traffic from contractors speeding or using inaccessible routes for the size of vehicles. Damage has been reported to bridges and to residents’ driveways, the latter as HGVs have had to turn around in very narrow lanes. **Clerk to write to Pearce Constuction and Allison Homes asking them to remind their employees/sub-contractors to adhere to the speed limit and to properly consider their route (cc Devon Highways).**

#### **Councillor Beer:**

- Reiterated praise for the History Group’s book.

**Councillor Takken:** Nothing to report

**Councillor Mills:** Nothing to report

**Councillor Watson:** Nothing to report

**763. Planning**

- a. No new applications since last meeting.
- b. No decisions reported since last meeting.
- c. Street name proposal – 1/1134/2018/FULM Land adjacent to Southwood Meadows.  
street name proposal: Yeo Lea.

**Rejected unanimously for the following reasons:**

- i) Similarity to the names of two existing farms, which already causes confusion.
- ii) River Yeo is not in proximity – River Duntz is nearby.
- iii) All housing developments are named with reference to existing field names on the parish tythe map. The field in question is Cross Field, so the Parish Council's proposal is to name the development Cross Park. **Torridge Planning to be advised.**

**764. Accounts:**

- a. Receipts and Payments for September/October 2022
  - i) Bank balances as at 30<sup>th</sup> September 2022 (£75,103.10):
    - (1) Parish Council Current Account was £19,686.73
    - (2) Thornhillhead Moor Account was £8,106.30
    - (3) Savings Account was £47,310.07
  - ii) Fund balances as at 30<sup>th</sup> September 2022 (£75,103.10):
    - (1) General Account - £55,996.80
    - (2) Thornhill Head Account - £19,106.30
  - iii) Payments for September/October 2022 (Since last meeting: £1859.05 + VAT)
    - (1) P G Blossie, September salary - £682.35 (including £121.30 PAYE and expenses)
    - (2) J Miles, September salary - £580.80 (inc £112.20 PAYE)
    - (3) W Ainscough, September salary - £146.52 (inc £29.30 PAYE)
    - (4) British Gas, electricity - £12.86 + VAT
    - (5) A Chappell Electrical - £379.43 – Relocate and install defibrillator
    - (6) R.A.W. Piper & Sons - £58 + VAT – Rough sand for THH defib works
  - iv) Receipts for September/October 2022 (£60)
    - (1) T & J Nicholls - £60 Field Rents

**The payment schedule was proposed by Councillor Mills, seconded by Councillor Lowe.  
The schedule was approved unanimously.**

There being no further business, the meeting closed at 9:05 pm

**Dates of Future Meetings:**

Parish Council Meeting, Wednesday 9<sup>th</sup> November (7pm Methodist Church)  
Allotment Inspection, Saturday 22<sup>nd</sup> October (10am Blackhorse Fields Allotments)  
Fields and Allotments Sub-Committee, Monday 31<sup>st</sup> October (7pm Church School Room)

**Signed as a true record:**

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