

**MINUTES OF THE PARISH COUNCIL MEETING**  
**OF BUCKLAND BREWER PARISH COUNCIL HELD ON**  
**WEDNESDAY 13<sup>th</sup> FEBRUARY 2019 AT 7:30pm**  
**IN THE PARISH CHURCH SCHOOL ROOM**

**Members Present:** Mrs Barbara Babb, Mrs Marie Douglas, Mr Andrew Hewitt, Mr George Heywood, Mr Jim Lowe and Mr Trevor Mills

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

**Parish Clerk:** Mr P Blosse

<b>KEY: Actions are shown in bold blue type   Decisions are shown in bold red type</b>
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**866.    Apologies for Absence**                      Elisa Hurley, Rosemary Sanders, David Watson and Cllr Barry Parsons (DCC)

**867.    Minutes of the Meeting of the Parish Council held on 24<sup>th</sup> January 2019:** The minutes of the meeting held on 24<sup>th</sup> January 2019 were agreed and signed.

**868.    Declarations of Interest**                      Barbara Babb in respect of item 881.a, Propose New Layout  
– Lower Abbots Development

**869.    Public Participation**                              None

**870.    Clerk's Report:**

- a. **Correspondence:** There had been 25 items of correspondence since the last meeting. The Clerk highlighted: i) Torridge Council: Notification of Area Advisory Group meetings: Torrington on 5<sup>th</sup> March, Bideford on 11<sup>th</sup> March and Holsworthy on 25<sup>th</sup> March 2019. Either Andrew Hewitt or Jim Lowe will attend either the Torrington or Holsworthy meeting.
- b. **Update to Insurance Policy:**                      Community First has added the projector to the insurance. It will be covered for accidental damage or theft away from the Clerk's home with no increase in this year's premium.
- c. **Revised Risk Assessment (Vehicle Activated Sign):** In response to Devon Highways enquiry, a proposed amendment to the Risk Assessment was made to include a low-level risk about maintenance of the Vehicle Activated Sign, specifically the changing of batteries, as follows:

*The Parish Clerk and at least 2 parish councillors will undertake appropriate training to ensure that battery changes and any other equipment use are carried out safely and in accordance with the supplier's recommendations. If it is necessary for a ladder to be used to reach any equipment, the work will be carried out by 2 operatives. Frequency of changes will be scheduled to ensure that batteries are not likely to expire when in use.*

This might be amended in line with any further advice from the supplier when the sign is installed. **Members approved the change unanimously.**

**871. Fields and Allotments:**

- a. Works to Community and School Fields: The Clerk had called Torridge Council about dog bins and had been told that someone would call back, but they have not yet done so. There had been a request by the Village Hall Trustees to use the amenity field for the Village Fete on Saturday 13<sup>th</sup> July 2019, which would again include a dog show. **It was agreed that, as last year, dogs should be permitted but that they must be on leads at all times and owners must pick up and dispose of any dog mess in the bins provided. In addition, it was agreed that the organisers of the dog show must take responsibility for cleaning up the area used for the dog show.** Trevor Mills reported that he has not yet completed the final figures for the works to the amenity and school field fences and gates. Richard Mills had replaced the damaged gatepost at Hymns Peace. **Trevor was asked to pass on the Parish Council's thanks to Richard.**
- b. School Field Rental Agreement and Proposed Amendment to Covenant: Our solicitor has confirmed that a draft of the revised covenant has been sent to the previous landowners' solicitors and that the draft lease has been sent to the school but that neither party has yet responded.
- c. Other Field and Allotment Issues: The allotment gate is still to be done. The next allotment inspection is scheduled for 10:00 on Saturday 23<sup>rd</sup> February, to be followed by a meeting of the Fields and Allotments Sub-Committee on Monday 4<sup>th</sup> March 2019.

**872. Village Hall Update, Marie Douglas:** Nothing to report. The next meeting is not until March 2019.

**873. 3<sup>rd</sup> Age Activities/Luncheon Club:** Dave Watson and Elisa Hurley had discussed possibility of a Lunch Club but, following the response at the open meeting, they had suggested that there is insufficient support for a regular club. However, it had been agreed to hold a 'Community Lunch' at the Methodist Church Schoolroom on Wednesday May 29<sup>th</sup> 12.00 - 14.00. This will consist of soup and bread rolls, followed by a cold dessert, tea and coffee, at a cost of £3.00 per person.

**874. Purchase of New Tables:** The Clerk had contacted a supplier and located a design of plastic folding table that was considered robust enough but also light enough for the Craft Group's needs. The PCC had confirmed that they were happy for new tables to be installed in the Church School Room and had already cleared space for them. It was proposed by Jim Lowe, seconded by Andrew Hewitt and **approved unanimously to purchase four 6'x2'6" folding tables at a cost of £36.95 + VAT each plus delivery charges.**

**875. Keep Britain Tidy: Spring Clean 2019:** The Keep Britain Tidy campaign is promoting another Spring Clean event and has asked parish councils if they wish to organise local 'tidy up' campaigns. The Clerk said that he had been contacted by a parishioner who was particularly concerned about litter in the village. **It was agreed that the Clerk should ask her if she would like to organize a 'tidy up' event in the village. He will also contact Torridge Council to complain about the litter left by the recycling vans.**

**876. Final Quote for Resurfacing Road Around the Village Green:** Members noted that Vanstones had submitted a final quotation for resurfacing the village green road following last month's site visit. The price remained unchanged at £5,920.00 + VAT. There will be a 10-week lead-in time for the work to be done. **It was agreed unanimously to approve the order with the expectation that the work would be done by the beginning of May 2019. George Heywood asked the Clerk to write to the owners of any houses that might be affected when we know when the work will be carried out.**

**877. Grant Request – Gymnastics Competition:** A request had been received from a member of the North Devon Display Gymnastics Club, who lives in Buckland Brewer, asking for a donation towards the cost of attending a Gymnastics Festival in Gran Canaria in October 2019. There are 4 members of the display team who live in Buckland Brewer. **Member s approved unanimously a grant of £200 to be paid after 1<sup>st</sup> April 2019 from the 2019/20 budget for 'other grants'. The Clerk was asked to let the club know that the grant was intended to contribute towards the cost of the 4 girls from the parish.**

**878. Flashing Speed Signs and Wireless Monitoring Systems:** Jim Lowe reported that he had contacted Cllr Barry Parsons, who had in turn spoken to Devon Highways and that, as a result, we had now been given their approval to install a flashing sign. DCC had confirmed that they will install a pole and that this should cost in the region of £250 (not £300 as previously stated). **It was proposed by Jim Lowe, seconded by George Heywood and approved unanimously to purchase the sign as soon as possible and for the Clerk to pursue a Communities Together Fund grant.**

**879. Snow Warden's Report:** George Heywood reported that 2 tons of salt had been spread during the recent spell of snowy weather. **He will try to obtain a replacement at no charge during the summer.** He did not think that any more salt would be needed this year. An invoice will be received from the contractor in due course for two trips.

**880. Members' Reports:**

Marie Douglas reported that a grit bin in Scratchface Lane is on its side. The Clerk advised that this could be reported on the Devon 'Report a Problem' website. She asked if there had been any feedback from the Parish Plan consultation event. Alan Sutton said that about 40 people had attended, and 132 responses had been received. He distributed a summary sheet showing some of the issues raised most often.

Andrew Hewitt **raised a concern about recycling lorries leaving rubbish behind. The Clerk will contact Torridge Council. Also, he said that DCC had cleared ditches locally, but farmers had then cut the hedges, filling in the ditches. The two jobs needed to be better coordinated. The Clerk will write to Devon Highways to suggest that ditches should be cleared after 1<sup>st</sup> March.**

George Heywood said that last year grass had been thrown over fences backing on the playing field car park and that he would monitor any similar events in the coming year. He also noted that there were many cars parked on the roads outside the school and around the village hall and wondered whether the school and the Village Hall could come to some agreement about the use of the village hall car park for staff parking as well as for people picking up and dropping off children. It was proposed that the Parish Council could offer its services as an independent party to bring the two organisations together to discuss the issue. **The Clerk will write to the Head Teacher and the Chair of the Village Hall Trustees.**

Jim Lowe said that, although the minutes of the last meeting said that the new Parish Plan would be ready by April 2019, this unlikely and it would probably be nearer Autumn 2019 before it was ready for publication. It was confirmed that the Annual Parish Meeting would be held on 17<sup>th</sup> April 2019 and that the suitable guest speakers would be invited.

Trevor Mills said that he had investigated the path behind the chapel and thought that it was very dangerous. George Heywood said that the homeowners should be keeping the hedges trimmed. Jim Lowe suggested that the Fields and Allotments Sub-Committee should inspect it on 23<sup>rd</sup> February.

**The Clerk will write to the homeowners.**

**881. Planning:**

- a. Propose New Layout – Lower Abbots Development      Members noted the revised layout and were generally supportive of both the layout and the mix of properties. It was noted that Pearce’s proposal to extend the size of plot to the ‘natural boundary’ but the planners had said that this would not be supported. It was suggested that a public meeting should be arranged sometime in the coming weeks. **Barbara Babb will check the village hall diary and supply suitable dates.** Jim Lowe said that he understood that Aster Homes, who already managed the affordable homes in Hillpark, had shown an interest in the Lower Abbots affordable homes.
- b. Application: 1/0045/2019/FUH, 2 Tower View, First Floor Side Extension      **The application was supported unanimously.**

**882. Accounts**

a. Receipts and Payments

I. Bank balances as at 31<sup>st</sup> January 2019 (£56,286.04):

1. Parish Council Current Account was £9,527.66
2. Thornhillhead Moor Account was £12,548.94
3. Savings Account was £34,209.44

II. Fund balances as at 31<sup>st</sup> January 2019 (£56,286.04):

1. General Account - £23,737.10
2. Thornhill Head Account - £32,548.94

III. Payments due (£483.98 + VAT)

The following list of payments was approved:

1. Parish Clerk’s salary, expenses and associated PAYE (Jan 2018): £450.66, including PAYE - £83.50
2. Mrs J Lowe, printer cartridge - £33.32 + VAT

IV. Receipts      None

Members also agreed to transfer £600 from the Thornhillhead Moor Account to the General Account for the 2018/19 cost of administration (Clerk’s time and office expenses)

**There being no further business, the meeting closed at 9:00 pm**

**Dates of Future Meetings:**

Allotments Inspection: Saturday 23<sup>rd</sup> February 2019 (10:00am at Blackhorse Fields Allotments)

Fields and Allotments Sub-Committee: Monday 4<sup>th</sup> March 2019 (7:30pm Parish Church School Room)

Parish Council: Wednesday 13<sup>th</sup> March 2019 (7:30pm in the Parish Church School Room)

**Signed as a true record:**

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