

MINUTES OF THE PARISH COUNCIL MEETING
OF BUCKLAND BREWER PARISH COUNCIL HELD ON
WEDNESDAY 14th NOVEMBER 2018 AT 7:30 IN
THE PARISH CHURCH SCHOOL ROOM

Members Present: Mrs Barbara Babb, Mrs Marie Douglas, Mr Jim Lowe, Mr Trevor Mills and David Watson.

Also in attendance 3 members of the public and Mike Jackson, Secretary, Torridge District Neighbourhood Watch

Parish Clerk: Mr P Blossie

KEY: Actions are shown in bold blue type Decisions are shown in bold red type

806. Apologies for Absence Andrew Hewitt, Elisa Hurley, George Heywood and Rosemary Sanders

807. Minutes of the Meetings of the Parish Council held on 10th and 18th October 2018: The minutes of the meetings held on 10th and 18th October 2018 were agreed and signed.

808. Declarations of Interest None

809. Public Participation There was a general discussion about the planning application for Southwood Meadows which had been withdrawn. The Parish Council were awaiting a request for consultation on a new plan.

810. Presentation by Mike Jackson, Secretary, Torridge District Neighbourhood Watch: Mike Jackson introduced himself. He is Secretary of the Torridge District Neighbourhood Watch as well as being the Watch Coordinator for Milton Damerel. He said that we live in a low crime area but that there is still a high fear of crime. The Neighbourhood Watch scheme fosters good neighbourliness and a two-way communication with the police providing local intelligence on crime both ways. This is becoming more necessary with the recent policing cutbacks. There are now no local police patrols and fewer PCSOs. Neighbourhood Watch is not a vigilante group. Information is simply passed on to the police for them to deal with. There is very little work involved. Schemes can vary in size from just two households to whole villages, but each scheme requires a Coordinator. Once one of these is appointed, that person would need to recruit interested households. There are also separate Farm Watch and other similar schemes which members can also belong to. Complacency tends to be the greatest barrier to starting and maintaining schemes. According to his records, Mike said there were already two small schemes running in Buckland Brewer, but they appear to be dormant and he has not been able to contact either of the coordinators. Jim Lowe said that we do still have a good relationship with our PCSO. Barbara Babb commented that much of the fear of crime was media driven. Mike supplied some background literature and will write an article for Village Scene and the website.

811. Clerk's Report

- a. Correspondence: There had been 64 items of correspondence since the last meeting. The Clerk highlighted: i) Chapter 8 training for the Road Warden Scheme – item deferred in Andrew Hewitt's absence, ii) Recycle Devon Thank You Awards 2019, iii) North Devon Record Office - Meeting for Funders and Supporters, 19th November, 2:00pm, Barnstaple Library, **David Watson will be attending**, iv) Traffic Speed and Winter Gritting Survey – **to be completed by Jim Lowe**, v) Notification of adoption of the North Devon and Torridge Local Plan, vi) County Councillor - Update (Nov 2018) – see Appendix 1, and vii) Timetable for submission of 2019/20 Precept. **It was agreed that the meeting on 9th January 2019 would be dedicated to the annual budget and precept but that the precept would not be finally ratified until the meeting on 24th January.** The precept request must be submitted on or before 25th January 2019.
- b. Rough Sleepers Estimates: Members confirmed that, to the best of their knowledge, there were no rough sleepers in the parish.

812. Website Update

Members noted a report from Jane Lowe highlighting that the website had been down for one whole day recently. Clystnet had responded quickly and as effectively as they could but the problem had been with their supplier's servers so the solution was out of their hands. There had been one or two complaints and comments by users. The Clerk said that it is not uncommon to experience some downtime but that the length of this event was unusual. He did not recommend making an issue of it under the terms of the service level agreement as this was the first such event and Clystnet had not been directly at fault. He will, however, be maintaining a record of this and any future downtime events and asked members to let him or Jane know of any problems that they encounter or are told about.

813. Fields and Allotments:

- a. Report of the Fields and Allotments Sub-Committee, 6th November 2018: Trevor Mills presented the report from the Fields and Allotments Sub-Committee (see Appendix 2). A payment to Chris Kaminski was approved for the cost of removing some rubbish from one of the other allotment holder's sites, to which was added the cost of mileage for his trip to the dump. **It was agreed that the Parish Council would not supply water to the allotments but that the water would not be cut off at this time** as it might be required for any industrial units that may be provided. Trevor noted that Hymns Peace requires a new gate post, and that Richard Mills has offered to install this **if the Parish Council provides the post, which was agreed unanimously.**
- b. Works to Community and School Fields: A quotation has been received from M F Garden Services of £50 per cut for mowing the amenity field and £20 per cut for strimming the path edges, which includes periodic spraying of fence edges. It was agreed that an annual budget of £800 should cover these costs and will be included in future budgets. Trevor Mills reported that there is one bit of fencing still to be completed next to the Village Hall, not affecting either the school or the amenity field. **The amenity field hedges need to be trimmed. Trevor Mills will do this himself in the near future.**

- c. School Field Rental Agreement and Proposed Amendment to Covenant: A draft lease had been prepared. It was agreed that the Council's solicitor would be asked to make the following amendments or provide clarification, as appropriate:
- I. **The name of the field in question to be referred to as the 'school playing field', to differentiate it from the existing playing field**
 - II. **The second party's name to be changed to 'The Flying Start Federation, Buckland Brewer Community Primary School'**
 - III. **References to the Landlord's Neighbouring Property to be changed to the 'amenity field' (as the Parish Council does not own the village hall).**
 - IV. **A term of 99 years had been requested but the lease is for only 5. The solicitor is asked to clarify the situation.**
 - V. **The lease needs to be considered alongside the revised covenant and they need to be saying the same thing. It would be helpful to have a copy of the new covenant as soon as possible**

814. Village Hall Update, Marie Douglas: Marie talked about an upcoming quiz night and said that minutes would be issued shortly. The committee is still investigating the possible installation of wi-fi. The defibrillator has not yet been installed. The Clerk asked to be kept informed about when it is ready for use so that he can organize a training session and notify South West Ambulance. The Chair reported that he had spoken with TDC Planning Department about the status of the 'Off Orleigh Close Development' and the potential amount of money for the community via S106 Agreements. The only outstanding issue regarding the 'Off Orleigh Close Development' is agreement over the S106 document. TDC confirmed that the combined three proposed housing developments 'Off Southwood Meadow', 'Off Orleigh Close' and 'Hill Park 2nd phase, Lower Abbots' could generate £90,000 plus from a potential of 3 X S106 payments. TDC also advised that there is a maximum of five S106 payments that can be made towards one specific community project. Buckland Brewer Hall has already received one payment therefore it is allowed a further four.

The Chair then made reference to Buckland Brewer Hall not being fit for purpose in respect of further S106 applications. He was very concerned that further development of the hall through S106 money could be at risk. He referred to the current advert in the village scene and outside the hall itself in respect of the AGM, which did not meet the requirements of the Trust Deed. The chair referred to the AGM minute of 17th November 2010, a promise to the public that the Village Hall minutes are posted publicly a few days after each meeting. This does not happen.

The advice from the Devon Association of Local Communities (DALC), is as follows:

- As Buckland Brewer Hall is requesting public money (S106 via TDC and Parish Council) they would be required to be fully compliant with their Trust Deed in the form of up to date accounts and ongoing provision of minutes.
- A current Hallmark accreditation certificate (with at least one year to run) is essential, the awarding of which will evidence public accountability, and compliance with the Buckland Brewer Hall Trust Deed and Charity Commission regulations.

- If Buckland Brewer Hall Trustees wish to bid for further S106 funding, they will need to provide the ultimate fund arbiter, Torridge District Council, a five-year business plan evidencing that the hall will be fully self-financing within five years of its inception i.e. by April 2022, and a current Hallmark certificate.

The chair said he had brought this to the attention of the Parish Council, which is affiliated to the hall, knowing the timescales involved, to ensure that there is still time for the Trustees to become compliant, and therefore be able to apply for S106 money and develop the hall in line with its original specification and for further benefit of the community.

815. 3rd Age Activities/Luncheon Club: David Watson said that there will be a talk by Mark Keighley at 10:00am on Saturday 12th January 2019 in the Chapel School Room about the 'One Small Step' campaign. He and Elisa have been discussing what arrangements might be needed for a Luncheon Club and will be calling a meeting of interested parties in January 2019.

816. Governance Review: Update re Proposed Merger with Bulkworthy: Following further consultation with residents in Bulkworthy, Torridge Council had decided that the proposed merger of Bulkworthy with Buckland Brewer would not go ahead. Bulkworthy has elected to hold an annual Parish Meeting.

817. Trees at Glebe Fields and adjacent property: It was agreed that the Parish Council could do no more on this matter, except that the **Clerk will investigate the cost of having a sculpture made from the tree stump.**

818. Flashing Speed Signs and Wireless Monitoring Systems: Following a recent SCARF meeting, approval has been given for a flashing sign on Tower Hill. Jim Lowe had met with Julie Pepworth from Devon Highways. She is now investigating whether the sign could be attached to the lamppost and its power supply. Otherwise it would need to be a battery-operated type and would need its own post, which the County Council could supply at a cost of £300. Approval was not given for a solar-powered sign. Also, the approval only relates to Tower Hill, but the sign could be twisted round on occasions so that it could be directed at traffic either coming up or down the hill. **The Clerk will liaise with Abbotsham Parish Council and Torridge Council about submitting another Community Fund claim. Jim Lowe will obtain up to date quotes.** Devon Highways will require full details of the sign that the Parish Council intends to install.

819. Parish Plan, Progress Report (Steering Group Representatives): Alan Sutton gave a report. He was disappointed that the Parish Councillors on the Steering Group were not taking an active enough interest and were missing meetings. Barbara Babb said that she understood that the Councillors should be 'stepping back' from the project. There will be a public meeting in February, attended by Martin Rich. In the meantime, the group is developing a questionnaire (with about 40 questions) which will be made available to all parishioners by hand delivery, the website, and any other available means. The Steering Group would like the questionnaire to be approved by the Parish Council before it is issued. The Clerk asked if the draft could be prepared in time for the meeting on 12th December, otherwise it will be 24th January before the Council could discuss it. The next meeting of the Steering Group will be on Tuesday 11th December 2019.

820. Orleigh Hill: Jim Lowe said that George Heywood was keen to see 2 more passing places in Orleigh Hill. Jim Lowe had spoken to both the County and District Councils, who were in agreement if the funds could be found. From future S106 agreements George had offered to provide the land. Jim Lowe had also asked Devon Highways about providing 'priority' signage at the pinch point in Tower Hill but this had been turned down.

821. Industrial Development: Chris Fuller, the Economic Development Manager for Torridge Council, is to meet with Jim Lowe, Trevor Mills, Steve Harding and the Parish Clerk on Friday 23rd November to open discussions about the possible development of small industrial units at Blackhorse Fields.

822. Economic development and conservation strategy - use of Section 215 powers: The Clerk explained that this power permitted Torridge Council to identify properties that had a negative visual impact and to enforce improvements, and that the Parish Council had been asked to identify any properties that could be potentially added to a list. The Council agreed to submit the following properties:

- I. the old factory site, Gorwood Road
- II. Littlemore, Eckworthy (subject of a planning enforcement notice)
- III. the passageway behind the chapel

823. Grants

- a. **Application from Citizens Advice:** **Members approved a grant of £50 unanimously.**
- b. **Application from Buckland Brewer Village Hall:** Jim Lowe noted that the accounts that had been submitted with the hall's application were almost a year out of date. The latest year's accounts, up to August 2018, should be ready very soon. **It was agreed to defer this item to the next meeting pending receipt of the up to date accounts.**

824. Members' Reports:

Barbara Babb talked about a recent road diversion that had been poorly signposted.

Jim Lowe said that the 'No Parking' sign had been erected by the village green and was proving to be effective. He also said that Richard had started work on adapting the parish notice board.

825. Planning:

- a. Appeal: 1/0339/2018/FUL, The Old Village Store, Part retrospective application for the erection of a storage building – noted
- b. Withdrawn: 1/0379/2018/FULM, Land at Southwood Meadows, Construction of 22no. dwellings with access, car parking, landscaping and associated works (Amended plans) – noted
- c. Decision: 1/0965/2018/FUL, Llamedos, Two-storey extension, erection of garage and retrospective permission for decking and garden wall to the rear – noted
- d. Decision: 1/1010/2018/FUL, Veil View, Extensions and alterations to existing property – Granted Permission - noted

826. Accounts

a. Receipts and Payments

- I. Bank balances as at 31st October 2018 (£47, 767.97):
 1. Parish Council Current Account was £9,922.54
 2. Thornhillhead Moor Account was £3,702.34
 3. Savings Account was £34,143.09
- II. Fund balances as at 31st October 2018 (£47,767.97):
 1. General Account - £24,065.63
 2. Thornhill Head Account - £23,702.34
- III. Payments due (£4,243.79 + VAT)

The following list of payments was approved:

 1. Parish Clerk's salary, expenses and associated PAYE (Sep 2018): £455.49, including PAYE - £83.50
 2. St. Mary and St. Benedict Church, grant - £200.00
 3. North Devon Record Office, grant - £200.00
 4. Education Support Fund grants - £1,050.00
 5. Buckland Brewer Methodist Church, hall hire - £16.00
 6. Mr S Harding, village green maintenance - £165.66
 7. Royal British Legion, memorial wreath - £40.00
 8. Cardiac Science, defibrillator - £1,515.00 + VAT
 9. DALC, conference fees - £75.00
 10. Mr J Lowe, printer cartridge - £19.99 + VAT
 11. Mr C Kaminski, allotments refuse removal - £9.20
 12. Buckland Brewer Village Hall, hall hire (4 o'clock club) - £10.00
 13. Clystnet Ltd., domain name renewal - £15.00 + VAT
 14. PDS, No Parking sign - £45.50
 15. Cardiac Science, defibrillator pads - £75.95 + VAT
 16. John Coles Contractors, tractor hire (Thornhillhead Moor) - £351.00 + VAT
- IV. Receipts
 1. Field Rent, £125.00

There being no further business, the meeting closed at 9:35pm

Dates of Future Meetings:

Parish Council: Wednesday 12th December 2018, 7:30pm, Parish Church School Room

Signed as a true record:

Chairman: Date: