

IN THE METHODIST CHAPEL

Parish Clerk: Mr P Blosse

- a. **Declaration of Acceptance Forms:** Barbara Babb, Andrew Hewitt, George Heywood, Trevor Mills and David Watson declared their acceptance of office as councillors for Buckland Brewer Parish Council and signed and submitted their declaration forms
- b. **Register of Members Interests:** Register of Interest forms were supplied to all the councillors and they were asked to return the completed forms by the June meeting.
- c. **Register of Gifts and Hospitality:** Each councillor was supplied with a Register of Gifts and Hospitality form and the Clerk explained when and how they should be completed and returned

1. **Election of Chairperson** (chaired by Jim Lowe, previous Chair) It was proposed by Trevor Mills, seconded by David Watson and **agreed unanimously that Andrew Hewitt should be elected Chair** for the forthcoming year. Andrew accepted the nomination and chaired the rest of the meeting. The Chair welcomed Councillors Parsons and Pennington to the meeting who each gave a brief report:
 - a. Cllr. Barry Parsons Thanked Jim Lowe for all his hard work as Chair and Councillor over the years. Barry went to talk about the Thriving Places Index which showed that Devon was number for general well-being and has an excellent reputation nationally. He brought members attention to a new Public Health Report from DCC that focused on mental health issues.
 - b. Cllr. Phil Pennington Talked about the make up of the newly elected Torridge District Council, which now has no overall control and a large number of independent councillors. Phil had been struck by work done in the parishes and said that he would try to attend as many future parish council meetings as possible. He provided a written report which is attached at appendix 1.
2. **Apologies for Absence** None
3. **Election of Vice-Chairperson:** It was proposed by George Heywood, seconded by Andrew Hewitt and **agreed by the Chair's casting vote that Trevor Mills should be elected Vice-Chair** for the forthcoming year. Trevor accepted the nomination.

4. Appointments to Sub-Committees:

- a. Fields & Allotments Sub-Committee: **The following councillors were appointed to the Fields and Allotments Sub-Committee – Andrew Hewitt, Trevor Mills and David Watson. It was agreed that Chris Kaminski would be asked if he is prepared to continue to serve as the representative of the allotment holders.** The Terms of

Reference for the sub-committee were confirmed as follows:

- i. Membership to comprise 3 parish councillors and one allotment holder. Membership to be reviewed yearly at the Annual Parish Council meeting in May each year.
- ii. To monitor the use and maintenance of fields and allotments, to check their condition and to recommend terminations of tenancies in appropriate circumstances
- iii. To encourage communal help between field and allotment holders
- iv. To promote open communication between tenants and the Parish Council and to assist with upkeep of plots if needed
- v. To review allotments rents and conditions of tenancy annually
- vi. To review field rents every five years and to consider the terms and conditions for each tenancy when they become vacant
- vii. To monitor income and expenditure on fields and allotments at each meeting
- viii. The sub-committee has no delegated powers. All recommendations to be ratified by full council.

- b. Personnel Sub-Committee: **The following councillors were appointed to the Personnel Sub-Committee – Barbara Babb, Andrew Hewitt and George Heywood.**

The Terms of Reference for the sub-committee were confirmed as follows:

- i. Membership to comprise 3 parish councillors to be appointed yearly at the Annual Parish Council meeting in May each year.
- ii. To review policies, changes in legislation, government guidelines and similar appropriate issues relating to current employment law, employers and employee taxation and pension arrangements. as recommended by the Parish Clerk
- iii. To monitor the Parish Council's performance as a 'good employer'
- iv. To review the Parish Clerk's performance annually and to make recommendations about changes to rates of pay, hours or work and any other terms and conditions when appropriate
- v. To receive and consider any grievances and to recommend disciplinary action when appropriate.
- vi. To manage the appointment of a new Parish Clerk when required
- vii. To promote training and development of the Parish Clerk and to undertake training in personnel matters
- viii. The sub-committee has no delegated powers. All recommendations to be ratified by full council.

The Clerk was asked to set out the Grievance and Disciplinary Procedures in the form of a flowchart.

5. Appointments to Steering Groups and Other Organisations:

- a. Village Hall Trustees: It was proposed by Andrew Hewitt, seconded by David Watson and **agreed unanimously that Trevor Mills would represent the Parish Council on the Village Hall Trustees.**

- b. **Parish Plan Steering Group:** It was proposed by Andrew Hewitt, seconded by George Heywood and **agreed unanimously that David Watson would represent the Parish Council on the Parish Plan Steering Group.**
- 6. **Appointment of Snow Warden** It was proposed by Andrew Hewitt, seconded by Trevor Mills and agreed unanimously that George Heywood would undertake the duties of Snow Warden for the coming year
- 7. **To confirm the appointment of the Parish Clerk and Responsible Finance Officer** It was proposed by Andrew Hewitt, seconded by Barbara Babb and agreed unanimously that Patrick Blossie should continue to undertake the role of Parish Clerk and Responsible Finance Officer.
- 8. **Dispensations:**
 - a. **Village Hall** To avoid the risk that the Parish Council could be inquorate when discussing matters relating to the Village Hall because a number of councillors are on both bodies, a dispensation was signed by all members and approved by the Clerk to permit both discussion and voting on all such matters for the full four-year term from May 2019 to May 2023.
 - b. **Precepts** In recognition that all councillors are also council taxpayers, all councillors signed a dispensation, approved by the Parish Clerk, to enable them to discuss and vote on all matters concerning budget and precept setting for the full four-year term from May 2019 to May 2023.
- 9. **To Reconfirm Membership of DALC and Consider County Committee Nominations** It was agreed unanimously to continue the Council's membership of DALC.
- 10. **Review of Banking, Insurance and Audit Arrangements** **It was agreed unanimously to continue to bank with Barclays. The current mandate enables all of the present councillors to sign cheques. The Clerk will arrange to update the mandate when new councillors have been co-opted. It was also agreed that the Council will continue to use Community First as its preferred insurer. The annual premium is due in June 2019. Internal Audit services have been provided by Alison Marshall for the past two years. The Clerk has been impressed by her thoroughness and helpfulness and recommended that the Council should continue to use her. This was agreed unanimously. External Auditors are appointed by central government. Currently, the service is provided by PKF Littlejohn.**
- 11. **Review of Dates for Future Meetings** Trevor Mills said that better co-ordination with other parish events was needed. **It was agreed unanimously that main Parish Council meetings would continue to be held on the second Wednesday of each month, starting at 7:30pm, and will normally be held in the Parish Church School Room. Rather than setting aside the fourth Thursday of each month for any extra meetings that are required to meet planning consultation deadlines, these will now be arranged ad-hoc, as and when required. These meetings will be restricted to planning matters and emergency items only with the exception of the January meetings, when the second Wednesday will be used to discuss the annual budget and precept and the fourth Thursday will be the main Council meeting, at which the final budget and precept will be approved. The Annual Parish Meeting must be held between 1st March and 1st June each year. It was agreed that this will now be held on the same night as the annual**

council meeting in May each year. The Clerk will provide an updated list of meeting dates.

12. Review of Standing Orders, Code of Practice, Risk Assessment and Policy Documents:

Members reviewed and approved the following policy document without amendment:

- a. Standing Orders – last reviewed June 2018
- b. Code of Conduct – last reviewed May 2015
- c. Risk Assessment – last reviewed February 2019
- d. Financial Regulations – last reviewed March 2017
- e. Information and Data Protection Policy – adopted June 2018
- f. Privacy Statement – adopted May 2018
- g. Website Privacy Statement – adopted May 2018
- h. Grants Awarding Policy - adopted September 2018
- i. Publication Scheme – ICO model adopted June 2018

13. Minutes of the Meeting of the Parish Council held on 17th April 2019: The minutes of the meeting held on 17th April 2019 were agreed and signed.

14. Declarations of Interest None

15. Public Participation None

16. Clerk's Report: **The Clerk was asked to send letters of thanks to all of the outgoing councillors.**

a. Correspondence: There had been 50 items of correspondence since the last meeting. The Clerk highlighted: i) DALC Change of address. ii. DALC Guidance about the new term and co-opting, iii. Teignbridge Funding News, iv) letter of thanks from North Devon Display Gymnastics Club for the receipt of the grant approved earlier in the year. v) VE Day Event, 8th May 2020, vi) Email re advertising board on village green. Trevor Mills wondered whether a yellow sign could be adapted, which could be attached to the existing fingerpost. **The Clerk will raise the matter with Devon County Council.** vi). Torrige Council: Co-option of new councillors: It was agreed that notices would be erected, and an advert put into Village Scene and on the website with a closing date of 30th June. Nominees will be asked to submit a short, written statement and to make a brief presentation at the July meeting.

b. Tasks previously undertaken by Jim Lowe and Marie Douglas: The following people volunteered to undertake the tasks below:

- i. Barbara Babb - Putting up notices, e.g. Post Van not attending, minutes and agendas
- ii. Barbabra Babb - Placing minutes etc in Information Point
- iii. Clerk - Drafting monthly article for Village Scene
- iv. Trevor Mills - Key holder for the air ambulance light
- v. Jim Lowe - Recharging of VAS battery
- vi. David Watson - Checking defibrillators and reports to SWA

c. Update About Dog Bins: The Clerk reported that one parishioner had complained about the placement of the dog bin in Orleigh Close. Two bins had been placed there temporarily pending agreement on re-siting one of them, which has now been put in the layby opposite the entrance to Hillpark. The remaining bin in Orleigh Close has

been moved slightly further away from the house of the lady who objected and closer to the hedge where it is hoped it will be less obvious but still visible to dog walkers. No further complaints have been received but the situation needs to be monitored closely. The Clerk will write an article for the next Village Scene and for the website asking people not to use the bins for large bags of dog mess that ought to be disposed of with the rest of their household rubbish. Trevor Mills said that, if parishioners could not use the bins responsibly, the Council should consider removing them altogether as has already happened in other parishes.

17. School Field Rental Agreement and Proposed Amendment to Covenant: Still with the County Solicitor awaiting their response.

18. Planning:

- a. Decision: 1/0195/2019/FUL. Land South West of Buckland Brewer, Devon, Erection of 3 bungalows – Granted Permission
- b. Decision: 1/0224/2019/AGMB, Cleave, Prior notification for the change of use of agricultural building to 1no. dwellings under Class Q and associated operational development – Granted Permission
- c. Application: 1/0384/2019/FUL, Woodwall, Frithelstock, Variation of plans schedule in relation to application 1/0039/2018/AGMB (Replacement of wall sheets with grey cedar boarding) – **supported unanimously**

19. Accounts

a. Receipts and Payments

i. Bank balances as at 30th April 2019 (£53,047.49):

1. Parish Council Current Account was £13,837.46
2. Thornhillhead Moor Account was £5,000.59
3. Savings Account was £34,209.44

ii. Fund balances as at 30th April 2019 (£53,047.49):

1. General Account - £28,046.90
2. Thornhill Head Account - £25,000.59

iii. Payments due (£1,012.90 + VAT)

The following list of payments was approved:

1. Parish Clerk's salary, expenses and associated PAYE (April 2019): £648.04 + VAT, including PAYE - £95.70, expenses re removal of rubbish from allotments of £36.94, laptop charger and printer paper of £53.27 and internal audit mileage costs of £44.40
2. BB Parochial Church Council, room hires - £120.00
3. BB Methodist Church, Chapel hire - £12.00
4. E.on, electricity supply - £6.65 + VAT
5. M Fry, grounds maintenance - £194.00
6. BB Village Hall, hall hire - £20.00
7. South West Water Business, water charge - £12.21

iv. Receipts

1. Torridge DC, 1st instalment of precept - £6.062.50

- b. **Year End Accounts 2018/19:** The Clerk presented a set of **year end accounts for 2018/19 which were approved unanimously**

20. Annual Returns for 2018/19:

- a. Approval of the Council's Annual Statement of Internal Control **Members considered and approved unanimously the Statement of Internal Control for 2018/19**
- b. Approval of Annual Governance Statement **Members considered and approved unanimously the Annual Governance Statement for 2018/19**
- c. Approval of Annual Financial Statement **Members considered and approved unanimously the Annual Financial Statement for 2018/19**

The Clerk will submit the annual returns to PKF Littlejohn for external audit by the closing date of 30th June 2019. We are obliged to publish by 1st July a notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited.

There being no further business, the meeting closed at 10:00 pm

Dates of Future Meetings:

Parish Council, Wednesday 12th June 2019 (7:30 in the Parish Church School Room)

Signed as a true record:

Chairman: **Date:**

Buckland Brewer Parish Council Report 15/05/2019

Philip Pennington, ward member for Monkleigh & Putford Torridge District Council.

Thank you to the residents of Buckland Brewer who voted on the 2nd May. I was honoured to be elected and will serve all residents for the next 4 yrs.

The ward has changed in that there are now 12 parishes. Starting at Abbotsham in the north and ending close to Bradworthy in the south west.

Instead of one member you have 2 – Cllr Robert Hicks. His details are on TDC's website.

Torridge's new council

Torridge moved from Con control to NOC. 18 Independents, 11 Con, 3 Lab, 2 Green, 2 LD's.

At the Monday AGM new leader Anna Dart was elected. The new emphasis is on cross party working with representation to lead roles coming from all groups.

Other news

Westward Ho! Awarded Blue Flag for quality of beach. A dog ban has also been introduced. See website for details.

Connecting with nature.: A scheme with Active Devon to get the over 55's to experience the diverse pastimes available. Walking, kayaking etc. Contact details <https://activedevon.org/campaigns/com>

Email leisure@torridge.org.uk Phone 01237 428737

Fly tipping: Becoming an increasing problem New fines introduced.

TDC on 01237 428700 to report an incident

My contact details for any issue with TDC.

Phone: 01237 422875

Email councillor.pennington@torridge.gov.uk