

MINUTES OF THE PARISH COUNCIL MEETING
OF BUCKLAND BREWER PARISH COUNCIL HELD ON
THURSDAY 29th SEPTEMBER 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 and Mr David Watson

Also in attendance: 2 members of the public (1 left at 7:25pm)

Parish Clerk: Mrs Jo Miles

KEY: Actions are shown in bold blue type Decisions are shown in bold red type
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The meeting started with one minute's silence in respect of the recent death of Her Majesty Queen Elizabeth II

728. Apologies for Absence Richard Hooper and George Heywood

729. Declarations of Interest Barbara Babb re item 745a, 5 dwellings at Hillpark.

730. Minutes of the Meeting of the Parish Council held on 10th August 2022:

The minutes of the Parish Council meeting held on 10th August 2022 were agreed and signed by the Chair.

The Chair also made a presentation to Jane Lowe and thanked her for all her hard work and commitment to creating and maintaining the parish website. (Jane confirmed that all website activities have been handed over to Wendy Ainscough but that she remains available to support if needed.)

731. Public Participation

A member of the public queried work in progress in the corner of the Playing Field and whether removed seating could also be reinstated there. He also noted that there were several families of hedgehogs in the area. The Chair confirmed the Playing Field is not managed and maintained by the Parish Council, but the PC is aware that the owner of the Playing Field has access rights and is currently creating a new footpath. **The query regarding seating will be referred to a member of the Playing Field Association.**

732. Clerk's Report

- a. **Correspondence:** There had been 80 items of correspondence forwarded by email since the last meeting. The Clerk highlighted:
 - i. **SAAA 2022 Opt-out Communication** The Clerk explained that the contract for undertaking local council external audits is due for retender and, at this time, councils have the right to opt out of the government scheme if they wish and

appoint their own auditor. The clerk could see no advantage in doing that. **It was agreed to take no action and accept the appointed auditor.**

- II. Devon Communities Together: Briefing paper: Allegations Against People in Position of Trust (PiPoT) Protocol The Clerk brought members attention to a paper recently published by Torbay & Devon Safeguarding Adults Partnership pointing councillors and staff responsibilities towards vulnerable adults.
- b. Progress Report re Defibrillator for Thornhillhead All of the equipment is now with Mark West awaiting a contractor to finish some groundworks and an electrician to wire in the cabinet.
- c. Progress Report re Adult Fitness Equipment The contractor is due to start work on Monday 3rd October and it should be completed by Thursday 6th October. (The cost to the Parish Council has been minimal as grants and S106 monies were obtained.) The Clerk suggested that there should be an opening ceremony. Two training sessions will be organised in the coming weeks.
- d. Litter bins for Amenity Field Two bins have been delivered to Trevor Mills. Installation will be arranged once the fitness equipment works are completed.

The Clerk had drafted three policy documents that he felt were important additions to the Council's governance framework in view of the recent appointment of two new members of staff.

- e. Dignity at Work Policy **Approved unanimously**
 - f. Safeguarding Policy **Approved unanimously**
 - g. Equality and Diversity Policy **Approved unanimously**
- 733. Operation London Bridge** Following the sad death of Her Majesty Queen Elizabeth II on 8th September, Operation London Bridge was instigated, affecting central and local government activities across the United Kingdom. Messages of condolence were posted to the parish website and Facebook pages by Wendy Ainscough (new webmaster). Memory books had been purchased but it had later come to light that the PCC already had a loose-leaf condolence book available in the church. The books will be used on future occasions. It was agreed with the PCC that flowers could be laid in the churchyard. The reading of the proclamation was carried out by the Chair of the Parish Council from the church porch on 12th September with about 2 dozen parishioners present. It had been necessary to postpone the meeting scheduled for 14th September as the 10 days of official mourning did not count as any of the statutory notice days. **All Councillors were asked to consider learning points and these will be discussed at the next meeting on 12 October.**

734. Police Report PCSO Liz Rendle had provided a report about police activities in the last 12 months. In the last 12 months there have been 18 crimes across the parish of Buckland Brewer. These include: 4 malicious communications, 1 vehicle interference, 1 assault, 2 Public order, 4 criminal damage, 1 drink drive, 5 domestic related. A number of these incidents are self-contained within an address. In the last 12 months the Bideford neighbourhood team have welcomed a new neighbourhood Sergeant, Glyn Clark. In addition, we have also recently welcomed a new PC, Laura Hancock to the team. This brings our numbers to 1 Sergeant, 3 PC's and 3 PCSO's. We cover Bideford, Northam, Appledore, Westward Ho, Buckland Brewer and along the A39 to the Cornish border including Hartland and Welcombe.

735. Vehicle Activated Sign The sign has been repaired at no cost, under warranty, and has been put up facing down Tower Hill. The Clerk felt this would make its reappearance more noticeable and act as a reminder that the 20mph limit applies in both directions. He suggested that it should be turned round after Christmas. The Clerk said that parishioners were still concerned about speeds elsewhere in the village, especially at the entrance to Hillpark. He had obtained a quotation from Stocksigns for another identical model at just over £2,600 and he felt that this might make good use of some of the Council's general reserve. He felt that the evidence from the data obtained so far showed that there had been a small but significant drop in speeds for the majority of drivers who had been driving at around 30mph and now averaged about 25mph. Sadly, the sign has had little or no effect on the small handful of drivers intent on driving at excessive speeds.

736. 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 - based on 15 cuts per year. It was agreed that accounts will be sought from the Playing Field Association to support all funding requests. Decision deferred.

737. 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 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. **It was agreed that accounts will be sought from the Playing Field Association before a decision regarding funding is taken.**

738. Firework Event Allison Homes have suggested that they would like to sponsor an activity in the parish. The Clerk felt that the firework event offered a suitable opportunity and has invited them to attend the next meeting on 12th October when it will also be possible to discuss any issues surrounding their housing developments at Orleigh Close and Southwood Meadow. The catering company North Devon Hog Roasts have been booked to attend the event on 4th November. The Clerk will advertise the

event. **It was agreed to use the beacon in lieu of a bonfire but the location of the event was queried. To be discussed at the next meeting.**

739. Litter Picking Day: Richard Hooper had suggested that another litter picking day should be arranged. The PC agreed that this would be beneficial. **Date to be agreed.**

740. Thornhillhead Information Board: The Clerk had distributed a draft layout. **Some councillors had not yet reviewed the content so will do so prior to the next meeting.**

741. Buckland Brewer Welfare Fund: The Parish Council is not legally permitted to provide financial support to individuals but acknowledged that there was a need for monetary and practical help within the parish, particularly for elderly residents. Several parishioners have expressed an interest in creating a support scheme for vulnerable people. Awaiting proposals.

742. Emergency Plan Update: It was not possible to fully discuss the emergency plan as the dedicated meeting had to be deferred to accommodate this Parish Council Meeting. It was reiterated that support is needed from the Parish Council to complete the plan. **A separate meeting is to be scheduled.**

743. Housing Development Policy: The Chair suggested that a local Housing Development Policy (HDP) should be created for subsequent presentation to Torridge DC. He highlighted that the developments covered by the Local Development Plan 2018-2031 will actually be completed by 2023 and concerns were raised regarding the amount of building in the parish. **All Councillors were asked to consider what requirements should be documented, including social and environmental benefits, such as solar panels on all new buildings.**

744. Members Reports:

Barbara Babb – Nothing to report

Rosie Beer – Nothing to report

David Watson – Nothing to report

Frits Takken – Nothing to report

Andrew Hewitt

- DALC Training – Reminded all Councillors that they can sign up for training courses.
- Parish Council emblem proposed to used for events, stationery etc.

Jim Lowe

- A member of the public has requested a seat be installed under the tree on the village green. This would be difficult to achieve as the site slopes quite significantly and there are already three benches in the immediate area.
- Councillor Lowe highlighted that a pathway was overgrown. However, this will be resolved once the new footpath is completed.
- Councillor Lowe raised concerns that the amenity field had been utilized for parking recently when it is needed for the air ambulance to land. It was confirmed that

permission had been sought and granted beforehand and that the authorities had been notified.

- A query was raised regarding the timescale for replanting the amenity field to repair damage to a hedge and turf caused when connecting utilities to the new development. It was confirmed that this was not expected to be fully resolved by Messrs Pearce until early 2023 (planting season).

Trevor Mills

- Buckland Brewer Hall – A planning application has been submitted and will be live on the TDC Planning portal shortly.
- Councillor Mills highlighted that farm activities had resulted in a road becoming very slippery and this had not been addressed by the farmer. **It was suggested that a letter should be sent to the farmer (cc Highways) to remind him of his obligations regarding road cleanliness and safety.**
- An agricultural loader was blocking the Northwood Lane. The farmer was reminded that the road must never be obstructed. The loader was moved immediately.
- Damage has been caused to residential properties by construction traffic as HGVs are ignoring warning signs and accessing the sites via unsuitable roads. **It was suggested that letters should be sent to all developers to ask them to address this with their employees and contractors.**

745. Planning

- a. Application: 1/0832/2022/FUL, Land at Grid Reference 242261 120751, Hillpark, Additional 5 dwellings and associated external works as an extension to the existing development. **This was supported by a vote of 6 to 1.**
- b. Decision: 1/0376/2022/FUL and 1/0377/2022/LBC, Barn at Grid Reference 242922 122016, Two storey and single storey barn conversion, turning and parking – Granted permission
- c. Decision: 1/0336/2022/FUL, Land South of Northwood Lane, General purpose agricultural machinery and fodder storage building – Granted permission - Noted
- d. Decision: 1/0620/2022/FUL, 12 Orleigh Close, Single-story extension to the rear of the property – Granted permission - Noted
- e. Decision: 1/0648/2022/REM, Land at Silkland Farm, Reserved matters application for access, appearance, landscaping, layout & scale pursuant to outline application 1/0635/2021/OUT - Erection of 1no. agricultural worker's dwelling – Granted permission - Noted
- f. Decision: 1/0513/2022/REMM, Land Adjacent to Orleigh Close, Reserved matters application for appearance, landscaping, layout & scale pursuant to outline planning permission 1/1050/2014/OUTM - erection of 27 dwellings - Noted

- g. Decision: 1/0738/2022/AGMB, Agricultural Building at Babeleigh Barton, Prior notification for the change of use of agricultural building to 1 no. dwellinghouse and associated building operations under Class Q – Granted permission - Noted
- h. Decision: 1/0161/2022/FUL, Building at Orleigh Mills, Littleham, Demolition of existing dilapidated agricultural building and erection of new building to be used as a grain store – Granted permission - Noted
- i. Decision: 1/0719/2022/FUL, Land off Tenement Park, Erection of 2 no. new bungalows – Granted permission - Noted

746. Accounts:

- a. Receipts and Payments for August/September 2022
 - i) Bank balances as at 31st August 2022 (£74,473.10):
 - (1) Parish Council Current Account was £19,056.73
 - (2) Thornhillhead Moor Account was £8,106.30
 - (3) Savings Account was £47,310.07
 - ii) Fund balances as at 31st August 2022 (£74,473.10):
 - (1) General Account - £55,366.80
 - (2) Thornhill Head Account - £19,106.30
 - iii) Payments for August/September 2022 (£12,661.95 + VAT)
 - (1) P G Blosse, August salary - £682.35 (including £121.30 PAYE and £0.91 VAT)
 - (2) Buckland Brewer Hall, grant - £1,000.00
 - (3) 2018 Youth Project, grant - £300.00
 - (4) Buckland Brewer PCC, grant - £300.00
 - (5) South West Heritage Trust (North Devon Records Office), grant - £200.00
 - (6) Buckland Brewer Community Shop, grant - £1,000.00
 - (7) Torridge Volunteer Cars, grant - £500.00
 - (8) Life Education, Essex and Thames Valley, grant - £87.50
 - (9) Fresh Air Fitness, Adult Fitness Suite - £7,418.00 + VAT
 - (10) British Gas, electricity - £12.86 + VAT
 - (11) Glasdon UK Ltd, litter bins - £447.76 + VAT
 - (12) LexisNexis, Arnold Baker Books - £263.98
 - (13) Source for Business, Water charges - £13.36
 - (14) DALC, Clerks' Essential Course - £30.00 + VAT
 - (15) Parish Gardener - £107.05 + VAT
 - (16) PKF Littlejohn LLC, External audit fee - £300.00 + VAT

The payment schedule was proposed by Councillor Lowe, seconded by Councillor Watson and approved unanimously.

- iv) Receipts for August/September 2022 (£10,955.82)
 - (1) Devon County Council, Growing Communities Grant - £3,000.00
 - (2) Western Power Distribution, Wayleaves - £155.82
 - (3) Devon County Council, Parish Paths Grant - £550.00

(4) Torridge Council, 2nd instalment precept - £7,250.00

There being no further business, the meeting closed 9pm

Dates of Future Meetings:

Parish Council Meeting, Wednesday 12th October 2022 (7:00 pm in the Methodist Church)

Allotment Inspection, Saturday 22nd October 2022 (10:00am at Blackhorse Fields
Allotments)

Fields and Allotments Sub-Committee, Monday 31st October 2022 (7:00pm Church School
Room)

Signed as a true record:

Chairman: **Date:**