



## MEETING MINUTES

**Buckland Brewer Parish Council Meeting  
Held on Wednesday 13<sup>th</sup> December 2023  
Buckland Brewer Methodist Chapel**

**Councillors Present:** Kathryn Cann, George Heywood, Jane Lowe,  
Trevor Mills, Hen Staveley-Brown, David Watson

**Also in attendance:** 2 members of the public

**Parish Clerk:** Jo Miles

**Meeting Chair:** George Heywood

<b>KEY: Actions are shown in bold blue type    Decisions are shown in bold red type</b>
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### **Business to be transacted at the meeting:**

139. Apologies for Absence: Cllrs Richard Hooper, Phil Ainsworth and Sally Cole **Accepted**

140. Declarations of Interest: None

141. Minutes of the Meeting of the Parish Council held on 8<sup>th</sup> & 30<sup>th</sup> November 2023

Cllr Heywood requested two minor revisions to the meeting minutes of 8<sup>th</sup> November. Meeting minutes of 30<sup>th</sup> November were accepted.

142. Public Participation: None

143. Clerk's Report:

a. Correspondence

- i. Road closure notice received relating to Frithelstock in January. Notice added to FB and will be added to the website.
- ii. DALC – Increase to 2024-25 subscription advised.
- iii. Motorbikes reported on THHM but no information regarding the individuals concerned. PCSO (Devon and Cornwall Police) was involved when this happened in 2022.
- iv. Horse riders reported on the Amenity Field. No information regarding individuals concerned.
- v. Email received regarding the new footpath from the Allison Homes development onto Northwood Lane. Path was approved via the planning process over a year ago. Cllr Heywood will have a look at the path re drainage. Cllr Mills highlighted that BBPC had not supported the building of the development. **Clerk will ensure that a pedestrian safety barrier will be installed**, but this should be standard.
- vi. Complaint received regarding a Parish Councillor. This has been escalated to the Monitoring Officer in accordance with the Council's procedures.

b. Updates

- i. Public Consultation – Clerk advised she has started drafting some questions for the Blackhorse Field public consultation. Input needed from councillors re additional topics (if any) to be included. (Process and timescale to be agreed.)
- ii. Website upgrade - Summary provided to councillors.



- iii. Dog bins – More have been requested but TDC are not installing any new bins at present.
- iv. Litter bins – More requested by parishioners but those would have to be purchased and emptied by BBPC.
- v. Allison Homes – New date to be agreed re site visit.

144. Decision regarding the use of a grant received for emergency planning in 2022. Specifically whether to purchase an emergency generator immediately, or to seek formal permission for change of use towards the cost of a bus shelter. Bus shelter quotes had been provided to indicate potential costs. DCC Highways has already confirmed they would have no objections as they don't have an interest and TDC Planning Team has been approached for tentative guidance whether consent would be needed. The grant must be spent urgently as BBPC has held the money since March 2022. May still purchase a portable generator but a large generator is not likely to be needed and there is nowhere to store it. (Emergency Plan has never been signed off.)

**Unanimously agreed to approach TDC to request a change of use, potentially for a bus shelter.**

145. Decision whether to upgrade the software on the existing parish website or to purchase a new website and support package. Clerk had provided information to BBPC ahead of the meeting. Imperative to do something as there is no support for the existing site. Cllr Lowe asked to read out a proposal. Cllr Staveley-Brown questioned why this proposal was being tabled as the previous Council had already approved a new website. Cllr Lowe advised she had consulted an expert by reestablishing a relationship with Henry Massey, the MD of Exe Squared Ltd and he was the MD of the company that set up the original site, Clystnet Ltd. Mr Massey understands the requirements as he is a Parish Councillor and Chair himself. He questioned whether it would be appropriate to spend additional money on a new website as the existing one could be updated. He has stated the software is current, the website is still being monitored and he advised it had never been hacked. Cllr proposed that the existing site is upgraded short-term by engaging Exe Squared Ltd for a few hours and that an enhanced maintenance contract is formally put in place with the Company. Cllr Lowe also offered to informally take on the webmaster role again while a long-term decision is taken. The Clerk has been discussing requirements with several companies and is currently obtaining quotes. A different content management system has been recommended and other enhancements to address the current issues. Cllr Watson stated he thought Clystnet Ltd was no longer trading. Cllr Lowe said they were now trading as Exe Squared which the Clerk said was an issue as BBPC has no relationship or agreement with the new company. **Clerk to continue with the current discussions, liaise with Cllr Lowe for information regarding Exe Squared Ltd. Decision deferred to next meeting.**

146. Decision regarding the date of the next Budget Working Group. **WG - Wednesday 10 January 2024, immediately after next PC meeting. PC meeting will also be scheduled on Thursday 18 January (brought forward from 25 January) to approve the budget and precept submission.**

147. Members' Reports

Cllr Watson – Nothing to report.

Cllr Staveley-Brown

- Reported a second tea and chat meeting had been held. It wasn't as well attended but an evening meeting in early 2024 to attract parishioners that are unavailable during the day.

Cllr Cann

- Parishioners have reported that dog mess is being left all over THH moor and people are even leaving the mess in filled bags. TDC has already confirmed that additional dog waste bins are not being installed by the Council until further notice (BB is on a waiting list if this changes). Cllr Staveley-Brown advised that there are similar issues around Hillpark (workmen are also bringing their dogs to work). **Clerk to obtain the cost of installing a dog waste bin (BBPC would have to make independent arrangements to have it emptied).**

Cllr Heywood:

- Highlighted the local MP was championing Levelling Up monies to be used to improve roads. The Clerk confirmed that a post had been made on FB regarding a parliamentary petition Sir Geoffrey Cox is hoping to present. The petition must be signed in person. **Clerk will add details to FB and the website. Cllr Lowe will put the petition in BB shop and BB Hall.**
- A parishioner has approached wanting to lease a field. The Clerk confirmed all parish-owned fields are currently leased. (Hym's Piece to be considered in Part II.) Existing leases are rolling ones which continue indefinitely until either party gives notice.
- A new salt bin was to be placed in the Buckland Brewer Hall car park but DCC cannot deliver there. Alternative location to be confirmed.

Cllr Lowe

- Benches will be repainted in Spring when it is warmer and dryer.
- Bus – DCC would like to install an additional bus stop but Hillpark has not been adopted. The Clerk advised it should have been adopted in 2018 but she had heard the same recently. Cllr Lowe will raise this with Pearce Construction to obtain more information.

Cllr Mills

- A picture was shown of a pothole taken soon after it had been filled. The work was very poor and the pothole had already reopened. **Clerk to report the poor workmanship and request that it is refilled.**
- Cllr Mills queried actions relating to BB School. A yurt has been erected in the field leased from BBPC. Permission has not been requested from the Council. Ivy has been cleared off the wall but it hasn't been taken away. **Cllr Watson will raise this with BB School.**

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148. District Councillor's Report – Not present

149. New Planning Application(s):

- a. 1/1186/2023/FUL: East Hele, Buckland Brewer  
Roof over existing livestock/gathering loafing area and silage pit. **Supported unanimously.**

150. Accounts:

- a. Receipts and Payments for November/December 2023

	General Account	Thornhillhead Moor Account	Savings Account	Consolidated
<b><u>Summary</u></b>				
Opening Balance	£18,475.29	£15,025.20	£27,357.48	£60,857.97
Receipts to date	£20,002.83	£30.00	£130.50	£20,163.33
Payments to date	£12,604.59	£913.54	£0.00	£13,518.13
Closing cash book balance	£25,873.53	£14,141.66	£27,487.98	£67,503.17
Closing Bank Balances	£26,994.45	£14,141.66	£27,487.98	£68,624.09
As at	30/11/2023	30/11/2023	30/11/2023	
Unreconciled (net)	-£1,120.92	£0.00	£0.00	-£1,120.92
Net THM Savings			£11,000.00	
Fund Balances	£28,482.43	£40,141.66		£68,624.09

i) Payments for Nov/Dec 2023 (Since last meeting: £0 (inc VAT))

ii) Receipts for Nov/Dec 2023 (Since last meeting: £0)

iii) The Clerk raised a recently received invoice for BBPC approval as the expenditure hadn't been approved in advance and the work was carried out during the previous financial year. The cost related to hedge cutting. **Payment was unanimously approved.**

**There being no further business, the public meeting was formally closed at 8:35pm.**

**PART II**

**This part of the meeting excluded the press and public by virtue of paragraph 1 of Schedule 12A of the Local Government Act 1972.**

151. Review of the field tenders received relating to Hymys Piece. Decision was deferred.

152. Clerk's performance review and personnel matters.

**Signed as a true record: ..... Date: .....**