

**MINUTES OF THE PARISH COUNCIL MEETING**  
**OF BUCKLAND BREWER PARISH COUNCIL HELD ON**  
**WEDNESDAY 14<sup>th</sup> JULY 2021 AT 7:00pm**  
**AT BUCKLAND BREWER METHODIST CHAPEL**

**Members Present:** Miss Rosie Beer, Mr Andrew Hewitt, Mr George Heywood, Mr Richard Hooper, Mr Jim Lowe, Mr Trevor Mills, Mr Frits Takken and Mr David Watson

**Also in attendance:** Cllr. James Morrish (DCC), Cllr. Phil Pennington (TDC) and 2 members of the public

**Parish Clerk:** Mr P Blossie

<b>KEY: Actions are shown in bold blue type Decisions are shown in bold red type</b>
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*For this meeting, a Zoom link was offered to anyone other than parish councillors who wished to observe or take part in the meeting. The meeting was also streamed live via the Buckland Brewer Methodist Church You Tube and Facebook channels and can be viewed at <https://youtu.be/Cdiux7Td1Y0>*

**422. Apologies for Absence** Barbara Babb, PCSO Liz Rendle

**423. Declarations of Interest** David Watson re item 426.b, Hire of School Field for Wedding Reception

**424. Minutes of the Meetings of the Parish Council held on 9<sup>th</sup> and 24<sup>th</sup> June 2021:** The minutes of the meetings held on 9<sup>th</sup> and 24<sup>th</sup> June 2021 were agreed and signed by the Chair.

**425. Public Participation** None

**426. Clerk's Report**

- a. Correspondence: There had been 71 items of correspondence forwarded by email since the last meeting. He highlighted the following item:
  - i. Airband Community Liaison Executive (CLE) Introduction Airband has been awarded a contract through Connecting Devon and Somerset to deliver wireless or full-fibre broadband to 18,000 homes in North Devon. The company's Community Liaison Executive, Paul Nethercott, wished to introduce himself as the point of contact for Town and Parish Councils. **The Clerk was asked to invite him to a future meeting.** It was noted that road closure notices had been received for laying fibre cables along the main road through the village in September. **The Clerk was asked to liaise with Devon Highways to try to ensure that there would be at least single-lane access at all times.**

- II. Movement for Good Award Grants of between £10,000 and £100,000 are available from Ecclesiastical, a financial services company, for schemes supporting rural community development. The Clerk suggested that this might be an opportunity to bid for funding for a feasibility study on developing a rural hub/small industrial units at Blackhorse Fields. The closing date is 6<sup>th</sup> August 2021. **It was agreed that Jim Lowe and the Clerk would develop a bid.**

- b. Hire of School Field for Wedding Reception A request had been received from a couple holding their wedding reception at Buckland Brewer Hall on 24<sup>th</sup> July to make use of the school field. Not wanting to delay their plans, and following consultation with councillors by email, the Clerk had approved their request, but as this necessitated an extra cut of the grass, he had levied a charge of £40, which the couple were happy to pay. **The Clerk's action was approved. It was also agreed that a fee structure should be developed for future hires that includes an option to pay for grass-cutting.**

c. Allotments:

- I. New Tenant, Allotment Plot 8 Following further complaints that allotment plot 8 was overgrown and unused, the Clerk had given notice with immediate effect and had already re-let the plot to a new tenant. **Action approved.**
- II. Water supply Following an inspection, it was agreed that the pipe for the water supply should follow the line of the hedge on the Blackhorse Fields side to a point opposite the gate into the allotments from the Playing Field car park, then cut through the hedge and along the length of the path between plots 8 and 9 (???). A self-closing tap would be installed on the lower side of the gate in an insulated box and would be turned off during the autumn and winter. The tenant of Blackhorse Fields had been consulted and was happy for the work to go ahead. **Trevor Mills will price up the job and arrange for the work to be done during the autumn.**
- III. Plots 14 and 15 It was noted that, despite earlier requests, plots 14 and 15 were still unacceptably untidy. **The Clerk was instructed to serve notice on the tenants, effective on 1<sup>st</sup> November 2021 unless the plots were properly cleared. The tenant of plot 14 will be asked to ensure that the chickens are either rehomed or humanely destroyed.**
- IV. Trees and hedges It was noted that the hedge on the playing field side would need trimming and that some small trees needed cutting back. **It was agreed that Richard Mills would be asked to carry out the work, but not before September 2021.**

- d. Police Speed Monitoring PCSO Liz Rendle had carried out speed tests on 15th June 2021. Between 17:10 and 17:50 she recorded vehicles coming into the village: 15 were driving 20mph or less, 5 were recorded driving over 20mph, with the maximum speed being 28mph. The driver of the vehicle driving 28mph was given words of advice. There were more vehicles driving

into the village at that time, however when they are driving close to the vehicle in front it is difficult for the radar gun to pick them up. She intends to conduct more surveys in the next few weeks.

**427. Webmaster's Report:** Jane Lowe had submitted a report on activity on the community website (see appendix 1). Usage is now fairly stable at around 1,500 hits per month and has a regular following of about 150 users. Jane continues to find it difficult to extract information from organisations. In particular, the school no longer appears to have any interest in using the site. The Clerk reported that the website had been highly praised by the Internal Auditor, who had made use of it to access Parish Council documents. The Chair thanked Jane for her continued excellent work in maintaining the site.

**428. Road Repair Outside Community Shop** This work has now been done at Devon Highway's expense. The Clerk has received no adverse comments so it is hoped that this will have solved the flooding problem.

**429. Neighbourhood Plan: Action Plan** All members had been present at the meeting on 24<sup>th</sup> June when Ian Rowland from Torridge Planning and Martin Rich from Devon Communities Together had provided very useful overviews about Neighbourhood Planning. The meeting had also been attended by 16 or more parishioners, some in person and some via Zoom. Jim Lowe wondered what more could be achieved from a neighbourhood plan. He said that the village had reached its limit for housing development and now needed to look at infrastructure. The Southwood Meadow development includes a levy to provide 2 passing places on Orleigh Hill but is this sufficient? He also suggested that the bus service needs to be radically improved. He was disappointed with the number of parishioners that had attended the meeting on 24<sup>th</sup> June and was concerned that there was insufficient willingness to support developing a neighbourhood plan. He thought that the time is not right. Andrew Hewitt said that his biggest concern was affordable housing and the need to attract younger families to improve the unbalanced age profile. Jim Lowe suggested that the Torridge Housing Officer should be invited to a future meeting. The Clerk pointed out that the Parish Council might have an opportunity to feed into the planned review of the Local Plan to influence both affordable housing and infrastructure issues and that a Neighbourhood Plan would be expected to cover a much broader spectrum. **It was agreed that the Torridge Housing Officer would be invited to the next meeting.**

**430. Climate Change Open Day: Progress Report** Councillor Peter Hames of Torridge Council has accepted an invitation to be a panel member. George Heywood is finding out who from the NFU might be able to attend and the Clerk has invited Harry Bonnell, Community Projects Manager of Devon Communities Together but has not received a reply yet. The Clerk intends to send invitations to prospective exhibitors in the new few weeks and asked members to let him know if they had any suitable suggestions. Jim Lowe suggested **inviting Tim Blight in respect of electric cars.**

- 431. Industrial Units Development, Blackhorse Fields -progress report - Jim Lowe** Jim reported that he proposes meeting with Chris Fuller, Torridge's Economic Development Officer and that members should take a look at the units that have been built at Yelland Quay.
- 432. Orchard Scheme and Planting an Oak Tree for the Platinum Jubilee** Trevor Mills will order a number of trees. He suggested that they should be planted at the bottom end of the amenity field where they would interfere less with the use of the more level part of the field. He also suggested that they could be planted on one or more 'clumps' rather than in a straight line, more in keeping with an orchard arrangement. **These suggestions were agreed unanimously.** Frits Takken recommended the supplier. Adam's Apples. Planting is likely to take place in the autumn.
- 433. Street Naming: Lower Abbots Agreed** The Parish Council's suggestion that the new development adjacent to Hillpark should be called Lower Abbots (rather than Abbots Lea) had been approved – noted
- 434. Post Office Van** The Post Office van service has been very intermittent of late with some extended periods of being unavailable. Some parishioners had complained to the Parish Clerk and many had been seriously inconvenienced. **Cllr Morrish said that he would contact Woolsery Post Office in person.**
- 435. Platinum Jubilee: Beacon Event, 2nd June 2022** **It was agreed that the parish would take part in the Platinum Jubilee Beacon Event. Andrew Hewitt will build a beacon.** It was agreed that there would be no piper at the Buckland Brewer event.
- 436. South Church Park gateway and drainage works – progress report** The tenant has recently cut the grass, removed wire from around the hedge and started trimming back. A drainage pipe will be installed and the trench back-filled by the autumn, after which the fencing will be erected. George Heywood will be consulted as the work proceeds so that he can continue the new footpath through his field.
- 437. Parish Paths Partnership Scheme: To consider whether to enter into an agreement with Devon County Council for inspection and maintenance of footpaths and byeways** The Clerk had invited the Footpaths Officer to attend a meeting. This request had been referred on to the staff member coordinating the Parish Paths Scheme but there had been no further contact. The Clerk suggested that it seemed pointless to continue pressing as the County did not seem interested in promoting the scheme. However, the **Clerk was asked to continue to pursue joining the scheme.**
- 438. Marking of car parking spaces on the village green – progress report** Devon Highways had been unable to agree a suitable rate for this job with their contractor as it was outside the scope of the contract. The Clerk had therefore requested a quote directly from the contractor and had been quoted their minimum price of £700. The rate for the job itself would have been £13.39. **The Clerk was asked to seek a quote from the contractor who had laid the tarmac on the village green.**

**439. School Field Rental Agreement and Proposed Licence to Gain Access** At the last meeting, the Council had approved the school's use of the field for their Sports Day on 9<sup>th</sup> July. In the event, the school changed the date to 2<sup>nd</sup> July without notifying the Parish Council so the arrangements to cut the grass and tidy the hedges between 6<sup>th</sup> and 8<sup>th</sup> July at a cost £122.13 had been unnecessary. The field has also been let for a wedding on 24<sup>th</sup> July. Copies of the 'final' draft licence and map have been forwarded and our solicitor has confirmed that, as far as she is concerned, she is ready to execute the lease. The school's solicitor has asked for details about Japanese Knotweed treatment that has been carried out. Andrew Hewitt will respond. There was a discussion about the security of the gates and safeguarding as all of the gates share the same key. **It was agreed that the Clerk will purchase a padlock and chain for the gate between the village hall and the school field.**

**440. Feedback from DALC Monthly Meeting – David Watson** No meeting

**441. Members Reports:**

Cllr James Morrish (DCC) Cllr Morrish said that potholes was by far and away the source of the greatest number of enquiries that he received. He had spoken to Devon Highways about Monkleigh Mill Lane. Although it was on list as requiring attention it had a very low priority and would require considerable investment. The Highways Manage could not agree to any substantial works but would investigate whether the use of a dragon patcher was suitable. George Heywood put his view quite strongly that the lane required considerable work. Cllr Morrish suggested inviting the Highways Manager, Kieran Stanbury, to a parish council meeting.

Cllr Morrish said that he was now Chair of the Investment and Pension Fund Committee among his other responsibilities, and would be pressing for ethical investments.

He has a budget for grants for distribution and suggested that the parish council could apply for between £200 and £400 for a local project.

Cllr Phil Pennington (Torridge Council) Cllr Pennington attended via Zoom but was unable to take part due to problems with the sound equipment. He had supplied a written report as follows:

- 1) Levelling Up Fund. Bid submitted by TDC on 18th June for regeneration of part of central Bideford. Awaiting outcome
- 2) North Devon Biosphere has a consultation document looking at possible options for the Torridge area. Comments to be in the 15th August. See <https://www.northdevonbiosphere.org.uk/nature-recovery-plan.htm>
- 3) A further Carbon, Environment and Diversity Plan was adopted at last Full Council.
- 4) Leisure services (swimming pools) Please check website for any changes due to take place due to covid rule changes on July 19th .

Andrew Hewitt said that some decisions were being dealt with via emails and that, in future, all decisions should come through the Parish Council. The Clerk pointed out that some decisions required an immediate response and that he always consulted with councillors beforehand and ensured that decisions were ratified at a later meeting. **It was agreed that this practice would continue when it was deemed necessary.** The case in question this month concerned a request by a resident in Orleigh Close to cross the amenity field with a small tractor to carry out some work on a hedge. **This had been approved by the Clerk following consultation by email and his action was approved.**

George Heywood discussed the state of Back Lane. The hedges are the responsibility of each landowner. **The Clerk will write to Westward Housing Association about the properties in Tuckers Park.** George also informed the meeting that he would be cutting back some hedges shortly for health and safety reasons.

Jim Lowe reminded members that they should be using the official @bucklandbrewer.org.uk email addresses for all parish council business. **The Clerk will contact George Heywood to help him get connected and will re-send the information to Frits Takken.** Frits was also asked to provide a head and shoulders photo for the website.

Jim also talked about problems with the sewage treatment plant. He said that South-West Water had the second worst record for breaches of environmental safety. There were concerns that the system is already at capacity and that the new developments in the village will overwhelm it. The Citizen Science Investigators scheme was discussed. The Rivers Trust supplies a testing kit for supplying monthly samples. **It was agreed that Trevor Mills would apply to join the scheme and that the Clerk would keep a log of smells and any other issues that come to light.**

Frits Takken reported that work on the Thornhillhead mast had been completed. **The Clerk will write to Cellnex requesting payment for the increase in rent for the part-year remaining.**

David Watson asked about churchyard grants. The Clerk said that he was advertising for grant applications on the website and in the next Village Scene for discussion at the September meeting. David was asked to remind the appropriate bodies that their applications and accounts need to be submitted by the end of August.

#### **442. Planning**

- a. Application: 1/0676/2021/FUL, Gorwood Road, Reserved matters for one dwelling, pursuant to 1/0981/2013/OUT (Variation of condition 1 of planning permission 1/1329/2014/REM) – **Supported unanimously**
- b. Decision: 1/0448/2021/FUL, Timber Lodge, Proposed Contract Calf Rearing Building – Granted permission - noted
- c. LATE ITEM: 1/0724/2021/FUL, East Hele, Proposed roof over existing silage stores as part of a Mid-Tier Countryside Stewardship – **Supported unanimously**

**443. Accounts:**

a. Receipts and Payments for June/July 2021

i) Bank balances as at 30<sup>th</sup> June 2021 (£65,188.70):

- (1) Parish Council Current Account was £14,113.31
- (2) Thornhillhead Moor Account was £3,770.05
- (3) Savings Account was £47,305.34

ii) Fund balances as at 30<sup>th</sup> June 2021 (£65,188.70):

- (1) General Account - £33,418.65
- (2) Thornhill Head Account - £31,770.05

iii) Payments for June/July 2021 to date (£2,518.65 + VAT)

- (1) P G Blosse, June salary - £678.85 (including £125.20 PAYE)
- (2) M Fry, Grass cutting - £277.13
- (3) Torridge Volunteer Cars, Covid Car Scheme - £54.80
- (4) DALC, training courses - £45.00 + VAT
- (5) E.on, Electricity - £14.92 + VAT
- (6) R Hoyle, Gate at Higher Turnaway - £235.00
- (7) Allotment deposit refund - £75.00
- (8) Oakley Services, Defibrillator pads - £87.95 + VAT
- (9) Fishleigh's of Galsworthy, salt spreading - £1,050.00 + VAT

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

iv) Receipts for June/July 2021 (£140.00)

- (1) School field rent, wedding - £40.00
- (2) Allotment deposit - £100.00

b. Online Banking Arrangements      Nothing to report (mandate still being processed)

c. Budget Monitoring Report, 1st Quarter 2021/22      The Clerk had distributed a budget monitoring report for the first quarter of 2021/22 (see appendix 2). It showed that income and expenditure was broadly in line with expectation for the time of year having received 41% of expected income and spent 23% of the budgeted expenditure.

**444. Internal Audit Report:**      The Clerk had distributed the report received from David Heyes, Finance Manager for Torridge Council, who had kindly stepped in at short notice to carry out this year's audit. Members noted that there were no significant matters to report. **Mr Heyes has decided not to continue as the Parish Council's auditor so the Clerk will advertise for a replacement.**

- a. Amendment to Financial Regulations      The Internal Audit report had highlighted that Financial Regulations needed to be amended to reflect that fees and charges (Field and allotment rents) are not reviewed annually but 5-yearly. **The Clerk had distributed a revised draft which was approved unanimously**

**There being no further business, the meeting closed at 8:50 pm**

**Dates of Future Meetings:**

Parish Council, Wednesday 11<sup>th</sup> August 2021 (Buckland Brewer Methodist Chapel, 7:00pm)

**Signed as a true record:**

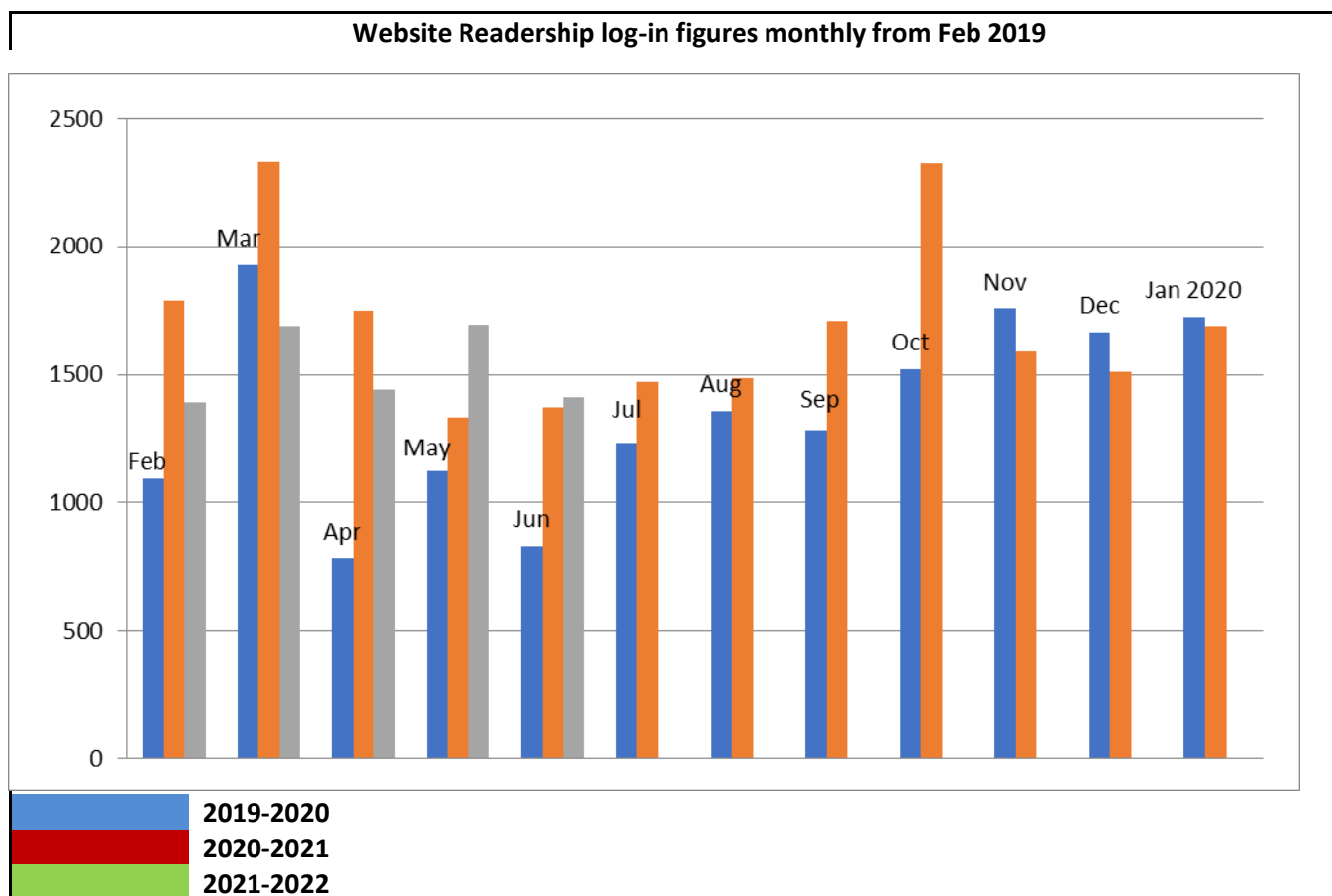
**Chairman:** ..... **Date:** .....

**Buckland Brewer Community Webmaster Report ½ year to June 2021,  
to Chair and Members of Buckland Brewer Parish Council**

Dear Chair and Members of Buckland Brewer Parish Council,

Hopefully in terms of website usage the graph speaks for itself.

Usage this year remains consistent across the piece, unlike the peaks and troughs of last year which may have arisen from pandemic boom and bust in terms of personal freedoms . I continue to need to trawl for news and information (including photographs) - very little is proactively shared with the website apart from our parish clerk, who shares many incoming reports and leaves use and adaptation of these to my discretion. I periodically remind historic users that their data may need refreshing (data/website content remains the responsibility of the contributor). The School seems to have cut off contact, failing to respond to mails, and I have simply created a hyperlink in to their own site as continued chasing is fruitless and time-consuming.



It should be understood that the key challenge has always been the fact that this is a “living” site.

Regular access and updates, even if only to refresh pages, on average three times each and every week, has become the norm. Leaving it alone for longer periods of time is not desirable and even then I may

accidentally overlook a need to update an area of what has become a very large and informative website.

Readership however is not in doubt which means that the site has become an integral part of the lives of a number of parishioners. Those who speak to me suggest they look once or twice per week. Erring on the side of caution this suggests we have in the region of 150 regular users with a number who “dip in” occasionally.

Approximate hours given to website management and maintenance from 1<sup>st</sup> Jan-30<sup>th</sup> June = 69, average 11.5 per month, which may be a little on the low side of “actual”.

Jane Lowe,  
Buckland Brewer Community Webmaster  
6<sup>th</sup> July 2021

# Buckland Brewer Parish Council

## Receipts and Payments April - June 2021

	<u>General Account</u>		<u>Budget</u> <u>2021/22</u>	Variance %
<b>Balances brought forward:</b>		£29,232.67		-
<b>INCOME:</b>				
<b>Precept</b>		<u>£6,750.00</u>	<u>£13,500.00</u>	50%
<b>Rents:</b>				-
Rents & Wayleaves	£1,336.00		£3,100.00	43%
Thornhillhead Mast	£0.00		£3,000.00	0%
<b>Other Income:</b>				-
VAT Receipts	<u>£0.00</u>		<u>£0.00</u>	-
<b>Total Income excluding precept:</b>	£1,336.00		£6,100.00	22%
<b>Total Income:</b>		<b>£8,086.00</b>	<b>£19,600.00</b>	41%
	<u>General Account</u>		<u>Budget</u> <u>2021/22</u>	Variance %
<b>EXPENDITURE:</b>				
<b>Staff Costs</b>		<u>£1,701.80</u>	<u>£7,300.00</u>	23%
<b>Other Expenditure:</b>				
<b>Administration &amp; Governance:</b>				
Training	£105.00		£500.00	21%
Membership Fees	£369.00		£400.00	92%
Hall Hire	£0.00		£200.00	0%
Office expenses, milage etc.	£736.69		£500.00	147%
Website Fees	£0.00		£950.00	0%
<b>Finance &amp; Legal Costs:</b>				
Insurance	£246.57		£250.00	99%
Audit Fees	£0.00		£475.00	0%
Legal Fees	£0.00		£0.00	-
Data Protection Fee	£0.00		£35.00	0%
<b>Maintenance:</b>				
Salting/Gritting	£0.00		£500.00	0%
Parish Gardener	£268.94		£600.00	45%
Grass Cutting/Verges etc.	£192.50		£500.00	39%
Grass Cutting/Playing Field	£0.00		£1,000.00	0%
Ad hoc Maintenance:	£11.65		£250.00	5%
New Bench for Village Green	£267.99		£250.00	107%
Drainage and fencing works at Portway	£235.00		£2,000.00	12%
Allotments Maintenance	£0.00		£100.00	0%
Water Charges	£15.55		£70.00	22%
<b>Local Services:</b>				
Defibrillator Removal to Telephone Box	£0.00			-
Defibrillator Consumables	£0.00		£250.00	0%
Covid Transport Scheme	£54.80			
Electricity & Maintenance - Landing Site	£22.03		£100.00	22%
Allotment Deposit Refunds	£75.00			-
<b>Grants &amp; Donations:</b>				
Village Hall Grant	£0.00		£1,000.00	0%
Community Shop	£0.00		£1,000.00	0%
Playing Fields Grant	£0.00		£800.00	0%
Records Office Grant	£0.00		£200.00	0%
Youth Services Grant	£0.00		£300.00	0%
Church Graveyard Grant	£0.00		£500.00	0%
Other Grants	£133.19		£400.00	33%
<b>Other Expenditure</b>				
Memorial Wreath (s137)	£0.00		£50.00	0%
VAT Payments	<u>£200.13</u>			-
<b>Total Other Expenditure:</b>		<u>£2,934.04</u>	<u>£13,180.00</u>	22%
<b>Total Expenditure</b>		<b>£4,635.84</b>	<b>£20,480.00</b>	23%

SURPLUS/LOSS(-)

£3,450.16

-£880.00