



DRAFT MEETING MINUTES

Buckland Brewer Parish Council Meeting Held on Wednesday 11th October 2023 Buckland Brewer Methodist Chapel

Councillors Present: Phil Ainsworth, Kathryn Cann, Sally Cole, George Heywood, Jane Lowe, Richard Hooper, Hen Staveley-Brown, David Watson

Also in attendance: 7 members of the public, Cllr Phil Pennington (TDC)

Parish Clerk: Jo Miles

Meeting Chair: Cllr Richard Hooper

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

Business to be transacted at the meeting:

96) Apologies for Absence: Cllr Trevor Mills

97) Declarations of Interest: None

98) Minutes of the Meeting of the Parish Council held on 28th September 2023

99) Public Participation

- a) A parishioner highlighted that Highways had filled a pothole even though they had advised it didn't meet the criteria, so urged everyone to keep reporting. Cllr Staveley-Brown met with a Highways inspector and discussed the state of pavements and the road surface with him. She was successful in getting some minor repairs done but the inspector stated that the road surface would probably not be tackled until the heavy construction traffic has ceased. She advised the criteria used to assess potholes.
- b) A summary of the MP's visit was queried. The Clerk advised that she had been waiting for follow-up correspondence that had been promised. However, since no timescale has been given the overview will be published.
- c) Industrial Units – The PC meeting was very well attended last time and parishioners would welcome the opportunity to comment as soon as possible. It was thought that 2024 was too far away. The Chair advised that the PC only has two more meetings in 2023.

100) Clerk's Report:

- a) Correspondence
 - i) The outstanding mast payment will be paid in early-November and the annual payment will be paid in early-December.
 - ii) Allison Homes meeting had to be cancelled due to unforeseen circumstances. A new date will be agreed as soon as possible.
 - iii) PCSO telephoned regarding the delivery driver requesting money. She does not think a crime has been committed but will be following it up.
 - iv) The PCSO advised 1 crime had been reported in September, plus suspicious activity around the shop.



b) Updates

- i) Hunt using Thornhillhead Moor – Parishioners had contacted Clerk and Cllr Cann to comment on a hunt using the moor. The parishioner that spoke to Cllr Cann was concerned about safety and didn't feel able to walk with her dog. The Clerk advised that permission was not requested in advance and queried whether any agreements were in place. Cllr Heywood confirmed hunt organisers have always contacted the council if meeting by the village green but they have never asked permission to use the moor. **Cllrs agreed the hunt should be contacted to confirm that they must seek permission and that parishioners should be advised before the meet. Cllr Heywood will speak to the organisers.**
- ii) Thanks were given to Keith & Wendy Berry for clearing the footpath adjacent to the amenity field.
- iii) Various problems were highlighted with the website. "Contact the council" link is not working consistently so Clerk requested that parishioners contact her directly via the published telephone numbers or email address.

101) Sound Quality in Meetings – Decision whether to purchase a standalone voice amplifier (or similar) to assess the benefits. Cllr Lowe brought and used her own voice amplifier during the meeting. A decision was deferred.

102) Decision whether to adopt the proposed 2023 Grant Awarding Policy. Cllr Heywood raised a concern that the application form is complicated for small groups but other councillors felt that it was in keeping with grant applications requested by many other organisations.

Accepted – unanimously.

103) Decision regarding the implementation of a new Parish Council Facebook group. The current "BB Parish" is attached to the former Clerk's personal account and confusingly there are two existing FB pages with the same name. Cllr Staveley-Brown clarified the benefits of setting up a new PC group and the proposed protocols, e.g. to ensure comments are appropriately regulated. **Agreed unanimously.**

104) Allotments: Agreement of date(s) for the next allotment inspection and allotment meeting. **Arrange inspection and meeting in the spring.** Query raised by Cllr Heywood regarding responsibility for the hedges and pathways. He volunteered to arrange for the hedges adjacent to his fields and the road to be cut as allotment holders.

105) Allotments: Decision whether to undertake an exercise to gauge potential demand for additional allotments, by asking parishioners to register their interest. Cllr Cole highlighted that the parish is growing drastically and allotments are very beneficial to physical and mental health. Once the outcome is known the PC will consider how to proceed. **Agreed unanimously. Clerk to arrange.**

106) Decision regarding the creation of a Fields Sub-Committee and/or assignment of associated roles and responsibilities. **Agreed to have a separate working group. Field inspections will be prompted via a PC meeting – Clerk to arrange.**

107) Decision whether to undertake a formal tender for the tenancy of Hym's Plot/Hymns Piece. Cllr Watson questioned whether it should be left as it is as it had been left to rewild. Cllr Ainsworth felt that the parish should receive an income from this asset if there are interested parties. Cllr

Staveley-Brown confirmed she knew one parishioner that would like to keep pigs there. Cllr Heywood highlighted that the plot would need to be fenced very securely to keep pigs in. **Agreed to go out to public tender – unanimous.**

- 108) Decision regarding the next steps to be taken to recover the Jubilee Beacon. The beacon has been returned. It appeared in the field and has been welded and repainted and is in good condition. PFA will make a feature of it in the spring.
- 109) Industrial Units – Decision whether to undertake a public consultation during 2024 regarding proposals to dispose of parish-owned land for construction of industrial units. The exact timing and communication method to be agreed. (In view of the associated cost, consideration will be given to including other consultation topics to maximise the investment.) **Agreed to carry out a consultation during 2024 – unanimous. Clerk to add to a future agenda to agree the process and content.**
- 110) Decision regarding payment of compensation to a field tenant due to outstanding repairs and remedial action. Cllr Heywood apologised that it hadn't been raised previously. Tenant had been very cooperative and had agreed to the PC having access to the field to repair a water leak so Cllr Heywood confirmed that damage had been caused but believed that £25 compensation would be fair. There are some remedial actions needed, including fence repairs and reseeding following a brush fire. **The provisional compensation was agreed. Cllrs Heywood and Hooper will visit the field to assess the damage and remedial action needed in conjunction with the tenant.**
- 111) Decision regarding proposed changes to the Personnel Sub-committee. Best practice is to have 3 members of the committee so Cllrs Lowe and Hooper will back away so the interface between BBPC and the Clerk will be done via the remaining sub-committee members – Cllrs Staveley-Brown, C and DW. Proposed by Cllr Hooper, Seconded Cllr Staveley-Brown. **Agreed – unanimous.**
- 112) Decision regarding responsibility for ongoing Village Scene updates. Cllr Lowe has volunteered to write the notes for the Village Scene and will take notes during the PC meeting. Cllr Staveley-Brown asked that the draft update could be circulated to all councillors before they are submitted. **Agreed and that all updates will be circulated to all councillors prior to submission – unanimous.**
- 113) Decision regarding contingency for Clerk and parish records. The Clerk confirmed the existing arrangements. **It was agreed a councillor should hold a separate copy of the records in a sealed envelope. Clerk to implement.**
- 114) Members' Reports:
- a) David Watson
 - i) ND Records Office – to look at the PC records.
 - ii) Barclays mandate. Will be updating his personal ID.
 - iii) Approached by parishioner to request that the PC considers how vulnerable individuals can be supported. **Details to be shared with Clerk.**
 - b) Hen Staveley-Brown
 - i) First "surgery" to be held at the coffee morning on 18th October, 10:30-11:30am.
 - ii) Update regarding contact with Highways – see public participation.

- c) Kath Cann
 - i) A parishioner has complained about the speed of vehicles going through the parish, especially around 7:30am and again at around 4:30pm. He has asked whether speed bumps or similar could be introduced. **To be added to next agenda.**
- d) Phil Ainsworth – Nothing to report.
- e) Sally Cole – Nothing to report.
- f) George Heywood:
 - i) Snow warden – Will order 1 tonne bags as previously agreed and will try to obtain at least one additional salt bin. Locations suggested Hillpark, Cherryvale - to be agreed if bin(s) can be obtained.
- g) Richard Hooper
 - i) Advised he will be absent for the next two meetings.
- h) Jane Lowe
 - i) Parishioner suggested that the PC should display a banner for PC meetings.
 - ii) Suggestion that there should be an extra bus pick-up in the Hillpark area. Cllr Lowe offered to contact DCC. Cllr Watson said he thought there should be a wider discussion regarding buses at a future meeting first. **Topic to be added to next agenda**
 - iii) Proposed tea and chat “surgery”. Two telephone calls had been received stating that BBPC’s presence at a weekly coffee morning would be an improper use of the event. They stated that the PC had no right to be there and that the church event “would be violated” with their presence. Cllr Lowe cited a breach of the 1894 Local Government Act.
 - iv) Anyone parking in Tuckers Park must be authorised to do so and display correct permits.
 - v) Digital telephone upgrade. Cllr Lowe enquired whether any further information had been received. The Clerk had shared some anecdotal information that BT appears to be pushing for its own customers to convert as soon as possible but nothing has been received formally.
 - vi) Finance Training – Cllrs Lowe and Heywood attended a recent course.
- i) Cllr Pennington (TDC): No updates. Cllr Pennington will endeavour to obtain funding towards the cost of the parish consultation re industrial units.

115) New Planning Application(s): None

116) Accounts:

a) Receipts and Payments for September/October 2023

<u>Summary</u>	General Account	Thornhillhead Moor Account	Savings Account	Consolidated
Opening Balance	£18,475.29	£15,025.20	£27,357.48	£60,857.97
Receipts to date	£18,312.98	£30.00	£130.50	£18,473.48
Payments to date	£9,954.01	£913.54	£0.00	£10,867.55
Closing cash book balance	£26,834.26	£14,141.66	£27,487.98	£68,463.90
Closing Bank Balances	£29,546.22	£14,441.66	£27,487.98	£71,475.86
As at	30/09/2023	30/09/2023	30/09/2023	
Unreconciled (net)	-£2,711.96	-£300.00	£0.00	-£3,011.96
Net THM Savings			£11,000.00	
Fund Balances	£46,034.20	£25,441.66		£71,475.86

i) Payments for Sept/Oct 2023 (Since last meeting: £1145 (inc VAT))

(1) Payroll (inc expenses)	£1045
(2) Allotment deposit refund	£ 100

ii) Receipts for Sept/Oct 2023 (Since last meeting: £1874)

(1) Field rents	£1820
(2) Allotment rents	£ 54

Other Financial Updates:

- Q2 Account Summary: An Actuals v Budget overview had been provided to councillors but a full summary and notes will be supplied. The financials are on track v budget (a shortfall is expected on the general account, as projected when the 2023-24 budget was drawn up).
- Tamar Trading account – Cllr Heywood confirmed the company will reinstate a BBPC account without requiring an application form. **To be progressed.**
- Cllr Hooper advised that it had been discovered that the former clerk's laptop had been gifted to him when he retired without it going through the proper process, i.e. formal agreement by the whole Council in a public meeting. Cllr Cann queried why this was done as

the clerk had been paid for the work he carried out. She also asked whether the laptop had been wiped clean of all PC data in view of data protection obligations. Cllr Hooper clarified that it was believed that a former Chair had had agreed to this [without having the authority to do so]. He had already spoken to the former clerk and he advised that he has removed all data with the exception of minutes of meetings, which are within the public domain, plus a couple of Part II (closed) meeting minutes – he will delete the latter. The [current] clerk had already requested that this must be put in writing and had been chasing. **Cllr Hooper will contact the former clerk again.**

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