



MEETING MINUTES

Buckland Brewer Parish Council Meeting

Held on Thursday 14th June 2023

Buckland Brewer Methodist Chapel

Councillors Present: Philip Ainsworth, Sally Cole, George Heywood, Jane Lowe, Trevor Mills, Hen Staveley-Brown and David Watson

Also in attendance: 5 members of the public

Parish Clerk: Jo Miles

Chair: Cllr George Heywood, Vice Chair

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

Business transacted at the meeting:

9. Apologies for Absence: Richard Hooper; Kathryn Cann

10. Declarations of Interest None

11. Minutes of the Meeting of the Parish Council held on 25th May 2023 and Annual Meeting held on the same day.

The Annual Meeting minutes were agreed as a true record of the meeting and were signed by the Chair. (Proposed: Cllr Lowe and Seconded: Cllr Staveley-Brown.)

Cllr Mills raised objections to the PC meeting minutes 1) the minute's silence he proposed was not recorded in the meeting minutes 2) queried the wording of an entry regarding fundraising for a proposed youth project that Cllr Watson is involved in.

12. Public Participation

Mr Clive Stone spoke about the state of local roads. Some roads have deteriorated significantly so Mr Stone has written to DCC Highways personally to request action is taken. The response he received stated that local roads were a much lower priority than A-roads and other busier thoroughfares which he feels is completely unacceptable and asked BBPC to contact Highways as well.

The Clerk confirmed that she had already written to Kieran Stanbury (Highways) following the annual meeting when this was discussed with Cllr James Morrish. A local road survey is to be undertaken by DCC later this year and BBPC will be sent a copy of the final report. It is hoped that some works will be scheduled as a result but it will be a few months before this information is available. The Clerk has also been in contact with Highways regarding the creation of additional passing places on Orleigh Hill. A survey will be conducted and the works timescale confirmed.



Cllr Cole urged all parishioners to self-report every concern via the TDC website and that she had found it very easy to use when she reported a pothole recently. The number of complaints will be recorded and remedial action is much more likely if many people report the same problem.

13. Clerk's Report:

a. Correspondence

- i. Letter received from Barclays Bank rejecting the mandate change request adding 8 councillors as signatories to the bank accounts. A different form is required to be completed, despite following instructions via the website. The form will be sent to the Clerk shortly. In the meantime BBPC is unable to make any payments. **A dispensation is being explored to find out whether it is permissible for payments to be signed by the Clerk as an emergency measure. An update will be provided as soon as possible.**

b. Updates

- i. Barclays Bank finally investigated and upheld the Council's complaint (raised 16th January). £30 compensation was paid into the account. (Credited to THHM account in error so will need to be transferred.)

14. Allotment Water Supply – Cllr Heywood will arrange for the water supply to be permanently fixed now that the grass has been cut in the field and the tenant has approved access. The cause of the significant leak was identified and resolved but a permanent fix is needed to resolve a residual minor leak to save water – it's like a dripping tap. **Councillors agreed unanimously to the modest cost of hiring a small digger to excavate, if required.** (Cost estimated as between £25-£40 per hour depending on the size of machinery.)

15. Member Reports

David Watson

- Clarification was given regarding funding for the "2018 Youth Project" in response to Cllr Mills's objections to the wording of the previous meeting minutes. Cllr Watson provided a background to the project and confirmed that the funds are ring-fenced and are held in a separate account under the umbrella of the Methodist Chapel. The project came about as the youth worker who had previously been working in the parish, initially employed by the Methodist Circuit, had had to give up this work, due to health/work issues. Funds have been provided by Bideford Bridge Trust, Parish Council & fundraising. Some of the funds are used for the toddler group.
- Youth workers are walking around in BB to speak to young people w/c 12 June. The charity workers will be trying to establish what services young people would like to have.

Trevor Mills

- Cllr Mills stated he will not be involved in resolving the water leak and accused other council members of going behind his back to fix the leak. He stated that the works would have been completed two days earlier if this had not happened as he found out from others that the field tenant had been contacted. [The leak had been outstanding for some time and due to the very hot weather a solution had to be found to switch water back on for allotment holders. The other councillors initiated this action and were able to implement a temporary fix so that the water stayed switched on for public use.]
- Cllr Mills has two litter bins and a stock gate in his yard all of which are owned by the BBPC. He stated that the Parish Council must remove the items quickly “or they could get damaged”. Cllr Heywood agreed to arrange for collection. Cllr Heywood suggested the stock gate could replace an existing stile to give easier footpath access – this will need to be assessed.
- Community shop: The PC had installed some posts and wooden bollards some time ago to prevent vehicles from blocking a disabled ramp and to allow for shop deliveries. These have disappeared and require removal or replacement as metal casings are protruding from the road. It was questioned who the land belongs to. Cllr Watson confirmed the Methodist Chapel boundary ends at the wall. The Council potentially needs formal permission from DCC to undertake any works. **Action: Clerk to contact Highways for clarification.**
- Amenity Field – Pearce Construction has not levelled the field so there is a trench where the field was dug from top to bottom. (The hole at the top of the field has been filled but requires turf to be replaced.) Cllr Lowe offered to contact Pearce Construction (Paul Knox) to request that the remedial work is completed.
- Tower Hill – A bar has been left protruding from the road and is a hazard. **Action: Clerk to contact the water board or BT to establish responsibility and to arrange for its removal.**
- Coronation Money – Cllr Mills requested clarification of the Coronation event. PC should be told the outcome of the event and that a follow-up meeting should be scheduled.
 - Cllr Lowe stated that the money in the Jubilee Fund belongs to the Parish Council so concurred with Cllr Mills. The Clerk confirmed that this is not the case or it would have to be included in the Council’s annual audit process and fully governed by BBPC. Whilst grants have been provided by BBPC on occasion since 1977 when the account was opened, the Jubilee Fund is managed by an independent committee.
 - The Clerk confirmed that the expenditure relating to Coronation mugs has already been reported and that the proceeds from the mug sales have been paid into the Jubilee Account to avoid cash being held. This money is available for a future community event.

- Cllr Staveley-Brown stated that both she and the Clerk were involved in the organisation and reiterated that the event was not organised by the Parish Council. She also pointed out that Cllr Mills and his wife were part of the organising committee so were fully aware of the arrangements. Cllr Mills stated he attended for the WI (which Cllr Staveley-Brown challenged) and that he didn't attend all the meetings. He still maintained that a meeting was required and would keep this in abeyance for now.
- The Chair responded by saying that the matter cannot be left in abeyance and asked the PC whether everyone was satisfied that this matter was closed from a BBPC perspective. It was agreed that no action was required on behalf of the Council.
- THHM sign. It is very overgrown around the base of the sign and requires trimming. Clerk advised a parishioner has volunteered to do this. Cllr Mills suggested that a couple of slabs may need to be laid to finish off the area. **Action: Clerk to contact the parishioner.**

Jane Lowe

- The benches require some attention by the church. Cllr Lowe will take responsibility for revarnishing them.
- S106 – Cllr Lowe asked to give an overview of the process was given to attendees.
 - She stated that there are specific timescales and constraints and that it must go through the Parish Council. The Clerk confirmed that applications can be submitted independently by individual organisations meeting the spending criteria but it was better to have BBPC support.
 - There are funds available via the Allison Homes development and that she is already in correspondence with TDC to request a change of purpose with a view to the BB Playing Field Association bidding for the funds to replace existing equipment. The developer has already written a letter supporting a change of use so it is hoped TDC would also support the request. At present the funding can only be spent on adult fitness equipment.
 - Cllr Lowe questioned whether the PC should be directly involved in this process as the PC may wish to undertake a project. She also queried whether the public should be consulted.
 - The Clerk advised that BBPC was already involved as all correspondence was going through her. The S106 monies were originally raised at an early meeting between BBPC and Allison Homes as a playground inspection just before had highlighted a potential need for new play equipment. This has subsequently been confirmed by a professional inspection and so there is quite a pressing need to replace it.

- Industrial Units:
 - Cllr Lowe and Cllr Heywood queried why a Part II meeting was needed. The Clerk confirmed that it didn't need to be if no commercially sensitive information was discussed.
 - A presentation regarding the status of the testing and feasibility study will be given to BBPC by Steven Sherry in July and the Chair queried whether this would be public. The Clerk confirmed this would take place in an open meeting.
 - Cllrs Mills, Heywood and Lowe stated that a questionnaire had been given to parishioners and that the parish agreement with developing the site. Cllrs Staveley-Brown and Ainsworth asked for more information about the date and particulars of the consultation process but the exact details were not known.
 - The Chair confirmed that the presentation by Steven Sherry on 12th July will allow the Parish Council to decide the future of the project and whether it should continue to a full planning application.

George Heywood

- Snow warden – Cllr Heywood offered to continue as Snow Warden and stated that the Council needed to place an order promptly for winter supplies. A decision was needed whether to continue to take delivery in 1 tonne bags for road gritting – ongoing storage is agreed with Fishleighs. (If 25kg bags are obtained, BBPC will need to arrange for its own distribution and storage.) **Councillors agreed to continue with these arrangements and that Cllr Heywood can go ahead and order 1 tonne bags.** Salt bins are available for personal use and Cllr Heywood will endeavour to obtain an extra salt bin from DCC.

Sally Cole - Nothing to report.

Phil Ainsworth - Nothing to report.

Hen Staveley-Brown

- Cllr Staveley-Brown advised that damage to the new tarmac path by the fitness equipment (amenity field) has been reported by several people, so repairs are needed. She queried whether Cllr Mills would be undertaking them. Cllr Mills stated he wasn't and thought the Chair was dealing with the problem. **Action: To be queried with Cllr Hooper when he returns from holiday.**

Phil Pennington

- No specific points to raise re TDC.
- Cllr Pennington attended the Allison Homes meeting on 13th June, as he had received a few complaints about dust. He congratulated the council and Allison Homes for an amicable and productive meeting. The BBPC Chair thanked Cllr Pennington for attending the Allison Homes meeting and said that he had also been impressed.

16. Planning:

a. New Applications:

- 1/0360/2023/FUL: Tythecott Farm Buckland Brewer Bideford Devon EX39 5NE Extension to existing shed to provide a covered store.

Decision: The planning application was unanimously supported by BBPC – 8 councillors present.

17. Receipts and Payments April/May 2023

	General Account	Thornhillhead Moor Account	Savings Account	Consolidated
<u>Summary</u>				
Opening Balance	£18,475.29	£15,025.20	£27,357.48	£60,857.97
Receipts to date	£7,635.00	£30.00	£0.00	£7,665.00
Payments to date	£2,284.97	£0.00	£0.00	£2,284.97
Closing cash book balance	£23,825.32	£15,055.20	£27,357.48	£66,238.00
Closing Bank Balances	£26,535.32	£15,055.20	£27,357.48	£68,948.00
As at	30/04/2023	30/04/2023	30/04/2023	
Unreconciled (net)	-£2,710.00	£0.00	£0.00	-£2,710.00
Net THM Savings			£11,000.00	
Fund Balances	£42,892.80	£26,055.20		£68,948.00

i) Payments for April/May 2023 (Since last meeting: £1331.69* + VAT)

(1) Electricity	(Direct Debit)	£12.46
(2) Grass cutting		£130
(3) Water		£16.91
(4) Gate sign		£43.00
(5) Gardening		£97.00
(6) Payroll (May) inc exp/HMRC		£1032.32

*Note: No cheques have been issued to date – pending bank mandate change request

ii) Receipts for April/May 2023

(1) Field Rents	£275
(2) Precept 1 st installment	£7,360
(3) Barclays compensation*	£30

*Credited to wrong a/c – THHM. To be transferred to general account.

Dates of Future Meetings – all 7pm at the Methodist Chapel unless stated:

Parish Council Meeting (Public)	Thursday 29 th June*
Parish Council Meeting (Public)	Wednesday 12 th July

*The date of the next meeting was moved back one week from 22nd June to 29th June as the internal audit is still in progress.

Cllr Mills questioned why the meeting was being held as it had been agreed that an additional monthly meeting would only be held for planning applications. The Clerk confirmed that it is mandatory for all Parish Councils to sign off their YE accounts and governance documents by 30th June, so the extra meeting could not be avoided. The Chair acknowledged that this would be a legitimate reason to call an extra meeting.

There being no further business, the public meeting was formally closed at 8:50pm.

Signed as a true record: Date: