



MEETING MINUTES

Buckland Brewer Parish Council Meeting
Held on Thursday 27th July 2023
Buckland Brewer Methodist Chapel

Councillors Present: Kathryn Cann, Sally Cole, George Heywood, Richard Hooper, Trevor Mills, Hen Staveley-Brown, David Watson

Also in attendance: 3 members of the public and 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 transacted at the meeting:

33) Apologies for Absence: Cllrs Philip Ainsworth and Jane Lowe

34) Declarations of Interest: Cllr Heywood declared an interest re agenda item 40d) (planning).

35) Minutes of the Meeting of the Parish Council held on 29th June 2023 – Cllr Watson clarified that he is a school governor in a personal capacity. Comments were raised that the meeting minutes were too long and that councillors did not realise the clerk was being undermined. The Chair confirmed that the content was reflective of what was said at the meeting. The minutes were signed off as a true record of the meeting.

36) Public Participation

- Committees – With reference to previous discussions regarding roles and responsibilities, a parishioner enquired whether BBPC needed all the positions and sub-committees. It was acknowledged that this was under review.
- The presence of traffic cones on Tower Hill was queried by a parishioner. The Chair confirmed the cones were close to his own home and appear to have been put out by an individual to prevent damage to their own property boundary. The identity of the individual is not known and BBPC has not been consulted.

37) Clerk's Report:

a) Correspondence

- i) A statement was read out on behalf of Cllr Ainsworth *"You may be aware that at the time of writing this my wife Lyn is seriously ill in hospital. Because of this I think it is only right that I step back from the roles and responsibilities that I was allocated to at the*



previous council meeting, as I feel I would not be able to give them the attention they deserve."

The Clerk confirmed that Cllr Ainsworth is still receiving updates and is just stepping back from the formal meetings. She advised that Cllr Ainsworth had also sent some remarks regarding councillor roles and responsibilities which would be shared with the Council in the second part of the meeting.

- ii) The draft license prepared for the new field tenant has been queried with R Hicks and Co. as the field number and acreage does not match BBPC records.
- iii) The Clerk is still chasing replacement or repair of the faulty defibrillator cabinet (the fault does not affect its use).
- iv) From autumn 2023 Devon Air Ambulance crew will be permitted to land on the amenity field without needing the lights to be switched on if they wish to do so. This follows a review in conjunction with the Civil Aviation Authority and takes account of additional training and advances in technology, including the use of night vision goggles.

b) Updates

- i) Replacement defibrillator pads ordered.

38) Proposal to open a credit account with Tamar Trading Co. Ltd.

- a) Cllr Mills suggested that BBPC should apply for a credit account with Tamar Trading Co. Ltd so that councillors could obtain supplies quickly if required. The Chair reminded the council that it had already been agreed that BBPC would not undertake any works requiring building materials so that BBPC has a guarantee and is fully insured. The Clerk also highlighted that no materials can be purchased without expenditure being agreed in advance via a council meeting so no-one may just pop out for supplies as was being suggested. Cllr Staveley-Brown also queried what type of materials would need to be purchased and Cllr Mills suggested a lightbulb for the chapel.

Proposal to open a Tamar Trading Account. Proposed: Mills Seconded: Heywood

Voted For: Cllrs Watson, Mills, Heywood, Hooper Against: Staveley-Brown, Cann, Cole.

It was agreed to apply to open a trading (credit) account.

- b) Cllr Mills raised a current outstanding invoice that he has raised via his own business account for materials (tarmac for the amenity field path purchased from Tamar Trading). The Clerk has requested sight of the receipt as proof of purchase is needed for audit purposes. Cllr Mills stated it wasn't needed as he had issued an invoice but the Chair confirmed that a receipt is still needed. Cllr Mills confirmed the Tamar Trading invoice has not been paid yet so the Clerk suggested asking the Company to issue the invoice to BBPC instead and she would pay Tamar Trading directly. Otherwise it was advised that out of pocket expenses unless he had paid for the materials and was seeking reimbursement. The Clerk asked for a copy of the invoice

39) Members' Reports

- a) Dave Watson

- i) Youth Work – Cllr Watson will provide a report regarding actions to date. The youth work is continuing but the youth workers will need to be paid soon. BBPC has paid a grant in the past so Cllr Watson asked for similar support. Clerk confirmed that a proposal will need to be put in writing for formal submission to BBPC.
- b) Trevor Mills
 - i) Cllr Lowe asked for items to be put onto the agenda for the next meeting. A parishioner has asked for a Christmas tree (specific details are needed for inclusion on a future agenda) and a query was raised regarding the provision of a remembrance wreath. (A wreath is ordered every year by the Clerk).
- c) George Heywood
 - i) Hedges are overgrown around parish council fields. Cutting required as they may obstruct vehicles, especially tractors and HGVs. To be included on the next agenda.
- d) Sally Cole
 - i) Requested that a proposed sign to the hall and amenity field/fitness equipment is added to the next agenda.
- e) Kath Cann
 - i) Complaints received regarding mud on the road due to the number of lorries and wet weather. Cllr Cann escalated directly with the Allison Homes site manager. He was unable to address on the same day but the road will be cleaned tomorrow (28/7/23).
 - ii) Path going down Orleigh Close is in accessible due to raised drain, overgrown hedges and stinging nettles so people must walk on the grass. This can be difficult for people who are unsteady on their feet, if a wheelchair user. DCC has advised that the pathway will be addressed but no timescale has been given for remedial action. Cllr Pennington
- f) Hen Staveley-Brown: Nothing to report.
- g) Richard Hooper
 - i) Water leak in the field has been fixed.
- 40) Planning Application(s):
 - a) 1/0445/2023/FUL East Hele
Roof over existing livestock yard **Unanimously agreed.**
 - b) 1/0462/2023/FUL Babelleigh Barton
Conversion of barn to 1no. dwelling, change of use of land to domestic garden and installation of solar panel array and sewage treatment plant in lieu of Class Q approval
1/0738/2022/AGMB. Agricultural Building At Grid Reference 239411 119802 **Unanimously agreed.**
 - c) 1/0513/2023/FUL Higher Thornhill Head
Proposed Installation of 24 panel ground mounted solar panel system, using GSE mounting kit, within land of main house. **Unanimously agreed.**
 - d) 1/0651/2023/FUL Burrough Farm, Buckland Brewer, Bideford, Devon **Unanimously agreed – see comments.**

Demolition of existing outbuilding and erection of new unit of accommodation for additional childcare associated to existing childcare facility. (Cllr George Heywood left the meeting during this planning discussion.) Cllr Watson questioned whether a change of use would be required for the outbuilding to expand the number of childcare places.

District Councillor Phil Pennington

- Fly-tippers are being prosecuted by the TDC Environmental Health Dept. There have been 20 successful ones to date and investigations are actively undertaken whenever possible to identify culprits and seek redress. A recent fine was £1000 for fly-tipping that took place within Buckland Brewer parish.
- Discarded litter, particularly fast-food wrappers, is also a constant problem. (The BBPC Chair commented that Buckland Brewer is very fortunate to have “an angel” in the parish who regularly litter picks.)
- TDC 402k Household Support Fund. This is specifically aimed at supporting families in financial difficulty to prevent significant hardship and homelessness (65 homeless families are currently being supported by TDC). Cllr Pennington urged people to contact TDC to access the resources quickly if they are struggling so that problems do not escalate.
- A new Housing Ombudsman Service will be launched by TDC imminently. The office is currently being prepared and the service is expected to be up and running shortly. Date to be confirmed.
- Clarification was requested from members of the public in attendance regarding domestic waste disposal. Several parishioners cited examples where they had been turned away or had been asked to pay when trying to dispose of household items responsibly. The Council waste site is run by DCC so Cllr Pennington will make enquiries but also encouraged BBPC to speak to County Councillor James Morrish to ensure that DCC is adhering to regulations.

41) Accounts:

<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	£7,635.00	£30.00	£57.04	£7,722.04
Payments to date	£5,555.51	£0.00	£0.00	£5,555.51
Closing cash book balance	£20,554.78	£15,055.20	£27,414.52	£63,024.50
Closing Bank Balances	£23,631.67	£15,055.20	£27,414.52	£66,101.39
As at	30/06/2023	30/06/2023	30/06/2023	
Unreconciled (net)	-£3,076.89	£0.00	£0.00	-£3,076.89
Net THM Savings			£11,000.00	
Fund Balances	£40,046.19	£26,055.20		£66,101.39

i) Payments for July 2023 (Since last meeting: £1,507/96 inc VAT)

(1) Professional services THHM	£613.54
(2) Buckland Brewer Hall	£40.00
(3) Payroll (May) inc expenses/HMRC	£854.42

ii) Receipts for July 2023

(1) Interest (Mar – Jun)	£57.04
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iii) Other

- (1) VAT claim in progress for 2022-23
- (2) Q1 2023-24 reconciliation/budget comparison completed

Cllr Heywood enquired whether there are any outstanding payments relating to THHM, when the next payments are due re SSSI income and when the grazier payments are next due. Cllr Heywood also believes that environmental funding is available to the Parish Council. **Action: The Clerk will contact R Hicks & Co. to obtain information.**

There being no further business, the public meeting was formally closed at 8:07pm.

PART II – Closed Session

42) Roles and Responsibilities:

- a) A statement was read from Cllr Phil Ainsworth regarding roles and responsibilities and whether all historic committees and roles were still necessary.
- b) Concerns were raised by the Chair regarding BBPC's public image as parishioners have been commenting on poor conduct at PC meetings. Internally emails have also been sent by individual councillors as well as the clerk regarding unacceptable behaviour.
- c) Summaries headed "The reason for the Part II Meeting", "The Clerk", "The Clerk and Councillor's Relationship" and "Councillors" were read by the Chair to ensure all parties fully understood individual responsibilities and the expected standards of behaviour. Two specific examples were highlighted from recent meetings where interaction did not meet those standards.
- d) The Clerk reiterated the personal remarks she had originally shared with all councillors several weeks ago. She stated that the way she had been treated and spoken to had been unacceptable and very different to the consideration shown to the former Clerk. Meetings had been particularly unpleasant since starting the role.
- e) Cllr Heywood raised that the Clerk should claim for all the additional hours she had been working. This was acknowledged by the Clerk and some hours have been claimed but an agreed review of working hours is due to be undertaken in September.

43) Decision to be taken regarding the representatives of the Personnel Committee:

- a) The decision regarding the Personnel Committee was deferred again. It was noted that BBPC must form a committee quickly to fulfil its obligations as an employer.
- b) **Councillors agreed to revisit all committees and the assignment of individual roles and responsibilities.**

There being no further business, the Part II meeting was formally closed at 9:02pm.

Signed as a true record: Date: