

Broadwoodkelly Parish Council

Annual Council Meeting of Broadwoodkelly Parish Council

Minutes of the Annual Council Meeting held on Tuesday May 23rd 2017 following the Annual Parish Meeting in Broadwoodkelly Village Hall

Present: Chairman Cllr R. Heggadon, Cllrs T. Hill, J. Clark, R. Gant and D. Reed.

Borough Councillor Lois Samuels and 6 members of the public were also present.

1. To receive apologies for absence and consider if the reason for the absence should be approved by the council.

Cllr J. Duffin had sent her apologies because of work commitments. The apology was accepted by the council.

2. Elect a Chairman

Cllr Hill proposed Cllr Heggadon as chairman. This was seconded by Cllr Reed. Cllr Heggadon stated he would stand as chairman for this year, but this would be his final year as chairman.

3. Elect a Vice-Chairman

Cllr Duffin had communicated that if someone wishes to be vice chairman she is happy to stand down, but if no-one else wishes to take on the role then she will stand again.

Cllr Reed proposed that Cllr Duffin remain as Vice chairman. This was seconded by Cllr Clark.

4. Declarations of Acceptance of Office: the chairman signed the declaration of acceptance of office.

5. Nominations for Representatives on other Committees:

5.1 Broadwoodkelly Village Hall Committee – this was discussed at the last meeting Cllr Gant and Cllr Clark are the current representatives.

5.2 Representative on the Northern Links Committee – Cllr Gant usually attends meetings when he is able to. The chairman stated that he would be a deputy and attend if Cllr Gant was unable to.

6.4 P3 Co-ordinator – currently Cllr Gant, who confirmed that he was happy to remain in this role.

7. Co-opt to fill vacancy for councillor – one application has been received from Beverley Cook.

Cllr Hill proposed that the council co-opt her on to the council. This was seconded by Cllr Gant. The chairman welcomed her to the council. She completed a Declaration of Acceptance of Office and the clerk gave her a Register of Interests form to complete.

8. Dates, times and venue of future meetings - the parish council are currently holding their meetings on the fourth Tuesday of every other month. The council confirmed that they were happy to continue with this format. The clerk stated that it is beneficial for everyone to know the dates and endeavour not to change them.

9. Declaration of Interest from Members:

Cllr Hill stated he understood there was a planning application for Pippin Cottage. He declared an interest as he is a neighbour.

10. To receive and approve the Minutes of the meeting held on 28th March 2017.

Cllr Hill proposed that the minutes be signed. This was seconded by Cllr Gant. The chairman signed the minutes.

11. Public Participation – none of the members of the public wished to address the council.

12. Report by Borough Councillor – Cllr Samuels informed the parish council that the car parking consultation was now ongoing. She was asked about which areas the planning officers covered she stated that the planning officers cover both West Devon and South Hams. Cllr Reed had tried contacting planning, but had experienced problems. Cllr Samuels urged the council and members of the public to let her know about this type of problem.

13. Past Subject Matters for further discussion:

- a. **[6.1] Parish Website and Transparency Fund Application – agree Financial implications** – the parish council has received a letter of intent from Broadwoodkelly

Community Web Group. There will be set up costs of £300 and a contribution of £50 towards the annual costs of running the website for the first year. For the second and subsequent years the council will pay an annual sum (approx £50-£60 per year). Extra costs will be charged at £15 per year.

The village hall will make a contribution towards the annual costs, which will be raised from advertising on their section of the website. Cllr Hill expressed concerns regarding the 'contracts' mentioned in the letter. Mr. Penny explained the intention is to make it easy, but agreed to reword the agreement to make it clearer.

The council unanimously agreed that subject to these alterations they wished to proceed with the website. The clerk provided a reminder that the Transparency documents do need to be publicly displayed fairly soon.

The chairman suggested that now Cllr Cook is a councillor (and member of the BCW) she could be the link between the two organisations. This was unanimously agreed.

Cllr Cook explained that the website is to be launched on July 1st with a tea party (the press will be in attendance). Cllr Cook will circulate a suggested layout for the parish council page and subject to approval by the council will send it to the web developer.

- b. **[10] Laptop for clerk** - the clerk had obtained prices for four laptops from two suppliers. Cllr Gant recommended John Lewis as they have a good guarantee and provide could customer services. The clerk had selected two laptops from John Lewis one for £399.95 and the other £449.95. The council has within the Transparency Fund Grant £420 (£350 + VAT) allocated for a laptop. The chairman proposed the council purchase the laptop for £449.95 (the extra £30 can be allocated from savings elsewhere within the grant or can be taken from General Reserves). There will be a requirement for software (Microsoft Office) and possibly anti virus software. The clerk will check the software she has at home and ascertain if another computer can be included on it. The chairman's proposal was unanimously seconded.

The clerk will look at all in one printers (there is an allocation of £108 within the grant) and there are a selection below this amount, but she will look at the cost of ink cartridges.

A member of the public left the meeting.

- c. **[10] Response to Local Plan** – Cllr Duffin has studied the Local Plan document. The only mention of Broadwoodkelly is that it could support the development of ten houses (a number of other parishes of similar size also mentioned). It does not specify where these houses would be or whether they would be a single development or individual plots.

Cllr Samuels stated she would check to see if this includes houses built in the last year

- d. **[4.2] Contract for new clerk – in progress.** It is being prepared for council approval.
- e. **[7.3] Devon Air Ambulance Trust – Community Landing Site.** It was agreed that Cllr Reed would approach the landowners of the plot of ground mentioned at the last meeting. The clerk will email the information sheet to him so he has the criteria required by the Devon Air Ambulance Trust.

14. Clerk's report and correspondence received:

The following correspondence is contained within the Councillors folder:

The clerk has not received any paper copies of documents.

15. Planning:

- a. Applic No. 0838/17/FUL – Walson Barton, Broadwoodkelly – change of use of an agricultural barn to carpentry workshop with associated office space. Comment required prior to meeting. Council support.
- b. Applic No. 1152/17/PDM – Lakesland Farm, Broadwoodkelly – notification for prior approval for proposed change of use of agricultural building to dwelling house (Class

C3) and for associated operational development (Class Q (class a and b)). A comment was required prior to the meeting. A neutral view was submitted.

- c. Applic No. 1276/17/PDM – Whey Barn 1, Mount Pleasant Farm, Broadwoodkelly – prior approval for change of use of agricultural building to dwelling house (class C3) and for associated operational development. Information only.
- d. Applic No. 1364/17/FUL – Middlecott, Broadwoodkelly - proposed agricultural building. Discuss at meeting.
The application was discussed and the council agreed to support it. Cllr Clark might express his own comments as a parishioner.
- e. Applic No. 1287/17/HHO – Redhays, Broadwoodkelly – householder application for swimming pool extension (retrospective). Discuss at meeting.
The council considered this application and decided to object as they had reservations regarding the manner in which this had been done. Build first without planning consent. Had the application been submitted prior to the work being carried out the council would have supported.
- f. Applic No. 0239/16/ARC – Upcott Farm, Broadwoodkelly – application for discharge of conditions 2,3,7,8,10 and 11 on applic 3240/16/VAR. Granted conditional approval.
- g. Applic No. 0414/17/HHO – Upcott Farm, Broadwoodkelly – retrospective application for alterations to roof line and additional windows. Granted conditional approval.

Cllr Hill registered an interest in this application as he is a neighbour. He left the meeting.

- h. Applic No. 1629/17/LBC – Pippin Cottage, Broadwoodkelly – Listed Building Consent for enlargement of existing lean-to, new and replacement windows, raising chimney stack and internal alterations.

Also Applic No. 1628/17/HHO – Householder application for above.

This application had come through after the agenda had gone out. The council discussed the application and wished to submit a neutral view.

Cllr Hill was invited back to the meeting.

Cllr Lois Samuels left the meeting.

16. Finance:

- a. Approve the Annual Governance Statement of the Annual Return – this was circulated prior to the meeting. Cllr Hill proposed that the Governance Statement be approved. This was seconded by Cllr Clark and agreed by all. The chairman and clerk signed the document.
- b. Approve the Accounting Statements of the Annual Return – also circulated prior to the meeting. Cllr Hill proposed that the Accounting Statements be approved. This was seconded by Cllr Reed and agreed by all. The chairman and RFO signed the document.
- c. Invoice from clerk (Mrs Whitcher) for wages - £319.20 – this had been paid prior to the meeting. The new clerk has apologised for not noticing this at the last meeting. All were in agreement that this invoice be paid.
- d. Renewal of insurance for Parish Council - £168.00
It was unanimously agreed that this invoice should be paid.
- e. First half of precept received - £1553.00
- f. Council Tax Support Grant received - £93.00
- g. Transparency Fund Application received - £1020.00
- h. Balance at bank – the balance in the current account (at 24 April) £7693.63 and the balance in the Business Reserve Account (at 28 April) is £2759.82.
- i. Replacement cheque for £29.72 (clerks expenses) – the bank will no longer accept cheques with alterations (even if they are initialled). Mrs. Whitcher has informed the new clerk that the bank will not accept the original cheque. It was unanimously

agreed that a replacement cheque be issued. The clerk will collect the old cheque and it can be kept with the accounts.

17. Matters for further reporting:

Mr. Partridge, who has carried out the internal audit, has stated he does not wish to continue doing it. The clerk suggested Jill Hicks in Hatherleigh.

Cllr Hill stated the area around the notice board, seat and phone box needs cleaning. The Councillors to arrange a clean.

Cllr Gant stated SWW has been contacted with regard to the problem with the sewers. There doesn't appear to be a blockage, but the problem is in hand.

18. Confidential Discussion:

12.1 Enforcement cases – there are two cases on the list.

The clerk has reported the issue raised at the last meeting. She is not sure if she used the correct email address to report it. She has had no response from WDBC.

19. Date of next meeting:

July 25th 2017

There being no further business the meeting finished at 9.20 p.m.