

Broadwoodkelly Parish Council

Minutes of the Broadwoodkelly Parish Council meeting that took place on Tuesday 25th July 2017 at 7.30 p.m. in the village hall.

Present: Chairman Councillor R Heggadon, Councillor R Gant, Councillor J. Clark and Councillor B. Cook.

Also present: One member of the public

- 1. To receive apologies for absence and consider if the reason for the absence should be approved by the council.** Apologies have been received from Councillor Hill (he is away), Councillor Reed (he is away) and Cllr J. Duffin (she is away). These apologies were accepted. Councillor Lois Samuels had sent apologies for herself and Councillor Watts. They have a full council meeting and do not expect to be able to attend this evening.
- 2. To receive any declarations of interest from members of the council**
Cllr Cook declared an interest in item 7.1 as she is a member of the village hall committee.
- 3. To receive and approve the Minutes of the meeting held on 23rd May 2017.**
Councillor Gant proposed that the minutes be signed. This was seconded by Councillor Clark. The chairman signed the minutes.
- 4 Public Participation**
The member of the public did not have any issues to raise.
- 5 Report by Borough Councillor**
Councillor Samuels had emailed a brief report. At their full council meeting this evening they are considering becoming one council with South Hams. They have a budget gap of approx £1.1m to find before 2020 so they are looking at ways to address this. They are agreeing to go out to public consultations and the results of this will come back to the council in October for a decision. She will keep the parish council informed.
- 6 Past Subject Matters for further discussion:**
 - 6.1 [13a] Parish Website – Alex Penny has sent a revised letter of intent following concerns raised by Councillors at the last meeting. It was proposed by Councillor Heggadon that this revised letter be accepted. This was seconded by Councillor Clark.
The website is now up and running and documents have been put on it.
 - 6.2 [13b] Laptop for clerk purchased. Printer and email address. – the laptop and Microsoft office has been purchased. An email address is needed to upload the software. The clerk will investigate printers. The council agreed to creating an email (gmail or hotmail were suggested).
 - 6.3 [13c] Response to Local Plan – update from Borough Councillor
Councillor Samuels has confirmed that the start date for the local plan with regards to the new dwellings is 2014 so houses built last year in Broadwoodkelly will be included in the allocation of 10.
 - 6.4 [13d] Contract for new clerk – in progress
 - 6.5 [13e] Devon Air Ambulance Trust – Community Landing Site. Councillor Reed was not present at the meeting so it is not known whether he has met with the landowners or not. Discuss at the next meeting.
 - 6.6 [17] Internal Auditor – Mr. Partridge has indicated he does not wish to continue auditing the accounts. The clerk asked the council if they were agreeable to her approaching Jill Hicks, who lives in Hatherleigh, to carry out the internal audit next year. She had done Exbourne with Jacobstowe Parish Council's audit and had charged £70-£75 in 2016. The clerk wasn't sure how much she would charge Broadwoodkelly. If she is unable to do it then there is time to find someone else. The council stated they did not know of anyone to ask so were happy for the clerk to approach Jill.

7 Clerk's report and correspondence received:

Cllr Cook left the meeting.

7.1 Letter from the village hall committee requesting a grant to assist with the insurance

The village hall committee has written asking if the parish council will continue to support the village hall and pay for the insurance as it has done in previous years. This year this is £414.70. Last year the amount was £498.14 and as this years total shows a saving the village hall committee would also like to ask if the parish council would pay for the insurance for the annual bonfire/firework display (likely to be around £50). It was proposed by Cllr Clark that the parish council continue to pay for the village hall insurance, but discusses paying for the bonfire insurance at the next meeting. This was seconded by Cllr Heggadon.

Cllr Cook returned to the meeting.

7.2 Communication received from the PCC requesting a donation towards the upkeep of the churchyard.

The clerk has received an email from Ken Gristy, Secretary to the PCC, asking if the parish council can contribute towards the maintenance of the churchyard. Last year it cost £390 and the council contributed £200. The councillors stated that the council contributes £100 per year and it was £200 last year because a donation was not made in 2015. Councillor Gant proposed that the council donates £100. This was seconded by Councillor Cook.

7.3 Risk Assessment – the clerk mentioned that it would be good practice to carry out a risk assessment of the council's assets. Councillor Gant stated he would take that on.

7.4 Councillors to review their Registers of Interest

Councillor Cook will post her Register to the clerk. The clerk was unable to find the registers for the chairman and Councillor Clark. She will contact Mrs. Bowen at WDBC and see if she can acquire copies. Cllr Gant reviewed his register and amended his email address. The remaining councillors can review their registers at the next meeting.

The following correspondence is contained within the Councillors folder:

No folder. Emails have been received and forwarded on to councillors.

8 Planning:

8.1 Applic No. 1805/17/ARC – Land adjacent to the Villas, Broadwoodkelly – approval of details reserved by condition number 9 of planning consent 00707/2015. No consultation sent out for information only.

8.2Applic No. 1918/17/VAR – Upcott Farm, Broadwoodkelly – application for variation or removal of condition 7 of planning consent 0164/16/FUL. Comment required prior to meeting. The council objected as had the original application been for a residential dwelling the council would not have submitted a neutral decision.

8.3Applic. No. 1276/17/PDM – Whey Barn 1, Mount Pleasant Farm, Broadwoodkelly – Prior approval for proposed change of use of agricultural building to dwelling house (Class C3) and for associated operational development. Prior Approval refused.

8.4Applic No. 0803/17/LBC – Judleys Thatch, Ingleigh Green – Listed Building Consent for erection of porch over front doors and erection of garden fencing. Granted Conditional Approval.

8.5Applic No. 1152/17/PDM – Lakesland Farm, Broadwoodkelly – Notification of prior approval for proposed changes of use of agricultural building to dwelling house (Class C3) and for associated operational development (Class Q(a+b)). Prior approval given.

8.6Applic No. 1287/17/HHO – Redhays, Broadwoodkelly – householder application for swimming pool extension (retrospective). Granted conditional approval.

8.7Applic No. 1364/17/FUL – Middlecott, Broadwoodkelly – Proposed agricultural building. Granted conditional approval.

9 Finance:

9.1 Letter from DCC confirming no P3 Grant has been awarded this year. Councillor Gant confirmed that no grant had been requested.

9.2 Invoice from the clerk for expenses (laptop, software etc) - £564.32
Councillor Gant proposed that this invoice be paid. This was seconded by Councillor Cook.

9.3 Invoice from the clerk for wages and travel expenses - £216.15
Councillor Gant proposed that this invoice be paid. This was seconded by Councillor Cook.

9.3a Request from Village Hall committee (agreed under 7.1) agreed to pay their insurance - £414.70

9.3b Request from Broadwoodkelly PCC (agreed under 7.2) for a donation towards the upkeep of the Churchyard - £100

9.4 Balance at bank – as at 1st June 2017 the balance in the Current Account is £7176.71 and as at 30th June the balance in the Business Reserve Account is £2759.87

10 Matters for further reporting: Councillor Gant mentioned the Northern Links meeting – the police had been in attendance and crime figures have gone up. John Hart is going to have a look at the criteria for TAP funding (i.e. parishes working together) as at the moment applications aren't always complying with this.

Cllr Gant stated he would be unable to attend the next links meeting.

Cllr Cook asked if the Broadwoodkelly Community Web Group could now invoice the parish council for the website. This was agreed and an invoice will be submitted for payment at the next meeting.

There is a new window to make an application to the Transparency Code fund and the clerk asked the council if they wished to submit a new application for costs. It was agreed that an application should be made.

There was only one signatory present at this evenings meeting and it was agreed that at the next meeting a discussion should be held about whether it would be advantageous to add an extra signatory.

11 Confidential Discussion:

12.1 Enforcement cases – there are two cases on the list, but one has been addressed.

12 Date of next meeting:

September 26th 2017

There being no further business the meeting closed at 8.50 p.m.