

Broadwoodkelly Parish Council

Minutes of the Broadwoodkelly Parish Council meeting that took place on Tuesday 28th November 2017 at 7.30 p.m. in the village hall.

Present: Chairman Councillor R Heggadon, Councillor T Hill, Councillor D Reed, Councillor R Gant, Councillor Mrs J. Duffin, Councillor J. Clark and Councillor Mrs. B. Cook.

Also present: There was one member of the public present.

- 1. To receive apologies for absence and consider if the reason for the absence should be approved by the council.** The Borough Councillors have sent their apologies as they are unable to attend.
- 2. To receive any declarations of interest from members of the council**
Councillor Reed has an interest in items 8a and 8b, but these applications have already been considered and he had taken no part in the decision.
- 3. To receive and approve the Minutes of the meeting held on 26th September 2017.**
Councillor Duffin stated that she was present at the last meeting. The clerk apologised and an amendment was made. Councillor Reed proposed that the minutes be signed. This was seconded by Councillor Cook. The chairman signed the minutes and initialled the amendment.
- 4 Public Participation**
The member of the public did not wish to address the council.
- 5 Report by Borough Councillor**
Councillor Samuel had emailed a report. The result of the One Council vote had come as a surprise (South Hams voted for it and West Devon voted against forming One Council). Members have acted quickly to address the short-term consequences and long-term issues. A 'Financial Stability Group' has been formed to review all aspects of the business of the council. The predicted budget gap for 2018/19 is around £166k and in 2019/20 £613,501. They are looking at ways to close this gap with minimal disruption to frontline services. The council has agreed to borrow £25m from The Public Loan Works Board in order to purchase commercial property to help bring in income of up to £455k and they have applied to be a part of the business rate pilot for 2018/19 which could bring in an additional £0.5m. They will know if they have been successful just before Christmas.
She is holding a meeting with the Enforcement officer so if Broadwoodkelly has any specific issues then let her know.

The clerk was asked to email her the details of Clarkstown Cottage and mention that it is within the dedicated open space area.

6. Past Subject Matters for further discussion:

- 6.1 [6.1] Parish Website – Cllr Cook informed the council that the website usually gets about 20 views a day, but Wednesday's it usually increases to 25. She is happy to publicise events.
- 6.2 [6.2] The clerk reported that the laptop and printer are communicating with each other. She has found a Norton antivirus on the John Lewis website for £15.99. Councillor Gant proposed that the clerk purchases this. This was seconded by Councillor Duffin with all in agreement.
- 6.3 [6.4] Contract for new clerk – in progress. The clerk has amended the hours and asked the council about some of the contents as she is not an employment expert. It was agreed to consult with DALC concerning pension, sick pay etc. Subject to alterations sign it at the January meeting.

6.4. [6.5] Devon Air Ambulance Trust – Community Landing Site – the clerk had supplied DAAT with the contact details of the landowner and had received an email back stating they would like to hold a site meeting with someone from the council as there has to be community involvement. It was agreed that the clerk provide DAAT with the Chairman's email address and he will meet with them to find out costs etc.

6.5 [10] Application for Transparency Code Funding – the sum of £315 has been received.

6.6 [7.f.] Report on P3 Annual Workshop – Councillor Gant and his wife had attended. They had found it to be an interesting session especially finding out who to contact for particular problems.

6.7 [7.c.] Risk Assessment – Councillor Gant had emailed the clerk. He has inspected the phone box, notice board and seat and reported that there were no apparent risks to the public.

6.8 [7.d.] Councillors to review their Registers of Interest – the clerk had ascertained that Councillor Gant did have to complete an amendment form to report his change in email address, which he duly did. Councillor Clark reviewed his Register and reported that he had no amendments to make. This completes the review.

7. Clerk's report and correspondence received:

a. Annual Return – the External Auditor has concluded the audit with no matters to report. The conclusion of the audit has been advertised on the website.

b. Begin discussion on next year's budget (2017/18) – the clerk had produced a rough draft. The estimated expenditure for the next financial year was £1690. The council has good reserves and the precept had been increased last year to pay for a laptop etc for a new clerk, but this expenditure has been met with the Transparency Fund Grant. The clerk suggested that the council could hold their precept at its current level. She will produce a more formal document for the council to discuss at the January meeting. The precept request usually has to be in by the end of January.

c. Letter from CPRE asking if Broadwoodkelly would consider becoming a member.

After some discussion Councillor Duffin proposed that the parish council did not become a member at this time. This was seconded by the Chairman and agreed by all.

d. The clerk has requested a full copy of the Register of Electors from WDBC- she has requested an electronic copy.

e. Anyone able to attend the Super Links meeting on December 11th at Meldon Village Hall at 7 pm? – no-one able to attend.

f. Notification of external auditor appointments for 2017/18 financial year – PKF Littlejohn LLP has been appointed for Devon. There is the potential for authorities where the higher of income or expenditure for the year was £25000 or less to declare themselves 'exempt' from a limited assurance review by an external auditor if they meet certain qualifying criteria. However, they still need to complete and publish an annual return and will still need a named appointed auditor to deal with questions or objections from local electors about the accounts.

The council asked the clerk if she could contact DALC and enquire what the qualifying criteria is.

g. Report on Northern Links meeting – no-one was able to attend.

The following correspondence is contained within the Councillors folder:

g. Healthwatch Voices

h. Clerks and Councils Direct

8.Planning:

- a. Applic No. 3534/17/FUL – Upcott Farm, Broadwoodkelly – Change of use from agricultural land to residential land link to barn conversion approved (1936/16/PDM) Comment required prior to meeting. Council supported.
- b. Applic. No. 3538/17/FUL – Upcott Farm, Broadwoodkelly – Change of use from agricultural land to residential land linked to 2no barn conversions approved (0164/16/FUL). Comment required prior to meeting. Council supported.
- c. Applic No. 3701/17/PDM - Whey Barn, Ingleigh Green, Broadwoodkelly – notification for prior approval for proposed change of use of agricultural building to dwellinghouse (use Class C3) and for associated operational development (Class Q(a) & (b)). Discuss at meeting.
The council discussed the application and decided to support it.
- d. Applic No. 2197/17/FUL Middlecott, Broadwoodkelly – Proposed agricultural general purpose building. Granted conditional consent.
- e. Applic No. 2796/17/FUL – Upcott Farm, Broadwoodkelly – Change of use from agricultural land to residential garden linked to 3 dwellings. Granted conditional approval.

9. Finance:

a. Invoice from clerk for wages and expenses - £300.69

This includes the purchase of the printer. Councillor Clark proposed that this invoice be paid. This was seconded by Councillor Duffin and agreed by all.

b. Received Transparency Code Funding - £315.00

c. Balance at bank – as at 31st October 2017 the balance in the Current Account is £7350.04 (with the cheque signed this evening this is reduced to £7049.35) and the balance in the Business Reserve Account is £2759.95. The chairman initialled the bank statements.

The clerk stated the balance in the Current Account has built up and suggested transferring some funds to the Reserve Account to gain a bit more interest. She had prepared a letter. Councillor Clark proposed that the council transfer the sum of £4000 from the current account to the reserve account. This was seconded by Councillor Gant and agreed by all. Two signatories signed the instruction.

10. Matters for further reporting:

Cllr Reed stated he would be submitting another planning application for two car ports.

The road through past Middlecott is still in a bad way. The clerk stated she had reported it on the DCC website.

Councillor Gant stated that hardstanding has been put in around the back of the village hall.

Complaints have been received about a car that is parking at Village Cross. It is near a bend and forces cars out into the middle of the road – if they meet something coming the other way there could be an accident. The clerk to mention this to Borough Councillor Samuel and if she can find out who the Neighbourhood Beat Manager is for this area she will report it to them as well.

11. Confidential Discussion:

11.1 Enforcement cases – there is one case on the list, but another has been recently confirmed as an enforcement case.

12. Date of next meeting:

January 23rd 2018

There being no further business the meeting closed at 8.45 p.m.