

Broadwoodkelly Parish Council

Minutes of the Broadwoodkelly Parish Council meeting that took place on Tuesday 27th March 2018 at 7.30 p.m. in the village hall.

Present: Chairman Councillor R Heggadon, Councillor T Hill, Councillor R Gant, Councillor Mrs J. Duffin, Councillor J. Clark, Councillor D Reed 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 clerk did state she had not checked the emails this afternoon. The Borough Councillors had emailed stating they had a council meeting this evening and would be unable to attend the meeting. If there were any issues to let them know.

- 2. To receive any declarations of interest from members of the council**

There were none.

- 3. To receive and approve the Minutes of the meeting held on 23rd January 2018.**

Councillor Duffin proposed that the minutes be signed. This was seconded by Councillor Gant. The chairman signed the minutes.

- 4 Public Participation**

The member of the public did not wish to address the council.

- 5 Report by Borough Councillor**

There was no report.

- 6. Past Subject Matters for further discussion:**

6.1 [6.1] Parish Website – Cllr Cook informed the council that there are regular hits on Wednesdays and they average about 32. At other times there are about 10 hits per day. She feels that there is not enough information on there that changes regularly.

She had begun to do instructions for the clerk to upload documents on to the parish council section of the website, but she has realised it is quite complicated. She proposed that she provides the clerk with an email address, which will load them on to the noticeboard. She can then put a note on the parish council section that the new agenda/minutes can be found on the noticeboard. Then after a few months the agendas and minutes can be moved to the parish council section so that only the newest items are on the noticeboard. The members of the parish council were in agreement with this.

The budget document was discussed (it was decided at the last meeting to put something on the website showing the precept and proposed expenditure). The layout was discussed and amended. The clerk will amend and send out to councillors for approval and then it can go on the website.

6.2 [6.2] Printer and laptop security - The clerk stated she had loaded the Norton security/antivirus.

The clerk asked the council whether they wished her to purchase genuine Epson cartridges for the printer or compatible ones. After a brief discussion Councillor Duffin proposed that genuine cartridges be purchased as it might affect the warranty. This was seconded by Councillor Clark and agreed by all.

6.3 [6.4] Contract for new clerk – the amendments requested at the last meeting have been made. The clerk and the chairman signed the contract.

6.4. [6.5] Devon Air Ambulance Trust – Community Landing Site – the Chairman stated he has contacted DAAT again and a meeting will be arranged between himself and a representative from DAAT before the next meeting.

6.5 [10] Areas of highway requiring work to utilise TAP fund money (gutters to be cleared etc.) - Councillors are to email areas requiring work to the clerk who will arrange a list of work for the contractor to do.

6.6 [10] Item regarding Snow Warden – this will be put up on the website. The gritter was retrieved but found to have a fault so the Snow Warden gritted the roads by hand. Councillor Gant was asked by a member of the public to thank Jon for the work he had done during the snowy weather.

7. Clerk's report and correspondence received:

- a. Letter from Okehampton District Community Transport Group asking if the parish council would consider a donation** – Cllr Cook stated she knew of one person in the parish who used the service and the figures given in the letter can be misleading. The clerk informed the council that the letter stated they currently have 12 clients in your area. Cllr Duffin felt that even if there is only one person in the parish it would be a shame to lose the service and felt a small donation of £60, which was the donation made in the last financial year, would help the group. She, therefore, proposed that the parish council made a donation of £60 to the ODCTG. This was seconded by Councillor Clark and agreed by the majority of councillors.

The following correspondence is contained within the Councillors folder:

b. Clerks and Councils Direct

8.Planning:

- a. Applic No 0114/18/ARC - Former site of part Upcott, Track to Upcott, Broadwoodkelly – Approval of details reserved by condition number 3 (Landscaping Scheme) of planning consent 3534/17/FUL. No Statutory consultation sent for information only. No comment submitted.
- b. Applic No. 2792/17/VAR – Upcott Farm, Broadwoodkelly – Application for variation for removal of condition 5 of planning consent 1918/17/VAR. Granted conditional approval.
- c. Applic no. 3701/17/PDM – Whey Barn, Ingleigh Green, Broadwoodkelly – Notification for prior approval for proposed change of use of agricultural building to dwelling house (use class C3) and for operational development (Class Q(a)&(B)). Prior approval refused.
- d. Applic. No. 4361/17/FUL – Part Upcott, Track to Upcott, Broadwoodkelly – planning application for the erection of two garages. Granted conditional approval.
- e. Proposed garage to be erected at the Village Cross. The applicant has been advised by the planning department to seek the views of the parish council.**
The council discussed this and decided the clerk should respond stating the parish council has concerns regarding the location because of the hair pin bend. As this is not a planning application they do not wish to make any further comment.
- f. Applic No. 0914/18/PDM – Whey Barn, Mount Pleasant Farm, Ingleigh Green, Broadwoodkelly – notification for prior approval for a proposed change of use of agricultural building to dwellinghouse (Class C3) and for associated operational development (Class Q (a)&(b)). Discuss at meeting.**
The parish council discussed the application and decided to support it.

9. Finance:

- a. Invoice from clerk for wages and expenses - £95.55**

It was agreed by the council that the invoice be paid. A cheque was duly signed

- a. (i) A cheque for £60 was also signed for the Okehampton District Community Support Group (as agreed at 7.a. above)
- b. **Received interest on Business Reserve Account - £0.57**
- c. **Balance at bank** – as at 1st March 2018 the balance in the Current Account is £3226.20 (this does not include the cheques signed at tonight's meeting) and the balance in the Business Reserve Account is £6760.89. The chairman initialled the bank statements.

10. Matters for further reporting:

Councillor Cook stated that during the recent snowy weather it became very icy on the Fourways Cross and when she enquired about a grit bin she ascertained that the parish clerk is required to submit a request. The clerk will contact DCC.

She also wondered about the email from LCPAS offering a data protection pack for £30 to help councils comply with GDPR. The DALC's recent newsletter contained a toolkit to assist with this.

Councillor Gant stated it was the village hall's AGM and he should have written a letter asking the parish council to nominate their representative's, who are himself and councillor Clark. The members of the council were happy for those two to remain as representatives.

Councillor Gant has been reporting potholes on the DCC website and they are being repaired.

Councillor Hill informed the council that two parishioners, who have been very community minded, are leaving the parish and he wondered if the parish council should write a letter to them. This was unanimously agreed.

Councillor Reed stated a member of the public has mentioned that when you travel from the village out to Shoresgate Cross the fir tree on the right-hand side is in the view line as you look to see if there is any traffic coming. The clerk to contact DCC and see if the tree can be removed. If the tree can be removed another one could be planted on the left-hand side, but back from the highway.

The clerk reported on the GDPR (General Data Protection Regulation). The council needs to appoint a Data Protection Officer. Consent is required from people who request agendas, minutes etc to hold their information. Councillor Cook suggested they be asked to look at the website for the agenda and minutes. There is a requirement to protect children and the clerk will seek guidance from DALC regarding the website.

The member of the public left the meeting.

11. Confidential Discussion:

11.1 Enforcement cases – there are no changes to the list.

12. Date of next meeting:

May 22nd 2018 (this will include the Annual Council meeting and Annual Parish Meeting)

There being no further business the meeting closed at 8.42 p.m.