

Broadwoodkelly Parish Council

Annual Council Meeting of Broadwoodkelly Parish Council

Minutes of the Annual Council Meeting held on Tuesday May 22nd 2018 following the Annual Parish Meeting in Broadwoodkelly Village Hall

Present: Chairman Cllr R. Heggadon, Cllrs T. Hill, R. Gant Mrs. B. Cook and D. Reed.

Borough Councillor Lois Samuels and 2 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. Clark had sent his apologies because of work commitments. The apology was accepted by the council.
- 2. Elect a Chairman**
Cllr Cook proposed Cllr Heggadon as chairman. This was seconded by Cllr Reed. Cllr Heggadon stated he would stand as chairman for this year.
- 3. Elect a Vice-Chairman**
Cllr Duffin has submitted her resignation from the council, which will be discussed in more detail later in the meeting. A new Vice-Chairman is required.
Cllr Hill proposed Cllr Cook as Vice chairman. This was seconded by Cllr Reed. Cllr Cook accepted the nomination.
- 4. Declarations of Acceptance of Office:** the chairman and vice-chairman both 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 happy to continue as representatives.
 - 5.2 Representative on the Northern Links Committee** – Cllr Gant is the current representative with the chairman as deputy. Cllr Gant stated he wished to stand down. It was agreed to nominate someone as the meetings are announced.
 - 5.3 P3 Co-ordinator** – currently Cllr Gant, who confirmed that he was happy to remain in this role.
- 6. Dates, times and venue of future meetings** - the parish council are currently holding their meetings on the fourth Tuesday of every other month (7.30pm in the village hall). The council confirmed that they were happy to continue with this format.
- 7. Declaration of Interest from Members:**
Councillors are reminded to declare any personal or prejudicial interests they may have in any agenda item.
There were none declared.
- 8. To receive and approve the Minutes of the meeting held on 27th March 2018.**
Cllr Hill proposed that the minutes be signed. This was seconded by Cllr Reed. The chairman signed the minutes.
- 9. Public Participation** – none of the members of the public wished to address the council.
- 10. Report by Borough Councillor** – Cllr Watts informed the council that the Permission in Principle (PiP) begins next month. The Borough Council has had to amend their constitution to incorporate it. Broadwoodkelly shouldn't be affected, but Okehampton, Tavistock and North Tawton could be. Developers can obtain a PiP on a brown field site i.e a developer states he wishes to build 60 houses on a plot of land and can get the PiP and then later on state the details. The Government is considering allowing it on green field sites. The Borough Council only has five weeks to consider this type of application and public consultation could be reduced and delegated powers cannot be used. The Local Plan is disregarded.

11. Past Subject Matters for further discussion:

- a. **[6.1] Parish Website** – Cllr Cook stated that two weeks ago there were 50 hits in one day – they had an interview with the new vicar. She asked if the council wished to continue with the website and if an invoice for £50 could be submitted for payment. Cllr Hill proposed that the council continues to pay for the website. This was seconded by Cllr Gant and unanimously agreed. An invoice will be submitted at the next meeting.
- b. **[6.4] Devon Air Ambulance Trust – Community Landing Site.** The chairman stated he has spoken with Toby Russell and they are meeting on Thursday. He hopes to speak with Mr Vanstone and ask about his field as a second proposal.
- c. **[6.5] Areas of highway requiring work to utilise TAP fund money** – Cllr Gant stated he has reported a number of potholes on the DCC website and these have been filled. The clerk has not received any information regarding areas that require work and asked that councillors email her with details.
- d. **[10] Update on grit bin** – the clerk has contacted DCC and received the following response. Grit bins are an expensive facility to maintain and are no longer routinely filled year. DCC will only fund the installation of a new grit bin in exceptional circumstances, which the proposed location does not meet. The parish is part of the snow warden scheme so could utilise that.
The council felt this area is treacherous in icy conditions. The council asked the clerk to look at the costs of grit bins.
- e. **[10] Update on the fir tree at Shoresgate Cross** – the site has been visited and regard the visibility as adequate. They can see that if the tree was removed it would increase visibility and would look at budgets, but it may not be a priority at this time.
- f. **GDPR** – the clerk reported that small councils do not need to appoint a Data Protection Officer, but those receiving minutes and agendas will need to be contacted and consent obtained to retain their information.

12. Clerk's report and correspondence received:

The following correspondence is contained within the Councillors folder:

- a. The clerk has had problems with wi-fi connection in her office at home. A wi-fi booster could cost £78 and she wondered whether the parish council would be willing to pay for it.
Councillor Watts stated she purchased a Belkin plug-in wi-fi extender for around £20 and this has worked for her. The clerk thanked her for this information. The parish council agreed that if the clerk can find something around this price then they would pay for it.
- b. Clerks and Councils Direct – the clerk will peruse.

13. 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. Discharge of condition approved.
- b. Applic No. 0033/18/ARC Upcott Farm, Broadwoodkelly – application for approval of details reserved by conditions 6 (surface water design) and 7 (facing and roofing materials) of planning consent 1918/17/VAR. Discharge of conditions – split decision.
Cllr Reed explained that the information received regarding Condition 7 was acceptable and the condition has been discharged. However, they requested further information regarding Condition 6, but the emails were sent to an incorrect address and he did not receive the request so that was refused. He now has to submit a fresh application.
- c. Applic No. 0914/18/PDM – Whey Barn, Mount Pleasant Farm, Broadwoodkelly – notification for prior approval for a proposed change of use of agricultural building to dwelling house (Class C3) and for associated operational development (Class Q (a) & (b)). Prior approval required and refused.

A member of the public left the meeting.

- d. Applic No. 4140/17/FUL – Grattons Farm, Broadwoodkelly – application for agricultural workers mobile home. Conditional approval.
- e. Applic No. 1087/18/HHO – Summerhayes, Ingleigh Green, Broadwoodkelly – householder application for demolition of rear single storey flat roof extension and construction of new side and rear single storey extensions for additional living space. Comment required prior to meeting. The council supported the application.
- f. The clerk stated she has received notification of two new applications, but has not received the paper copies yet.

Councillor Watts left the meeting. The chairman thanked her for attending.

14. Finance:

- a. Internal Audit completed and report read out to the council – it was noted that no claim for a repayment of VAT had been made this year. The clerk stated that was owing to HMRC altering their online system and a claim has now been made. With regard to the clerks wages she advised that no PAYE is required as the amount is under £116 per week but advised that a separate spreadsheet is kept showing monthly salary. No other issues to report.
- b. Approve the Annual Governance Statement of the Annual Return – this was circulated prior to the meeting and discussed. Cllr Cook proposed that the Governance Statement be approved. This was seconded by Cllr Gant and agreed by all. The chairman and clerk signed the document.
- c. Approve the Accounting Statements of the Annual Return – also circulated prior to the meeting and discussed. Cllr Reed proposed that the Accounting Statements be approved. This was seconded by Cllr Hill and agreed by all. The RFO had already signed the document. The chairman then signed the Accounting Statements.
- d. Invoice from DALC (renewal of membership) - £58.83 (this invoice was paid prior to the meeting)
- e. Renewal of insurance for Parish Council - £218.00
The clerk informed the council that £175 had been budgeted for this, but the insurers have added a £50 administration fee which was unforeseen. Cllr Hill proposed that this be paid. This was seconded by Cllr Gant and agreed by all.
- f. Invoice from Internal Auditor - £40.00
The clerk informed the council that £70 had been budgeted for this item. Cllr Reed proposed that the invoice be paid and Cllr Gant seconded this. All in agreement.
- g. First half of precept received - £1553.50
- h. Council Tax Support Grant received - £85.00
- i. Invoice from clerk for wages and expenses - £133.35
Cllr Reed proposed that this invoice be paid. This was seconded by Cllr Gant.
- j. Interest on Business Reserve Account - £0.30
- k. Balance at bank – the balance in the current account (at 1 May) £4709.15 and the balance in the Business Reserve Account (at 1 May) is £6761.46.

15. Matters for further reporting:

15.1 Discuss advertising a vacancy for a councillor

The council was saddened to hear that Cllr Duffin had sent in her resignation. It was agreed that a letter should be sent to her thanking her for all her hard work over the years.

The clerk explained that a Casual Vacancy now needs to be advertised. It was agreed that the notice should be on the website and on the noticeboards.

The second member of the public left the meeting.

16. Confidential Discussion:

12.1 Enforcement cases – the cases remain the same.

17. Date of next meeting:

July 25th 2018

There being no further business the meeting finished at 9.04 p.m.