

Broadwoodkelly Parish Council

Minutes of the Broadwoodkelly Parish Council Meeting held on Tuesday August 6th 2019 at 7.30 pm in the Village Hall.

Present: Chairman Cllr R. Heggadon, Cllrs R. Gant, Mrs. B. Cook, J Clark, A Penny, D. Reed and Mrs C. Brook.

Councillor Lois Samuel, Borough Councillor for the Exbourne Ward, was 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.**

There were no apologies as all the councillors were in attendance.

- 1a Report by Borough Councillor** – As Lois had another meeting to attend the chairman brought this item forward so she could present her report and then leave to attend the other meeting.

Lois began her report by informing the council that West Devon BC is considering the option of removing the Council Tax Support Grant, which is given to councils (Broadwoodkelly received £78 in 2019/20 financial year). A consultation is being carried out.

Lois is still Deputy Leader and the Leader of the council is Councillor Neil Jory.

At a council meeting held in May West Devon declared a Climate Emergency. They are currently working with Devon County Council and have formed a Devon Climate Emergency Support Group.

West Devon has set up a five year Corporate Strategy. West Devon would like to hold surgeries in local villages and she wondered whether Broadwoodkelly would be interested in holding one. Councillor Cook suggested a Friday following the weekly walk which begins at 9.30am and is usually finished by 10.30am.

Enforcement – West Devon is considering employing another Enforcement Officer to try and action cases. The parish council pointed out that the list remains the same each month and there are no updates to inform you of how cases are progressing.

Lois was thanked for attending and she then left the meeting.

- 2. Co-opt to fill vacancy for a councillor** – an application has been received from Mrs Cathy Brook. She was unanimously accepted and invited to take her seat on the council. She filled in her Declaration of Acceptance of Office and was given a Register of Interests to complete.
- 3. To receive any Declarations of Interest from Members:**

Councillors are reminded to declare any personal or prejudicial interests they may have in any agenda item.

Councillors Cook, Clark, Penny and Gant all declared an interest in item 8 d as they are all members of the village hall committee. As all the councillors are present the meeting will be quorate so no dispensations required.

- 1.** The parish council has delegated the power of granting dispensations to the clerk
- 2.** To receive written requests for dispensations for disclosable pecuniary interests (if any)
- 3.** To grant any requests for dispensations as appropriate

- 4. To receive and approve the Minutes of the meeting held on 8th May 2019.**

Cllr Reed proposed that the minutes be signed. This was seconded by Cllr Penny. The chairman signed the minutes. The chairman also signed a brief minute explaining why the meeting on July 23rd was cancelled.

- 5. Public Participation** – the member of the public did not wish to address the council.

- 6. Report by Borough Councillor** – please see above

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

- a. [12.a] Parish Website** – Cllr Cook reported that the website is now regularly getting 100-150 hits per week. The web team are looking at revamping some of the wording on the

site and thinking how to archive Parish Council items.

- b. **[12.b] Devon Air Ambulance Trust – Community Landing Site.** The chairman stated he had nothing further to report.
- c. **[6.d] Areas of highway requiring work to utilise TAP fund money** – the road between Middlecott Farm and Brixton Barton has got into a state of disrepair. The clerk to contact Devon County Council and ask if it can be resurfaced.
- d. **[12.e] Update on grit bin** – Councillor Reed stated he had still not heard from Darryl. He and Jon will organise a grit bin.
- e. **[12.f] Policy on how the council awards grants** – Councillor Cook had sent a revised draft to the clerk, who had forwarded it on to Councillors. None of the councillors had received it. The clerk apologised as it was apparent that it hadn't been sent on to Councillors. She will find the email and ensure it is sent out to the members of the council.
- f. **[13.b] Dog Fouling** – Councillor Penny mentioned an email that had been received concerning signs encouraging people to pick up after their dog. He proposed purchasing 20 at a cost of £14.20. This was seconded by Councillor Cook. The clerk to purchase them.
- g. **[13.c] Purchase of new notice board** – Councillor Gant has looked at varying options and proposed purchasing one that measures 1050mm x 1400mm at a cost of £519 +VAT. Councillor Penny proposed that the council purchases this notice board. This was seconded by Councillor Cook and agreed by all. The clerk to purchase it with some magnets. The council will arrange to repay the clerk once the item has been received. Councillor Gant stated he would install it on the existing posts.

8. Clerk's report and correspondence received:

The following correspondence is contained within the Councillors folder:

- a. Complaint received from a parishioner regarding speeding in the village – this was discussed. The council had taken advice on the subject and after considering the options available to them the council decided not to take any action at this time, but if further information comes before the council then this decision will be reviewed.
The clerk to contact the parishioner concerned and inform him.
- b. Request from councillors to attend New Councillor Training – a place has been booked for Councillor Penny to attend a training course on 15th October. The other councillors wished to wait until there was a course at Okehampton.
- c. Update on TPO – the clerk has not heard anything, but will chase it up.
- d. Request from Broadwoodkelly Village Hall for assistance with their insurance - £446.92. Councillors Gant, Cook, Penny and Clark all declared an interest and left the meeting. This was discussed by the remaining councillors. Councillor Reed proposed that the council paid the full amount. This was seconded by Councillor Brook and unanimously agreed.
The councillors were invited back to the meeting.
- e. Winkleigh Neighbourhood Plan – Councillor Brook had attended this event. It had been explained that it is important for villages to have a Neighbourhood Plan as it can influence plans at County and Borough Council level, but there is a lot of work involved. Should Broadwoodkelly have one? See next item on the agenda.
- f. Neighbourhood Planning Courses – an email has been received from Devon Communities Together – they have some courses coming up. Councillor Penny would like to attend the 'Neighbourhood Plans – Getting Started' course to be held on September 10th. The clerk to ascertain the cost for a parish council and then book a place.
- g. Event to commemorate VE Day – Councillor Penny had just sought clarification as to whether there was to be commemoration of VJ Day. The clerk had contacted DALC and they were not aware of plans at the moment.
- h. Clerks and Councils Direct – the clerk will peruse.
- i. Letter from Environment Agency regarding licences to continue abstracting water in a previously exempt area.

- j. Standards and Governance Training – Tuesday 24th September at 2pm Kilworthy Park, Tavistock – the clerk to book two places (one for herself and the other for Councillor Penny). Ascertain the length of the training event as there is a parish council meeting in the evening.
- k. DALC Annual Report

9. Planning:

- a. Applic no. 0686/19/HHO – Grattons, Broadwoodkelly – householder application for new detached garage. Granted conditional approval.
- b. Applic no. 0991/19/PDM Whey Barn, Mount Pleasant Farm, Ingleigh Green – notification for prior approval for 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 given.
- c. Applic no 0830/19/FUL - Colehouse Farm, Broadwoodkelly – construction of menage/sand school. Granted conditional approval.
- d. Applic no. 1152/19/PDM – Newer Park Barn, Broadwoodkelly. Notification for prior approval for a proposed change of use of agricultural building to a dwelling house (Class C3) and for associated operational development (Class Q (a)&(b)). Prior approval required and given.
- e. Applic No. 0844/19/FUL – The Garage, Village Cross, Broadwoodkelly – erection of new garage building. Granted conditional approval.

10. Finance:

- a. Annual Audit – the AGAR and exemption status has been sent to the external auditor. The required documents have been put up on the website.
- b. Invoice from clerk for wages/expenses - £181.84 + £3.66 - £181.50
The clerk apologised and asked the council if she could £3.66 to this total as she had overlooked a receipt for postage. The council agreed and a cheque for £181.50 was signed.
- c. Making Tax Digital update – this was received as part of a DALC email. If a council is not VAT registered and reclaims using a VAT126 form it will NOT be affected during 2019/20, nor does it seem likely this will change in 2020/21
- d. Interest on Business Reserve Account - £3.42 (May £1.15, June £1.04 and July £1.23)
- e. Balance at Bank – the balance in the current account as at 23 May is £5647.31 (does not include the payments, or commitments to purchase, made this evening). The balance in the Business Reserve Account at 31 July is £6774.15.

11. Matters for further reporting:

Cllr Cook felt a sign ought to go in the noticeboard stating that it is for the promotion of village events only and include a reference to the website.

The chairman stated that he had attended the Chairman training and it had been mentioned that meetings should be held for every planning application that comes in. Not all councillors need attend, but you would need a quorum (at least 3). The council did not feel that it was necessary for the clerk to attend every one.

12. Confidential discussion:

16.1 Enforcement cases – remain the same

13. Date of next meeting:

September 24th 2019

There being no further business the meeting finished at 9.15 pm