Broadwoodkelly Parish Council

Minutes of the Broadwoodkelly Parish Council meeting that took place on Tuesday 24th July 2018 at 7.30 p.m. in the village hall.

Present: Vice Chairman Cllr Mrs. Cook, Councillor R Gant, Councillor J. Clark, Councillor D. Reed and Councillor A. Penny.

Also present: Two members 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 (work commitments) and the Chairman Councillor Heggadon (he is away on holiday). These apologies were accepted.

Councillor Louise Watts had emailed apologies for herself and Councillor Samuels. They have a full council meeting followed by another meeting so will be unable to attend.

As the chairman is away the Vice Chairman will take the chair. This was proposed by Cllr Gant and seconded by Cllr Reed. Cllr Mrs. B. Cook took the chair and signed a declaration of acceptance of office.

2. Co-opt to fill the vacancy for councillor the clerk stated the council has received a letter from the Borough Council stating that there has not been a request for an election so the council are able to co-opt.

An application has been received from Mr Alex Penny and this has been circulated to the councillors. Councillor Mrs. B. Cook proposed that he be co-opted to the council. This was seconded by Councillor J. Clark. Councillor Penny was invited to take his seat on the council. He signed a declaration of acceptance of office and was given a Register of Interests form to complete and return to the clerk.

3. To receive any declarations of interest from members of the council

Councillors Cook, Gant, Clark and Penny all declared an interest in item 8 (a) as they are members of the village hall committee. Councillors Cook and Penny declared an interest in item 10 (a) as they are members of the Broadwoodkelly Community Web Group.

Councillor Penny declared an interest in item 8 (d) as he is Treasurer to Broadwoodkelly PCC.

4. To receive and approve the Minutes of the meeting held on 22nd May 2018.

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

5. Public Participation

The member of the public did not have any issues to raise.

6 Report by Borough Councillor

Councillor Watts had emailed a brief report. The finance team along with the auditors KPMG have worked hard to deliver the annual accounts. A clean audit report was received and the final accounts were approved.

There is a proposal to try and save 50,000 on the running of public conveniences in the borough. The ideas being explored are to introduce a small charge to use some facilities, pass on the responsibility to the town/parish council and to close some facilities that have other toilets close by.

7. Past Subject Matters for further discussion:

a. [11a] Parish Website the chairman stated there had been a glitch with the website over the weekend items couldnt be posted to the website. The software has been updated and it is now okay. On Wednesday the site received 45 hits other days it averages between 15 and 25. The website wishes to support local events and businesses so please encourage people to email.

b. [11.b] Devon Air Ambulance Trust Community Landing Site.

The chairman Councillor Roger Heggadon has met with DAAT and they felt the site was ideal. The next step would be to send someone to survey the site and if it is okay then they would need to meet with the landowners. There would need to be some management of the site and a power supply possibly from the village hall (?). The chairman has not heard anything since the meeting.

c. [11.c] Areas of highways requiring work to utilise TAP fund money the clerk has not received any locations from Councillors. Bring to the next meeting.

d. [11.d] Update on grit bin the clerk has recently contacted DCC regarding them selling a grit bin to the parish council or providing supplier details. She has not yet received a response. She suggested it may be possible to obtain some funding for it from the Communities Together Fund (relaunched TAP fund).

e. GDPR the clerk has contacted the people on the distribution list and deleted those who have not responded. As the council is very small a piece could be put on the website to that effect that the council holds limited information and would not pass on any of this information to a third party without contacting the person first. The item would be circulated to the members of the council first and it was felt that Cllr Pennys experience as a solicitor would be helpful in this instance.

8. Clerks report and correspondence received:

The following correspondence is contained within the Councillors folder:

a. Request from Broadwoodkelly Village Hall for grant to assist with the annual insurance premium – 435.88

As four members of the council have declared an interest in this item it was decided to defer this item to the next meeting as there isnt a quorum to discuss this tonight.

b. Letter from Devon County Council regarding a proposed diversion of Footpath 4

This footpath is the one that passes Redhays. The council discussed it and instructed the clerk to reply stating the council has no objections to the proposal.

c. Notification of road closure Road from Splatts Cross to Park Farm (27th September 28th September 2018). The closure is to allow Kier to carry out SWW Utility works.

d. Letter from Broadwoodkelly PCC requesting a donation towards the upkeep of the churchyard.

Councillor Penny declared an interest and left the meeting. The member of the public also left the meeting.

The council discussed the request and whilst the council were sympathetic to the request they felt it would be advisable to have two quotes as estimates can elevate.

Councillor Penny and the member of the public were invited back into the meeting and Councillor Penny was informed of the decision. He stated he would endeavour to obtain the required quotes.

e. Clerks and Councils Direct

f. Request from North Dartmoor Search and Rescue Team for a donation. Asked to submit a letter in November when it can be considered with the setting of the precept.

9. Planning:

a. Applic No. 1461/18/LBC Fourways, Ingleigh Green, Broadwoodkelly Listed building consent for replacement 2no. gable and chimney stacks and replacement of thatch roof to rear. Comment required prior to meeting. Council supported.

b. Applic No.1540/18/COU Barn at Ingleigh Green Broadwoodkelly change of use from agricultural building to dwelling. Comment required prior to meeting. Neutral view submitted.

c. Applic No. 1579/18/ARC Former site of Part Upcott, Track to Upcott, Broadwoodkelly Application for approval of details reserved by condition 6 (drainage details) of planning consent 1918/17/VAR. No statutory consultation sent out for information only.

d. 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. Granted conditional approval.

e. Applic No. 1579/18/ARC Former site of Part Upcott, Track to Upcott, Broadwoodkelly Application for approval of details reserved by condition 6 (drainage details) of planning consent 1918/17/VAR. No statutory consultation sent out for information only. Discharge of conditions approved.

The following came in after the agenda had been sent out:

f. Applic No. 2319/18/NMM Barn 1 & 2 Upcott Farm, Broadwoodkelly Non material amendment to planning consent 2792/17/VAR to change windows from timber to composite. There is no statutory consultation requirement on this application (sent out for info only)

g. Applic No. 1461/18/LBC Fourways, Ingleigh Green, Broadwoodkelly Listed building consent for replacement 2no. gable and chimney stacks and replacement of thatch roof to rear. Granted conditional approval.

h. Applic No.1540/18/COU Barn at Ingleigh Green Broadwoodkelly change of use from agricultural building to dwelling. Granted conditional approval.

10. Finance:

a. Invoice from Broadwoodkelly Community Web Group contribution towards cost of

Hosting website – 50

Councillors Cook and Penny declared an interest as they are members of the Web Group. Councillor Gant proposed that the invoice be paid. This was seconded by Councillor Reed and agreed by all.

b. Invoice from clerk for wages and expenses – 136.33

The invoice was circulated for the councillors to see. It includes the purchase of the Belkin Wi-Fi extender. Councillor Cook proposed that the invoice be paid. This was seconded by Councillor Gant and agreed by all.

c. Amendment of bank mandate and addition/removal of signatory

The bank mandate is to authorise the removal of Jo Duffin as a signatory and to add a replacement signatory. Councillor Reed proposed that Councillor Gant be added as a signatory. This was seconded by Councillor Cook. It was resolved that the authorised signatories in the current mandate for the accounts held by the parish council be changed in accordance with sections 5 and 6 (or as above) and the current mandate will continue as amended. Councillor Gant was given the form to take to the bank (the clerk gave him the times the mobile bank visits local towns).

The two remaining signatories are absent this evening and Councillor Cook proposed that the opportunity should be taken to add more signatories. Discuss at next meeting.

d. Interest on account (May 0.29 and June 0.27) – 0.56

e. Received reclaimed VAT from HMRC – 105.55

f. Balance at bank the balance in the current account (as at 29 Jun 2018) is 4364.52 and the balance in the Business Reserve Account (as at 29 Jun 2018) is 6762.02. The chairman initialled the bank statements.

11. Matters for further reporting:

The chairman felt that the council should have a policy on how they award grants (e.g. does the council award grants to organisations outside the parish or not?). Bring to the next meeting.

The member of the public left the meeting.

12. Confidential Discussion:

12.1 Enforcement cases the cases remain the same.

13. Date of next meeting:

September 25th 2018

There being no further business the meeting closed at 8.35 p.m.