

Broadwoodkelly Parish Council

Minutes of the Broadwoodkelly Parish Council held on Tuesday 16th June 2020 at 7.30 pm. The meeting was held remotely (via Zoom) owing to the escalation of Covid – 19.

Present: Cllrs R. Heggadon (Chairman), R. Gant, D. Reed, J. Clark and A. Penny.

1. To receive apologies for absence and consider if the reason for the absence should be approved by the council.

Councillor Mrs Cook had sent her apologies as her broadband connection is not good and she would not be able to participate. The apology was accepted.

2. To receive any declarations of interest from members:

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

2.1 The parish council has delegated the power of granting dispensations to the clerk

2.2 To receive written requests for dispensations for disclosable pecuniary interests (if any)

2.3 To grant any requests for dispensations as appropriate.

Councillors did not have any declarations of interest to declare.

3. To receive and approve the Minutes of the meeting held on 28th January 2020.

Councillor Penny proposed that the minutes be signed as a correct record. This was seconded by Councillor Reed and agreed by all. The clerk will arrange for the chairman to sign the minutes at a later date.

4. Public Participation – there were no members of the public present. The meeting ID and password had been put on the website for members of the public to join the meeting.

6. Report by Borough Councillor

The Borough Councillor was not present.

7. Past Subject Matters for further discussion:

a. [7.a] Parish Website – Councillor Penny had contacted Councillor Mrs Cook to ask if the parish website complies with the website accessibility. She confirmed that it does. The web group hope to hold a meeting once the Covid-19 restrictions ease.

b. [8.d] Delegations – a document prepared by Councillor Penny has been circulated to all councillors. It proposes a delegation process for urgent decisions (the clerk to consult with the Chairman and Vice Chairman. If either is not available then the clerk should consult with the longest serving member who is available.

A delegation process for planning applications was also proposed.

Both of these proposals were unanimously approved by the members of the council.

8. Clerk's report and correspondence received:

The following correspondence is contained within the Councillors folder:

a. Doing What Matters project – report on meeting held with Darryl Jagger on March 12th

It all comes down to money. DCC are trying to be more practical. Rules and regulations with tarmac mean that any excess has to be taken miles away. Bridge between Middlecott – Ingleigh Green. Health and safety regulations mean that the wood has to be inspected to see if it has been treated with arsenic before any repairs can be carried out.

DCC's view of principle roads are different to the parish council's. DCC regard Shoalgate Cross to Monkokehampton as the main road, but the parish council feels that all the roads are important.

Darryl did seem approachable and the meeting was informative.

- b. Internal Auditor's report – this was circulated prior to the meeting. There were no issues to report.
- c. Letter from Broadwoodkelly PCC thanking the parish council for the donation towards the maintenance of the churchyard. The clerk read this out to the council.
- d. Website Accessibility – this was discussed earlier under 7 a.
- e. Broadwoodkelly P3 forms submitted – Councillor Gant has submitted the P3 forms and as the council still has £640 no request for a grant has been submitted this year. There are three items where DCC have work in hand:
Footpath 1 or 2 where a tree has fallen over footbridge and they are supplying new fieldgates, Footpath 4 where a re-direction has been approved, but further signage is required to inform walkers and Footpath 17 where a stile has fallen down.
- f. Clerks and Councils Direct
- g. Broxap – Litter and Recycling Bins
- h. Glasdon Brochure
- i. Signatures on electronic version of the Register of Interests. The redacted documents are now on the website.

9. Planning:

- a. Application No. 1805/17/ARC Land adjacent to The Villas, Broadwoodkelly – approval of details reserved by condition number 9 of planning consent 00707/2015. Conditions discharged.
- b. Application 0830/20/FUL Whey Barn, Mount Pleasant Farm, Broadwoodkelly – Conversion of redundant barn into dwelling, to include associated building operations, wood burner, air source heat pump, access and landscaping. Comment required prior to meeting. Council supported.
- c. Application No. 1068/20/HHO Upcott House, Broadwoodkelly – Householder application for addition of single-storey glass room to rear elevation of property. No comment submitted, but no adverse views.
- d. Application No. 1297/20/ARC The Barn, Ingleigh Green, Broadwoodkelly – Application for Approval of details reserved by Conditions 6,7 and 8 of planning consent 4202/19/VAR. No consultation – info sent out for information only. No comment submitted.
- e. Application No. 1395/20/FUL Summerhayes, Ingleigh Green, Broadwoodkelly – Retrospective change of use from agricultural building to joinery workshop. Discuss at meeting.
The council discussed this application and decided to support it. The clerk to submit the comment to West Devon Borough Council.
- f. Application No. 4202/19/VAR The Barn, Ingleigh Green, Broadwoodkelly – Application for variation of condition 2 of planning consent 1540/18/COU. Granted conditional approval.
- g. Application No. 4033/19/FUL Land at SX 614 105 Adjacent to Highcroft, Broadwoodkelly – Construction of five new dwellings with associated parking and infrastructure. Application has been withdrawn.
- h. Application 0830/20/FUL Whey Barn, Mount Pleasant Farm, Broadwoodkelly – Conversion of redundant barn into dwelling, to include associated building operations, wood burner, air source heat pump, access and landscaping. Granted conditional approval.

10. Finance:

- a. To approve Section 1 Annual Governance Statement of AGAR

The AGAR (Annual Governance and Accountability Return) has been circulated to all the councillors. Councillor Penny proposed that Section 1 be approved by the council. This was seconded by Councillor Gant and agreed by all.

- b.** To approve Section 2 Accounting Statements of AGAR
Councillor Penny proposed that Section 2 be approved by the council. This was seconded by Councillor Clark and agreed by all.
- c.** To approve the Certificate of Exemption contained in AGAR
Councillor Penny proposed that the Certificate of Exemption be approved by the council. This was seconded by Councillor Gant and agreed by all.
The clerk will arrange for the Chairman to sign the AGAR.
- d.** Invoice from DALC (Annual Membership) - £59.83 (agreed prior to meeting)
- e.** Renewal of Parish Council insurance - £218 (agreed prior to meeting)
- f.** Invoice (revised) from clerk for wages/expenses (Feb/March) - £197.21 (agreed prior to meeting)
- g.** Invoice from clerk for wages/expenses (April/May) - £129.81
The invoice was circulated prior to the meeting. Councillor Penny proposed that this invoice be paid. This was seconded by Councillor Gant and agreed by all.
- h.** Invoice from internal auditor - £45
This invoice was circulated prior to the meeting. Councillor Penny proposed that this invoice be paid. This was seconded by Councillor Gant and agreed by all.
The clerk will arrange for the cheques to be signed after the meeting.
- i.** First half of precept received - £1432.00
- j.** Reclaim of VAT received from HMRC - £195.89
- k.** Interest on Business Reserve Account (Jan £1.15, Feb £1.04, March £1.19, Apr £1.12 and May £1.08) - £5.58
- l.** Balance at Bank – the balance at the current account is £5922.37 and includes all payments and receipts except items g. and h. The balance in the Business Reserve Account is £6785.41

11. Matters for further reporting:

There were no items to report.

12. Confidential discussion:

16.1 Enforcement cases – remain the same.

17. Date of next meeting:

Possibly July 28th. Most likely to be held remotely depending on Government advice at the time.

There being no further business the meeting closed at 8.03 pm