

WEST BUCKLAND PARISH COUNCIL

Chairman – Mrs M K Blogg
4 Peacocks Close
West Buckland
TA21 9JY
Tel 01823 663378
email margaretblogg@btinternet.com

Clerk – Mrs J Larcombe
6 The Old School
Chapel Street
Tiverton
EX16 6ND
Tel 01884 252647
email kentisbearepc@yahoo.co.uk

www.westbuckland.org

The minutes of a meeting of the Parish Council held on Tuesday 26th April 2016 in the Main Hall, West Buckland Village Hall at 8.00pm.

Present: Cllr's Mrs M Blogg (Chair), D Lacey, Mrs C Hannath, J Nutt, D Mitton, C Rayson and C Silverlight.

In attendance: the Clerk Mrs J Larcombe.

176/04/16. To accept apologies for absence. Apologies were received from PCSO Fyne and District Cllr C Hill.

177/04/16. Disclosure of interest in items on the agenda. There were no disclosures.

178/04/16. To agree the minutes of the meeting held on 29/03/16. The minutes were agreed as a true record of the meeting and they were duly signed by the Chairman.

179/04/16. Matters arising from the minutes not covered by the agenda. There were no matters arising.

180/04/16. Democratic Period. There were no members of the public.

181/04/16. Planning:

a) To consider any Planning Applications received by the Parish Council prior to the meeting. There were no applications.

b) To receive decisions from planning applications determined by TDBC.

46/16/003 Relocation of LPG refuelling units at 21 Knights Road, Chelston Business Park.
Decision: conditional approval granted.

c) Update on planning enforcement matters reported to TDBC. The Clerk reported that she had spoken to Mr Horan, TDBC Planning Enforcement Officer and received the following update:

E/0010/46/16 - Gerbestone Manor Farm. Mr Horan has visited the site to look at the reported contravention to the planning approval. He has told the owner that a retrospective planning application needs to be submitted. If an application is not received in the next month, or there has been no correspondence from an agent, this will be pursued.

E/0026/46/16 - The Old Haybarn, Morrishes Farm. Mr Horan confirmed that an application for change of use needs to be submitted for the Smokery and he has informed the owner of the business. There has been further discussion about the requirement for a change of use application between Mr Horan and the owners agent and Mr Horan has confirmed an application is required. Again there will be a time limit for the application to be submitted.

d) **Any other planning matters.** There were no other planning matters.

182/04/16. Highways.

a) **To report on work carried out by the SCC Highway Department and to receive reports on work that is needed.** Nothing reported.

b) **Matters arising from previous meeting/s**

- **Sawyers Hill.** The removal of the Leylandii at West View has left an area of exposed mud on the verge and there was concern that this might get onto the road. Cllr Lacey is willing to clear up the verge with a digger.
- **Kerb at Dyers Close.** The incident of a person tripping over the high kerb has been reported to Highways.
- **Removal of BT phone box.** BT has instructed a contractor to remove the phone box but no date for the work has been given.
- **Request for brown sign.** Jo Sharp, Highways Engineer, will not be granting the request from the owner of the Smokery for brown tourist signs in the village. She has offered to arrange for the redundant brown sign for The Gallery to be removed and location directions have been given to her.

c) **To note parking issues in the village and notices advising on parking areas.**

Following parking problems in the centre of the village a notice was put on the notice board advising that additional parking was available in Frogs Lane and at the bottom of Sawyers Hill. In the past parking has been allowed in Frogs Lane but a resident has contacted the Chairman and Clerk to say that about two years ago TDBC put up a notice limiting parking to residents only. The sign on the notice board has been amended and an apology for the mistake has been made to the resident.

d) **Maintenance of finger post signs in the parish.** Cllr Lacey has put together a list of finger post signs in the parish accompanied by photographs to document their condition. There are two signs in Ham to be added to the list. The Council agreed they would like to renovate the signs and enquiries will be made to find out what the Council is allowed to do to renovate them. Cllr Silverlight offered to do some renovation work to the signs in the area he lives in, subject to materials being provided. A second brown tourist sign for The Gallery was noticed and details will be passed to Jo Sharp.

e) **Any other highways matters.** It was reported that the pavement beside the A38 has been cleaned from the roundabout at Chelston to Willowbrook Nurseries.

Cllr Mrs Hannath will report the split paving slabs at Lee Park to Highways.

Cllr Silverlight will report a problem with the drainage ditch between Huntspath Farm and Rose Cottage to Highways.

183/04/16. Finance

a) **To agree and authorise payments.** It was resolved to make the following payments:

Mrs J Larcombe - £239.10 Clerk's salary and expenses (Chq no 1312)

West Buckland Village Hall Trust - £47.00 room hire (Chq no 1313)

Heathfield Garden Contractors - £432.00 grass cutting and strimming (Chq no 1314)

a) **To agree renewal of membership of Community Council for Somerset for 2016-17.** It was agreed that the Council would not renew its membership.

b) **To approve the Annual Accounts for 2015/16.** This was deferred to the next meeting as the Internal Audit now has to be done before the Annual Governance Statement is approved and the Annual Governance Statement has to be agreed before the accounts are agreed. The Internal Audit is due to be carried out on May 13th.

d) **To review and agree Business Risk Assessment April 2016.** Following a review by the Clerk and Cllr Mitton some amendments were added. Cllr Mitton noted the work put in by the Clerk to update the document. The Business Risk Assessment was agreed.

e) **To agree an Anti-fraud and Corruption Policy.** The policy was agreed.

f) Update on the purchase of a defibrillator. Cllr Mitton has obtained some details about the price of defibrillators. The Council is waiting for details of grant funding for this financial year from the British Heart Foundation.

g) To report on the meeting with West Buckland PCC to discuss the newsletter and grant funding. It was reported that the meeting between the Parish Council and the PCC had been positive. The Church wants to retain ownership of the newsletter and following discussion a new community format was agreed and the title will be changed to West Buckland Community News. The new editors are trying to increase the editorial content. The PCC will advise the Parish Council about the amount of funding they will need to support the production of the newsletter. The Council requires proof of need before it agrees funding to any organisation. The Parish Council will use the newsletter to provide more information about its activities to parishioners. A list of Councillors will be put in the newsletter after the Annual Meeting.

h) To inform the Council about the update to Governance and Accountability. The Practitioners Guide has been updated and contains the information about how the annual return has to be completed. The document now refers to 'smaller authorities' rather than councils.

184/04/16. Playing Field:

a) Advice from TDBC DLO following inspection of swings. The Clerk reported that Josep Galiceo, TDBC DLO, has inspected the swings and has confirmed that there are no problems with the shackles. He has offered to inspect them at intervals, when he is passing the play area. Wear is about a half at the moment and replacement should be made when this increases to three quarters.

b) Update on purchase of new signs for the playing field and play area. It was agreed to purchase a laminate advisory sign at a cost of £35 + VAT. A quote has been received from Custom Plastics, Signs & Engraving. A new 'No Dogs' sign is needed for the play area.

c) To discuss which organisations/use of playing field needs risk assessment and proof of public liability insurance. It was agreed that any organisation carrying out an activity on the playing field will need to provide proof of public liability insurance and a risk assessment. The WI will be asked for proof that the contractor cutting the grass for the golf croquet area has public liability and has carried out a risk assessment. The person who uses the field for dog training has provided proof of insurance and will be providing a risk assessment.

d) Any other matters to note. The Rospa annual inspection will be carried out in June. The spring on one of the pedestrian gates needs attention.

185/04/16. Footpaths: any matters brought forward. The integral pedestrian and field gate has still not been installed on Footpath WG 14/22 and Cllr Silverlight reported to the Chairman and Clerk that the existing gate was locked. The Clerk has contacted Sally Vickery, Rights of Way Officer, and she has written to the land owner to ask when the gate will be installed.

186/04/16. Update on forming a speed check group in West Buckland. PCSO Fyne has contacted the Clerk to ask about progress with this initiative. Two people are now interested. Information has been put on the website and in the newsletter. The Police have done a risk assessment and identified two safe sites where speed checks can be carried out. The Council will continue to try and recruit more members.

187/04/16. Update on information added to the website. The regular monthly updates have been made to the Parish Council pages and the May newsletter has been added to the newsletter page. Information about the Annual Parish Meeting was added as news.

188/04/16. Correspondence and items of interest. There was no further correspondence.

189/04/16. Any urgent business at the Chairman's discretion (Not for Decisions). There was no urgent business.

190/04/16. Date of next meeting. The next meeting will be held on Tuesday 31st May at 7.30pm. This will be the Council's Annual Meeting.