

BIGBURY PARISH COUNCIL

Minutes of the monthly meeting of Bigbury Parish Council held in the Memorial Hall, St Ann's Chapel on WEDNESDAY 10th October 2018 at 7:30pm.

PRESENT: Cllrs: B Carson, S Smith, E Huntley (D. Cllr.), C Case, V Scott, and Clerk R Matthews. Seven residents were also in attendance.

1.0 Declaration of Interest

The Chairman read out a statement in respect of Declaration of Interest adding that he had a personal interest in a planning topic – Royal Oak agenda item 8.

2.0 Apologies for absence:

Apologies for absence were received from Cllrs. Rosevear and Getley

3.0 Minutes of previous meetings held on September 12th 2018

Cllr. Huntley proposed the minutes be accepted as an accurate record of this meeting. Cllr. Smith seconded the proposal and all Councillors present at that meeting voted unanimously to accept the minutes, which were duly signed by the Chairman.

4.0 Matters arising (actions) from September 12th meeting and not covered in this month's agenda:

Clerk provided a) an update on the clearance of sand and general housekeeping around the Millennium steps adding this would not be attended to until the weather was 'less sunny' and there were less users of the steps, b) an update on the VAS speed monitoring exercise to be undertaken in St Ann's Chapel by Devon Highways stating that DCC Highways would complete this in November, c) an update on the general maintenance of the Warren and cutting of grass verges adding that a communication from SHDC had been received to indicate this had been completed, d) a statement that the 'Scams video' received from C. Cllr. Gilbert had been received and subsequently shared with Parish Councillors as requested, e) a statement that the 'opening ceremony' for the DAA night landing site was still work in process.

In respect of 'c' above, Resident A indicated the verges had not been cut as stated by SHDC and Clerk was to follow up on this again.

Action Clerk

5.0 County Councillor's report

C. Cllr. Gilbert provided the following updates:

In respect of the County Council review process for the payment to use Public Toilets, he stated that each site had its own characteristics and would therefore be looked at individually - there is unlikely to be a one solution fits all outcome. He encouraged the Parish Council to engage in the process, be creative about putting forward suggestions and asked the District Councillor to take the views of the Parish Council and residents to the team responsible for delivering this cost saving project. A final decision on the future funding and operation of Public Toilets would be made later this year.

C. Cllr. Gilbert advised there was an ongoing project in conjunction with West Devon to review outsourcing options for waste collection, street cleaning and park maintenance adding that West Devon already used an outsourced solution.

Commercial details could not be shared but the objective was to provide better overall value to Council Tax payers – improving the quality of service at a more competitive price than was currently calculated. He further stated the complaints reporting process for all issues relating to these services would remain the direct responsibility of SHDC in the event that a decision was made to outsource. As always in these situations, should the decision be made to outsource all staff would transfer across to the new provider under the TUPE legislation.

Cllr. Carson expressed concerns that should such a transfer of services be made, there would be no scope for the Council to take the benefit from any future cost saving exercises and such savings would go straight to the third party provider.

C. Cllr Gilbert stated this process would be complete and presented to the Executive in mid-December.

6.0 Open Session

Resident B thanked C. Cllr. Gilbert for the excellent and swift response in respect of the repair of potholes, adding the online system was easy to use. C. Cllr Gilbert stated the backlog of such repairs had now been cleared thanks in part to the general lack of rain in the summer.

Resident C advised he had reviewed the external audit report for the Parish accounts and queried why the Hi-Viz jackets purchased were not shown as assets with a value. Clerk advised these were a very low value purchase and had been written off in the year acquired. This would be an agenda item for the next meeting as the general intention was to offer the jackets, at the cost price, to local residents as protective safety wear. Cllr. Smith confirmed she still had the remaining stock of jackets and would bring them to future meetings in order to try and sell them

7.0 District Councillor's Report

D. Cllr. Huntley shared the following updates:

Funding for CVS from SHDC had been cut to £0 and CVS were now expected to self-fund through donations. Public had the option of writing to SHDC if they had an opinion on this matter.

Similarly SHDC had made a 10% reduction of funding for AONB, which has subsequently been deferred until January 2019. Public had the option of writing to SHDC if they had an opinion on this matter.

The report on customer satisfaction levels for services provided by SHDC showed low level results – full details of the report could be found on-line.

D. Cllr. Huntley advised the phone box near the layby was now covered in vegetation and in need of attention. Clerk advised he was waiting for a quote to tidy the layby and would add this to the scope. Resident A enquired about replanting of the boat with flowers and Clerk advised again he was waiting for a quote.

Cllr. Carson considered this requirement would be better met by providing funding for local residents and asked this to be considered. **Action Cllr. Huntley**

8.0 Planning related matters

2341/18/HHO Kingfisher House, 4 Hexdown Barns, Bigbury. Application for a swimming pool with the associated hard landscaping. Cllr. Scott advised she had visited this site and considered there to be no reason to object. After further discussion on the matter Cllr. Scott proposed support for the application. This was seconded by Cllr. Case and agreed by the Councillors with the exception of Cllr. Huntley who abstained from the vote.

2859/18/FUL Courtlage, Lower Cumery. Conversion of and change of use of barn to residential holiday accommodation. A group of Councillors visited this site early in the evening and agreed there was no reason to object to the proposal. After further discussion on the matter Cllr. Smith proposed support for the application. This was seconded by Cllr. Case and agreed by the Councillors with the exception of Cllr. Huntley who abstained from the vote.

3005/18/HHO Courtlage, Lower Cumery. Application for proposed single storey extension and alterations. A group of Councillors visited this site early in the evening and agreed there was no reason to object to the proposal. In general terms this revision enhanced the property and after further discussion on the matter Cllr. Scott proposed support for the application. This was seconded by Cllr. Smith and agreed by the Councillors with the exception of Cllr. Huntley who abstained from the vote.

3058/18/VAR Lower Cumery Barn. Variation of condition 3 of planning consent. A group of Councillors visited this site early in the evening and after further discussion on the matter Cllr. Case proposed support for the application with the condition that it must remain solely for use as an Agricultural Occupancy Dwelling. This was seconded by Cllr. Smith and agreed by the Councillors with the exception of Cllr. Huntley who abstained from the vote.

2960/18/FUL Bayview, Clematon Hill, Bigbury-on-Sea. Demolition and rebuilding of dwelling. Having previously been reviewed and discussed, Cllr. Carson proposed support for the application. This was seconded by Cllr. Scott and agreed by the Councillors with the exception of Cllr. Huntley who abstained from the vote.

3127/18/OPA Land adjacent to Folly Rise, Ringmore Drive, Bigbury-on-Sea. Outline planning application for new four bedroom dwelling. For background information, resident A indicated this OPA had been raised as a result of a discussion between the owner of the land and an Estate Valuer. After discussion and in keeping with prior such decisions, Cllr. Case proposed the Council should object to the application on the basis it had no further detail in respect of any dwelling that may be built on the site. This was seconded by Cllr. Scott and agreed by the Councillors with the exception of Cllr. Huntley who abstained from the vote.

2873/18/FUL Former Royal Oak, Bigbury. Change of use from former pub to #3 dwellings. Removal of modern additions and outbuildings. Reconstruction of rear sections. Cllr. Carson took no further part in this discussion having declared a personal interest in the topic at the start of the meeting. In discussion, the Parish Council expressed their disappointment that the original intent to keep this building as a pub or for use as a community asset had not received formal backing from the District Council. There was however no point in dwelling on this matter further. The site was in need of completion as there was risk of further decay through lack of progress. Although the building proposal was adequate there remained a significant road traffic issue at this very narrow part of a very busy roadway. Therefore Cllr. Smith proposed the Parish Council object to the application on the grounds of road safety (both traffic and pedestrian) and that the plans be revised to incorporate a passing place. This was seconded by Cllr. Scott and agreed by the Councillors with the exception of Cllr. Huntley who abstained from the vote. A further condition was to be requested in respect the horse mount at the front of the building is to be maintained.

Update on Neighbourhood Plan – Cllr. Scott provided the following update:

Community-led housing scheme

The draft layout plan for this development has now been agreed and we are now waiting for the landowners to sign the Option Agreement. Once the Option Agreement has been signed we can then ask the Architect to prepare some drawings and a computer model showing what the scheme might look like.

We are proposing to have a community event to discuss the scheme on 10th November 2018 from 10am to 12noon at the Memorial Hall but this might have to be again postponed if there is a delay in terms of getting the Option Agreement signed. We are not therefore advertising this event until we are certain that it will be taking place.

The ground investigation work has now been completed and the Archaeological trenching and other expensive work will be started once the Agreement has been signed.

We are also sending a copy of the draft layout to Wendy Ormsby, the Planning Case Officer at SHDC for her further comments. She was previously supportive of the principles of the proposed development and we have taken on board her earlier recommendations.

Draft Neighbourhood Plan

The draft plan is being updated following the Inspectors' Advice Note on the Joint Local Plan and following the publication of the new NPPF. We are also proposing to strengthen the policy relating to the design of new residential development in terms of protecting communal and individual views. This follows comments made by Duncan Smith, the new policy officer at SHDC who has now been put in charge of neighbourhood planning matters. Mr Smith considered that the views in the parish were of special importance to the community and that it was appropriate that these should be preserved as part of the policies of the Neighbourhood Plan. He noted that many people had bought their properties because of the views and would not want these to be lost or harmed.

We hope to be able to publish the Pre-Submission version of the Bigbury Neighbourhood Plan by November 2018. This will then give the community a six week period to comment on the plan. It will then be amended, if necessary, and then sent to the SHDC for formal comment prior to the Examination.

Tenures in Bigbury Parish (October 2018)

Place	Principal residence	Second Home	Holiday let	Vacant	Total
Bigbury on Sea	50 (30%)	60 (35%)	50 (30%)	9 (5%)	169
Challaborough	11 (48%)	8 (35%)	4 (17%)	0 (0%)	23
Bigbury Village	37 (67%)	11 (20%)	5 (9%)	2 (4%)	55
St Ann's Chapel	48 (91%)	1 (2%)	3 (6%)	1 (2%)	53
Easton	15 (68%)	2 (9%)	4 (18%)	1 (4%)	22
Rural Area	37 (78%)	6 (13%)	4 (9%)	0 (0%)	47
Total	198 (54%)	88 (24%)	70 (19%)	13 (3%)	369

Summary

Total number of properties = 369
Bigbury on Sea and Challaborough = 192 (52%)

Tenures

Parish as a whole:

Principal Residence = 54%
Second homes = 24%
Holiday lets = 19%
Vacant = 3%

Bigbury on Sea and Challaborough

Principal residence = 32%
Second homes = 35%
Holiday lets = 28%
Vacant = 5%

Other Areas (Percentage of dwellings used as principal residence)

St Ann's Chapel = 91%
Easton = 68%
Bigbury Village = 67%
Rural Areas = 78%

9.0 Finance: Approval of payments to be made and presentation of finance statement

Clerk shared two observations made by external auditors, neither of which have a material impact on the Parish financial position. Further detail of this can be found on the Bigbury Community website.

Cllr. Case proposed the financial statements and recommended payments be accepted which was seconded by Cllr. Carson and all councillors agreed. Clerk was to raise the following payments:

£512.40	R Matthews – cheque 1179 for guillotine cancelled (supplier does not accept cheques). Reimbursement of credit card payment made from personal account
£540.00	R Matthews - Clerk salary – qtr. ended 30.09.18
£206.74	R Matthews - Clerk – expenses qtr. Ended 30.09.18
£20.00	Donation – CPRE
£100.00	Donation – Royal British Legion (Modbury branch)
£1182.00	R Matthews - West Country Skip Hire. Reimbursement of credit card payment as cheques not accepted for payment by WCSH Cost of 3 skips £822 + management of process £360
£240.00	PKF Littlejohn LLP – external audit fee
£30.00	Bigbury Memorial Hall – hire for Parish Council meetings
£32.28	British Telecom – monthly line and broadband rental Paid by direct debit

Clerk showed a slide of the current cash book and bank reconciliation statement showing a balance of £28,195.83 as at September 30th 2018.

Clerk showed a statement of restricted and reserved funding with a balance of £8,363.23. To be further amended to take into account payment of DAA Air Ambulance project

Clerk showed details of S106 funds held by SHDC - £162,771 for affordable housing projects and £24,194 for OSSR projects.

Clerk requested a Direct Debit mandate be authorised for all payments to SHDC. Cllrs. Carson and Case subsequently authorised this document.

Clerk stated the TAP payment for the Air Ambulance project was overdue and Cllr. Huntley advised of the reason for the delay at SHDC. Follow up. **Action Cllr. Huntley**

Clerk to chase Lloyds Bank for internet banking set up. **Action Clerk**

10.0 Proposal to mark the end of World War One

Cllr. Smith confirmed that the organisation of a quiz, provided by the British Legion, was progressing well adding that clarity on confirmed numbers of attendees was needed donations and raffle prizes would very much be appreciated.

11.0 Play park update

Cllr. Case requested this be deferred to a future meeting. **Action Cllr. Case**

Clerk advised a defect report had been received from SHDC in respect of a broken fence. This is to be addressed. **Action Clerk**

12.0 Replacement of defibrillators

Clerk had provided a proposal on funding for this important project (see presentation uploaded to Bigbury Community website). Cllr. Case proposed we explore grant funding from British Heart Foundation (or others) and pursue TAP funding / grant from County Councillor and all other sources to find balance of funds to enable defibs to be replaced before they expire. This was to be an agenda item at the next meeting. **Action Clerk**

13.0 Neighbourhood Watch update

No applications had been made to take on this role

14.0 Correspondence

Clerk shared two items of correspondence. One relating to SHDC and the topic of Public Toilets and a thank you for the funds raised for the Air Ambulance at the Bigbury Bash.

15.0 Agenda Items for next meeting

Play Park Update, Defibrillator update, Hi-Viz jackets and trimming of trees and vegetation on the Village Green.

NOTE The supporting presentation is uploaded to the Parish Council section of the Bigbury Community website.

The meeting closed at 9:40pm.

The next meeting is to be held on **WEDNESDAY November 14th at 7:30pm**

IMPORTANT NOTE – THE DECEMBER MEETING IS NOW ONE WEEK EARLIER AND WILL BE HELD ON WEDNESDAY DECEMBER 5TH

Signed.....B Carson, Chairman, Bigbury Parish Council