

# Bigbury Parish Council

Council meeting St Ann's Chapel  
8<sup>th</sup> March 2017

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Apologies for Absence

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Matters arising from minutes of previous meeting – February 8<sup>th</sup> 2017

Open session (*members of the public are welcome to participate during this agenda item and may submit their views on any planning matter on the agenda*)

Neighbourhood Plan update - Valerie Scott

County Councillor's report

District Councillor's report

Planning

0265/17/FUL Addition of pavilion to create indoor seating area in existing outdoor seating area of take away – Bigbury-on-Sea café (Venus)

0011/17/HHO Application for first floor balcony/terrace formed within existing external envelope of walls and roof, and new external cladding to elevations – Wavelet, Cliff Lane, Challaborough

0346/17/HHO Application for porch extension – Bantavon, Clematon Hill, Bigbury-on-Sea

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

Layby – Bigbury on Sea

St Lawrence Church – repair of gates

Casual vacancy for the office of Councillor

(Scheduled for 20:45) Broadband – An overview of service options – Mr John Allan, Director, MazingTree Ltd

Correspondence

The date of the next Parish Council meeting is April 12th at 7:00 p.m.  
NOTE – Earlier start as Annual Parish meeting will be held later in the evening  
Council

## Declarations of Interest

Members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests, they may have in any items to be considered at this meeting.

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## Minutes

These minutes are a true and accurate record of the meeting of February 8<sup>th</sup> 2017

Proposed by.....

Seconded by.....

Chairman to sign minutes for Parish records

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## BIGBURY PARISH COUNCIL

Minutes of the Bigbury Parish Council meeting held in the Memorial Hall, St Ann's Chapel on WEDNESDAY 8<sup>th</sup> February 2017 at 7.30pm

PRESENT: Cllr B Carson (in the chair) Cllrs: G Rosevear, R Owen, C Case, B Huntley and Clerk R Matthews. Eighteen residents were present and the meeting was also attended by C.Cllr Brazil

### 1.0 Apologies for absence:

Apologies for absence were received from Cllr S Smith, Footpath Warden J Simes and C.Cllr R Hosking

### 2.0 Minutes of previous meetings held on January 11<sup>th</sup> and January 26<sup>th</sup> 2017:

The minutes of the meeting held on January 11<sup>th</sup> 2017 were approved - proposer Cllr Huntley and seconded by Cllr Owen. These were duly signed by the Chairman.

The minutes of the extraordinary meeting held on January 26<sup>th</sup> 2017 were approved - proposer Cllr Owen and seconded by Cllr Huntley. These were duly signed by the Chairman.

### 3.0 Matters arising (actions) from last meeting and not covered in this month's agenda:

Bay Café - Cllr Carson stated he had spoken to the agent who confirmed the proposal was actively being pursued with the SHDC planning team. The agent expressed no desire to engage further discussion about the design as he stated this was already approved by the Planners.

Playground – Clerk confirmed there was still an unresolved issue with playground equipment and that this was being dealt with. **Action Clerk**



#### 4.0 Mr Steve Radford (Parkdean Caravan complex)

Mr Radford kindly agreed to attend the meeting to discuss resident's concerns relating to the transportation of caravans to and from the site; more specifically the road congestion issues this caused.

He confirmed the general objective was to accept new caravans on site late in the evening, allowing the drivers to rest overnight and leave the next morning. Whenever possible he tried to ensure outgoing caravans were managed as a return load. However, he could not guarantee this timing would always be possible as road conditions and traffic volume between Hull and Chalfaborough affected the driver's available time to work and this was clearly outside of his control. He had however taken a number of additional steps to manage this process – a) take advice from the Highways Agency, b) allow drivers to stay on site overnight, c) accept the goodwill of the local farmers to store caravans overnight to minimise the disruption caused by removal very early in the morning.

He added that historically he had provided the community with a schedule of movements but for the reasons stated above, the schedule could not always be adhered to.

Mr Radford then went on to share the following information about the site itself and its significance to the local community.

Twelve permanent and sixty seasonal staff are employed at the site.

Annual caravan movements (inbound – new accommodation) were around sixty.

Parkdean had agreed to keep open the SHDC public toilets during the winter period at a cost of £2,500 pa.

SHDC had decided no longer to fund the Lifeguard service and Parkdean were considering taking on this cost.

£20,000 had been invested to upgrade the lights on the site and address the issue of light pollution.

The site took responsibility for cleaning the beach daily.

The site organised a number of events and Mr Radford supplied a full list, which will be displayed on Parish notice boards and on the Bigbury Community website. He urged local residents to become more involved.

Mr Radford was happy to support the local community and offered to have one of his team members paint the bus shelter – although there was some concern about the request to advertise the site on the bus shelter structure.

In response to a question, Mr Radford confirmed the site licence was for four hundred and thirty caravans and that the current occupation was around three hundred and ninety five.

Finally, and coming back to the transportation topic, Mr Radford stated the drivers were expected to be courteous and asked residents to contact him directly if they encounter incidents of rudeness.

The Chairman thanked Mr Radford for attending the meeting and sharing the information.

## 5.0 Vacancy – District Councillor

Following the resignation of Lindsay Ward, a by-election was scheduled for Thursday February 23<sup>rd</sup> for constituents to vote for successor. Two prospective candidates attended this meeting and gave a brief overview of their background and experience. The individuals were:

Beth Huntley – Parish Councillor for Bigbury – Liberal Democrat

Jonathan Bell – Parish Councillor for North Huish - Conservative

## 6.0 Open session: The following topics were raised:

Resident A asked if there was any further progress in respect of the proposed housing development in/around the Memorial Hall as nothing had been heard on this topic for some considerable period of time. The Chairman commented that this was one of four options originally considered but no further communication on the matter had been received.

Resident B added that the housing need survey would help determine the need and the publication of the Neighbourhood plan was awaited.

Resident C commented that in respect of the St Ann's Chapel development (4097/16/OPA), Highways were taking the lead. Resident C added that planning a road development without any housing seemed a pointless exercise.

Resident D raised concerns over the condition of the road between Easton and Ashford, which was full of potholes. C.Cllr Brazil was also in attendance and commented that DCC needed £60 million annually to maintain the roads, adding that only £40 million was being made available and the gap was widening each year. C.Cllr Brazil added that Devon has the largest network of roads of any UK County and more roads than Belgium. He further suggested that the Parish Council lobby C.Cllr Hosking for improvements to be made urgently.

**Action – Cllr Carson (Chair)**

Resident E raised further concern about the condition of the Warren as erosion was making the area unsafe, adding that SHDC take all the income from parking charges but make no investment in maintaining the area. Cllr Case suggested we submit a remedial plan from the community to SHDC for consideration and that perhaps grants were available to help fund the work.

C.Cllr Brazil agreed to discuss the matter with Chris Brooks at SHDC.

**Action – Clerk**

**Action C.Cllr Brazil**

Resident F asked if it was acceptable and useful to maintain details of holiday accommodation in the bus shelter. It was agreed this should happen.

Resident F raised concerns about the flooding caused by inadequate drain clearance around parts of Folly Hill. C.Cllr Brazil stated that perhaps the 'Communities Highways Enhancement Fund' would be a way of financing the work. This was to be investigated.

**Action Clerk**

C.Cllr Brazil suggested the use of contractors for this purpose would be a better solution than the lengltsman option as they were better equipped to undertake the task. He added this solution, in his opinion, was also applicable to filling pot-holes in and around the community.

## 7.0 County Councillor's report:

C.Cllr Hosking was absent from the meeting and submitted his apologies. However comment was made by C.Cllr Brazil that the Council tax was expected to rise by 5% in the next financial year – 2% in respect of the general increase plus 3% in respect of increased funding for social care.

## 8.0 Planning applications: The following were discussed:

4097/16/OPA Proposal – St Ann's Chapel proposed development circa 8 dwellings and revised access / road plan. Councillor Carson confirmed the Council had sent a strong letter of objection to SHDC in respect of this proposal. This decision was unanimous.

3921/16/FUL Land adjacent to Turtle Farm – new single story log cabin. The council had no objection to this proposal and the Clerk commented that he had received notification from SHDC earlier this afternoon that conditional approval had been granted.

Although not an agenda item, Clerk advised the Parish Council that a new application had been received this afternoon in respect of Venus Café, The lower car park, Bigbury on Sea. The application number was 0265/17/FUL and outline drawings were shared via the audio/visual system. The due date for comments was before the next scheduled monthly meeting at it was agreed to arrange a site visit.

**Action Clerk**

## 9.0 Statement of finances:

Cllr case proposed the following payments be approved and cheques prepared. Cllr Rosevear seconded this proposal. The payments are:

£378.00 – SHDC - printing of Neighbourhood Plan questionnaires

£96.00 – Allwood of Totnes – War Memorial Maintenance

£300.00 – Freedom Garden services – work in playground and Warren

£117.96 – J Gubbins - costs related to Neighbourhood Plan

£38.28 – BT group – rental cost line and broadband Memorial Hall Paid by direct debit

A bank statement to cash book reconciliation had been completed as of February 1<sup>st</sup> and the balance in hand was £15226.58 of which £2340.06 was held as restricted funds for specific projects, with a further £1,000.00 allocated to remedial work on the Warren.

An overview of expenditure and usage of the broadband was also given by the Clerk. Resident C asked if there was an opportunity for the equipment to be used by those residents not having access to Broadband – this was referred back to the Memorial Hall Committee.

The historic storage and condition of road salt was discussed and it was unanimously agreed to spend £180 +/- 10% on bringing the salt back into a usable condition, through re-bagging, and moving to a new secure and dry environment –thanks to farmer Tucker.

**Action Clerk**

I will be getting a skip to clear the site and the contaminated area and send the bill to the parish council



Richard Matthews - Clerk, Digbury Parish  
Council

10.0 Casual vacancy for the office of Councilor:

It was confirmed this vacancy still existed and had NOT been filled.

11.0 Adoption of Standing Orders and Financial Regulations:

Clerk had prepared Standing Orders for the Council and a Financial Regulations document, which had been reviewed by Councillors. Cllr Rosevear proposed his be adopted by the Council and this was seconded by Councillor Carson. The document was distributed to all Council members and should be formally reviewed on an annual basis.

**Action Clerk**

12.0 Broadband next steps:

MazingTree and Gigalclear are to be invited to speak at a future council meeting.

**Action Clerk**

13.0 Correspondence:

The following correspondence had been received:

Devon Air Ambulance – identification of night landing site – request to talk to the owner of the golf course and the owner of the fields at the top of Warren Road / Parker Road. Ongoing discussion

Meeting closed 09:25 pm

DATE OF NEXT MONTHLY MEETING; WEDNESDAY 8<sup>th</sup> March 2017 – starting at 7.30 pm.

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## What makes an asset 'land of community value'?

The Localism Act 2011 states that:

*'a building or other land in a local authority's area is land of community value if in the opinion of the authority –*

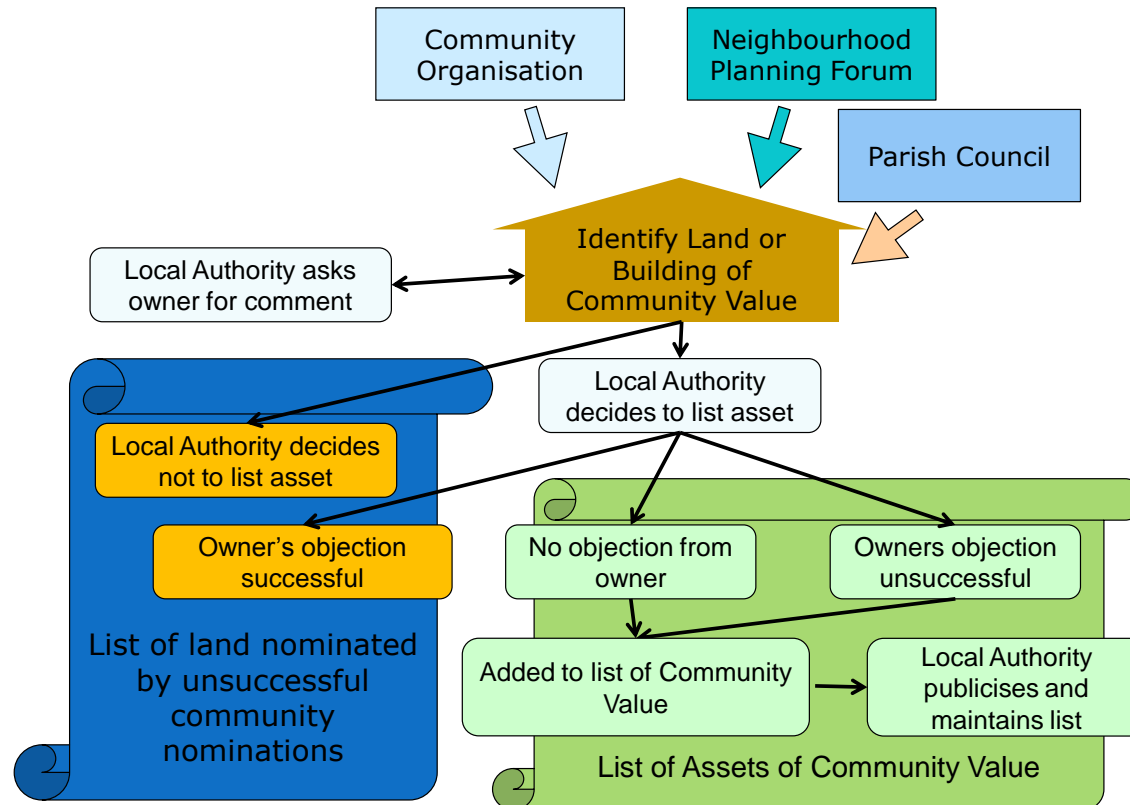
- an actual current use of the building or other land that is not an ancillary use furthers the social wellbeing or social interests of the local community, and*
- it is realistic to think that there can continue to be non-ancillary use of the building or other land which will further (whether or not in the same way) the social wellbeing or social interests of the local community.*

or

- there is a time in the recent past when an actual use of the building or other land that was not an ancillary use furthered the social wellbeing or interests of the local community, and*
- it is realistic to think that there is a time in the next five years when there could be non-ancillary use of the building or other land that would further (whether or not in the same way as before) the social wellbeing or social interests of the local community.*



The following flow chart from Department for Communities and Local Government demonstrates the process for listing an asset:



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**DEVELOPMENT MANAGEMENT COMMITTEE SITE INSPECTION –  
Monday 13 March 2017**

**2879/16/FUL**      Erection of new standalone hotel suite on Burgh Island to provide hotel additional accommodation.

Development site at SX 649 438, South East side of Burgh Island, Bigbury

The above planning application will be considered by the Council's Development Management Committee at its meeting on 15 March 2017. The site inspections will take place on **Monday 13 March 2017** at approximately 11.00 am.

I should be grateful if you would arrange for your Council to be represented at this site inspection. Please find attached a guide to our revised site inspection process which was approved at the full Council meeting on 15 December 2016.

Yours sincerely

Kathryn Trant  
**Specialist – Democratic Services**

Richard Matthews - Clerk, Bigbury Parish  
Council

Dear Sir/Madam

**Application Number:** 2879/16/FUL

**Location:** Development site at SX 649 438, South East side of Burgh Island, Bigbury

**Proposal:** Erection of new standalone hotel suite on Burgh Island to provide hotel additional accommodation.

South Hams District Council is committed to giving people a chance to have their say about planning proposals. You have previously made comments to this department regarding the above planning application, and these will be reported to the Development Management Committee. However, if you want to take the opportunity to put your views personally to the Committee, then you may do this at the next meeting. Only one person will be allowed to speak in favour of an application and one against. Should more than one person wish to speak, then you will be asked to agree a spokesperson. More information about the process is available to view online on the Council's website.

The above planning application is being presented to the Development Management Committee on **15<sup>th</sup> March 2017**. The meeting starts at **2pm** in the Council Chamber, Follaton House, Plymouth Road, Totnes, TQ9 5NE.

If you wish to speak at the Committee or have any further questions concerning the Public Participation Scheme, please contact Member Services by telephone – 01803 861185, or e-mail – [member.services@southhams.gov.uk](mailto:member.services@southhams.gov.uk) by **12 noon** on the **Monday** prior to the Development Management Committee meeting date or the Thursday prior to the Meeting date if there is a bank holiday in between.

Yours faithfully,

**Case Management Team**

Richard Matthews - Clerk, Bigbury Parish  
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£38.28 – BT group – rental cost line and broadband Memorial Hall  
Paid by direct debit

Proposed by.....

Seconded by.....

## Cash book January 1<sup>st</sup> to March 1<sup>st</sup> 2017

04.01.17	DCC Grant - hearing loop		200.00				17315.67
09.01.17	Lloyds - interest received		0.71				17316.38
09.01.17	BT group - Memorial Hall	DD			31.90	6.38	17278.10
11.01.17	R Matthews salary/exp	1087			710.40	0.00	16567.70
11.01.17	Bigbury News	1088			31.20	0.00	16536.50
11.01.17	D C Gay	1089			13.92	0.00	16522.58
11.01.17	Devon Communities	1090			50.00	0.00	16472.58
11.01.17	Churchyard upkeep	1091			1200.00	0.00	15272.58
11.01.17	Bigbury Mem Hall	1092			30.00	0.00	15242.58
11.01.17	Modbury Mem Hall	1093			16.00	0.00	15226.58
01.02.17	Lloyds - interest received		0.63				15227.21
08.02.17	SHDC	1094			315.00	63.00	14849.21
08.02.17	ALLWOOD of Totnes	1095			80.00	16.00	14753.21
08.02.17	Freedom Garden serv	1096			300.00	0.00	14453.21
08.02.17	J Gubbins	1097			117.96	0.00	14335.25
09.02.17	BT group - Memorial Hall	DD			31.90	6.38	14296.97
							14296.97

Bank reconciliation as at March 1st 2017				
14296.97	Cash Book (above)			
13175.65	Deposit account statement			
1121.32	Current account statement			
14296.97	Total			

## Future fund availability as at March 1<sup>st</sup> 2017

[illegible]

## Broadband in the Memorial Hall – costs and return in respect of training provided

<b>Bigbury Parish Council - Community Project - Learning and Developing IT skills</b>												
Capital Expenditure	25.08.16	BT Group - Broadband Hub					£128.00					
	16.09.16	AV Group - Supply and install equipment					£2,084.00					
Capital funding	18.10.16	Devon County Council - Locality Budget					£1,600.00					
		Devon County Council - Local Project Fund Grant					£200.00					
		Capital expense funded by Bigbury Parish Council					£412.00					
		Operational costs							Training courses undertaken			
	25.08.16	BT Group - service charges					£30.34					
	08.10.16	BT Group - service charges					£31.90					
	09.11.16	BT Group - service charges					£31.90					
	09.12.16	BT Group - service charges					£31.90		14 x 2 hour session			
	09.01.17	BT Group - service charges					£31.90		33 x 2 hour sessions			
	09.02.17	BT Group - service charges					£31.90		???????????????			
							TOTAL TO DATE	£601.84				

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Matters arising from minutes of previous meeting – February 8<sup>th</sup> 2017

Open session (*members of the public are welcome to participate during this agenda item and may submit their views on any planning matter on the agenda*)

Neighbourhood Plan update - Valerie Scott

County Councillor's report

District Councillor's report

Planning

- 0265/17/FUL Addition of pavilion to create indoor seating area in existing outdoor seating area of take away – Bigbury-on-Sea café (Venus)
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Finance: Approval of payments to be made and presentation of finance statement

### **Layby – Bigbury on Sea**

St Lawrence Church – repair of gates

Casual vacancy for the office of Councillor

(Scheduled for 20:45) Broadband – An overview of service options – Mr John Allan, Director, MazingTree Ltd

Correspondence

The date of the next Parish Council meeting is April 12th at 7:00 p.m.  
NOTE – Earlier start for Richard Matthews, Clerk, Bigbury Parish Council in the evening

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Durley Dene  
Cleveland Drive  
Bigbury on Sea  
TQ7 4AY  
lynnhiscock@gmail.com

27<sup>th</sup> February 2017

The Parish Clerk  
Richard Matthews  
10 Lower Brook Park  
Ivybridge  
Devon PL21 9TZ

Dear Mr Matthews

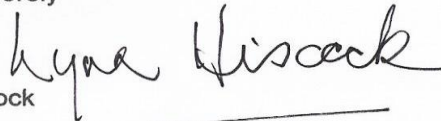
I am writing to you as secretary of St Lawrence Church Bigbury Parochial Church Council.

At a recent Parochial Church Council meeting the PCC had a discussion about repairs to the gates of St Lawrence Church. I am given to understand that previously the parish council offered the sum of £5000 for repair of the church gates. Unfortunatly this offer was not taken up at the time. We are now in a position to have this work undertaken and wondered if the Parish Council would consider reinstating this allocation of funds

I have requested two estimates for this work and hope that these will be forthcoming shortly. However I would ask the Parish Council to agree to funding this work in principle and will forward relevant estimates as these become available.

I await your reply and thank you in anticipation of the Parish Council's agreement.

Yours sincerely



Lynn Hiscock  
Secretary  
Parish Church Council

Gates supplied by Co 1919



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## **CASUAL VACANCY**

### **BIGBURY PARISH COUNCIL**

NOTICE IS HEREBY GIVEN pursuant to Section 87 (2) of the Local Government Act 1972 that a casual vacancy exists in the office of Councillor for the parish of Bigbury and that unless ten or more electors of the parish have on or before the 25<sup>th</sup> January 2017 submitted a request in writing to the Returning Officer, Follaton House, Plymouth Road, Totnes, TQ9 5NE that an election be held to fill the vacancy, the Parish Council will take steps to fill the said vacancy.

Signed:

Dated: 5<sup>th</sup> January 2017

The above is a statutory notice in respect of a casual vacancy that exists within Bigbury Parish Council.

In the event that ten or more electors do NOT submit such a request in writing to the Returning Officer, the Parish Council will seek to co-opt a member to the Council.

Interested parties are asked to contact the Parish Clerk at the earliest opportunity, providing a summary of their suitability and interest in fulfilling such a role.

Richard Matthews – Parish Clerk

5<sup>th</sup> January 2017

[Clerk.bigburypc@gmail.com](mailto:Clerk.bigburypc@gmail.com)

01752 896266

10 Lower Brook Park, Ivybridge, Devon, PL21 9TZ

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Please find a letter below from ViA Director, Roger Werner.

21st February 2017

Dear current and past promoters

I am very sorry to tell you that the current season of Villages in Action performances will be the last in the present format.

As you will know from the May 2016 menu launch event, we have been struggling financially; within the last five years we have lost in the region of 80% of our funding. Despite the valiant efforts of the volunteers, staff and Board of Trustees, we have been unsuccessful in our recent attempts to secure further long term substantial funding (although East Devon, Teignbridge and West Devon Councils have continued to fund us). We are pleased that we could run a spring programme but this has significantly eaten into our financial reserves and the Board have therefore decided to cease the rural touring scheme as it is structured at present while ViA is still solvent and can meet its commitments and costs. As it is separately funded, the Board hopes that the "Unearth" project can continue.

The Board is very sad to have to do this and I know that you too will be upset to see the end of the current rural touring scheme. All staff will be made redundant and the office closed; please therefore direct all enquiries and comments to Catherine Devenish, the Chair of the Board of Trustees, on [chair.via@outlook.com](mailto:chair.via@outlook.com). We will continue to support those promoters who still have events taking place during this season. I will be in touch with you about arrangements for this but please bear with us at this distressing time. Some of you already operate an events programme in tandem with ViA performances and I hope that others may feel able to 'go it alone' using the experience and advice you have gained from ViA.

The Board will be spending the next few months considering how the ViA legacy can continue and if there is some way we can sustain this service to villages, albeit in a different format, whilst seeking other potential funding.

I am so very grateful to everyone who has supported Villages in Action but especially to you, the promoters, because without you, none of the fantastic events we have enjoyed would have been possible.

With very best wishes

Roger Werner  
Director, Villages in Action

Registered Charity No. 1086138

Kingsbridge RBL Branch  
1, Western Backway  
Fore Street  
Kingsbridge  
South Devon  
Kingsbridge  
TQ7 1QB

Dear Mr Matthews

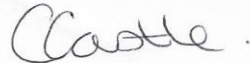
Ref your letter and generous donation of £100 which you sent to Dave Barnwell Treasurer of our Branch Committee on behalf of Bigbury Parish Council which you asked to be allocated as we felt appropriate.

After a Branch meeting on the 22<sup>nd</sup> February the Committee decided that the donation should be put into the Poppy Appeal which on behalf of our poppy organizers we thank you all very much for your kind gift.

Again please thank your Parish Council on our behalf.

Kind Regards

Carole Castle (Kingsbridge RBL Branch Secretary)

A handwritten signature in cursive script that reads "Carole Castle".

# Bigbury Parish Council

## Council meeting St Ann's Chapel

### 8<sup>th</sup> March 2017

**The date of the next Parish Council meeting is April 12<sup>th</sup> 2017 at 7:00 p.m.**

**NOTE – early start as Annual meeting will be later the same evening**

**THANK YOU**