

Bigbury Parish Council

Council meeting St Ann's Chapel
10th May 2017

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.

The Annual General Meeting of Bigbury Parish Council will be held in the Memorial Hall, St Ann’s Chapel on WEDNESDAY 10th MAY 2017 at 7.30 p.m. The agenda is as follows:

Apologies for Absence.

Approval of the minutes of the Parish Council meeting held April 12th 2017.

Matters arising from minutes of previous meeting held April 12th 2017.

Election of Chairman for forthcoming year.

Election of Vice Chairman for forthcoming year.

Appointments to outside bodies:

Memorial Village Hall (at present - Cllr. B Carson)

CPRE (at present - Cllr. G Rosevear)

DALC (at present - Cllr. G Rosevear)

DPFA (at present - Vacant)

Open session *(members of the public are welcome to participate during this agenda item and may submit their views on any planning matter on agenda point 8.*

Planning related matters (applications and update)

1196/17/OPA Land at SX668 471, Easton, Bigbury – outline application with all matters reserved for permanent agriculture worker’s dwelling.

0665/17/HHO Glen Cottage, Road from St Ann’s Chapel Cross, Bigbury, TQ7 4AP – application to demolish existing detached garage and erection of new detached garage.

1826/16/FUL Bay Café (status update only).

County Councillor’s report.

District Councillor’s report.

Reports: Footpath Warden, Tree Warden

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

Approval of submission of accounts to external auditors (Grant Thornton) for year ended 31st March 2017.

The future direction of Bigbury News.

Correspondence received.

Richard Matthews - Clerk, Bigbury Parish

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Minutes

These minutes are a true and accurate record of the meeting of April 12th 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 12th April 2017 at 7.00pm.

PRESENT: Cllr B Carson (in the chair), D.Cllr B Huntley, Cllrs: G Rosevear, S Smith, C Case, H Getley and Clerk R Matthews. Eleven residents were present.

Apologies for absence:

Apologies were received from Cllr R Owen and C.Cllr R Gilbert.

Minutes of previous meetings held on March 8th 2017:

The minutes of the meeting held on March 8th 2017 were approved - proposer Cllr Smith, seconded by Cllr Rosevear and unanimously agreed by all Councillors. These were duly signed by the Chairman.

3.0 Declaration of Interest - The Chairman read out a statement in respect of Declaration of Interest.

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

Playground – Clerk confirmed a second quotation for repairs was awaited.

Action Clerk

Playground – it was agreed the playground was in need of a major 'make-over' and Cllr. Rosevear agreed to investigate potential sources for grants to help with the overall cost.

Action Cllr. Rosevear

The Warren – SHDC had written to the clerk stating it will probably be difficult to do extensive work for this season however they could consider cordoning off the area where the erosion is bad to prevent cars from parking in this area. The Parish Council members consider the area to be unsafe and in need in emergency repairs. Clerk to write to Cathy Auberton to this effect requesting that at the very minimum the dangerous area is cordoned off.

Action Clerk

Folly Hill flooding – Cllr. Carson confirmed he had been contacted by DCC with dates for Chapter eight training. This was a two day course at a cost of £295 + VAT per person, which would be funded by DCC.

Road salt- Clerk confirmed he had been contacted again by Mr Davies on this matter and it was agreed to confirm to our insurers that we require them to deal with this matter. The Clerk confirmed they had already been advised of a potential claim.

Action Clerk

Carry forward to a future meeting – Lay-By and possible improvements to / change of use were discussed and it was agreed that Cllrs. Carson, Rosevear and Case would form a small committee to consider the options. This would probably later this year in time for the 2018 season.

Action Cllrs. Carson, Rosevear and Case

St Lawrence Church – repair of gates. Clerk confirmed that, to date, no formal request had been received along with at least two quotations. This was required before assistance with funding could be considered.

4.0 Open session

Just one specific topic was raised in respect of agenda item 5c, a planning application relating to Ringmore, which the Clerk confirmed had been added to the agenda as a matter of course, having received this formal notification from SHDC planning dept.

Resident A questioned whether the Council had the right to comment as the development was not actually in Bigbury.

Resident B shared with the Council and attendees his very detailed rationale as to why there should be an objection to this development.

Cllr Rosevear explained that Mr Richard Boyt had requested the opportunity to share details of this development with the Council in open session. This was duly done some months earlier and it was stated that if the allocation of affordable housing generated by this development was not fully taken up by residents of Ringmore, it would provide Bigbury residents with an opportunity to absorb the surplus. The Chairman of Ringmore Parish Council expressed her disappointment at this statement, in as much that Mr Boyt had not taken the time to discuss this matter at all the Ringmore Parish Council, adding that in her estimation at least twenty four local people were in need of improved housing. Sustainability of village life is a challenge especially with an aging population where insularity is an issue.

5.0 Planning applications: The following were discussed:

- 0346/17/HHO Re-advertised Application for porch extension – Bantavon, Clematon Hill, Bigbury-on-Sea. The Clerk explained this had been re-advertised for a technical reason relating to the drawing. Council members confirmed unanimously that original decision to support this application was still valid.
- 1621/16/FUL Waves Edge, Challaborough, TQ7 4JB. Clerk confirmed this had been included on the agenda as it was an item of interest. D.Cllr Huntley advised the meeting that SHDC Planning Dept. had discussed this development earlier in the day and voted to recommended rejection.
- 0669/17/OPA Proposed development site at SX 653 459, land south of Westbury, Ringmore. This had been discussed in open session and after further debate the Council unanimously agreed to submit the following recommendation – NEUTRAL to proposal on the basis that although there was support for a small scale growth including affordable housing (in the area) the Council felt it was a decision for Ringmore Parish Council to make.

6.0 Statement of finances:

The following were submitted for payment:

£350.00 – Bigbury shrimps annual donation (approved 11/01/2017)

£120.00 – SHDC annual charge for payroll services

£137.59 – DALC annual fee

£486.00 – R Matthews – Clerk's salary period January – March 2017

£331.32 – R Matthews – Office related expenses period January – March 2017

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

Cllr. Rosevear proposed these payments be made, which was seconded by Cllr. Smith and unanimously agreed by the Council. The Clerk duly prepared the cheques for signature

A bank statement to cash book reconciliation had been completed as of March 31st and the balance in hand was £14709.20 of which £3090.06 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.

The Clerk confirmed that the accounts would shortly be presented for both internal and external audit.

7.0

Correspondence:

Communication was received in respect of the forthcoming increase in car parking charges. SHDC be contacted and invited to attend a Parish Council meeting to discuss this matter.

Action Clerk

A communication in respect of Exercise Tiger at the War Memorial car park, Slapton was shared with the Council.

Cllr. Getley had written to Clerk asking if the conversion process for the car parking machines could be dealt with urgently (they currently don't accept the new £1 coin). This was a major issue for tourists and shop owners, including herself, who were being asked for change. Such requests were not always made in a friendly tone. SHDC is to be contacted.

Action Clerk

A question had been raised in respect of the Spring placement of a waste skip in the community. It was acknowledged that such a skip would be smaller than in previous years and that rules had changed as to what 'waste' could actually legally be taken away. Cllr. Rosevear agreed to discuss this with Mr Cole.

Action Cllr. Rosevear

Meeting closed 08:05 pm

DATE OF NEXT MONTHLY MEETING - WEDNESDAY May 10th at 7:30 p.m

This is the AGM of Bigbury Parish Council

Signed.....

Bryan Carson, Chairman, Bigbury Parish Council

Richard Matthews - Clerk, Bigbury Parish
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SOUTH HAMS DISTRICT COUNCIL PLANNING APPLICATION

TOWN AND COUNTRY PLANNING (DEVELOPMENT MANAGEMENT PROCEDURE) (ENGLAND) ORDER 2015, ARTICLE 13, 15(4) or (5) or ARTICLE 16 OF APPLICATION FOR PLANNING PERMISSION and/or Planning (Listed Buildings and Conservation Areas) Regulations 1990

Notice is hereby given that the following application has been lodged with the Council by: Mr And Mrs Marshall

App. No: 1196/17/OPA **Contact Name:** Michal Osinski (JG)
For: Outline application with all matters reserved for permanent agricultural worker's dwelling
At: Land at SX668 471, Easton, Bigbury

Application affecting the Setting of a Listed Building.

Members of the public can view the application details, plans and documents on our website www.southhams.gov.uk

Anyone who wishes to make representations about this application is invited to submit them online using the link on our website, www.southhams.gov.uk by

12 May 2017

This Council is committed to encouraging diversity. We therefore reserve the right to edit before publication, or not to publish at all, any responses to consultation on planning applications which contain material that could be perceived by others to contain material that is offensive, prejudiced, racist, or otherwise contrary to the principles of equality.

If you are commenting on either a Householder, Express Advert Consent or Minor Commercial development, in the event of an appeal against a refusal of planning permission, it will be dealt with on the basis of representations in writing, any representations made about this application will be sent to the Secretary of State, and there will be no further opportunity to comment at appeal stage.

Community of Practice Lead Officer. Development Management
On behalf of **South Hams District Council**



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Notice is hereby given that the following application has been lodged with the Council by: Mr & Mrs John Scott

App. No: 0665/17/HHO **Contact Name:** Chris Mitchell
For: Householder application for the demolition of existing detached garage and
erection of new detached garage
At: Glen Cottage, Road From St Anns Chapel Cross, Bigbury, TQ7 4AP

Application affecting the Setting of a Listed Building.
Application affecting a Conservation Area.

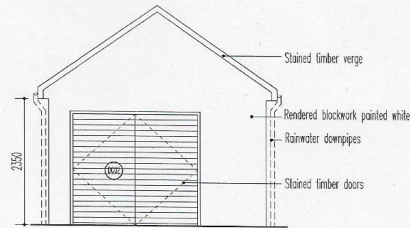
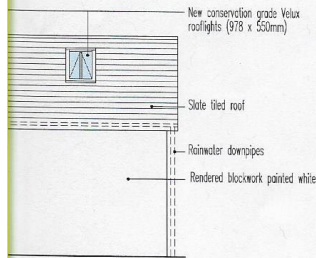
Members of the public can view the application details, plans and documents on our website
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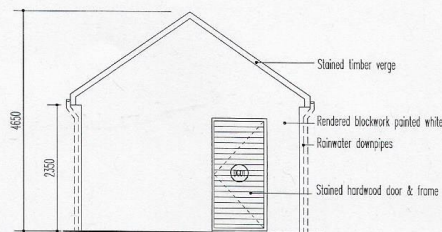
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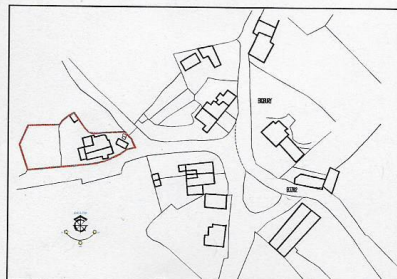
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FRONT ELEVATION 1:50

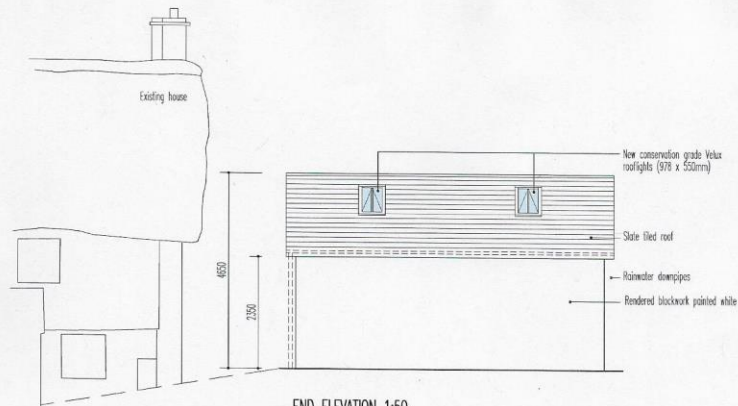


REAR ELEVATION 1:50

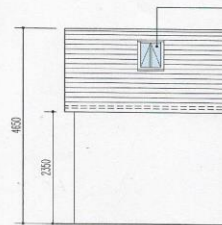


SITE LOCATION PLAN 1:1250

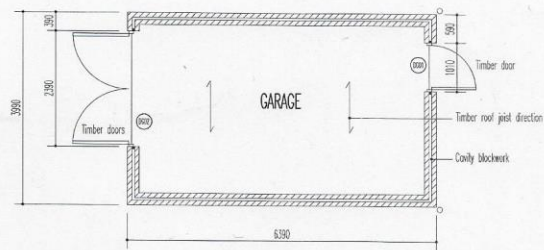
Rev A 23/02/17	Boundary revised
DATE:	FEBRUARY 2017
DRAWING NUMBER:	PD2320/01
REVISION:	A
DRAWN BY:	SAB
SCALE:	1:50/1:100/1:1250 @ A1
TITLE NAME:	PROPOSED PLANS & ELEVATIONS
PROJECT:	NEW GARAGE GLEN COTTAGE, BIGSBURY DEVON, TQ7 4AP
TITLE:	REPLACEMENT GARAGE - PROPOSED PLANS & ELEVATIONS
CLIENT:	JOHN & VALERIE SCOTT
NOTES:	ALL CONTRACTORS TO CHECK DIMENSIONS ON SITE THIS DRAWING SHOULD NOT BE REPRODUCED WITHOUT PERMISSION
2, PICKWICK COTTAGES, ST ANNS CHAPEL, NINGSBRIDGE, DEVON, TQ7 4HQ. TEL: 01548 810005 MOBILE: 07710 657387	
www.prime-design-interiors.co.uk e-mail: simon@prime-design-interiors.co.uk	



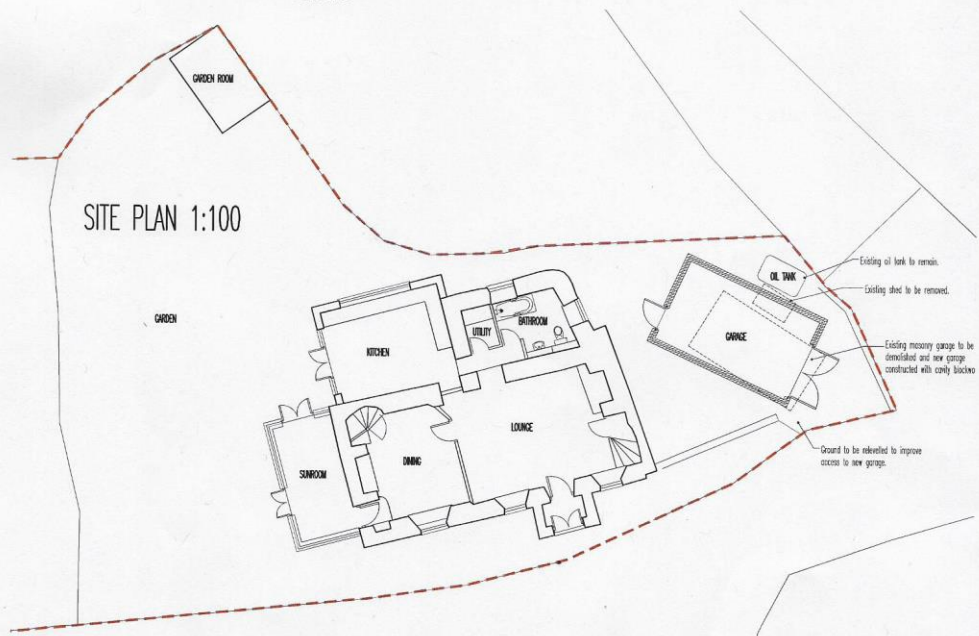
END ELEVATION 1:50



SIDE ELEVATION 1:50



PLAN 1:50



SITE PLAN 1:100

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From: Community <Community@swdevon.gov.uk>;
Date: 09 May 2017 11:03
To: Bigbury Parish Clerk <clerk.bigburypc@gmail.com>;
Subject: Bay Café - Asset of Community Value application

Dear Richard

Re: Bay Café, Marine Drive, Bigbury On Sea, Kingsbridge, Devon. TQ7 4AS

We have now had the opportunity to validate your application and have commenced the 8 week period of consideration on whether to include the above property in the South Hams list of Assets of Community Value.

I may need to come back to you within this period to clarify any points raised in our investigation and we will write to you with a decision on or before the 20 June 2017.

Kind regards

Clare Butcher | Senior Case Manager
South Hams District Council | West Devon Borough Council
Email: community@swdevon.gov.uk
Tel: 01803 861405

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Highways, Capital Development & Waste
Public Rights of Way

Lucombe House
County Hall
Topsham Road
Exeter
Devon
EX2 4QD

Mr R Matthews
Bigbury Parish Council
10, Lower Brook Park
Ivybridge
Devon
PL21 9TZ

Mrs Ros Davies
Tel: 01392 383000
Email: ros.davies@devon.gov.uk

28th April 2017

Dear Mr Matthews,

Parish Paths Partnership Scheme 2017/18

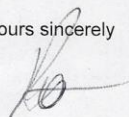
I am writing to advise you that you should have received a payment of £750.00 for the Parish Paths Partnership Grant 2017/18.

Please note that Devon County Council pays the P3 grant at the **end** of the financial year ie Feb/March. Some parishes might have been allocated a payment **earlier** than the end of the financial year ie from April 2016 to March 2017 to enable them to complete a project. You might want to check through your Parish bank statements in case you have received one of these interim payments.

If your parish has received an early payment it will be included in the above calculation but not reflected in the end of year payment advice (due to the grant having been awarded several months earlier). If you were expecting additional finance to that which you have received please check your records to see if you have already received an award in the financial year running from April 2016 – March 2017.

Please pass on a huge thank you to all involved with your local P3 scheme and for all the time and effort spent completing the annual survey and projects each year. The Rights of Way Warden and I will be pleased to meet with your parish representatives to discuss the survey findings and projects for the coming year. Please contact me to arrange a convenient date.

Yours sincerely



Ros Davies
Public Rights of Way

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Revision to analysis of restricted funds as at March 31st 2017

£750 previously identified as highways is P3 grant as per DCC letter dated 12th April 2017

Analysis of restricted funds as at March 31st 2017									
	3090.06	TOTAL	Breakdown below						
	1160.06		DCC P3 funding b/f 2015/2016 and 2017/2018 payment						
	1930.00		DCC Burial ground entrance and gates £1000 (10/07/15)						
			SHDC Burial Ground £930 (16/03/15)						

Payments for processing May 10th 2017

£25.00 – Holywell Stores – refreshments for Annual Parish meeting and future events.

£30.00 – Bigbury Memorial Hall – hire for council meetings

£90.00 – Grasshopper – maintenance of village green for 2016

£50.00 – J Gilbert – electricity for Christmas 2016 and New Year 2017 lights

£200.40 – Community First – renewal of annual insurance

£38.28 – BT group – rental cost line and broadband Memorial Hall

Paid by direct debit

Proposed by.....

Seconded by.....

Cash book as at April 30th 2017

				Chq	Cash in		Cash out	VAT out	Balance
					£		£	£	£
01.04.17	Balance deposit a/c								13176.16
01.04.17	Balance current a/c								1533.04
01.04.16	Total Bank Balances								14709.20
01.04.17	Working cash balance								14709.20
09.04.17	Lloyds - interest received				0.58				14709.78
09.04.17	BT group - Memorial Hall			DD			31.90	6.38	14671.50
12.04.17	SHDC payroll services			1099			100.00	20.00	14551.50
12.04.17	DALC			1100			119.02	18.57	14413.91
12.04.17	R Matthews salary/exp			1101			817.32	0.00	13596.59
12.04.17	Holywell Stores			1102			25.35	0.00	13571.24
12.04.17	Shrimps			1103			350.00	0.00	13221.24
21.04.17	SHDC Precept				6250.00				19471.24
21.04.17	SHDC grant				197.00				19668.24

Bank reconciliation as at April 30th 2017

Bank reconciliation as at April 30th 2017				
19668.24	Cash Book (above)			
18623.74	Deposit account statement			
1069.85	Current account statement			
-25.35	cheque 1102 not cashed			
19668.24	Total			

Analysis of restricted funds as at April 30th 2017

Cash Forecast as at April 30th 2017					Analysis of restricted funds as at April 30th 2017				
19668.24	Total cash available				3090.06	TOTAL	Breakdown below		
3090.06	Restricted funds								
6250.00	Six months precept expenditure								
					1160.06	DCC P3 funding b/f 2015/2016 and 2017/2018 payment			
					1930.00	DCC Burial ground entrance and gates £1000 (10/07/15)			
						SHDC Burial Ground £930 (16/03/15)			
					Analysis of reserved funds (precept generated) as at 30th April 2017				
1000.00	Reserved project funds				1000.00	The Warren (allocated in 2015/2016 precept)			
9328.18	Surplus								

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Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

BIGBURY PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Y		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Y		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	Y		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Y		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Y		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Y		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	Y		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	Y		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA
			NA

This annual governance statement is approved by this smaller authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE

Clerk:

SIGNATURE

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority address the weaknesses identified.

Annual internal audit report 2016/17 to

Enter name of
smaller authority here:

BIGBURY PARISH COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			NOT USED
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit P. ALAN TANNER
Signature of person who carried out the internal audit [Signature] ECCL ACIS Date 09/05/17

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Section 2 – Accounting statements 2016/17 for

Enter name of
smaller authority here:

BIGBURY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	12190	13250	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	8000	10000	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	3878	3938	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	1643	1883	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	9175	10596	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	13250	14709	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	13250	14709	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	0	0	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

SIGNATURE

Date

DD/MM/YYYY

I confirm that these accounting statements were approved by this smaller authority on:

DD/MM/YYYY

and recorded as minute reference:

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Signed by Chair at meeting where approval is given:

SIGNATURE

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Dear Bryan/Richard,

As Bryan is aware, at last night's meeting of the Hall committee, concerns were raised at the temporary cable connection made from the power point in the meeting room to the wi-fi router. Frankly, this looks like an accident waiting to happen and is dangerous.

I gather that it was hoped that a local electrician would do the necessary work to create a new power point, but the cable has been in situ now for many months.

I'm sure you'll agree that the situation can't be allowed to continue any longer. Accordingly, I'd be obliged if you would confirm that the Council will put in hand the necessary remedial work, at its own expense, as soon as possible.

Regards.

Charles Harrington.

Subject: New Neighbourhood Highway Officer for Bigbury

As you will know the Local Government Boundary Commission for England has made certain changes to the areas involved in County Council Electoral Districts. Following these changes I am writing to confirm that I will be taking over the role of Neighbourhood Highway Officer for Bigbury from Nick Colton. In lieu of the LGBCE changes becoming official it seems sensible that we move to the new arrangements now that Cllr Gilbert has been selected as the member for your district.

I am therefore available to be contacted by you and your councillors on highway-related, council business only at adam.keay@devon.gov.uk (all others can be directed to csc.roads@devon.gov.uk) or by telephone on 0345 155 1004. Furthermore I would welcome the opportunity to meet in the coming weeks to discuss how we plan to work together going forward. My normal working schedule is to be out and about and available on Tuesdays and Thursdays (which is when I have a van at my disposal) so I'm more than happy to meet you in Bigbury or elsewhere on these days if you wish.

I'm sure you and your councillors already know this but please don't forget that a large part of what DCC highways does is reactive and/or routine in nature. Councillor Gilbert and myself will not be able to deal with these types of issues. The best way to log issues that are routine and/or reactive such as potholes, trip hazards, flooding or faulty signs, etc., is to use the website at <https://new.devon.gov.uk/roadsandtransport/report-a-problem/>. Please continue to direct members of the public to this facility whenever possible.

Kind Regards

Adam Keav

Richard Matthews - Clerk, Bigbury Parish
Council

Bigbury Parish Council

Council meeting St Ann's Chapel

10th May 2017

The date of the next Parish Council meeting is May 10th 2017 at 7:00 p.m.

NOTE – This is the AGM of Bigbury Parish Council

THANK YOU