

Bigbury Parish Council

Council meeting St Ann's Chapel
June 14th 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.

Agenda - Meeting June 14th 2017 – Bigbury Parish Council

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Apologies for Absence.

Approval of the minutes of the Parish Council meeting held May 10th 2017.

Matters arising from minutes of previous meeting held May 10th 2017.

Cathy Aubertin – Operational Manager (Environment Services) South Hams District Council – The Warren and car parking

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)

1473/17/HHO Bantavon–resubmission of planning application 0346/17/HHO

1444/17/FUL Tuffland – extension to agricultural building

1408/17/HHO – Little Patch, Ringmore Drive, Bigbury on sea, refurbishment and extension of the house including replacement of the roof.

1667/17/FUL – Merrylees, Ringmore Drive, Bigbury on sea, demolition of existing dwelling and replacement with a single dwelling.

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4097/16/OPA – Proposed development site at SX663 471, St Ann's Chapel

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District Councillor's report.

Footpath Warden's report.

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

RNLI proposal for safety cover summer 2017.

Health and Safety policy – annual review

Correspondence received.

Richard Matthews - Clerk, Bigbury Parish

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Rose Owen has decided to resign from the Parish Council with immediate effect

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Minutes

These minutes are a true and accurate record of the meeting of May 10th 2017

Proposed by.....

Seconded by.....

Chairman to sign minutes for Parish records

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Minutes of the Bigbury Parish Council Annual General Meeting held in the Memorial Hall, St Ann's Chapel on WEDNESDAY 10th May 2017 at 7.30pm.
PRESENT: Cllr. B Carson (in the chair), D.Cllr B Huntley, Cllrs: G Rosevear, S Smith, C Case, H Getley and Clerk R Matthews. Seven residents were present.

Declaration of Interest

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

1.0 Apologies for absence:

Apologies for absence were received from Cllr. R Owen

2.0 Minutes of previous meetings held on April 12th 2017:

The minutes of the meeting held on April 12th 2017 were approved - proposer Cllr. Huntley, seconded by Cllr. Smith and unanimously agreed by all Councillors. These were duly signed by the Chairman.

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

Playground – Clerk confirmed a second quotation for repairs was awaited. Hopefully this would be resolved ahead of the June meeting. **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. This is in process. **Action Cllr. Rosevear**

The Warren – Clerk confirmed SHDC had a scheduled meeting for May 11th at which the condition of the Warren would be discussed. Parish Council is to be updated at the earliest opportunity. **Action Clerk**

Carry forward to a future meeting – Lay-By and possible improvements to / change of use. **Action Cllrs. Carson, Rosevear Case and Getley**

Cathy Auberton (SHDC) has been invited to attend the June Parish Council meeting to discuss car parking charges. C.Cllr. Gilbert suggested that other topics such as the Warren and the parking of coaches could also be discussed. **Action Clerk**

Cllr. Getley confirmed the car parking payment machine had now been modified to accept the new £1 coin.

It was agreed to defer the skip placement until September as the earliest it could be publicised in Bigbury News was July. It was also noted that in future two small skips would be placed as opposed to large one historically used. Clarification was also needed as to what could be placed in these skips.

Action Cllr. Rosevear

4.0 Election of Chairman for forthcoming year

Cllr. Rosevear proposed Cllr. Carson should be elected to the role as Chairman. This was seconded by Cllr. Huntley and agreed unanimously. Cllr. Carson agreed to remain as Chairman.

5.0 Election of Vice Chairman for forthcoming year

Cllr. Smith proposed Cllr. Rosevear should be elected to the role as Vice Chairman. This was seconded by Cllr. Carson and agreed unanimously. Cllr. Rosevear agreed to remain as Vice Chairman.

6.0 Appointments to outside bodies

Memorial Hall - Cllr. Rosevear proposed Cllr. Carson should be elected to represent the Parish Council on this committee. This was seconded by Cllr. Smith and agreed unanimously. Cllr. Carson agreed to accept the role.

CPRE - Cllr. Carson proposed Cllr. Rosevear should be elected to represent the Parish Council on this committee. This was seconded by Cllr. Huntley and agreed unanimously. Cllr. Rosevear agreed to accept the role.

DALC - Cllr. Carson proposed Cllr. Rosevear should be elected to represent the Parish Council on this committee. This was seconded by Cllr. Smith and agreed unanimously. Cllr. Rosevear agreed to accept the role.

DPFA - Cllr. Rosevear proposed Cllrs. Case and Getley should jointly be elected to represent the Parish Council on this committee. This was seconded by Cllr. Carson and agreed unanimously. Cllrs. Case and Getley agreed to accept the role.

7.0 County Councillor's report

C.Cllr. Gilbert stated that having been elected he would do his best to serve the needs of the community. He advised that Adam Keay had been appointed as the Highways Officer and would replace Nick Colton in this role.

Potholes, which were defined as being more than one foot wide and one inch deep, were to be reported via the website and C.Cllr. Gilbert stated this system in place for reporting these was efficient. In response to a question from a Resident A he explained that the parish needed only one individual with Chapter eight training to enable members of the community to undertake basic road repairs.

C.Cllr. Gilbert confirmed that specific funds were not available to address 'pinch points' on specific roads but agreed to look at the longstanding issues previously raised with C.Cllr. Hosking.

C.Cllr. Gilbert stated that a sum of £1000 was available through his locality fund for the parish to use if it could prepare a suitable proposal, adding that additional funds could be available through the District Councillor.

C.Cllr. Gilbert stated that discussions were ongoing at SHDC in respect of potential changes to the waste collection programme adding that current statistics show 23% of waste collected in the large grey bins is actually food waste. SHDC believed residents were unwilling to place this waste in the correct brown bins as these were only collected every second week and there were concerns about smells and other potential hazards. He added this was one of many cost saving ideas being discussed by the council.

Resident B expressed his concerns about the condition of the Warren in the strongest possible terms adding that the deterioration in the previous two months had been the worst he had seen. Cllr. Carson agreed but added that this land was not owned by the parish council and as such they were powerless to take any remedial steps although some funds had been allocated to help with any work subsequently undertaken by SHDC. Cathy Auberton from SHDC was attending the next parish council meeting in June and this would give residents an opportunity to talk to a senior member of staff from the department responsible for the upkeep of the Warren

Resident A asked that consideration be given by SHDC to install a charging point for electric cars in the main car park as this was going to be an increasing need in the future. Cllr. Carson referred to the upcoming visit of Cathy Auberton, adding that this was a suitable time to raise the issue.

Resident C reminded the council that signs to the Post Office which had closed some years earlier were still in place. Cllr. Carson agreed to deal with this matter.

Planning

1196/17/OPA Land at SX668 471, Easton, Bigbury – outline application with all matters reserved for permanent agriculture worker's dwelling. Cllr. Case declared a personal interest in this topic. The applicants were present at the meeting and answered some questions relating to their proposal. Cllr. Rosevear proposed the application be supported which was seconded by Cllr. Smith and agreed unanimously by the members.

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.

Having reviewed these plans Cllr. Huntley proposed the council support the application which was seconded by Cllr. Rosevear and agreed unanimously by the Council.

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

Cllr. Huntley updated the council as to the current status of this application / appeal adding that the submission to register this property as a community asset had been received by SHDC and was being considered.

District Councillor's report

D.Cllr. Huntley stated that she had been a candidate for the County Council elections in the Salcombe District and had come in second place with 895 votes behind C.Cllr Gilbert with 2231 votes.

D.Cllr Huntley added that the topics of waste management and Bay View Café had already been covered.

D. Cllr. Huntley reminded all councillors that a training programme for 'new' councillors had been organised and that based on her attendance at an previous session, it would be beneficial for others to attend.

Footpath Warden and Tree Warden reports

Neither warden was able to attend the meeting although the two following brief updates were provided.

Clerk confirmed the Footpath Warden had stated his intention to resign from this position in October 2017 and therefore there would be a vacancy.

Resident D added the Tree Warden had no further update from that provided at the previous meeting.

Finance

Clerk stated that the restricted funds had been wrongly reported at the last meeting. Although the total of £3090.06 was correct, funding previously identified as highways was in fact P3.

Clerk presented the following for payment. Cllr. Smith proposed this be accepted which was seconded by Cllr. Rosevear and all councillors agreed. Clerk was to raise cheques.

£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

Clerk showed a slide of the current cash book and bank reconciliation statement showing a balance of £19668.24

Clerk showed a statement of restricted and reserved funding with a balance of £3090.06.

Approval of submission of accounts to external auditors for year ended 31st March 2017.

Clerk presented the Annual Governance Statement 2016/2017 which had previously been shared with and reviewed by the Councillors. Cllr. Carson proposed this be accepted as a true and accurate record and this was seconded by Cllr. Rosevear with all other Councillors in favour. Clerk and Cllr. Carson signed the document.

Clerk confirmed that an internal audit of the 2016/2017 accounts had been undertaken and been signed off as correct by a qualified Accountant.

Clerk presented the Accounting Statements for 2016/2017 which had previously been shared with and reviewed by the Councillors. Cllr. Carson proposed this be accepted as a true and accurate record and this was seconded by Cllr. Smith with all other Councillors in favour. Clerk and Cllr. Carson signed the document.

Richard Matthews - Clerk, Bigbury Parish
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The future of Bigbury News

All Councillors agreed Bigbury News was important to the community and although the Bigbury Community website was in place, agreed the physical document needed to be printed and circulated for at least another cycle of five years or so.

As the Editor was to resign from this position at the end of 2017, Cllr. Rosevear proposed a small working party be established to review all facets of the publication. Cllr. Case seconded this proposal and although this motion was not lost, after further discussion it was agreed the entire council could participate in this process.

ACTION –All Councillors

Correspondence

A note had been received from the committee of the Memorial Hall to remind the Parish Council that the temporary wiring put in place when broadband was installed was in fact a temporary solution and a more robust installation was required. It was agreed to address this at the earliest opportunity.

Meeting closed 09:25 pm

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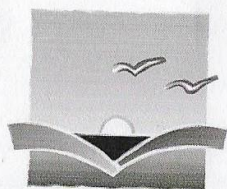
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South Hams
District Council

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 M Stopher

App. No:	1667/17/FUL	Contact Name:	Rachel Head (LH)
For:	Demolition of existing dwelling and replacement with new single dwelling		
At:	Merrylees, Ringmore Drive, Bigbury On Sea, TQ7 4AU		

The site adjoins/affects a public right of way.

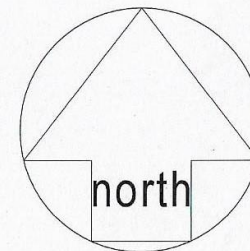
Members of the public can view the application details, plans and documents on our website
www.southhams.gov.uk

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

16 June 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.



Merrylees,
Ringmore Drive,
Bigbury. TQ7 4AU
Location plan.

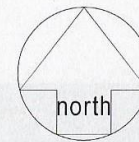
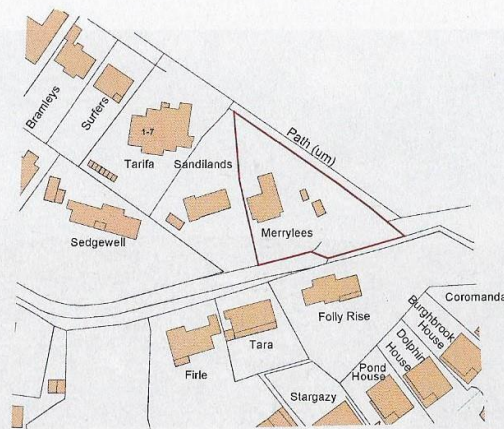
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 stopher design partnership

56 Fore Street. Kingsbridge. Devon. TQ7 1NY.
Tel: 01548 853844
michael@stopher-design.co.uk

Introduction

Merrylees is a 1920's detached house and garage situated on an extensive plot located to the eastern side of parish of Bigbury on Sea and is approached off Ringmore Drive. The house lies inside the village Development Boundary, inside the Coastal Preservation Area and within the Area of Outstanding Natural Beauty. The site has been subjected to a number of extensions over the years. The existing house is of no architectural merit and is in poor condition. Due to its age, it maintains a poor energy efficiency, whilst not making the best use of the site or its location.



Merrylees,
Ringmore Drive,
Bigbury. TQ7 4AU
Location plan.

1627-01 1:1250

stopher design partnership

56 Fore Street, Kingsbridge, Devon. TQ7 1NY.
Tel: 01548 853844
michael@stopher-design.co.uk

Proposal

The proposal is to replace the existing building with a new dwelling that will go some way to improve the above failings.

It is designed as a modern contemporary house with quality materials and standard of finish. It will be very energy efficient and make the best of its location.

The existing house and garage is approx. 330 sqm on two floors on the west side of the site. Its replacement is 350 sqm including garage and studio a modest increase in habitable space.

The proposed new building sits across the site to make the most of the coastal views.



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Health and Safety policy – annual review

Correspondence received.

Richard Matthews - Clerk, Bigbury Parish

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Council

Please reply to: Case Management Team (DM)
South Hams - dm@southhams.gov.uk
Follaton House, Plymouth Road, Totnes. TQ9 5NE
West Devon - dm@westdevon.gov.uk
Kilworthy Park, Tavistock, PL19 0BZ

Working together



Bigbury Parish Clerk
10 Lower Brook Park
Ivybridge

PL21 9TZ

Our ref: 1051/17/OPA
Date: 9 June 2017

South Hams Planning
Dear Sir/Madam

Reference No: 1051/17/OPA

Click here for
web: <http://apps.southhams.gov.uk/PlanningSearchMVC/Home/Details/171051>

Proposal: Outline application with all matters reserved for 2 no. dwellings

Location: Land adjacent to Bigbury Court, Bigbury, TQ7 4AP

We have received the above application, which we would like your comments on.

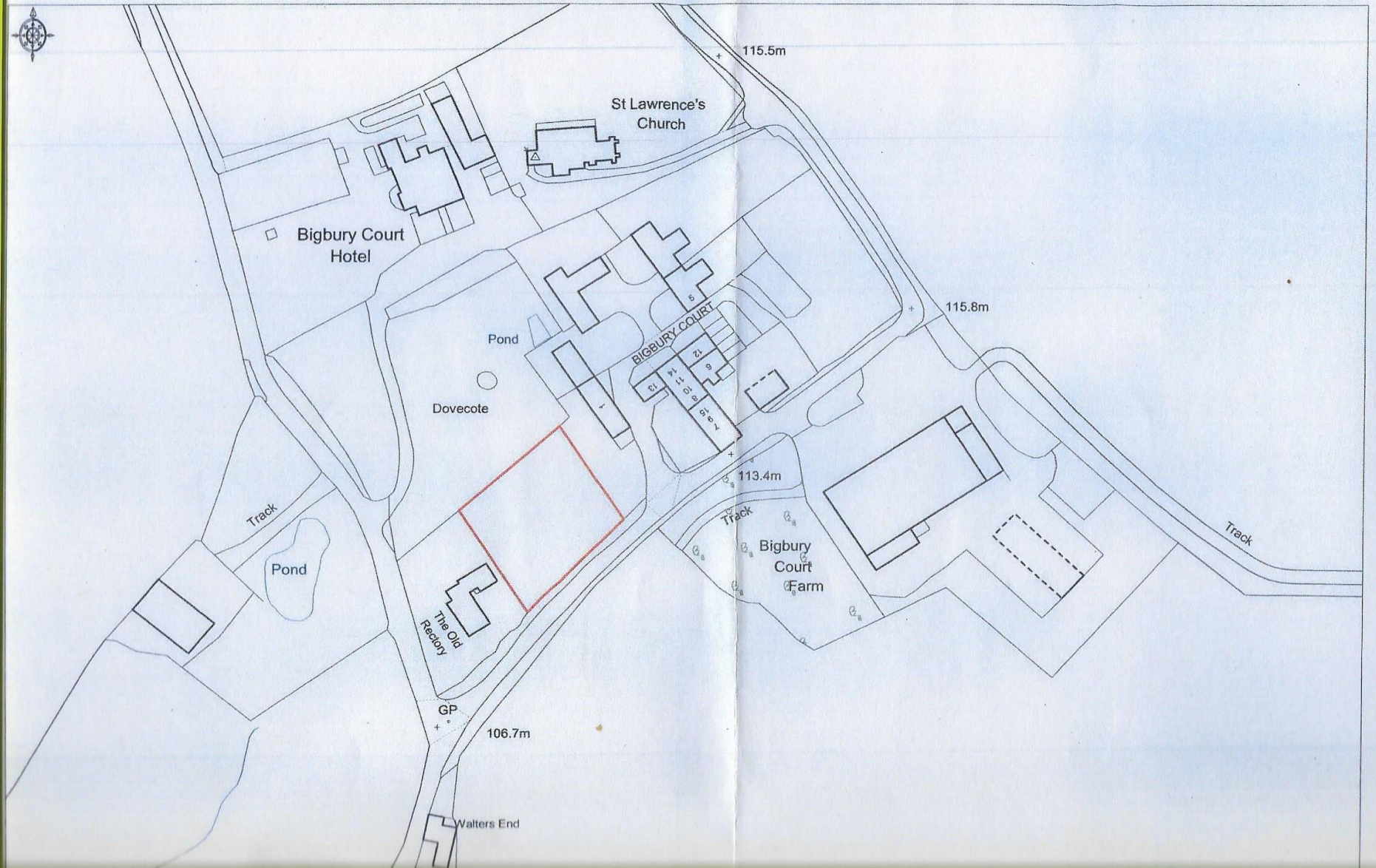
The details can be viewed on the relevant council's website by entering the above application reference into "quick planning search" and following the links to "associated documents"

Please email your response to dm@swdevon.gov.uk.

Will you please let me have any recommendations you wish to make on the attached form by **7 July 2017**

Yours faithfully
Case Management Team
Development Management

Land adjacent to Bigbury Court



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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:
C & S Rodger, R & E Ogilvie-Smals, C & L Hall, J Davies

App. No: 4097/16/OPA **Contact Name:** Rachel Head (WO)
READVERTISEMENT (Amendments to detail of proposed new access and road
layout) Outline application with some matters reserved for residential
For: development of circa 8 dwellings, open space and associated infrastructure with
all matters reserved except for means of access (and associated off-site
highway works)
At: Proposed Development Site At Sx 663 471, St Anns Chapel, Bigbury, Devon

The site adjoins/affects a public right of way.

Application affecting the Setting of a Listed Building.

The proposed development does not accord with the provisions of the development plan in force
in the area in which the land in which the applications relates.

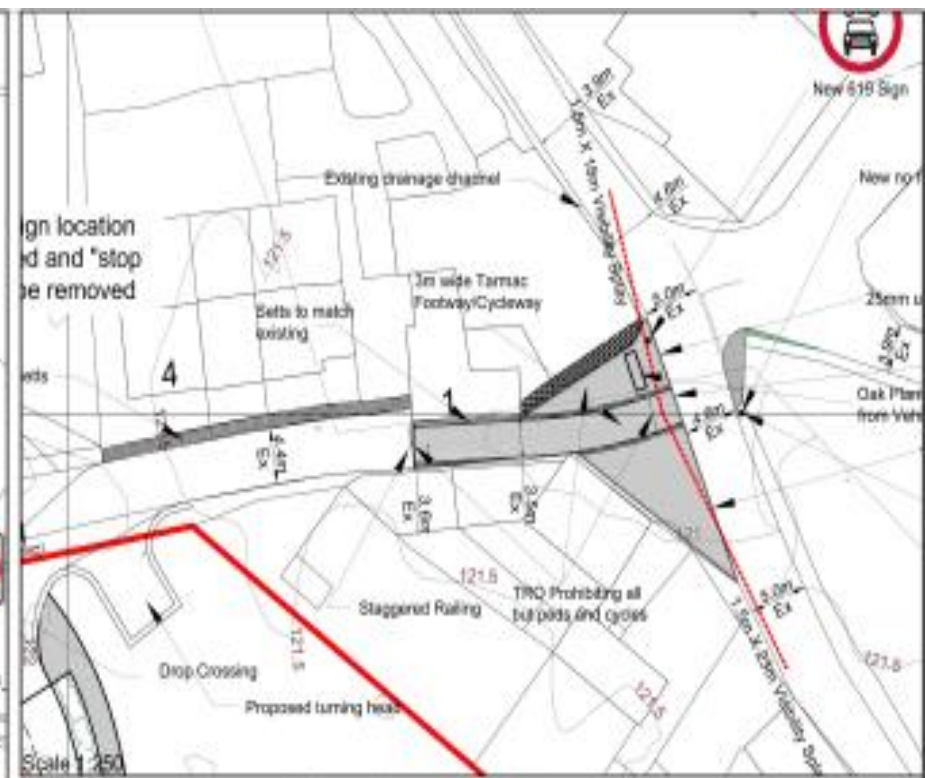
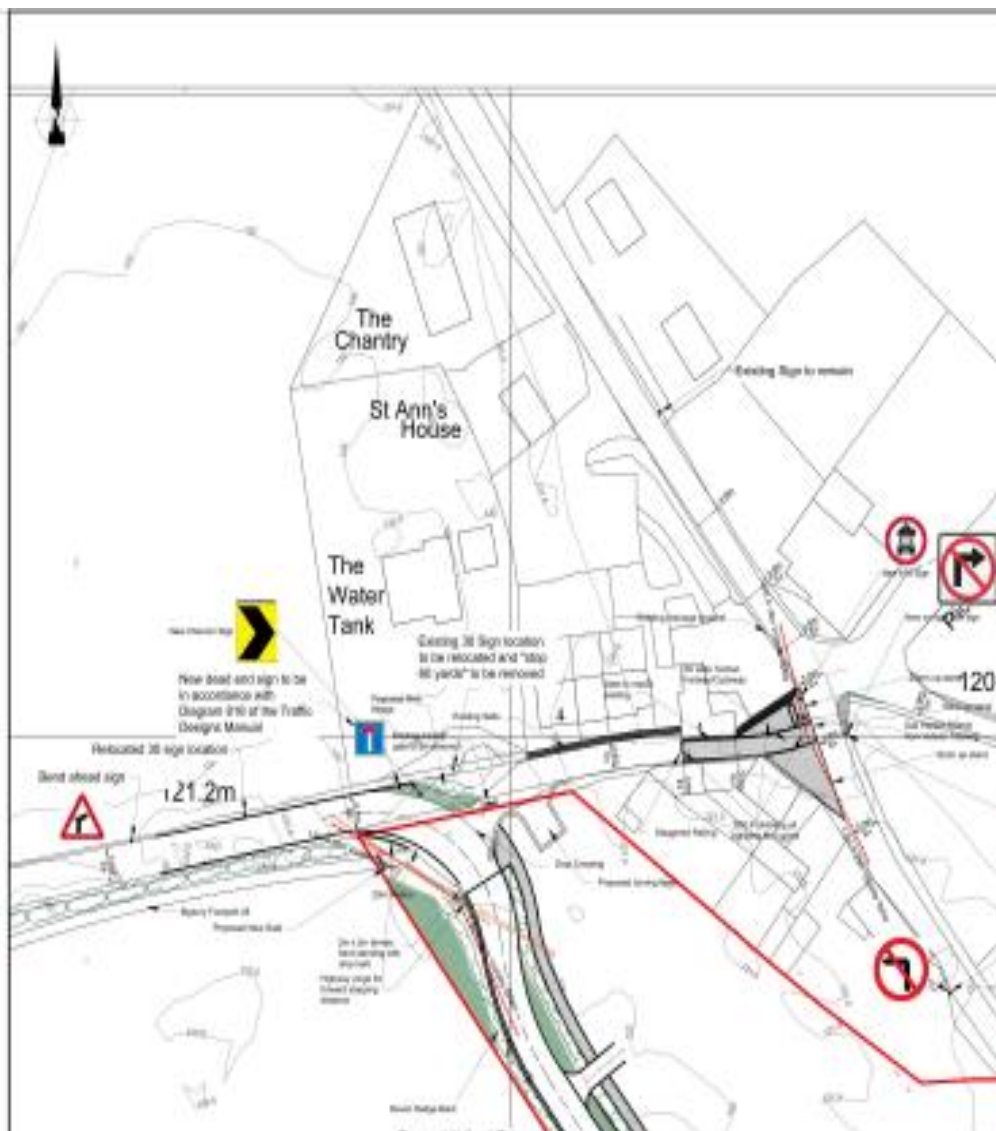
Members of the public can view the application details, plans and documents on our website
www.southhams.gov.uk

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

23 June 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 comment from the Council.





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Bigbury Parish Council – cash book as at May 31st 2017

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
09.05.17	Lloyds - interest received			0.65				19668.89
09.05.17	BT group - Memorial Hall		DD			31.90	6.38	19630.61
10.05.15	Memorial Hall Hire		1104			30.00	0.00	19600.61
10.05.17	Grasshopper		1105			90.00	0.00	19510.61
10.05.17	J Gilbert		1106			50.00	0.00	19460.61
10.05.17	Community First Insure.		1107			200.40	0.00	19260.21

Bigbury Parish Council – Bank reconciliation May 31st 2017

Bank reconciliation as at May 31st 2017				
19260.21	Cash Book (above)			
18624.39	Deposit account statement			
665.82	Current account statement			
-30.00	cheque 1104 not cashed			
19260.21	Total			

Richard Matthews - Clerk, Bigbury Parish
Council

Bigbury Parish Council cash forecast and analysis of restricted funds May 31st 2017

Cash Forecast as at May 31st 2017					Analysis of restricted funds as at May 31st 2017				
19260.21	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 May 31st 2017				
1000.00	Reserved project funds				1000.00	The Warren (allocated in 2015/2016 precept)			
8920.15	Surplus								

Richard Matthews - Clerk, Bigbury Parish Council

Payments for processing June 14th 2017

£20.00 – Kingsbridge Websites – two year domain renewal

£105.00 – Alan Tanner – internal audit fee

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

Paid by direct debit

Proposed by.....

Seconded by.....

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As per my communications at the end of last year the RNLI is very keen to install our peak season lifeguard unit for Bigbury in the same position next to the lookout for the 2017 season (8th July – 3rd Sept). The installation process for 2017 is being handled by David Jackman as Mark Allen has had his area boundaries re-aligned and no longer covers the South Hams beaches.

As per last year we would look to install and remove as close to the start and end of patrolling to minimise the impact locally. I will ask David to provide you with the dates that he currently has pencilled in for the install subject to gaining the Parish's agreement.

If you could please let us know if this will again be possible I would appreciate it.

Kind regards,

Simon Crayford | Area Lifesaving Manager
South Hams & Plymouth

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Dear Bigbury Parish Council

Play Area Agreement; St Ann's Chapel - Bigbury

An invoice for 2017/2018 Play Area inspections will shortly be sent to you, which relates to the service provided by South Hams District Council to inspect and insure the above play space.

In the renewal letter for 2016/17, Town/Parish Councils and other organisations were made aware that the charge for this service had remained the same (£100) for over seven years and that this charge would be reviewed and subject to change for 2016/17.



The service is currently heavily subsidised by South Hams District Council, and does not come close to covering its costs. South Hams District Council has agreed a £30 increase to £130 for 2017/18 in a bid to start to close the gap on cost of delivery (£30 equating to the shortfall in cost of meeting the annual insurance report).



The current service includes: insurance, monthly inspections by qualified South Hams District Council Mobile Locality Officers, plus an annual engineering report provided by the District Council's own insurer, currently Allianz.

The Council will continue to explore options to make this service more efficient and cost effective, and accordingly are open to discussing with communities options for the future delivery of the service and would welcome the views of the addressee Council or organisation.

Should your organisation wish to do so, you have the option of making your own inspect and insure arrangements for 2017/18. Please inform us if you do wish to make your own arrangements.

If you have any queries relating to this service please email parks@swdevon.gov.uk

Yours sincerely

Rob Sekula
Specialist – Assets and Place Making

www.southhams.gov.uk

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Bigbury Parish Council

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THANK YOU