

Bigbury Parish Council

Council meeting St Ann's Chapel

June 13th 2018

Agenda - Bigbury Parish Council meeting – June 13th 2018

A Meeting of Bigbury Parish Council will be held in the Memorial Hall, St Ann's Chapel on WEDNESDAY June 13th 2018 at 7.30 p.m. The agenda is as follows:

1. Declaration of Interest
2. Apologies for Absence.
3. Approval of the minutes of the Parish Council Annual General Meeting held May 16th 2018.
4. Matters arising from minutes of previous meeting held May 16th 2018.
5. Planning application – 4120/17/FUL Re-advertisement Land at Sx 663 471 St Ann's Chapel – discussion with Jan Tribble - Architect responsible for the development.
(Members of the public are welcome to participate during this agenda item)
6. Open session *(members of the public are welcome to participate during this agenda item and may submit their views on any planning matter).*
7. Proposal for road surface change in St Ann's Chapel
8. Rubbish removal in and around the beach and car park areas
9. County Councillor's report
10. District Councillor's report.
11. Planning related matters (applications and update)
 - a. Update - 0819/18/FUL Bigbury Parish Council application for an Air Ambulance night landing site / mast at Bigbury Golf Course
 - b. Update – Sea Front development
 - c. Update on Neighbourhood Plan
12. Playground replacement equipment project update
13. Signage – in and around the car park and Warren
14. Financial – Approval of annual governance statement (an audit requirement)
15. Finance - Approval of payments to be made and presentation of finance statement
16. Finance – Approval of accounting statements for year ended 31st March 2018 (an audit requirement)
17. Bigbury Community website
18. Renewal of British Telecom contract for broadband provision in the Memorial Hall
19. GDPR – data protection and privacy laws – an update from Clerk

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18. Renewal of British Telecom contract for broadband provision in the Memorial Hall

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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Matters arising from previous meeting – not covered on this agenda

Point

Carry forward - Mr Radford asked if it would be possible to use the side wall of the bus shelter as advertising space for the holiday park and he would ensure whatever was placed there would be suitable. SHDC planning restrictions may apply. **Action Mr Radford**

Answer

Various types of advertisement benefit from 'deemed consent' (i.e., they do not require consent from the Local Planning Authority to be put up). I have checked through all of the deemed consent categories, but there is no deemed consent for a business (the holiday site, in this instance), to display an advertisement outside of their own premises. Advertisement consent would therefore be needed for an advertising board of any size on the bus stop.

Point

Carry forward – Cllr. Carson agreed to look into the option of installing a Variable Average Speed camera / sign. **Action Cllr. Carson**

Point

Carry forward - Cllr Getley enquired about the possibility of installing a Ringo system at the Bigbury-on-Sea car park. C.Cllr. Gilbert stated this should be referred to the District Councillor. **Action D.Cllr Huntley**

Point

Resident B raised concerns over the decision taken by SHDC to scrap the Avon Estuary Patrol boat, which was used in the summer and bank holiday periods to monitor and deter misuse of the river by speed boats, water skiers and jet skis.

The cessation of this service is a safety issue for those using the water in a sensible manner. SHDC are to be approached with a view to reinstating this vital service. **Action Clerk**

Helen Dobby
Group Manager Commercial Services
South Hams District Council
Plymouth Road
Totnes, TQ9 5NE
May 22nd 2018

Avon Estuary Patrol

Dear Helen

I believe you are the person with responsibility for the Avon Estuary Patrol and on that basis I write on behalf of Bigbury Parish Council to express their disappointment and concerns over the withdrawal of this vital service.

The Avon Estuary is a haven for wildlife and historically has also been a place for local residents and tourists alike to enjoy water based activities safely. However in the summer months and at times when the sun is shining it unfortunately becomes a magnet for speed boats, water skiers and jet skiers alike, the pure nature of their activities being speed related.

The Avon Estuary Patrol provided a deterrent to those wishing to flout the rules and the law, ensuring the estuary was a safe place for all. The withdrawal of this service will make the estuary unsafe and drive law abiding water users away. Would you please be kind enough to share with the Parish Council a copy of the risk analysis supporting this decision?

Bigbury Parish Council understand this is the only service of its kind in the area to be have been withdrawn and would like to understand the rationale behind this decision; at this point in time the Councillors can only assume it is cost related. If this is the case, and with transparency in mind, they ask you to provide details of the cost of providing this service and also some information as to how it was funded as the Councillors understand several external organisations such as ACA, Avon Water-Ski Club and Duchy of Cornwall provided sponsorship to support this activity. Were these sponsors informed of this decision in advance, has their funding stopped or are SHDC using the income for another activity?

The Parish Council would appreciate a swift review of the decision to withdraw this service as we are in a period of time where misuse of the estuary is at its highest and the Councillors want to ensure there are no accidents as a consequence of this decision.

Yours sincerely

Richard Matthews
Clerk – Bigbury Parish Council

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Point

D.Cllr Huntley would have further discussions with Cathy Auberton from SHDC on this topic and it was agreed the Clerk would draft a letter to SHDC outlining all the issues.

Action Clerk

Point

0819/18/FUL Bigbury Parish Council application for an Air Ambulance night landing site / mast at Bigbury Golf Course
Clerk confirmed permission had been granted. Next step was a meeting with Parish Council Chairman, General Manager of Golf Club and Toby Russell (Devon Air Ambulance Trust)

Action Clerk

Point

1285/18/FUL Ringmore Parish application for an Air Ambulance night landing site / mast at Westbury Field, TQ7 4HL
This is a Ringmore Parish application but as Bigbury Parish Council fully support this initiative, it was agreed to formally write a letter supporting the application.

Action Clerk

Point

1414/18/COM 3 Pickwick Cottages 28 day (1 month) communication PD application - notification under electronic communications for erection of 9m pole (7.3m above ground)
This was described as 'permitted development' however after discussion, Cllr. Rosevear proposed the Parish Council object to the proposal on the grounds of 'not in that location and not in that manner'. An underground approach would be more acceptable. Cllr. Case seconded the proposal and all Councillors voted to object.

Action Clerk

Point

Cllr. Getley had taken a number of photographs of the signs in and around the beach / car park. However many of these are under the direct control of the District Council. It is hoped the Officer responsible at SHDC for this could visit at a busy time when signs are hidden behind parked cars.

Action D.Cllr Huntley

Point

The issue of why the Venus Café had no flags on their flag poles was discussed – this would help visitors see where amenities were placed.

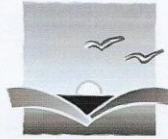
Action Cllr. Getley

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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 A Ball

App. No: 4120/17/FUL **Contact Name:** Wendy Ormsby
For: READVERTISEMENT (Revised Plans Received) 4 No. new dwellings, vehicular
access and public realm improvements
At: Land At Sx 663 471, East Of The Pickwick Inn, St Anns Chapel, Kingsbridge

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

8 June 2018

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

If you do not have access to the internet please post your comments, clearly marked for the attention of The Planning Department, South Hams District Council, Follaton House, Plymouth Road, Totnes, TQ9 5NE

Please note: Representations cannot be treated as confidential – your name, address and comments will be available on the Council's website www.southhams.gov.uk. We are unable to send acknowledgements to signatories of petitions or standardised letters.

Context: **The Site**



1. Site viewed from Bigbury Road Looking South East



2. Poor condition and excessive signage detracting from the village setting



3. Existing building types. Note expressed chimney character



4. Current vehicular access onto Bigbury Road



5. View north west with Listed Pickwick Inn. Site boundary to left

Context: The Site



6. View from site looking north west towards Pickwick Inn



7. Opportunity to reuse and enhance character boundary treatment



8. Example of larger properties approved



9. Example of local housing



10. Example of sympathetically designed buildings

The Proposal: 1.0 Use

1.1. The existing and current use of the site is a car park for the adjacent listed public house The Pickwick Inn. Although the site has not been used for some time, there is nothing to prohibit the owner using the existing accesses onto the highway and reopening the car park.

Figure 1 Historic and current use as a car park and site access.



1.2. The proposed development is for 4 new homes at St Anns Chapel. This proposal respects both the character and scale of the adjacent development by providing family homes within the village boundary.

1.3. The new family homes, 1 no. 3 bedroom detached home and a terrace of 3 no. 3 bedroom homes deliver a meaningful contribution to the identified housing needs in a sustainable village location.

1.4. The application site falls within a part of the South Hams which is identified as having a severe shortage of available housing land. The clients brief has been to address the findings of the identified housing needs survey, delivering open market homes for young families.

1.5. The proposed use will work well with the existing residential development, further defining the 'place' with a focus on community. Having a good mix of homes in the village, such as the proposed family homes, is a vital part of creating a sustainable vibrant place.

1.6. The proposal looks to make use and improve access to the existing village facilities for the local community and new residents to the local shop, public house and recreational trails, by improvements to the boundary treatments and public realm improvement to the north west of the site

1.7. Please refer to the detailed Planning Report by G Dimeck BTP MRTPI of Mark Evans Planning Consultants which form part of this detailed planning submission.

The Proposal: 2.0 Amount

2.1. An initial Urban Design review of the site was undertaken which tested and identified the potential capacity of the site. Along with the clients brief, sketch proposals were prepared to establish the amount of accommodation the site could deliver and what wider improvements could be achieved by review the site access arrangements.

2.2. The design process lead to the selection of option C. A modest development of 2-storey buildings, in a traditional vernacular and grouping to respect the adjacent settlement character, i.e. two full floors with some accommodation within the roof spaces. This provides for a good level of accommodation and flexible use of spaces whilst providing familiar building silhouettes with contemporary detailing.

2.3. The application site runs to 0.11ha and of a size to accommodate either more units or, alternatively, larger dwellings. However, a mix of housing styles, form, density and scale are proposed to reflect local character and to respect 'place' and address the accommodation needs of the local community.

2.4. Size and mass of the proposal has been defined by the site analysis, Urban Design review and the clients brief to accommodate the identified housing need for family homes. The proposed complements the adjacent buildings whilst reinforcing enclosure to this important site.

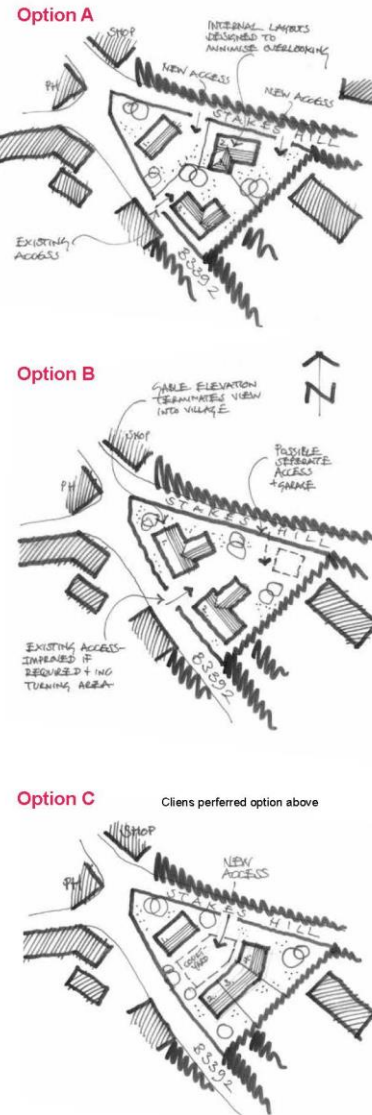
2.5. The following table illustrates the amount of accommodation proposed;

Ref	Dwelling Type	Number of Bedrooms	Approx. GIA (M ²)	Parking	Notes
A	Detached dwelling	3	130m ²	2 on plot	East/West orientation to principal rooms
B	End terrace	3	90m ² + loft space	1 on plot 1 off plot	Large wrap around north east and south east facing garden
C	Mid terrace	3	90m ² + loft space	1 on plot 1 off plot	
D	End terrace	3	90m ² + loft space	2 on plot	Large wrap around south west facing garden

Figure 3 Accommodation Schedule

2.6. The proposals looks to make two significant changes to the 1) the access into the site and 2) improvements to the public realm based on feedback from Devon County Council Highways.

Figure 2 Below sketch proposals reviewing site capacity and access



Option C Clients preferred option above

The Proposal: 3.0 Layout, Scale & Appearance

3.1. As identified a number of sketch proposals were considered when looking at the constraints and opportunities of the site. The current layout was selected to best address the access in and out of the site.

3.2. New Access is proposed off Stakes Hill to improve the existing conditions where vehicles are able to access the site from the opening on the north west corner of the site, immediately adjacent to the junction of the B3992 and the Stakes Hill Road, and also a gated entrance from the B3992 opposite the Old Bakery.

3.3. A key characteristic of the site is the strong landscape and boundary framework around the site. These features are in a poor state in places and the application looks to reinforce key boundaries (hedge banks and local stone walling) and supplement existing hedgerow planting to improve local flora and fauna. These features will provide a positive enhancement to the character of the area.

3.4. Within the site a central shared courtyard provides an informal turning area for vehicles and access to parking spaces. These parking spaces, in turn, lead to the formal entrances to the dwellings. The layout is not only legible for users but provides the potential for level access to all dwellings and greater accessibility.

3.5. Passive security has been prioritised by ensuring that the shared courtyard parking area has excellent levels of overlooking.

3.6. The proposed layout of dwellings in plan respects the historic grain of the village. This provides a sympathetic arrangement and 'rural village feel' to the proposal. The figured ground plan Fig 6 illustrating how it works with the existing buildings.

3.7. Solar orientation has been maximised to ensure that morning light is prioritised for the principal rooms within the terraced homes and afternoon and evening light to the detached dwelling.

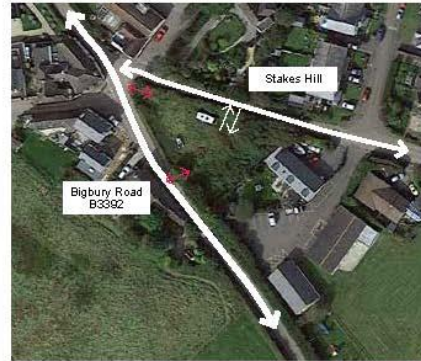


Figure 4 Existing (Red) and proposed (White) access

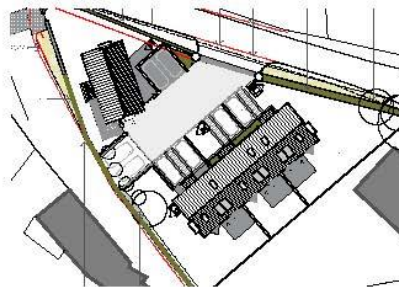


Figure 5 Proposed Layout

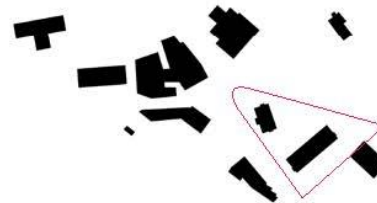
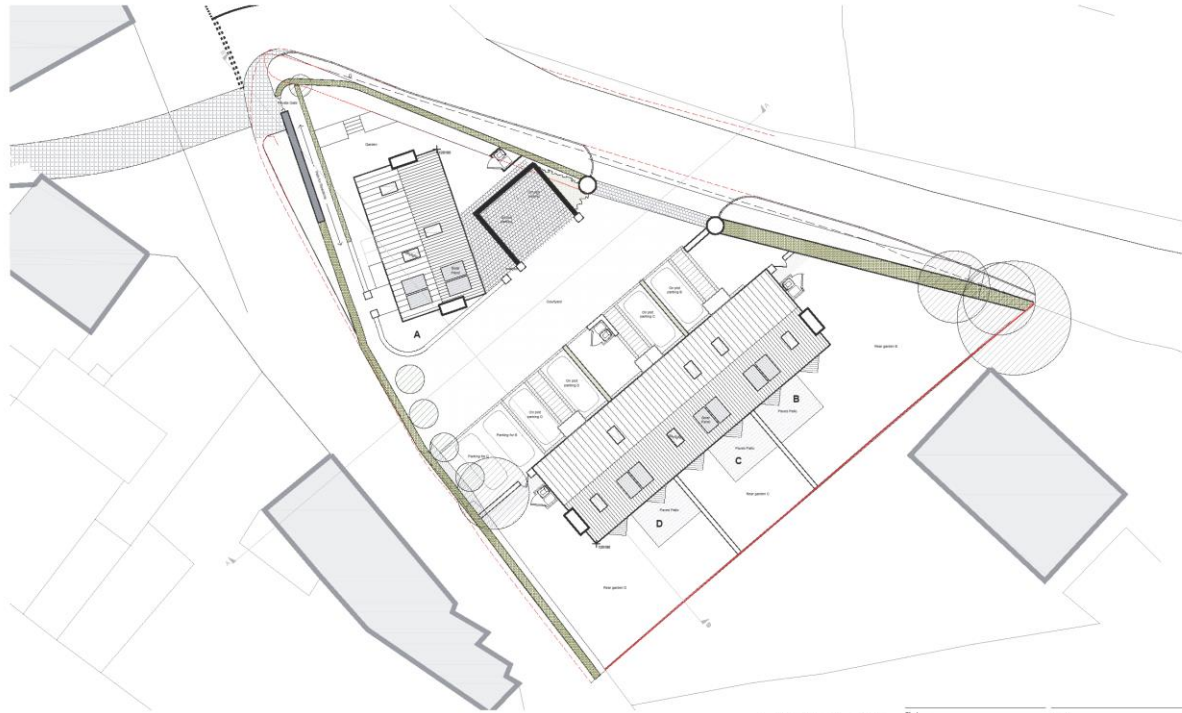


Figure 6 Figured Ground Plan



All dimensions and notes to be verified by the Contractor on site. Any discrepancies to be noted by the Contractor prior to construction. The information to be used for the drawing shall be that of the architect. The architect is not responsible for the accuracy or completeness of the information. The Contractor shall verify the accuracy of the information. The Contractor shall verify the accuracy of the information. The Contractor shall verify the accuracy of the information.

1	02.10.17	JT	Updated in line with DCC-highways requirements	Client M A East
2	08.10.17	JT	Additional annotation added	Proposed Location Land adjacent to Fitzwilliam, St. Peter's Church, KINGSBURY
3	10.11.17	EM	Revision of structural drawing to include additional highways primary	Proposed Title Proposed Roof Plan
4	10.12.17	JT	Revision of perimeter path colour with DCC highways requirements	Drawing Information Author Drawn Checked Date 1:100 (B1) 10.11.17 em J 40162240 DS
	10.04.18	EM	Revised Planning Application	Client M A East

Kay Elliott
Architecture
Interior Design

100 Kingsway
London EC6A 3DE
www.kayelliott.co.uk

RIBA



Section A-A: looking northwest



Section B-B: looking northeast

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 Dimensions to be verified with the local authority before work commences.
 No responsibility is to be taken for any errors. Contractor must
 verify all dimensions on site. The drawing is subject to approval
 of the local authority.



Scale 1:100



© 2017 Registered Firm

Client		
M A Ball		
Project location		Land adjacent to Pickwick Inn, St Ann's Chapel, Crayke, York
Drawing title		
Coloured Sections		1. Kay Elliott Wood 107, 109 101, 103 United Kingdom T +44 (0) 1903 232025 F +44 (0) 1903 288218 A kay@kayelliott.co.uk www.kayelliott.co.uk
Drawing number		
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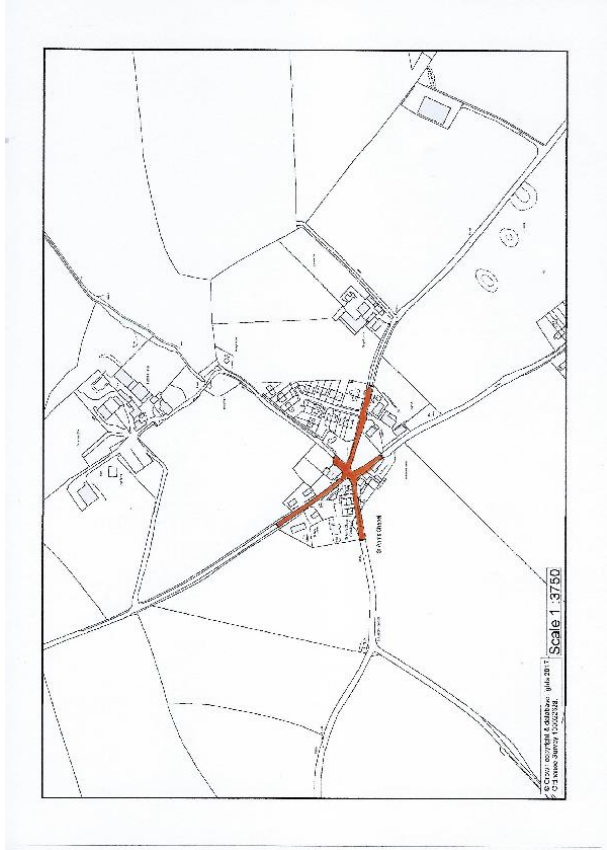
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Richard Matthews - Clerk, Bigbury Parish Council

Dear Councillor Gilbert

You may recall that at our Bigbury Parish Council meeting in April 2018 we discussed the possibility of changing the road surface through St Ann's Chapel to slow vehicles down when passing through the village and also creating a shared vehicle and pedestrian friendly road due to the lack of pavements. The idea is to make it clear to drivers entering the village that they are entering an area where there may be pedestrians walking along or wishing to cross the road and also to ensure that drivers travel slowly when approaching the rather dangerous junction in the centre of the village.

As promised I have now obtained some further information about the typed of paved road surface which could be used for this purpose. The email below shows a photo of a similar scheme at Shire Newton in Monmouthshire but Jubb Highways Consultants who I approached have also done similar schemes elsewhere.

I have received a ball park figure from Jubb as to the cost of these works and will send this to you as a separate email. The area that we had in mind for this road surface treatment is shown on the attached plan.

This is an item that we would like to discuss at the next parish Council meeting on 13 June 2018 which hopefully you will be able to attend.

Kind regards

Valerie

Cllr Valerie Scott

Richard Matthews - Clerk, Bigbury Parish
Council

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6. Open session *(members of the public are welcome to participate during this agenda item and may submit their views on any planning matter).*
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Bigbury parish Council – Devon Air Ambulance night landing site project

Planning approval received to erect mast at Bigbury Golf Club

Meeting held with DAA and Golf Club Friday 8th June 2018

Proposed installation date – late July 2018

Payment of Grant from DAA requested

Payment of TAP fund grant to follow after installation

Payment of donation from Bigbury Golf Club to follow after installation

NO overall cost to Parish Council

Communication plan to mark opening to be co-ordinated between Parish Council, Bigbury Golf Club, Bigbury Community Website and Bigbury News. Likely to include local newspapers as well

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Neighbourhood Plan Progress Report 13 June 2018

Community-led housing scheme

Discussions with the landowners of Site 4 have been continuing and an agreement has now been reached on the Heads of Terms relating to the acquisition of the land for the community led housing scheme. South Hams District Council is keen to progress the scheme and have agreed the fees for the Architect and Ecologist. They have also asked me to continue as the Planning Consultant for this project. We will soon be in a position to have a meeting with the local community to discuss the proposed layout, type and mix of dwellings and the design options.

Views, vistas and local heritage list

We will shortly be doing a consultation regarding the Views and Vistas.

A Draft Local Heritage List has now been prepared and this has been the subject of discussion with Roger Grimley, our local historian who has also been able to advise on the history of the assets. We will be putting this list forward for consultation very shortly. We would still like to engage with the youth of the parish and get their views on the assets that we are proposing to put forward. As previously stated we may be asking the youth to assist in preparing some local heritage trails.

We welcome the contribution made by Louise Wainwright, Trish Baguley and Norman Botton in terms of recommending some short walks around the parish and hope that this will also help to provide greater awareness of our natural and historic environment and will be useful in promoting tourism.

Consultations

We have sent out letters to all the local businesses in the parish, including all of the farmers and the owners of the Bantham Estate and Burgh Island to ask if they wish to comment on the Neighbourhood Plan and to provide if possible an indication of any plans or proposals that they may have which need to be taken into account when considering the proposals and policies for the Neighbourhood Plan. The Neighbourhood Plan needs to be a plan

which should be beneficial to the whole of the community including those who operate local businesses who also provide much needed employment and help our tourism industry.

We have had useful feedback from the retailers in the parish and have met with the Chairman and Managing Director of the Bigbury Golf Club. We are meeting with Nicholas Johnson who owns the Bantham Estate towards the end of this month. Beth Huntley, Bryan Carson and Louise Wainwright have met the new owners of Burgh Island and had some initial feedback on the plans for the hotel and the island which was reported in the Bigbury News.

We also have a meeting arranged with Roger English of the AONB Unit to discuss the proposed housing development at St Ann's Chapel and general policies for the parish.

AECOM have completed their Sites Assessment but cannot carry out the Strategic Environmental Assessment until the plan is in a more complete stage.

Survey of dwellings used as a principal residence, second home or holiday let

We are carrying out a survey of the whole of the parish to try to establish the percentage of dwellings used as a principal residence, a second home or a holiday let. The initial results show that approximately two thirds of properties (65%) at Bigbury on Sea are used as second homes or holiday lets, approximately 40% at Challaborough, 33% at Bigbury Village but only 4% at St Ann's Chapel. We should have the results for the whole of the parish shortly.

We have also carried out a study of house prices in the parish over the last three years which showed that there were very few properties for sale within a range affordable to most people living in this area. In the last year there were only two properties for sale that were less than £350,000 and very few properties of less than three bedrooms.

Community Website

The front page of the community website now has a direct link to the Neighbourhood Plan with all of the published reports regarding the Neighbourhood Plan now included. We would like to thank Stuart Watts for installing all of these documents and making these now easier to find. A link to the neighbourhood plan documents is set out below:

<http://www.bigburycommunity.co.uk/groups/neighbourhood-plan/documents/>

Cllr Valerie Scott, Chairman of Bigbury Parish Neighbourhood Plan Steering Group

Email: valeriescott@bigbury.net

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Playpark – response to request for financial information from SHDC – received March 22nd 2018

- 1- There is £24,194 held and pencilled against St Anne’s Chapel pitch and play area.
- 2- None that I am currently aware of. The only other on my list for which there was a signed s106 in Bigbury (which stood to raise £27K) was ‘Southway’ - 05/2744/11/F & 05/1473/12/F, however I suspect this permission lapsed and was not built out. I note there was a subsequent application in 2015 at the site however this was withdrawn (05/2274/15/F).
- 3- Not via SHDC, however there are certainly plenty of other funding sources at a local and national level (i.e. Lottery, Trusts, Foundations) – I would suggest contact the South Hams CVS in the first instance – see <http://www.southhamscvs.org.uk/groupsupport>
- 4- My colleague Alexis Huggins (Cc’d) will be able to assist with the practicalities – we typically encourage applicants to seek match funding to maximise the benefit of the s106 funds. We would expect to see an appropriate tendering exercise, evidence of community consultation, etc. We can of course provide an ‘offer’ of funds, if and when to assist with evidence of match funding at the time you approach other funders.

Three options (quotes) for the replacement of equipment at the Play Park – St Ann’s Chapel
Supplier – Rhino Play Limited, Ipplepen, Newton Abbot

Rubber Mulch Surfacing Option	Rubber Mulch Surfacing Option	Rubber Mulch Surfacing Option
<p>Supply and install the following:</p> <p>Steel Wave Swing Flat Seats Steel Wave Swing Cradle Seats Spinning Top Roundabout Multi Tower Aquatic themed play unit JCX003040</p> <p>Supply and lay a total of 147sqm of bonded rubber mulch in green and blue 40mm thick around swings and roundabout, 50mm thick around multi play unit.</p> <p>Price includes removal and disposal of all existing play equipment.</p> <p>£44,915 excl VAT</p>	<p>Supply and install the following:</p> <p>Steel Wave Swing Flat Seats Steel Wave Swing Cradle Seats Steel Wave Swing Basket Seat Simple Seesaw Spinning Top Roundabout Multi Tower Cartoon themed play unit JCX001040</p> <p>Supply and lay a total of 190sqm of bonded rubber mulch in green and blue 40mm thick.</p> <p>Price includes removal and disposal of all existing play equipment.</p> <p>£47,905 excl VAT</p>	<p>Supply and install the following:</p> <p>Steel Wave Swing Flat Seats Steel Wave Swing Cradle Seats Spinning Top Roundabout Multi Tower Cartoon themed play unit JCX001040</p> <p>Supply and lay a total of 147sqm of bonded rubber mulch in green and blue 40mm thick.</p> <p>Price includes removal and disposal of all existing play equipment.</p> <p>£39,115 excl VAT</p>

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Council

Communication from Cllr. Getley June 7th 2018

I would just like to share with you a couple of ideas I had about the Warren carpark. I was down in Cornwall at the weekend and saw these very eye catching and natural looking signs. My husband and I could make something similar out of reclaimed wood for the Warren if you think that would be acceptable? We wouldn't charge for our time and materials will be reclaimed so free.

Also, I'm sure you have all heard by now about the latest robbery down at the Warren targeting the RNLI. The thieves seem to tackle the lower carpark as an easy target. I had a meeting with Ryan Hayhurst our local police officer today in my shop along with Martin from discovery about how we can tighten up security down there. We all agreed that a community camera could be the answer.

We were wondering this would be the sort of thing the parish council could maybe help us out with out of the budget? We were talking about clubbing together as a community of businesses to pay to get the camera installed but any help would be greatly appreciated. Obviously we will need to take into account the AONB element in any site we choose but the thieves seem to know the limitations of the cameras we already have on site. A camera may deter any further antisocial behaviour.



Richard Matthews - Clerk, Bigbury Parish Council



TO THE BEACH



OVERFLOW CARPARK



CHICKENS and GOATS



E Mail from Emma Widdicombe dated 19th March 2018

Hi Cllr Huntley,

Cathy has kindly passed your email onto me regarding the directional signage request.

I have asked Guy Pedrick to look into the terms of the lease regarding adding additional signage. We don't purpose an issue but need to check as obviously we don't own the land.

If it is possible, the Parish Council will need to check that planning permission isn't required. The signage would need to be designed and implemented by the Parish Council and if you wish to use our Design Team I can pass your request onto Jason to deal with. We would obviously like to approve any designs and agree on the placement.

I am still working on the matting at the Warren but with all the disruptions of the snow our teams have been very busy.

Any issues please do not hesitate to contact me.

Update from Cllr. Huntly dated 7th June

Regarding this old email from March, I think Guy should be sent an image of your proposed signage Hannah and maybe Richard if you could check pp is not required, we should just get on with it.

Summer will be over otherwise.

I have asked for higher supports for the Toilet sign but again if that is not forthcoming what should we do?

It is as unfair that you and your shop assistants have to direct the thousands of visitors to the WC's, as it is that you are expected to provide change for the car park machines.

Hello all,

I have been busy taking pictures of the signage on the Warren car park at different times of the day to try and illustrate the problems down there. The problem we have is when the car park is full nobody can see the signs. They are too low. They also blend in too much. They can't be seen and therefore serve no purpose. As I have said before nobody knows there are toilets or a cafe down on the next level. It will become more of a problem when we start charging for the toilets. People will search for the toilets and finally get there only to discover they have to pay and will have to go off hunting for a coin before they can be relieved. This is no good for the older, pregnant and the disabled visitors of which there are many.

I have been keeping a count of how many times a visitor asks for the whereabouts of the cafe or toilets and since February on average we get asked 36 times a day and that's in low season! My worry is its becoming slightly inhospitable with the recent car park price change and proposed change to the toilets. Also the signage near every car park ticket machine is faded and in need of updating. The information on the signs need to be clarified. visitors are getting confused about where to park motorcycles on site and also the distinction between the day charge and overnight charge. Please see attached photos of signage. I have placed arrows to illustrate the now you see them and now you don't effect. I'm wondering if we should have flags instead of signs? These are animated so easier to spot, just an idea. I have spoken to Anika from discovery and Mike from Venus and they are both keen to have better signage to support their businesses.

Thanks - Hannah



Richard Matthews - Clerk, Digby Parish
Council



Richard Matthews - Clerk, Digby Parish Council



Richard Matthews - Clerk, Digby Parish
Council

Bigbury-on-Sea

Long Stay Pay & Display Car Park

**CHARGES APPLY 24 HOURS PER DAY
INCLUDING SUNDAYS AND BANK HOLIDAYS**

Please see the Pay & Display machine
for current charges.

Overpayments accepted, but do not
give additional parking time.

Blue Badge Holders

Charges apply. However, disabled drivers who
display a blue badge are entitled to 1 hour free
parking on top of the time purchased.



**Change for Ticket Machine and beach
chairs available from the Venus Cafe
on the bottom level of the car park.**

**This is an Area of Outstanding Natural
Beauty, please help us preserve it by
taking your litter home.**

Main conditions of use

- The car park is a single storey car park and is not an integral part of a building.
- The car park is open from 8am to 10pm every day.
- The car park is for the use of private motor vehicles only.
- Motor vehicles are not to be parked in the car park for more than 24 hours.
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How can we help you?

- For more information on the car park and to book a car park space, please visit our website at www.southham.gov.uk.
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www.southham.gov.uk

Dogs on Beach Restrictions

1st May - 30th September



CLEAN UP UP!

It's your responsibility to clean up after your dog. Please take your dog's waste home or to a doggy bin. Do not feed your dog on the beach.

www.southham.gov.uk



Richard Matthews - Clerk, Digby Parish
Council



Richard Matthews - Clerk, Digbury Parish Council

WARRICK COUNTY

Bigbury-on-Sea

Long Stay

Pay & Display Car Park

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Change for Ticket Machine and Receipt
Change and bottles from the Village Cafe
on the ground level of the car park.

This is an Area of Outstanding Natural Beauty, please help us preserve it by taking your litter home.

Main conditions of use

- Payment made in advance at the Pay & Display machine.
- Payment is for the specific time and date indicated on the ticket.
- Payment for the full amount in advance at the Pay & Display machine.
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How can we help you?

www.warrick.gov.uk

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Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

EN Bigbury Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for 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 2018, that:

	Agreed			Yes' means that this 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.	✓			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.	✓			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 authority to conduct its business or manage its finances.	✓			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.	✓			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 authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			considered and documented the financial and other risks it faces and 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.	✓			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.	✓			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 authority and, where appropriate, have included them in the accounting statements.	✓			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	N/A	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
			✓	

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

This Annual Governance Statement is approved by this authority and recorded as minute reference:

14 MINUTE REFERENCE

dated 13/06/2018

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.bigburycommunity.co.uk AUTHORITY WEBSITE ADDRESS

Agenda - Bigbury Parish Council meeting – June 13th 2018

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Richard Matthews - Clerk, Bigbury Parish
Council

Bigbury Parish Council - Analysis of receipts and expenditure two months ending May 31st 2018

90418	Lloyds - interest received		1.03				16241.07
90418	BT group - Memorial Hall	DD			31.90	6.38	16202.79
110418	Allwood (Totnes)	1158			80.00	16.00	16106.79
110418	SHDC payroll costs	1159			100.00	20.00	15986.79
110418	DALC (subscription)	1160			121.39	18.85	15846.55
110418	JFA (knotweed survey)	void			0.00	0.00	15846.55
110418	SHDC (maps N.Plan)	1162			37.50	7.50	15801.55
110418	R Matthews salary/exp	1163			960.58	5.25	14835.72
120418	SHDC precept		8178.00				23013.72
40518	HMRC VAT refund		2132.41				25146.13
90518	Lloyds - interest received		0.88				25147.01
90518	Bank charges (rtd cheques)				50.00	0.00	25097.01
90518	BT group - Memorial Hall	DD			31.90	6.38	25058.73
160518	R Matthews (SHDC)	1164			173.92	27.58	24857.23
160518	Devon Communities Tog	1165			50.00	0.00	24807.23
160518	JFA (knotweed survey)	1166			350.00	70.00	24387.23
160518	CLr V Scott	1167			133.05	26.61	24227.57
160518	Bigbury Memorial Hall	1168			20.00	0.00	24207.57

Bigbury Parish Council - Bank account reconciliation as at May 31st 2018

Bank reconciliation as at May 31st 2018				
24207.57	Cash Book (above)			
	23586.38 Deposit account statement			
	1580.85 Current account statement			
	-159.66 Cheque 1167 not cashed			
	-50.00 Cheque 1165 not cashed			
	-750.00 Cheque 1156 not cashed			
24207.57				

Richard Matthews - Clerk, Bigbury Parish
Council

Bigbury Parish Council – Cash forecast and analysis of reserves as of May 31st 2018

Cash Forecast as at May 31st 2018		Analysis of restricted funds as at May 31st 2018	
24207.57	Total cash available		
3090.06	Restricted funds	3090.06	TOTAL Breakdown below
8000.00	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 2018	
2000.00	Reserved project funds	2000.00	£1000 The Warren (allocated in year commencing 1st April 2015) £1000 The Warren (allocated in year commencing 1st April 2017)
11117.51	Surplus		
			S106 deposits held on behalf of Bigbury Parish Council by South Hams District Council
		97578.00	Ring fenced for Affordable housing projects
		24194.00	Ring fenced for OSSR projects Outdoor spaces, sports and recreation
		121772.00	TOTAL

Richard Matthews - Clerk, Bigbury Parish
Council

Bigbury Parish Council – proposed payments 13th June 2018

The following are recommended for payment:

Alan Tanner	£85.00	Fee for internal audit
Community First	£204.04	Insurance (annual fee)
BT Group	£38.28	Monthly line rental / internet for Memorial Hall

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Annual Internal Audit Report 2017/18

Bigbury Parish Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this 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 authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This 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.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this 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.			✓

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

Date(s) internal audit undertaken

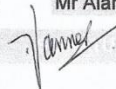
05/06/18

Name of person who carried out the internal audit

Mr Alan Tanner

INTERNAL NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit



DATE REQUIRED

Date

05/06/2018

*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, the annual internal audit report must explain why not (add separate sheets if needed).

Section 2 – Accounting Statements 2017/18 for

EN Bigbury Parish Council

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	13,250	14,709	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	10,000	12,500	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	3,938	12,627	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	1,883	2,192	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 authority's borrowings (if any).
6. (-) All other payments	10,596	21,404	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	14,709	16,240	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	14,709	16,240	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	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
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 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or property present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

SIGNATURE REQUIRED

Date

01/06/2018

I confirm that these Accounting Statements were approved by this authority on this date:

13/06/2018

and recorded as minute reference:

16

MINUTE REFERENCE

Signed by Chairman of the meeting where approval of the Accounting Statements is given

SIGNATURE REQUIRED

**CONFIRMATION OF THE DATES OF THE PERIOD FOR THE
EXERCISE OF PUBLIC RIGHTS**

Name of smaller authority: **Bigbury Parish Council**

County Area (local councils and parish meetings only): **Devon County Council (South Hams District Council)**

**On behalf of the smaller authority, I confirm that the dates set for the period for the
exercise of public rights are as follows:**

Commencing on **Monday 18th June**

and ending on **Friday 27th July**

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days inclusive
and must include the first 10 working days of July 2018.
We have suggested the following dates: Monday 4 June – Friday 13 July 2018.
The latest possible dates that comply with the statutory requirements are Monday 2 July – Friday 10 August
2018.)

Signed: R Matthews

Role: CHIEF RESPONSIBLE FINANCIAL OFFICER

**FOR SMALLER AUTHORITIES SUBJECT TO A REVIEW ONLY:
PLEASE SUBMIT THIS FORM TO PKF LITTLEJOHN LLP WITH
THE AGAR PART 3 AND OTHER REQUESTED DOCUMENTATION**

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GDPR – Data protection regulations

Privacy Policy written and agreed by sub-committee (Clerk, Cllr. Rosevear, Stuart Watts (representing Bigbury Community website and Louise Wainwright representing Bigbury News. Published on website and included in Parish Council's policies and procedures manual

GDPR – Individuals who accepted the terms of the Parish Council's Privacy Policy as of June 12th 2018
(For compliance purposes these are the only people the Parish Councillors are able to communicate with)

Charles Harrington

Dane Vanstone

Fiona Stace

Gill Middleton

Grant Peet

Jennifer Marshall

Jill Gubbins

John Simes

Lynn Hiscock

Louise Wainwright (an accredited volunteer)

Kate Hilsley

Norman Botton (an accredited volunteer)

Peter Cook

Steve Comley

Stuart Watts (an accredited volunteer)

Trish Bagley (an accredited volunteer)

Vic Gubbins.

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From Ros Davies - Public Rights of way – Parish Paths Liasion Officer (June 7th)

We shall be holding three Strimmer courses this year for those parishes who wish to train volunteers to use a strimmer (brushcutter) for the maintenance of local rights of way. Course dates have already been offered to those on a waiting list and we now have spaces available for the following days:

Date	Venue	Spaces available
Monday 18 June 2018	Kenn Centre, Kenn, close to A38 Near Exeter	two
Monday 25 June 2018	Kenn Centre, Kenn, close to A38 Near Exeter	three
Tuesday 10 July 2018	Kenn Centre, Kenn, close to A38 Near Exeter	eight

Courses start at 9.00am and last all day ending at 4pm, the courses are free of charge but we do ask you to bring the following:

- Strimmer (if your parish has one) plus fuel, harness and blades and/or cord
- All safety gear ie helmet, visor, ear defenders, wellington or steel toe capped boots, overalls or ‘gardening’ clothes, safety glasses – some items are available to borrow on the day if required.
- Lunch

If you are available and would like to join us please state by email your preferred dates. Places are limited to eight per day. Your 1st and 2nd choice dates would be most appreciated.

Confirmation emails and maps will follow in the week prior to each event for those who wish to attend.

Look forward to catching up soon.

Best wishes

Ros

Devon Mobile Library and Outreach Service **Consultation 2018**

Have your say devon.cc/librariesoutreach

Closing date of 28 July 2018

You can also complete the consultation online in any of our 50 libraries. Paper copies of the consultation are available at all our libraries and at mobile library service stops.



This is a consultation in partnership with Libraries Unlimited



ROAD TRAFFIC REGULATION ACT 1984

SECTION 14

**THE COUNTY OF DEVON (TEMPORARY RESTRICTION) (ROAD FROM BIGBURY GREEN
CROSS TO BOWLING GREEN CROSS, BIGBURY) NOTICE 2018**

TEMPORARY PROHIBITION OF THROUGH TRAFFIC

DEVON COUNTY COUNCIL hereby give **NOTICE** that:

From **TUESDAY 28 AUGUST 2018**
for a maximum of 5 days

Until **THURSDAY 30 AUGUST 2018** (both dates inclusive)

No person shall cause or permit any vehicle to proceed on the sections of Affected Roads
except for access to land or premises on or adjacent to those length of roads.

Roads affected -
ROAD FROM BIGBURY GREEN CROSS TO BOWLING GREEN CROSS, BIGBURY

The alternative, signed, route for vehicles will be via - B3392, ROAD FROM TAPFIELD
CROSS TO BOWLING GREEN CROSS AND VICE VERSA

This temporary restriction is considered necessary to enable -
PROVIDE NEW WATER SERVICE

For additional information contact:
KIER MG LTD
Telephone: **01726 224400**

Dated: TUESDAY 28 AUGUST 2018

Meg Booth
Chief Officer of Highways, Infrastructure
Development & Waste
Devon Highways
Devon County Council
Lucombe House
County Hall
Exeter
EX2 4QD

Ref: TTRO1825785





Appeal Decision

Site visit made on 23 April 2018

by **Jessica Graham BA (Hons) PgDipL**

an Inspector appointed by the Secretary of State for Communities and Local Government

Decision date: 7 June 2018

Appeal Ref: APP/K1128/C/17/3183254

Land at Aburghley, Parker Road, Bigbury on Sea, Devon TQ7 4AT

- The appeal is made under section 174 of the Town and Country Planning Act 1990 as amended by the Planning and Compensation Act 1991.
- The appeal is made by Mr Mark Howell against an enforcement notice issued by South Hams District Council.
- The enforcement notice was issued on 9 August 2017.
- The breach of planning control as alleged in the notice is *operational development without planning permission namely the erection of a raised platform on the rear (northwest) elevation of the dwelling in the approximate position marked in blue on the attached plan.*
- The requirements of the notice are
 - (a) demolish the raised platform
 - (b) remove from the land any rubble resulting from the demolition
- The period for compliance with the requirements is four months.
- The appeal is proceeding on the grounds set out in section 174(2)(a),(c) and (f) of the Town and Country Planning Act 1990 as amended.

Decision

1. The appeal is allowed, and the enforcement notice is quashed.

Procedural matters

2. An application for costs was made by the appellant against the Council. That application is the subject of a separate Decision Letter of even date.
3. The site visit was originally programmed as an accompanied site visit, but the Council's representative failed to attend. Since it was necessary to enter the appeal site, I decided that rather than abort the site visit it would be appropriate to complete it on an "access required" basis: having obtained the appellant's permission to enter the premises, I walked through the house to the rear garden where I was able to view the development and assess its implications unaccompanied by the appellant. The Planning Inspectorate wrote to the Council after the event to check whether it had any concerns with this procedure, and none were raised.

The appeal on ground (c)

4. The ground of appeal is that the matters alleged in the notice do not constitute a breach of planning control. The appellant's case is that the development benefits from planning permission, and in addition, constitutes permitted development within the terms of the Town and Country Planning (General Permitted Development) (England) Order 2015 ("the GPDO").

<https://www.gov.uk/planning-inspectorate>

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20. Correspondence received.

The next Parish Council meeting is scheduled for Wednesday July 11th 2018 at 7:30 p.m.

Richard Matthews - Clerk, Bigbury Parish
Council

Bigbury Parish Council

Dates for Parish Council meetings in 2018

July 11th

September 12th

October 10th

November 14th

December 12th

Dates for Parish Council meetings in 2019 (first six months only shown)

January 9th

February 12th

March 13th

April 10th

May 8th

June 12th