

# Bigbury Parish Council

Council meeting St Ann's Chapel

October 10<sup>th</sup> 2018

## Agenda - Bigbury Parish Council meeting – October 10<sup>th</sup> 2018

A Meeting of Bigbury Parish Council will be held in the Memorial Hall, St Ann's Chapel on WEDNESDAY October 10<sup>th</sup> 2018 at 7:30 p.m. The agenda is as follows:

Declaration of Interest

Apologies for Absence

Approval of the minutes of the Parish Council Meeting held September 12<sup>th</sup> 2018

Matters arising from minutes of previous meeting held September 12<sup>th</sup> 2018

County Councillor's report

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

District Councillor's report

Planning related matters (applications and update)

2341/18/HHO Kingfisher House, 4 Hexdown Barns, Bigbury. Application for swimming pool and associated hard landscaping.

2859/18/FUL Courtlage, Lower Cumery. Conversion of and change of use of barn to residential holiday accommodation.

3005/18/HHO Courtlage, Lower Cumery. Application for proposed single storey extension and alterations.

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Cllr. Scott - Update on Neighbourhood Plan

Clerk - Finance - Approval of payments to be made, presentation of finance statement and report on external audit.

Cllr. Smith – Update on proposal to mark the 100<sup>th</sup> anniversary of end of World War 1

Cllr. Case – Play park update

Clerk – Replacement of defibrillators – almost out of shelf life

Neighbourhood Watch update

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## 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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### Millennium steps

Work outstanding – to be completed when ‘sun goes in’ and there are less users of the steps.

### Cutting of grass on Warren and approaches

Clerk to contact SHDC – completed and closed

### Placement of VAS system

Adam Keay indicated this would be undertaken in November

### Scams

County Councillor to provide video and Clerk to circulate – completed and closed

### Air Ambulance night landing site – opening ‘ceremony’

Pending



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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: Angela Bond

**App. No:** 2341/18/HHO                      **Contact Name:** Bryony Hanlon  
**For:** Householder application for proposed swimming pool and associated hard landscaping  
**At:** Kingfisher House, 4 Hexdown Barns, Lane Past Hexdown Barns, Bigbury, Devon, TQ7 4BB

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](http://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](http://www.southhams.gov.uk) by

**12 October 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: We will publish your **name/address** and representation online for details please see [www.southhams.gov.uk/privacy](http://www.southhams.gov.uk/privacy). Representations cannot be treated as confidential – your name, address and comments will be available on the Council's website [www.southhams.gov.uk](http://www.southhams.gov.uk). We are unable to send correspondence to signatories of petitions or standardised letters.

2341/18/HKO  
LOCATION PLAN

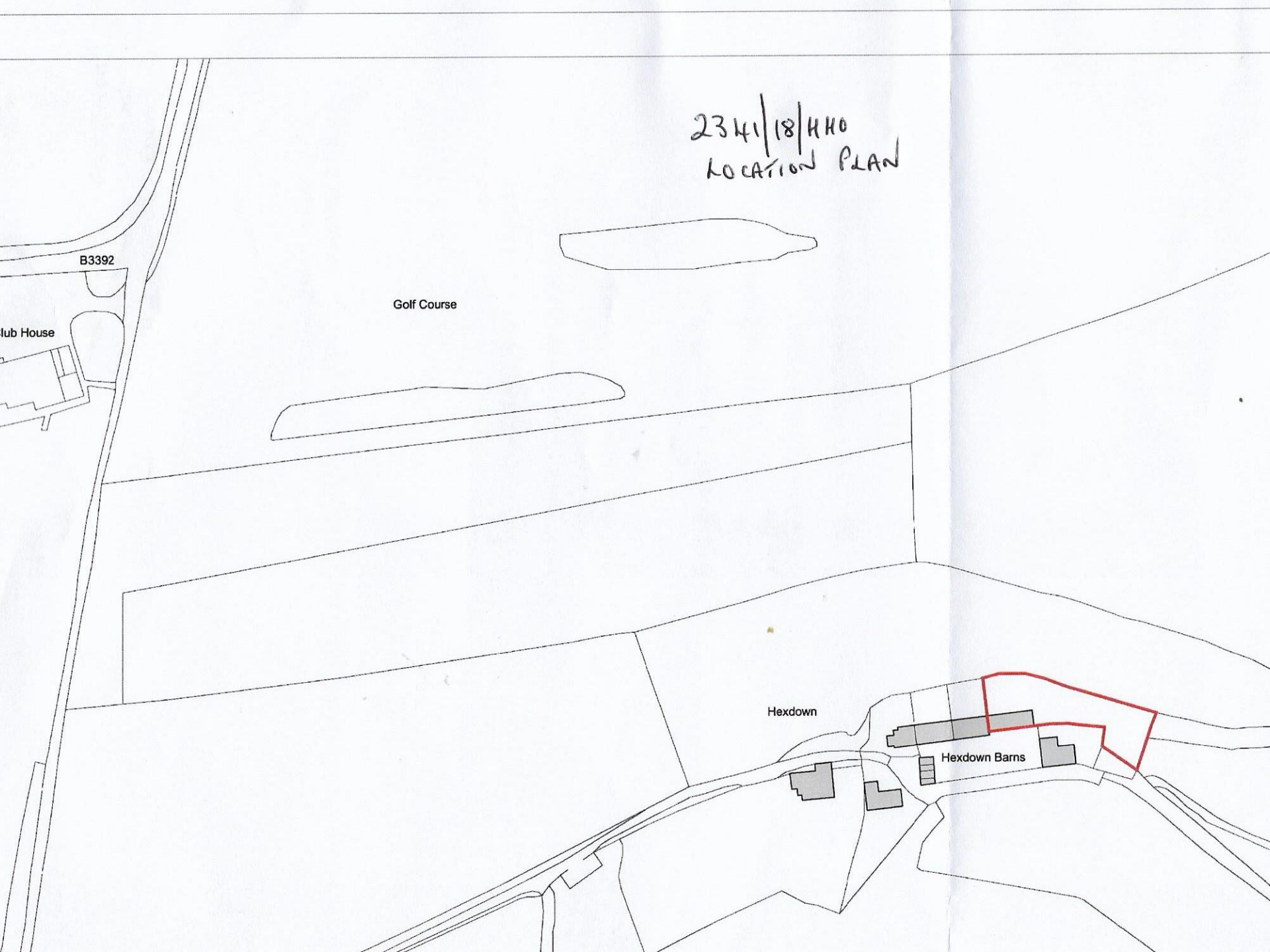
B3392

Golf Course

Club House

Hexdown

Hexdown Barns



# Derry Owen Architects

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tel: 01548 800345

Prince of Wales Road  
www.derryowenarchitects.co.uk

Kingsbridge

Devon TQ7 1DY  
office@derryowenarchitects.co.uk



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

**App. No:** 2859/18/FUL                      **Contact Name:** Jacqueline Houslander  
**For:** Conversion and Change of Use of Barn to Residential Holiday Accommodation  
**At:** Courtlage, Access To Lower Cumery, Aveton Gifford, TQ7 4NN

Members of the public can view the application details, plans and documents on our website  
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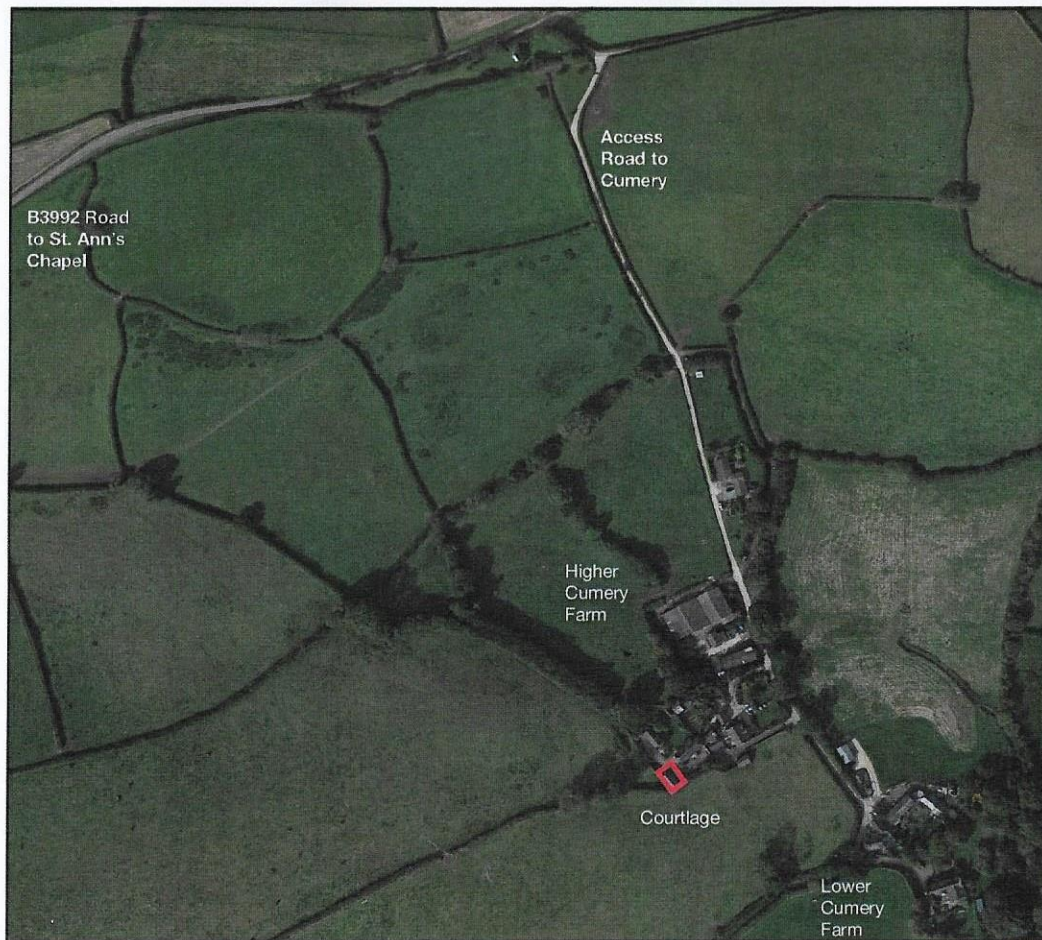
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## EXISTING CONTEXT ANALYSIS

The existing barn is located amongst a cluster of dwellings, in between two farms known as Higher and Lower Cumery. The dwellings previously formed part of the farmsteads, including farm houses and former agricultural barns that have since been converted in to dwellings.

The existing barn subject of this planning application is within the existing curtilage of a dwelling known as Courtlage and was a former barn that has been converted.

The existing barn was a former stable and has previously been restored and altered for the incidental enjoyment of the main dwelling and the character of the barn remains.

The cluster of dwellings are located in a rural location within the countryside, amongst agricultural fields and farms, in between the main local settlements of Modbury and St. Ann's Chapel.



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Clerk – Replacement of defibrillators – almost out of shelf life

Neighbourhood Watch update

Correspondence received

Agenda items for next meeting

Richard Matthews - Clerk, Bigbury Parish  
Council

The next Parish Council meeting is scheduled for Wednesday November 14<sup>th</sup> 2018 at 7:30 p.m.



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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 & Mrs Peter Franklin

**App. No:** 3005/18/HHO                      **Contact Name:** Chris Mitchell  
**For:** Householder application for proposed single storey rear extension and alterations  
**At:** Courtlage, Aveton Gifford, TQ7 4NN

Members of the public can view the application details, plans and documents on our website [www.southhams.gov.uk](http://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](http://www.southhams.gov.uk) by

**19 October 2018**

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South Hams  
District Council

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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 Rhys Widger

**App. No:** 3058/18/VAR      **Contact Name:** Lucy Hall  
**For:** Variation of condition 3 of planning consent 3368/16/FUL  
**At:** Lower Cumery Barn, Access To Lower Cumery, Aveton Gifford, Devon, TQ7 4NN

Members of the public can view the application details, plans and documents on our website [www.southhams.gov.uk](http://www.southhams.gov.uk)

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**AGRICULTURAL APPRAISAL  
WITH ASSOCIATED DESIGN & ACCESS STATEMENT**

**IN RELATION TO THE REMOVAL OF CONDITION 3  
(TEMPORARY PERMISSION FOR 3-YEARS) RELATING  
TO APPROVAL 3368/16/FUL TO ALLOW A  
TEMPORARY AGRICULTURAL DWELLING TO BE A  
PERMANENT DWELLING**

**MOBILE HOME ON LAND AT CUMERY FARM, AVETON  
GIFFORD, KINGSBRIDGE, TQ7 4NN**

**FOR MR RHYS WIDGER**

**SEPTEMBER 2018**

**Amanda Burden BSc (Hons), FAAV, BIAC  
Partner**  
D: 01803 869911  
M: 07971 224881  
E: [amanda.burden@luscombemaye.com](mailto:amanda.burden@luscombemaye.com)



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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 & Mrs Proctor

**App. No:** 2960/18/FUL      **Contact Name:** Lucy Hall  
**For:** Complete demolition and rebuilding of the dwelling at Bayview, Clematon Hill, Bigbury on Sea.  
**At:** Bayview, Clematon Hill, Bigbury On Sea, TQ7 4BJ

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](http://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](http://www.southhams.gov.uk) by

**29 October 2018**

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On behalf of **South Hams District Council**

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District Council

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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  
Craig Carr Middleton

**App. No:** 3127/18/OPA                      **Contact Name:** Jacqueline Houslander  
**For:** Outline planning application for new 4 bedroom dwelling  
**At:** Land Adjacent To Folly Rise, 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  
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**2 November 2018**

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PROPOSED SITE PLAN 1:200

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Notice is hereby given that the following application has been lodged with the Council by:  
ATA Estates (Bigbury) LLP

**App. No:** 2873/18/FUL                      **Contact Name:** Adam Williams  
**For:** Change of use from former pub restaurant to 3no. dwellings. Removal of modern  
additions and outbuildings. Reconstruction of rear sections  
**At:** Former Royal Oak, Bigbury, Kingsbridge, TQ7 4AP

Application affecting a Conservation Area.

Members of the public can view the application details, plans and documents on our website  
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Clerk - Finance - Approval of payments to be made, presentation of finance statement and report on external audit.

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### Community-led housing scheme

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

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

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

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

### Draft Neighbourhood Plan

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

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

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Cllr. Scott - Update on Neighbourhood Plan

**Clerk - Finance – External audit report, presentation of financial statements and approval of payments to be made.**

Cllr. Smith – Update on proposal to mark the 100<sup>th</sup> anniversary of end of World War 1

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## Key points from external audit

An external audit of the Parish accounts was completed by PKF Littlejohn LLP and a report was submitted dated 27<sup>th</sup> September 2018.

This report was circulated to all Councillors

### Key Findings:

Prior year accounts 2016/2018– The Authority failed to make proper provision for the exercise of rights. However in the 2017/2018 statement, the Authority stated it had made proper provision.

### IE. Conflicting statements

Despite recording £0 as the value of Parish assets in prior years, PKF Littlejohn LLP require the Authority to revise this value to £1 – recognising the fact that the Parish has assets, although they have no value

## Bigbury Parish Council receipts and expenditure three months ended 30<sup>th</sup> September 2018

90718 DAA Grant			3000.17			27091.15
110718 BT group - Memorial Hall		DD		29.87	5.97	27055.31
110718 Lloyds - interest received			0.87			27056.18
110718 Kingsbridge website		1171		60.00	0.00	26996.18
110718 V Scott (N Plan) 1167 void		1172		133.05	26.61	26836.52
110718 R Matthews salary/exp		1173		811.72	28.99	25995.81
120718 Hope Cove Lifeboat		1174		200.00	0.00	25795.81
120718 Triformis cheque cancelled				-750.00	0.00	26545.81
250718 Memorial Hall Hire		1175		30.00	0.00	26515.81
90818 Lloyds - interest received			1.06			26516.87
90818 BT group - Memorial Hall		DD		26.90	5.38	26484.59
130818 Shrimps cash			1523.00			28007.59
90918 Lloyds - interest received			1.14			28008.73
90918 BT group - Memorial Hall		DD		26.90	5.38	27976.45
120918 MAT Electrics DAA site		1176		5888.23	1177.65	20910.57
180918 SHDC Play Park insure		1177		200.00	40.00	20670.57
120918 Bigbury Youth Club		1178		350.00	0.00	20320.57
120918 Office Machines		1179		427.00	85.40	19808.17
140918 Bigbury Golf Club			387.66			20195.83
140918 SHDC precept			8000.00			28195.83

Richard Matthews - Clerk, Bigbury Parish  
Council

## Bigbury Parish Council – cash reconciliation as at September 30<sup>th</sup> 2018

Bank reconciliation as at Sept 30th 2018				
28195.83	Payments & Receipts (above)			
26551.35	Deposit account statement			
2506.88	Current account statement			
-350.00	Cheque 1178 not cashed			
-512.40	Cheque 1179 not cashed			
28195.83				

LLOYDS BANK



BIGBURY PARISH COUNCIL  
10 LOWER BROOK PARK  
IVYBRIDGE  
DEVON  
PL21 9TZ



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**BUS BANK INSTANT**  
BIGBURY PARISH COUNCIL

Your account statement  
Statement sheet number: **11**  
Issue date: **1 October 2018**  
Page: **1 of 2**

Write to us at:  
**PO Box 1000**  
**Andover**  
**BX1 1LT**

Call us on: **0345 072 5555** (from UK)  
**+44 1733 347338** (from Overseas)

Visit us online: [www.lloydsbank.com](http://www.lloydsbank.com)

Your branch: **KINGSBRIDGE**  
Sort code: **30-94-72**  
Account number: **07234801**  
BIC: **LOYDGB21430**  
IBAN: **GB81 LOYD 3094 7207 2348 01**

**Account Summary**

Balance On 31 August 2018	£26,162.55
Total Paid In	£8,388.80
Total Paid Out	£8,000.00
<b>Balance On 14 September 2018</b>	<b>£26,551.35</b>

**Account Activity**

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
<b>31 Aug 18</b>		<b>BALANCE BROUGHT FORWARD</b>			<b>26,162.55</b>
10 Sep 18		INTEREST (GROSS)		1.14	26,163.69
11 Sep 18	Bank Giro Credit	SOUTH HAMS D C 28971		8,000.00	34,163.69
13 Sep 18	Payment	TO 30947200472766	8,000.00		26,163.69
14 Sep 18	Faster Payment	BIGBURY BAY GOLF C NIGHT LANDING 100000000387162244 121355 10 14SEP18 16:56		387.66	26,551.35
<b>14 Sep 18</b>		<b>BALANCE CARRIED FORWARD</b>			<b>26,551.35</b>

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Your branch: **KINGSBRIDGE**  
 Sort code: **30-94-72**  
 Account number: **00472766**  
 BIC: **LOYDGB21430**  
 IBAN: **GB74 LOYD 3094 7200 4727 66**

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**TREASURERS ACCOUNT**  
 BIGBURY PARISH COUNCIL

**Account Summary**

Balance On 31 August 2018	£2,045.04
Total Paid In	£8,000.00
Total Paid Out	£7,538.16
<b>Balance On 19 September 2018</b>	<b>£2,506.88</b>

**Account Activity**

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
<b>31 Aug 18</b>		<b>BALANCE BROUGHT FORWARD</b>			<b>2,045.04</b>
11 Sep 18	Direct Debit	BT GROUP PLC GP00154235-000025	32.28		2,012.76
11 Sep 18	Cheque	001174	200.00		1,812.76
13 Sep 18	Deposit	FRM 30947207234801		8,000.00	9,812.76
17 Sep 18	Cheque	001177	240.00		9,572.76
19 Sep 18	Cheque	001176	7,065.88		2,506.88
<b>19 Sep 18</b>		<b>BALANCE CARRIED FORWARD</b>			<b>2,506.88</b>

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Payments recommended for approval October 10th 2018

£512.40	R Matthews – cheque 1179 for guillotine cancelled (supplier does not accept cheques. Reimbursement of credit card payment made from personal account
£540.00	R Matthews - Clerk salary – qtr ended 30.09.18
£206.74	R Matthews - Clerk – expenses qtr. Ended 30.09.18
£20.00	Donation – CPRE
£100.00	Donation – Royal British Legion (Modbury branch)
£1182.00	R Matthews - West Country Skip Hire Reimbursement of credit card payment as cheques not accepted for payment by WCSH Cost of 3 skips £822 + management of process £360
£240 00	PKF Littlejohn LLP – external audit fee
£30.00	Bigbury Memorial Hall – hire for Parish Council meetings
£32.28	British Telecom – monthly line and broadband rental Paid by direct debit

Proposed by.....

Seconded by..... Richard Matthews - Clerk, Bigbury Parish  
Council

## Actions to resolve banking issues

Authorise direct debit payments for all SHDC invoices  
Councillors to authorise mandate

Pursue internet banking options

Internet banking application form returned to Lloyds Bank on  
May 17<sup>th</sup> 2018.

Lead time estimated to be 6 months

## Agenda - Bigbury Parish Council meeting – October 10<sup>th</sup> 2018

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### **Cllr. Smith – Update on proposal to mark the 100<sup>th</sup> anniversary of end of World War 1**

Cllr. Case – Play park update

Clerk – Replacement of defibrillators – almost out of shelf life

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Defect report from SHDC on Play Park – raised October 1<sup>st</sup> 2018

Did you find any defects?

Yes Please describe the defect Rotten fence / gate post . Needs replacing as a hazard to play activity in park

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Using SWAST as the preferred supplier (excellent service - excellent working relationship with Yvonne etc.) the key points in the proposal are:

Purchase of three new defibrillators at a total cost of £3,800 which includes a four year service plan (they no longer offer a life time option) and a single training session.

This equates to £1,266 per machine (excl. VAT).

Provided the Parish Council make the purchase, the VAT element can be reclaimed from HMRC.

As a price comparison, Community First Response Group who 'own' the phone box at the 'Old Post Office' quoted £1,350 plus delivery (excl. VAT)

To help finance this project I propose the Parish Council make an application to the Communities Together Fund (re-vamped TAP fund).

I circulated details of this fund to you in June asking if you had ideas for projects - nobody has yet come back with a suggestion - hence this seems an appropriate project to pursue. Typically the Community Together Fund look for projects to be 50% self funded (no guarantee) meaning the Parish Council need to find and allocate funds of £1,900.

At this point in time, but always open to discussion, change and alternate options, the £1,900 target could be made up of:  
£405 Cash remaining from original 2011 fund raising campaign (held in separate bank account - David Gay) and will be made available for this purpose.

£545 Locality funding kindly offered by District Councillor Huntley

£950 Balance from Parish Council funds (25% of total project cost)

Should the Parish Council not be willing to release the full £950, perhaps some fund raising event could help bridge the gap.

Finally, should we not be successful in gaining the full £1,900 grant from SHDC, we will need to re-calibrate the numbers but I have no doubt the total needed will be found elsewhere.

I have also approached County Councillor Gilbert with a view to further funding - no response yet received.

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Richard Matthews - Clerk, Bigbury Parish  
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Dear Town and Parish Councils,

As you are aware, we are currently going through our initial consultation period on the future of public toilets which is due to be close soon. We are keen to work with you, our local stakeholders, to continue to provide facilities for residents and visitors and we have now met with over half of you to discuss a way forward.

There are a combination of approaches for the future of the toilets. 17 toilets are proposed to become pay on entry. This will make sure the toilets remain open and will help to maintain them to a reasonable standard. A further 15 toilets are proposed to be transferred to local Town or Parish Council ownership, or if agreement for transfer cannot be found, potentially be closed.

As you are aware, we need to make a saving of £226,000 on public toilets during the next financial year, therefore if you have not yet been in contact with us but wish to put your Council's view forward, or discuss possible solutions, please respond to the email you received in August.

Thank you to those of you who have formally responded to the consultation. However, if we are awaiting your response, please would you get this to us as soon as possible so that we can be clear on our updated proposals to Members. We will be considering all the feedback we have received at our meetings with you, together with formal responses, so that we are able to give a position update to our Executive in November. If you need any further information to assist with your deliberations, please don't hesitate to contact us. We look forward to working together towards a satisfactory agreement over the public toilet provision within the South Hams.

Kind regards, Cathy Aubertin

Richard Matthews - Clerk, Bigbury Parish  
Council

Good afternoon Mr Matthews,

Thank you to you and the community for the generous donation of £983.33 that we have received via Louise Wainwright of Bigbury News following the Burgh Island Hotel Charity Dinner on the 24<sup>th</sup> September. Your support is much appreciated.

Our Representative Rex Brown very much enjoyed the event and we are delighted to advise that a further collection on the day amounted to £41.50. We have written direct to the Burgh Island Hotel to thank them.

***You have helped us to save a life, and for that we would like to say a huge thank you!***

Following a successful first year of night flying, we've been able to fly until midnight and help even more people. Your fantastic support will enable us to carry on our life saving work whilst helping to reach our next milestone to extend our flying hours further. This, together with the development of further community landing sites across the county means we will be available to help even more people.

We are also continuing to invest further in the clinical development of our aircrew, giving them the skills needed when faced with the most severe medical emergencies. In addition, we continue to invest in our future, which will include the replacement of our aircraft to ensure our developing needs are met.

Once again, thank you for your support which is immensely appreciated and which will enable us to continue to provide and develop our service.

Kind regards Louise Woodberry, Part Time fundraising administrator

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# Bigbury Parish Council

## Dates for Parish Council meetings in 2018

September 12<sup>th</sup>

October 10<sup>th</sup>

November 14<sup>th</sup>

December 5<sup>th</sup>

NOTE – date rescheduled!!

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

January 9<sup>th</sup>

February 12<sup>th</sup>

March 13<sup>th</sup>

April 10<sup>th</sup>

May 8<sup>th</sup>

June 12<sup>th</sup>