

Bigbury Parish Council

Council meeting St Ann's Chapel

April 10th 2019

Agenda - Bigbury Parish Council meeting – April 10th 2019

A Meeting of Bigbury Parish Council will be held in the Memorial Hall, St Ann's Chapel on WEDNESDAY April 10th 2019 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 March 13th 2019

Matters arising from minutes of previous meeting held March 13th 2019

Challaborough Holiday Park – an update from Mr Steve Radford

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

Planning related matters (applications and update)

0464/19/HHO Stargazy, Folly Hill, Bigbury-on-Sea, TQ7 4AR – re-advertisement application for a replacement front and side protective balcony and new bi-fold door system to front elevation.

0645/19/HHO Long Easton, Bigbury, TQ7 4AN – application for construction of garden greenhouse

Update on neighbourhood plan

4214/18/FUL Land at Holwell Farm, St Ann's Chapel, TQ7 4AP - Residential development to provide #13 dwellings with associated access, car parking, public open space and landscaping.

Changes to SHDC - Communication in respect of planning applications

Bigbury News – finance presentation and request for grant

Finance - Approval of payments to be made and presentation of finance statements

Cllr. Case – Recent inspection and Play park renewal project / consultation

Cllr. Case – Community toddler group

Clerk – Local Government Elections update

Correspondence received

Agenda items for next meeting

Richard Matthews - Clerk, Bigbury Parish
Council

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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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Phone Box - Ringmore Drive

Still trying to identify charity that owns this box

Phone Box Bigbury Green

This box has been adopted by Jeremy and Elaine – phone has been removed and electricity disconnected.

Elaine still considering options for use

Phone Boxes – Hollywell Stores

Communication from BT – ‘We are still trying to contact the land owners for permission to access the land’

This was followed up by a second mail offering to give the Parish a painting kit – IE DO IT YOURSELF

Clerk wrote to BT in respect of the box at Hollywell Stores (thanks to Dane) – BT do NOT need permission from anyone to access this land and repaint the box as they already pay an annual wayleave fee of £80 for the privilege of having access without asking. Response awaited.

Response received April 8th (Short and sweet with no intent of doing anything!) – I am sorry but we have no plans to paint these boxes in the near future and it is unlikely that they will be added to this year’s painting schedule. I am sorry I cannot give you a more favourable response.

Next step OFCOM?

Phone Box - Marine Drive – still pending

Zero expectation based on above response.

The Warren – await appointment of new District Councillor

Millennium Steps – repainting for weather protection

Just one quote received - John Simpson £250

White Lines - Sedgewell Slipway

Response from Devon Highways - Is it these parking spaces? If so, there is no order on the parking so the bays are advisory only. That being the case, funding has deteriorated to the point that we are no longer able to maintain road markings other than those that are mandatory or regulatory. Sorry

General debris around roads after hedge cutting

SHDC deployed road sweeping vehicle the day after this was raised – excellent service. Clerk has asked if this can be included in the SHDC schedules at a sensible / reasonable frequency

Warren Cottage area – slippage of soil etc. into road

Cleared within a few days of asking the people responsible

Holwell Farm development – Clerk wrote letter of support as requested (back on this month's agenda)

Burgh Island CLE – response sent to SHDC Planning Dept.

Defibrillators.

Note received from SWAS NHS Foundation Trust April 1st 2019 - Just had confirmation from finance that payment has been received. I will look to collect the cabinets and defibrillators and arrange a convenient delivery date.

Gateway project – St Lawrence Church

Letter of confirmation sent to Mr Peter Cook

Election

On this agenda

Notice Boards – see next slide



Supplier- Slingsby, Shipley, Yorkshire

Item code- 392807

Description - Lockable aluminium noticeboard case with weatherproof seals: Height 750mm x Width 967mm

Price- £199 each + VAT Delivery to Devon FOC

Made to order - 12 months warranty



Supplier – Notice Board Company

Description – Lockable aluminium profile (30mm deep) with zinc electroplated backing board for use with magnets: Height 750mm x width 1050mm

Includes 40 character magnetic title plate

Price - £215 each + VAT Delivery to Devon £10

Delivery 3-4 weeks – 5 year warranty

Clerk recommends Notice Board Company total cost incl. delivery £655 + VAT

Reason – Magnetic, slightly bigger, period of warranty

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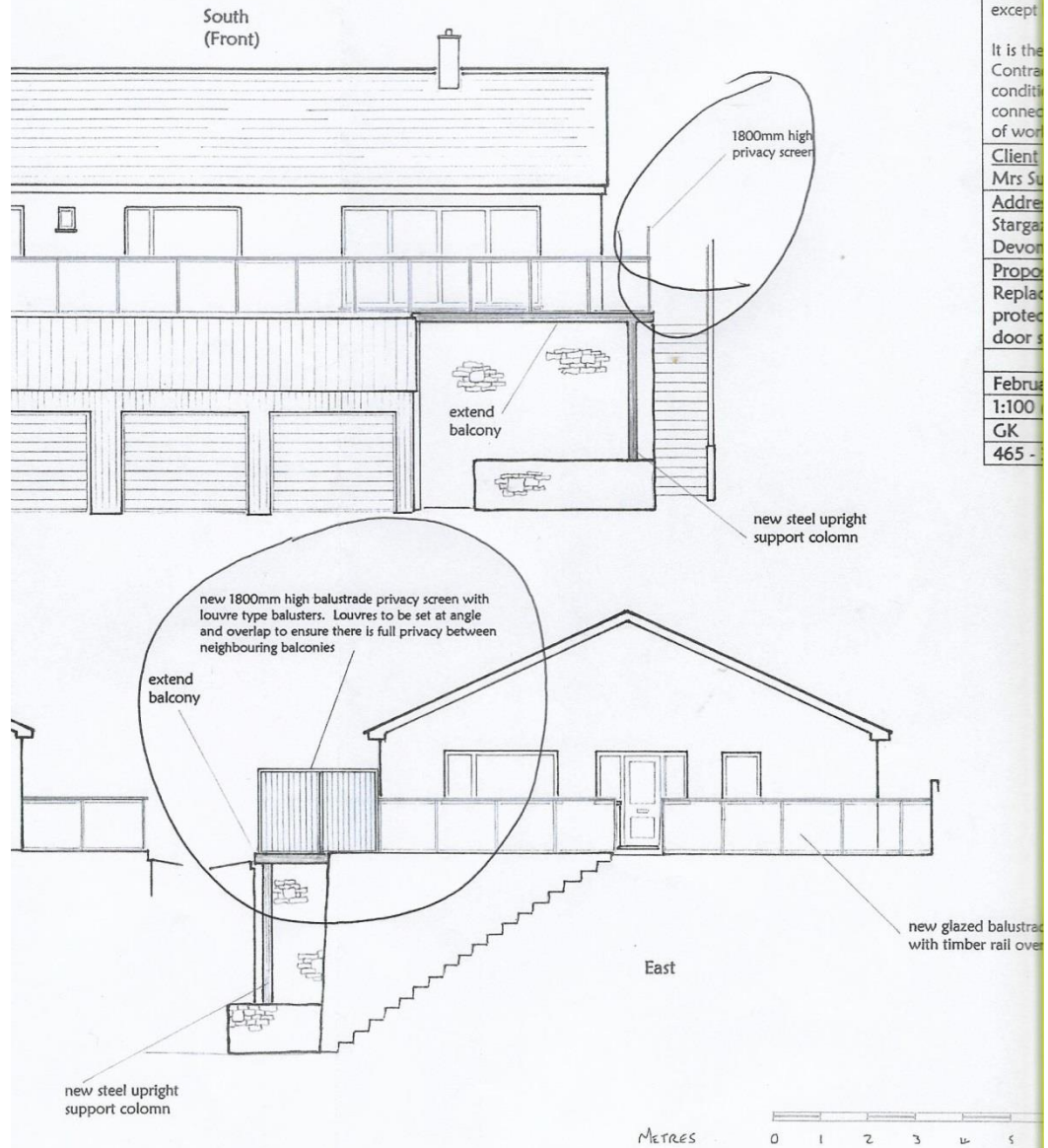
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SITE LOCATION PLAN
AREA 4 HA
SCALE 1:1250 on A4
CENTRE COORDINATES: 267144, 47006



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Red box shows the proposed location of sunken greenhouse
Curtilage of house and garden of Long Easton

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Important information about planning consultations from South Hams District Council

From April 1st 2019 all Town and Parish Councils in the South Hams will be advised about planning consultations from South Hams District Council by email. Town and Parish Councils will no longer receive a paper copy of planning applications, plans and associated documents but will be sent a link to view and comment on each application online.

Receiving and reviewing planning information electronically may present challenges for some Parish and Town Councils but the experience of councils already working in this way shows that even the remotest communities can successfully work electronically. If you believe that a lack of broadband in your area will prevent this working successfully then please read through our list of 'Barriers and Possible Solutions' below. We are here to provide help and support throughout the process to ensure that this change is made as smoothly as possible.

Benefits of Electronic Working for Town and Parish Council

- No need to store files in your homes or collect and deliver them from each other
- Save time emailing links to applications around to councillors and residents rather than handling the paper files
- Ensures the most up to date documents are used. The paper files could be out of date as soon as they are printed, whereas the documents on the South Hams District Council planning pages have the most up to date information about all current applications, including contributions from other interested parties.
- Quicker for consultation and re-consultation
- Will enable easier compliance with the Data Protection Act by not keeping paper copies of applications, including applicant's personal information, in councillors / clerks homes
- Opportunity for everyone to view the drawings and plans online before the meeting and be better prepared
- Compatible with other business, council departments, local authorities where digital is the default
- Improves transparency of the Parish / Town council meetings, planning processes, contributions and decisions

Benefits of Electronic Working for SHDC

- Saving of printing and postage costs
- Reduced environmental impact
- Release of resources to focus on timely and efficient delivery of the service

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Bigbury News Income and Expenditure					
	Income			Expenditure	
	2018	2017		2018	2017
Advertising	7,547.49	1,786.71	Equipment	2,398.57	1,224.00
Donations	1,727.19	139.00	Printing	4,233.28	1,248.65
Bigbury P C	500.00	-	Stationery/Paper	1,006.44	457.26
Bigbury Church	-	60.00	Postage	111.86	127.48
Sundries	100.00	31.20	Sundry expenses	658.93	526.00
Total	9,874.68	2,016.91	Total	8,409.08	3,583.39
Surplus or Deficit	1,465.60	-1,566.48			
			Debtors at 31 Dec 2018	209.82	
Surplus minus Debtors	1,255.78				
Donation of Guillotine by Bigbury PC	500.00				

Bigbury News Bank Reconciliation		
Opening Balance (1 Jan 2018)	2,218.18	
Income	9,874.68	
Balance check	12,092.86	
Expenditure		8,409.08
Closing Balance (31 Dec 2018)		3,683.78
Balance check		12,092.86

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Analysis of receipts and payments three months ended March 31st 2019

110119 BT group - Memorial Hall	DD		27.90	5.58	33011.41
110119 Lloyds - interest received		1.24			33012.65
90119 Void	1197				33012.65
90119 Memorial Hall Hire	1198		55.00		32957.65
90119 South Hams CAB	1199		300.00		32657.65
90119 South Hams CVS	1200		25.00		32632.65
90119 Devon Communities Tog	1201		50.00		32582.65
110219 Lloyds - interest received		1.29			32583.94
110219 BT group - Memorial Hall	DD		27.90	5.58	32550.46
200219 Cancelled cheque	1178		-350.00		32900.46
200219 R Matthews	1202		751.09	42.80	32106.57
200219 Devon Cow	1203		495.00		31611.57
200219 Nick Walker (printing)	1204		183.00		31428.57
200219 IDALC	1205		7.00		31421.57
200219 SHDC map printing	DD		9.38	1.88	31410.31
110319 Lloyds - interest received		1.09			31411.40
110319 BT group - Memorial Hall	DD		27.90	5.58	31377.92
130319 Bigbury Youth Club	1206		350.00		31027.92
130319 Modbury Caring	1208		50.00		30977.92
130319 David Rogers	1209		1184.13		29793.79
140319 Ringmore input defibs		654.40			30448.19

Bigbury Parish Council

Cash book / bank reconciliation March 31st 2019

Bank reconciliation as at Mar 31st 2019				
30448.19	Payments & Receipts (above)			
20126.41	Deposit account statement			
10321.78	Current account statement			
30448.19				

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Bigbury Parish Council

Cash forecast and analysis of restricted and reserved funds as at March 31st 2019

Cash Forecast as at Mar 31st 2019				Analysis of restricted funds as at Mar 31st 2019			
30448.19	Total cash available						
4928.93	Restricted funds			4928.93	TOTAL	Breakdown below	
8000.00	Six months precept expenditure						
				725.93		DCC P3 funding balance 2017/2018 payment	
7920.00	Cheque 1157 Not presented						
75.00	Cheque 1207 not presented			1930.00		DCC Burial ground entrance and gates £1000 (10/07/15) SHDC Burial Ground £930 (16/03/15)	
1407.00	VAT to be reclaimed						
256.96	VAT refund received in April			750.00		(Neighbourhood Plan) awaiting BACS to pay	
				1523.00		Cash held from 'Shrimps (recd 15th August 2018) For use on future youth related projects	
5000.00	Reserved project funds					Analysis of reserved funds (precept generated) as at Mar 31st 2019	
6263.22	Surplus			5000.00		£1000 The Warren (allocated in year commencing 1st April 2015) £1000 The Warren (allocated in year commencing 1st April 2017) £3000 Playpark (allocated in year commencing 1st April 2018)	

Bigbury Parish Council

Changes to reserved funds as agreed at the December 2018 Precept meeting

Analysis of reserved funds (precept generated) as at Mar 31st 2019									
	5000.00		£1000 The Warren (allocated in year commencing 1st April 2015)						
			£1000 The Warren (allocated in year commencing 1st April 2017)						
			£3000 Playpark (allocated in year commencing 1st April 2018)						

Analysis of reserved funds (precept generated) as at April 1st 2019									
	7070.00		£2070 St Lawrence Church gateway scheme (allocated in year 1st April 2019)						
			£1000 St Lawrence Church gateway scheme (allocated in year 1st April 2019)						
			£3000 Playpark (allocated in year 1st April 2018)						
			£1000 Playpark (allocated in year 1st April 2019)						

Bigbury Parish Council

Breakdown of S106 funds held at SHDC

97578.00		Ring fenced for Affordable housing projects		
65193.00		Ring fenced for Affordable housing projects (Holywell Stores site)		
24194.00		Ring fenced for OSSR projects		
		Outdoor spaces, sports and recreation		

Recommended payments – April 10th 2019

£748.52	Clerk	£540.00 Salary for quarter ended 31 st March 2019 £208.52 Office expenses
£500.00	Bigbury News – annual donation	
£570.00	PCC Bigbury	Grant for grass cutting Annual cost £1200.00 less surplus £630
£180.00	Grasshopper Services (fee for two years)	Maintenance of Bigbury Green
£143.45	DALC Annual membership fee	
£ 33.48	BT – line rental and broadband access Memorial Hall	Paid by direct debit

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Richard Matthews - Clerk, Bigbury Parish
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Election of Parish Councillors for Bigbury Parish Council on Thursday 2 May 2019

I, Sophie Hosking, being the Returning Officer at this Election of Parish Councillors report that the latest time for delivery of notices of withdrawal of candidature, namely Wednesday 3 April 2019, having passed, the persons whose names appear below, stood validly nominated and were duly elected without a contest.

Name of Candidate	Home Address	Description (if any)
CASE Cathy	Lower Willings Farm, Bigbury, Kingsbridge, TQ7 4AP	Farmer
EDWARDS-PRATT Sally Diane	Overseas, Ringmore Drive, Bigbury on Sea, TQ7 4AU	
HUNTLEY Beth	Cleveland, Warren Road, Bigbury- on-Sea, TQ7 4AZ	
ROSEVEAR George Henry William	The Quoin, 4 Bigbury Court, Bigbury, Kingsbridge, Devon, TQ7 4AP	
SCOTT Valerie	Glen Cottage, Bigbury, Kingsbridge, Devon, TQ7 4AP	
SMITH Sharon	The Old Vineyard, Easton, Bigbury, Kingsbridge, TQ7 4AN	
WATTS Stuart David Maxim	Dulce Domun, Duke's Mill, Bigbury, TQ7 4AN	

Next steps – installation of Parish Council

Annual Parish Council meeting will be held on Weds May 8th 2019 at 7:00pm and will be chaired by Mr Bryan Carson until such a point in time as a new Chairman and Officers are elected. Agenda as follows:

Declaration of interest

Apologies for absence

Statement from Mr Bryan Carson as outgoing Chairman

Election of Chairman – who will then take over the meeting as Chairman as Mr Carson stands down

Election of Vice Chairman

Appointments (if appropriate) to: Memorial Hall Committee, CPRE, DPFA, AONB

Annual Police report

Update from St Lawrence Church

Meeting closes (estimate time 08:15pm/08:30pm)

Monthly meeting of Bigbury Parish Council on Weds May 8th at 08:15/08:30pm. Agenda as follows:

Declaration of interest

Apologies for absence

Approval of minutes of meeting held April 10th 2019

Matters arising from meeting held April 10th 2019

Open session

Planning matters

Financial update

Agenda items for next meeting

Meeting close (estimated time (09:30pm)

Proposal for receiving updates at future Parish Council meetings

We already Invite Steve Radford from Challaborough Holiday Park on an annual basis to address the meeting and share news items relating to this business, which has a huge impact on the community.

This could be extended to include:

Burgh Island Hotel

Bigbury Golf Club

etc.

Election of Chairman

The process for election of Chairman will mirror the SHDC election process:

All Councillors will be provided with a nomination form and if they wish to stand for the position of Chairman will be required to return the form to the Clerk by 06:00pm on Monday May 6th.

This form requires a proposer and seconder from members of the new Parish Council

In the event that there are multiple applicants, a ballot will be conducted by the Clerk

Election of Vice Chairman

Legislation does not require a Parish Council to appoint a Vice-Chairman HOWEVER from an administrative perspective the role is important and needs to be filled.

Nominations will be received during the meeting.

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Richard Matthews - Clerk, Bigbury Parish
Council



MODBURY CARING

Hon. Treasurer: Michael Tagent
Challaborough Cottage,
Ringmore, Kingsbridge, TQ7 4HW
Telephone 01548 810520;
email: michael.tagent@btinternet.com

Mr Richard Matthews,
Clerk to Bigbury Parish Council,
10 Lower Brook Park,
Ivybridge,
PL21 9TZ

16 March 2019

Dear Mr Matthews,

I have received the Parish Council's cheque for £50, and am writing on behalf of Modbury Caring to express our thanks for your kind donation.

Bigbury Parish Council has been a consistent supporter of Modbury Caring for a number of years, and for this we are extremely grateful.

Our 2018 Report and Accounts are currently with the Independent Examiner, and I will send you a copy for your information as soon as they have been agreed.

With renewed thanks,

Yours sincerely,

Michael Tagent

Direct dial ☎: 01803-861465

Nigel.Mortimer@SouthDevonAONB.org.UK

Date: 9th January 2019

Dear Town / Parish Council

Re: Planning Application Responses and their role in local Water Quality matters

As you will be aware, the 'water quality' of our local waterbodies is paramount to the health and wellbeing of our local communities – from stream to sea; from the local fish we might eat and the waters we might swim in; to the sight of kingfishers or the glimpse of otters or dolphins.

Water quality, in all its different guises, is very much a common theme of concern at all of our South Devon Estuaries Forums/Management Groups and Catchments Partnership meetings that we host and coordinate. An action from a recent Estuary Forum meeting was that members have asked me to write to all relevant Town & Parish Councils within our water catchments to draw your attention, as a reminder, to water quality matters and how you may help play an important role through planning application consultations and responses.

Within our very rural landscape, a significant proportion of our local households rely on their own waste water (& sewage) treatment or holding systems. At our autumn meeting of the Salcombe-Kingsbridge Estuary Conservation Forum, the members attending were very concerned to be reminded that the appropriateness and efficacy of these and new systems for new development of less than 10 properties no longer falls within the remit of the Environment Agency, as they might have expected.

We were reminded that the primary responsibility for this is the property owner of existing systems, and the developer and the Local Planning Authority for new systems.

The Environment Agency are only a statutory consultee on major planning applications from a non-mains foul drainage perspective, so a development needs to involve more than 10 dwellings to a non-mains system before they are consulted. Otherwise, it is the Local Planning Authority that decides whether the application is acceptable in line with attached guidance.

Some further guidance and details may be found on the Gov.UK website -
www.gov.uk/guidance/discharges-to-surface-water-and-groundwater-environmental-permits#check-the-guidance-for-your-activity

The Environment Agency are still very much the go-to authority (tel **0800 807060** 24/7) when things are going horribly wrong!

The action from the Estuary Forum meeting was to ask and suggest that some attention is given to the waste water treatment system being proposed within advertised planning applications within your local town or parish and raise any concerns within your consultation response, when for example the system being suggested is given as a 'to-be-decided' or is not given in sufficient detail to make any informed assessment on its suitability.

Other considerations might also include the Sustainable Drainage Scheme (or lack of ...) of new and extended developments, and how the runoff of the development works (from the initial excavations or demolition to the completed works and landscaping) might affect the water bodies downstream and how this might be managed through the preparation of an effective Construction Environmental Management Plan.

We fully understand that few of us are waste water treatment experts but your raising the issue within planning application consultation responses where and when relevant will help in the wider 'team' effort to conserve and enhance the quality of our local waters for all our health and well-being benefits.

Yours sincerely

Nigel Mortimer

Nigel Mortimer
South Devon AONB Estuaries Officer

Mon, 1 Apr 2019 09:21:11 +0000

Subject: Bigbury on Sea Car park

Name: Lynne Miller

Email: lynne.miller@btinternet.com

Subject: Bigbury on Sea Car park

Comments:

A week ago, 25th March, I had a disturbing experience walking through the car park. It was a beautiful morning, the car park completely empty, so I did not have my dog on a lead. then a car came like a bat out of hell at great speed from the road. I gesticulated to the driver that she was going too fast, whereupon she screeched to a halt and berated me angrily for not having my dog on a lead.

I have contacted the South Hams District Council to ask if there is a speed limit in the car park they will be letting me know by 25th April. I am very worried that car parks are dangerous places for children, dogs and people and feel that it is my duty to raise my concern about safety in this wonderful holiday destination.

Three issues are raised by this e mail;

Dogs not on leads

Speeding in the car park

'Road rage'

Richard Matthews - Clerk, Bigbury Parish
Council



Dogs on Leads

[Home](#) > [Our Services](#) >

Where must I have my dog on a lead?

Good dog ownership & common sense dictate that dogs should be on a lead near roads, livestock, wildlife and any area or activity where close control is needed.

Dogs **must** be on a lead (The Anti-Social Behaviour Crime and Policing Act 2014, Public Spaces Protection Order 2017; Control of Dogs) in the following locations:

- All Areas covered by Rule 56 of the Highway Code, such as on the road, on a pavement or on a path shared with cyclists and/or horse riders.
- Areas with retail premises designated as zone 1 under the Environmental Protection Act 1990 where there are 2 or more commercial/shop premises.
- Car parks.
- Cemeteries and Churchyards.
- Any fenced, hedged or walled pond, area of water or nature reserve.
- Marked sports fields whilst organised sport is in progress.

Dear Mrs Miller

General Parking Enquiry - Ref: 1060735

Thank you for your recent General Parking Enquiry reference 1060735.

I'm so sorry to hear of your encounter with a woman who was driving very fast through Bigbury on sea car park. We have an advisory speed limit of 15 mph in our car parks, however this is not enforceable as we don't have speed cameras in place and speeding is a moving traffic offence enforceable by the police.

Yours sincerely,
Parking Team, South Hams District Council

Thank you for your reply to my query.

Would it not be helpful to have a sign at the entrance to the car park stating the advisory speed limit? The woman I had an encounter with works in the Venus cafe, so regularly drives through the car park. Anything would be worthwhile to prevent a tragedy.

Yours sincerely, Lynne Miller

Proposal from Clerk

- 1) Clerk - Ask SHDC to place speed signs at the entrance or Bigbury Parish Council to buy and display speed signs
- 2) Clerk - Write to all businesses in the vicinity of the car park politely reminding them of the speed limit
- 3) Clerk - Write to Lynne Miller detailing actions taken

Richard Matthews - Clerk, Bigbury Parish
Council

Dear Enforcement Team

Thank you for your email requesting confirmation of the site of this alleged planning breach and for your prompt attention to this matter.

The marker on your map appears to be in exactly the right place.

I have attached two photographs taken by the Chair of Bigbury's Neighbourhood Plan Steering Group, showing both the new track cut through a Devon bank and the scale of the polytunnels being erected. These photos were not available to me when the alleged breach was first reported but were supplied subsequently to Cllr Ian Bramble, who I believe may have been in touch with you.

I look forward to learning of the outcome of your investigation in due course.

Kind regards

Stuart Watts

Richard Matthews - Clerk, Bigbury Parish
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