

Bigbury Parish Council

Annual Council meeting

St Ann's Chapel

May 8th 2019

Agenda - Bigbury Parish Council Annual meeting May 8th 2019 to be held at the Memorial Hall, St Ann's Chapel – approximate start time 7:30pm

Appointment of Chair for forthcoming term of office

Chairman to sign Declaration of Interest documentation

Apologies for absence

All Councillors to sign Declaration of Interest documentation

Appointment of Vice-Chairman for the forthcoming term of office

Appointment of officials to represent the Council on various committees:

Bigbury Memorial Hall (currently Mr B Carson)

Devon Playing Fields Association (currently Cllr. C Case)

CPRE (currently Cllr. G. Rosevear)

DALC (currently Cllr. G. Rosevear)

Clerk – reminder to Councillors of their obligation to complete the Register of Interest within 28 days of the election (May 2nd). SHDC hold this register

Clerk – reminder to Councillors of their obligation to register their election expenses within 28 days of the election (May 2nd) SHDC hold these records.

Mr B Carson – annual general report

Meeting close

Meeting expected to close at 8:15pm and will be followed by the regular monthly Parish Council meeting

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Council meeting St Ann's Chapel

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Update on neighbourhood plan

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

Post Box, telephone box, notice boards and bench – Holywell Stores

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

Correspondence received

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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

Speeding in car park

Clerk to respond to Lynne Miller

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Neighbourhood Plan Progress Report 8th May 2019

Affordable housing scheme at St Ann's Chapel

We are still on course for determination of the planning application at the 22nd May 2019 Development Management Committee but the case officer, Wendy Ormsby needs to have written her report by the end of this week.

We have unfortunately had to agree to the road surface being impermeable tarmac. We were hoping for a more pedestrian friendly and attractive permeable paved surface but Devon CC Highways will not adopt anything other than impermeable black tarmac. They did advise that as an option we could have an impermeable tarmac surface with a resin imprint to look like cobbles but any repairs would be done in normal black tarmac and statutory undertakers if they need to dig up the road would also put black tarmac back in its place so over a period of time it would look very patchy. It was therefore considered easier and probably better to accept black tarmac from the start. There will not be any pavements or kerbs so hopefully the use of a tarmac surface will still leave a rural feel.

There have been some minor changes to the layout and cladding with less timber cladding than previously proposed but enough to make the scheme more interesting. It is now a combination of render, local natural stone, and hardwood timber cladding, probably larch. All roofs will be of natural slate.

There have still been no objections to the scheme from anybody living or working in the Bigbury or any of the adjoining parishes. The objection from the person who lives in Kingsbridge has been addressed with a new Planning Statement having been issued.

The issues relating to the possible restoration of the Holy Well are still ongoing with clearance work around the well to take place on 10th May.

Hingston Rise

There was an open day for the new dwellings to the rear of the Royal Oak on Saturday, 20th April. During the site visit it became clear that the materials used on the external surfaces were all manufactured with no use of local natural stone or natural slate as shown on the original drawings. The stone is a Bradstone Industries aggregate, colour 'Traditional Weathered Cotswold'. The slates are all Eternit.

On behalf of the NP Steering Group I sent a letter of objection to the conservation officer at SHDC asking why these materials had been approved, particularly having regard to the prominent position of these houses in the Bigbury Conservation Area and requesting that in future any new development in the area should use natural materials including the new roofs to be put on the cottages being created in the former Royal Oak. The conservation officer had not been consulted when the application for details of materials was considered but I have been assured that natural slate will be used on the Royal Oak conversion scheme.

Regulation 14 Consultation of Neighbourhood Plan

The NP Steering Group have now prepared a document showing the comments made to the Regulation 14 Consultation and amendments proposed to the Neighbourhood Plan to address these comments. A copy of this is attached together with a copy of the amended policies with changes shown in red. I would now like the Parish Council to give their approval to these amendments so that we can hopefully submit the Regulation 15 Neighbourhood Plan to SHDC by early June.

SHDC will be given a further opportunity to comment on the Neighbourhood Plan and will themselves consult on the Plan prior to submitting the Plan for Examination.

ClIr Valerie Scott, Chairman, Bigbury Neighbourhood Plan Steering Group

Email: valeriescott@bigbury.com Tel: 01548 810336

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Bigbury Parish Council – entries for receipts and payments April 2019

	working cash balance							22453.19
01.04.19	HMRC VAT refund			256.96				22710.15
08.04.19	SHDC (payroll cost)		DD		100.00	20.00		22590.15
09.04.19	SHDC precept			8160.00	0.00	0.00		30750.15
09.04.19	Lloyds - interest received			0.83	0.00	0.00		30750.98
10.04.19	BT group - Memorial Hall		DD		27.90	5.58		30717.50
10.04.19	R Matthews		1211		721.02	27.50		29968.98
10.04.19	DALC		1212		123.82	19.53		29825.63
10.04.19	GrassHopper		1213		180.00	0.00		29645.63
10.04.19	PCC Bigbury		1214		570.00	0.00		29075.63

Bigbury Parish Council – Bank account reconciliation as at 30th April 2019

Bank reconciliation as at Apr 30th 2019				
29075.63	Payments & Receipts (above)			
	20384.20 Deposit account statement			
	9014.78 Current account statement			
	-143.35 Cheque 1212 not cashed			
	-180.00 Cheque 1214 not cashed			
29075.63				

Analysis of restricted funds as at April 30th 2019

4928.93 TOTAL Breakdown below

725.93

DCC P3 funding balance 2017/2018 payment

1930.00

DCC Burial ground entrance and gates £1000 (10/07/15)
SHDC Burial Ground £930 (16/03/15)

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

Analysis of reserved funds (precept generated) as at April 30th 2019

7070.00

£2070 St Lawrence Church gateway scheme (allocated in year 1st April 2018)

£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)

S106 deposits held on behalf of Bigbury Parish Council by South Hams District Council									
	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						
	<u>186965.00</u>	TOTAL							

Recommended payments – May 8th 2019

£803.97 Notice Board Company – 3 x External notice boards as approved at meeting on April 10th 2019. Cheque made payable to R Matthews as purchase was processed via personal credit card.

Notice boards have now been delivered and are ready for installation

Bigbury History Society –donation towards lap top

£ 33.48 BT – line rental and broadband access Memorial Hall
Paid by direct debit

E mail received from Mr Charles Harrington April 26th 2019

Circulated to all Councillors for review April 29th 2019

Dear Richard,

I don't know whether this is the appropriate time of year to be making this request but here goes.

As you know, the History Society in Bigbury is considerably active for such a small community. We have several talks over the Winter and our two or three outings in the Summer are particularly popular. Also, we look after and maintain the Archive, which was so brilliantly put together by Roger Grimley.

Like everyone else these days we use IT in most facets of our activities, not least in power point presentations at our meetings. We use a PC which either belongs to one of the Committee or is borrowed from Phil Shea. It would be great if we could have our own PC, dedicated to the Society. This would be especially useful now as we try to digitalise as much of the Archive as possible.

Would the Council be prepared to make a grant to us to enable us to purchase this ? I estimate that a decent model would cost between £400 and £500, inclusive of the various software licences.

I attach a copy of the latest accounts (to 31st March 2109). As you can see, we have just enough saved to fund the purchase ourselves but this would virtually clean us out and this amount has been accumulated over several years.

I look forward to hearing from you.

Richard Matthews - Clerk, Bigbury Parish
Council

Agenda - Bigbury Parish Council meeting – May 8th 2019

A Meeting of Bigbury Parish Council will be held in the Memorial Hall, St Ann’s Chapel on WEDNESDAY May 8th 2019 at 8:15 p.m. The agenda is as follows:

Declaration of Interest

Apologies for Absence

Approval of the minutes of the Parish Council Meeting held April 10th 2019

Matters arising from minutes of previous meeting held April 10th 2019

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)

0999/19/HHO Hillcrest, Warren Road, Bigbury-on-Sea, Application for a first floor balcony and timber clad studio within the garden.

0953/19/HHO Clanna Cottage, Ringmore Drive, Bigbury-on-Sea, application for front and rear single storey extension and alterations including extended veranda and balcony.

3743/18/FUL Land At Sx 652 442 adjacent to Southway, Marine Drive, Bigbury-on-Sea, TQ7 4AS READVERTISEMENT (Revised plans received) Construction of 5 dwellings including external landscaping, shared driveway and parking areas and new vehicular entrance off Ringmore Drive.

Update on neighbourhood plan

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

Post Box, telephone box, notice boards and bench – Holywell Stores

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

Correspondence received

Agenda items for next meeting

The next Parish Council meeting is scheduled for Wednesday June 12th 2019 at 7:30 p.m.

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Bigbury Memorial Hall - Annual report to Bigbury Parish Council

During the last twelve months we have continued to try our best to contribute to the community life of Bigbury Parish and to increase cohesion between the various centres of population.

This is done, mainly, in two ways. First, we provide a venue for regular group activities such as fitness classes, the history society, Parish Council meetings, the Youth Club and a Christian Group. This year the monthly coffee mornings previously held at the Korniloff have been relocated to the Hall.

Secondly, we stage regular social events during the year. Events have included a wine tasting evening, a quiz evening, the Bigbury Garden and Produce Show, the Church Bank Holiday bazaar, two film and food nights and two Villages in Action events.

In addition, the Hall has been well used for private functions and this has increased markedly as a result of the building improvements made over the last few years.

We have continued to upgrade facilities wherever we can and during the year refurbished the rear extension roof, replaced all rainwater goods and redecorated the exterior.

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Matters arising from meeting held March 13th 2019

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

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