

# Bigbury Parish Council

Council meeting St Ann's Chapel  
February 12<sup>th</sup> 2020

## Agenda - Bigbury Parish Council meeting – February 12<sup>th</sup> 2020

A Meeting of Bigbury Parish Council will be held in the Memorial Hall, St Ann's Chapel on WEDNESDAY February 12<sup>th</sup> 2020 at 7:30 p.m.  
The agenda is as follows:

1. Declarations of Interest
1. Apologies for Absence
1. Approval of the minutes of the Parish Council Meetings held January 8<sup>th</sup> 2020
1. Matters arising from minutes of previous meeting held January 8<sup>th</sup> 2020
1. Casual Vacancy – Parish Councillor
1. County Councillor's report
1. Finance - Approval of payments to be made, presentation of finance statements and internet banking update.
1. Planning related matters (*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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  - b. 0264/20/TPO The Paddock, Ringmore Drive, TQ7 4AU. Tree work.
  - c. 0024/20/HHO Lewin, Marine Drive, TQ7 4AS. Application for internal refurbishment and changes made to the external materials and fenestration.
  - d. Update on neighbourhood plan
1. District Councillor's report (D. Cllr. B Taylor)
1. Cllr. Watts – Update on parish signage
1. Correspondence received
1. Agenda items for next meeting.

Richard Matthews - Clerk, Bigbury Parish Council  
**The next Parish Council meeting is scheduled for Wednesday March 11<sup>th</sup> 2020 at 7:30 p.m.**

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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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# **Matters arising from meeting held January 8<sup>th</sup> 2020**

**Pending - Frequency of road sweeping**

**Pending – Stop sign at exit of car ark**

**Pending – Maintenance jobs**

**Complete – repairs to damaged wall at Dukes Mill**

**Submitted – locality fund application (s)**

**Pending – Internet banking**



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# **CASUAL VACANCY**

## **BIGBURY PARISH COUNCIL**

NOTICE IS HEREBY GIVEN pursuant to Section 87 (2) of the Local Government Act 1972 that a casual vacancy exists in the office of Councillor for the parish of Bigbury and that unless ten or more electors of the parish have on or before the 3<sup>rd</sup> January 2020 submitted a request in writing to the Returning Officer, Follaton House, Plymouth Road, Totnes, TQ9 5NE that an election be held to fill the vacancy, the Parish Council will take steps to fill the said vacancy.

Signed:

Dated: 11<sup>th</sup> December 2019

# **Bigbury Parish Council**

## **Vacancy – Parish Clerk / Responsible Financial Officer**

Bigbury Parish Council has a vacancy for Clerk/Responsible Financial Officer. This part time role requires an average commitment of 19 hours per month with an hourly salary, based on NALC salary scale, of between £10.16 and £12.39 depending upon qualifications and experience.

The role is predominantly home based and ideally the candidate will have a good level of computer based and clerical skills, be self-motivated, able to work to deadlines, & preserve confidentiality.

Training will be provided as required and there will be an agreed hand over period agreed with the current Clerk.

For further information and/or an informal discussion in respect of this opportunity, please contact Richard Matthews (Parish Clerk) on 07967 130599 or by e mail at [clerk.bigburypc@gmail.com](mailto:clerk.bigburypc@gmail.com)

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# Bigbury Parish Council receipts and payments three months ended 31<sup>st</sup> January 2020

09.11.19	BT group - Memorial Hall		DD		27.90	5.58	33569.45
09.11.19	Lloyds - interest received			1.02			33570.47
09.11.19	Void		1239				33570.47
13.11.19	Bigbury Memorial Hall		1240		30.00		33540.47
13.11.19	P Bush		1241		156.63	31.33	33352.51
13.11.19	S Smith		1242		16.00		33336.51
13.11.19	CPRE subscription		1243		36.00		33300.51
13.11.19	Royal British Legion		1244		100.00		33200.51
09.12.19	BT group - Memorial Hall		DD		27.90	5.58	33167.03
09.12.19	Lloyds - interest received			0.86			33167.89
11.12.19	K Lawrence (Devon Cow)		1245		202.50		32965.39
11.12.19	West Country Skip Hire		1246		1016.00	203.20	31746.19
11.12.19	South Hams CAB		1247		150.00		31596.19
11.12.19	South Hams CVS		1248		25.00		31571.19
07.01.20	1215 reversed		1215x	803.97	0.00		32375.16
08.01.20	Triangle		1249		176.00		32199.16
08.01.20	Devon Communities Tog		1250		50.00		32149.16
09.01.20	Lloyds - interest received			0.96			32150.12
08.01.20	BT group - Memorial Hall		DD		27.90	5.58	32116.64
08.01.20	South Hams CAB		1251		150.00		31966.64

**£31966.64**

# Bigbury Parish Council – cash book reconcillation as at 31<sup>st</sup> January 2020

Bank reconciliation as at Jan 31st 2020				
31966.64	Payments & Receipts (above)			
22515.07	Deposit account statement			
9526.57	Current account statement			
-25.00	cheque 1248 SHDC CVS			
-50.00	cheque 1250 Devon Communities			
31966.64				

**£31966.64**

**Cheque 1248 £25.00 now cleared**

LLOYDS BANK



Your account statement  
Statement sheet number: 27  
Issue date: 31 January 2020  
Page: 1 of 3

J31A2101DRAMBA000041945001002 393 000

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



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**



**BUS BANK INSTANT**  
BIGBURY PARISH COUNCIL

**Account Summary**

Balance On 31 December 2019	£22,514.11
Total Paid In	£0.96
Total Paid Out	£0.00
<b>Balance On 9 January 2020</b>	<b>£22,515.07</b>

**Account Activity**

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
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**Account Summary**

Balance On 31 December 2019	£10,301.28
Total Paid In	£803.97
Total Paid Out	£1,578.68
<b>Balance On 15 January 2020</b>	<b>£9,526.57</b>

**Account Activity**

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
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PIB105X21000000

PIB105X21000000





# Bigbury Parish Council – analysis of restricted funds as at 31<sup>st</sup> January 2020

Analysis of restricted funds as at January 31st 2020									
	4178.93	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)						
	1523.00		Cash held from 'Shrimps (recd 15th August 2018)						
			For use on future youth related projects						

# Bigbury Parish Council – analysis of reserved funds as of 31<sup>st</sup> January 2020

Analysis of reserved funds (precept generated) as at January 31st 2020										
	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)							

S106 funds held by South Hams District Council

£162,771 Affordable Housing Projects (to be verified)

£35,855.72 OSSR projects – Play Park

Play Park – potential funding

£35,855.72

OSSR projects (S106)

£ 4,000.00

Reserved funds Bigbury Parish Council

£39,855.72

Sub – total

£17,062.50

Future (pipeline) S106 funds Royal Oak and Land at Southway

£56, 918.22

Total available

## Recommended payments as at February 12<sup>th</sup> 2020

£ 10.00	D Vanstone	Footpath (gate) repairs
£733.72	R Matthews	£540.00 Salary period ending 31/12/19 £193.72 Office expenses same period
£193.50	R Matthews	Payment for paper – Bigbury News
£135.00	J Morris	Filming and editing Neighbourhood Plan video
£125.00	TGO Web services	Repairs and upgrade to Parish Laptop
£681.60	Nick Walker	£375.60 20 x NP copies £306.00 Banner
£33.48	BT (direct debit)	Phone line and internet Memorial Hall

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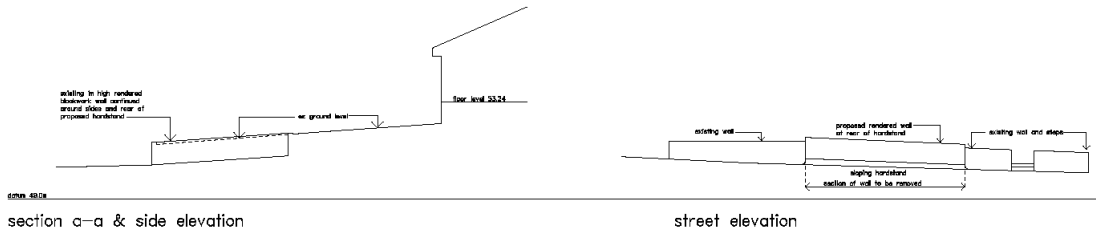
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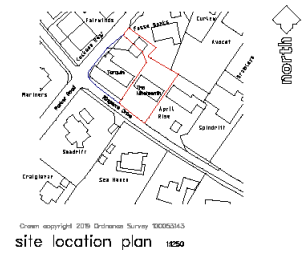
1. Cllr. Watts – Update on parish signage      Richard Matthews - Clerk, Bigbury Parish Council

1. Correspondence received



section a-a & side elevation

street elevation



job no: 1595  
date: 10/10/19

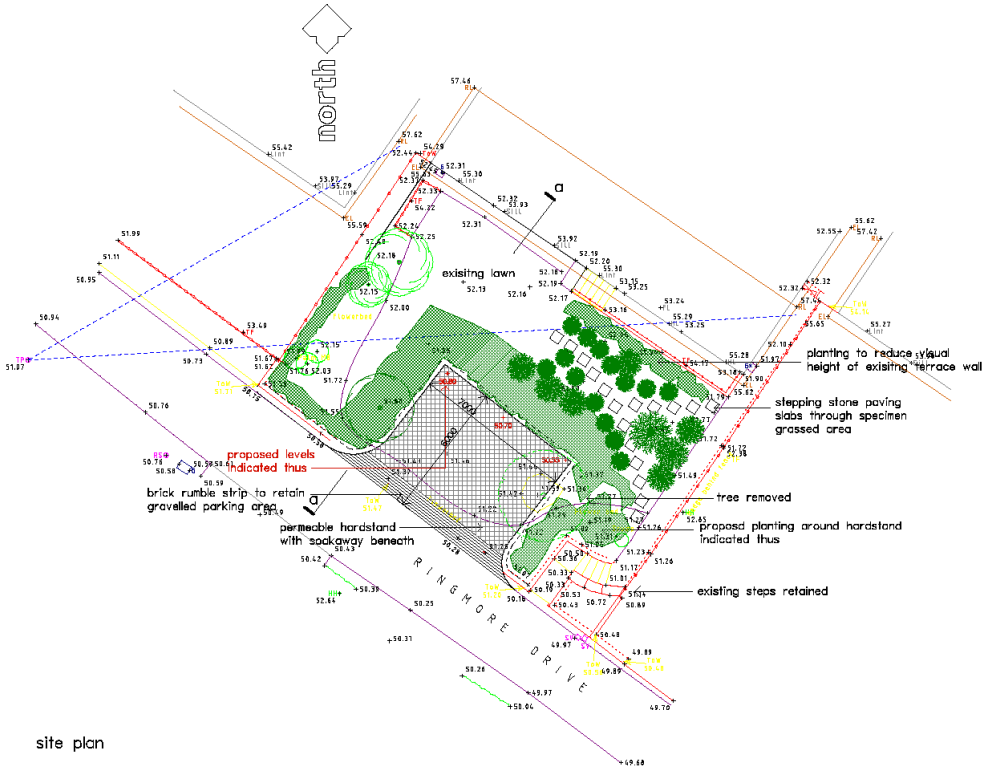
Plan, elevation & section  
Buckridge

scale: 1:100/A1  
date: Oct'19

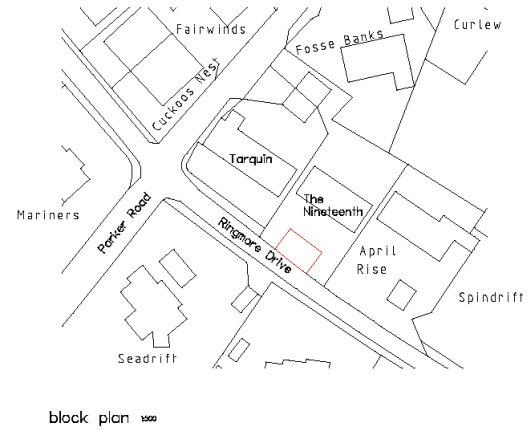
The Nineteenth  
Ringmore Drive  
Bigbury-on-Sea

all drawings copyright

the studio  
landscape architects  
1 01803 489242  
info@hobsondesigns.co.uk



site plan



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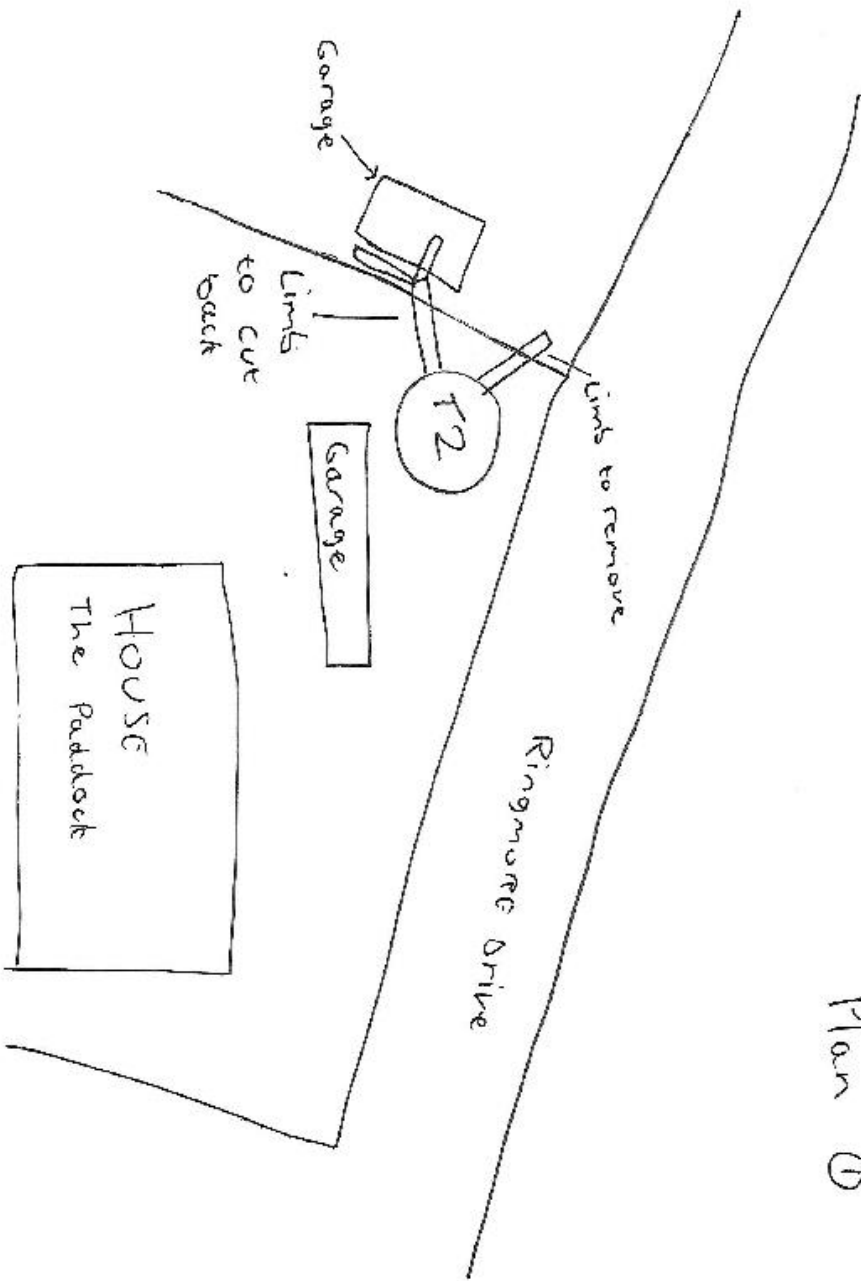
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Plan ①

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# Neighbourhood Plan Progress Report 12<sup>th</sup> February 2020

## Referendum

We now have a date for the referendum which is Thursday, 27<sup>th</sup> February 2020. Voting will take place in the Memorial Hall between 7am to 10pm. Anyone on the electoral register is able to vote and you can apply for postal votes or proxy votes if you are unable to attend. Notices relating to this have been placed in the Holywell Stores with information also placed on the community website and in the Bigbury News.

We have prepared notices regarding the referendum which have been placed on all of the Parish Council Noticeboards. It has also been advertised in the Bigbury New, on Bigbury Drums and on the community website. A referendum banner is also being prepared.

A copy of the Referendum Version of the Bigbury Neighbourhood Plan has now been placed on the community website and hard copies of the plan are now available in the Holywell Stores for inspection purposes. All Parish Councillors and members of the Neighbourhood Plan Steering Group also have copies which people can borrow.

If more than 50% of those voting in the referendum vote 'yes' then the neighbourhood plan becomes part of the statutory plan for the area.

Cllr Valerie Scott     Richard Matthews - Clerk, Bigbury Parish  
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Chairman, Bigbury Neighbourhood Plan Steering Group

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  - d. **Update on neighbourhood plan**

## **1. District Councillor’s report (D. Cllr. B Taylor)**

1. Cllr. Watts – Update on parish signage
1. Correspondence received
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**The next Parish Council meeting is scheduled for Wednesday March 11<sup>th</sup> 2020 at 7:30 p.m.**

# Agenda - Bigbury Parish Council meeting – February 12<sup>th</sup> 2020

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## Correspondence received

Contract from Heartbeat Community Trust – transfer of ownership of phone box in Ringmore Drive – pass to Cllr. Rosevear for review.

Ringmore Parish Council

Claire Blacker – Knowle Farmhouse – concern in respect of privacy NP



# Communication from Highways and Traffic Group Manager

## **Drainage Maintenance Responsibilities**

At our recent Town and Parish Conferences, a great deal of interest was shown in a display identifying who is responsible for maintaining and clearing drainage systems on and around the highway.

The driver for having the display was a recognition that, for a number of years, we had been investing significant funds undertaking a programme of ditch clearance works to drain the water from the highway. In the majority of cases, the responsibility for ditch maintenance rests with the adjacent landowner, even if the ditches take water from the highway and local authority funding is being used to undertake works which are, in part, the responsibility of the landowners, reducing the funding available to undertake the works which are our responsibility.

In order to support landowners, and local communities, we are undertaking a programme of communication and education with key stakeholders. Hopefully, as a follow up to the recent display at the Parish and Town Conference you will find the following information and resources useful.

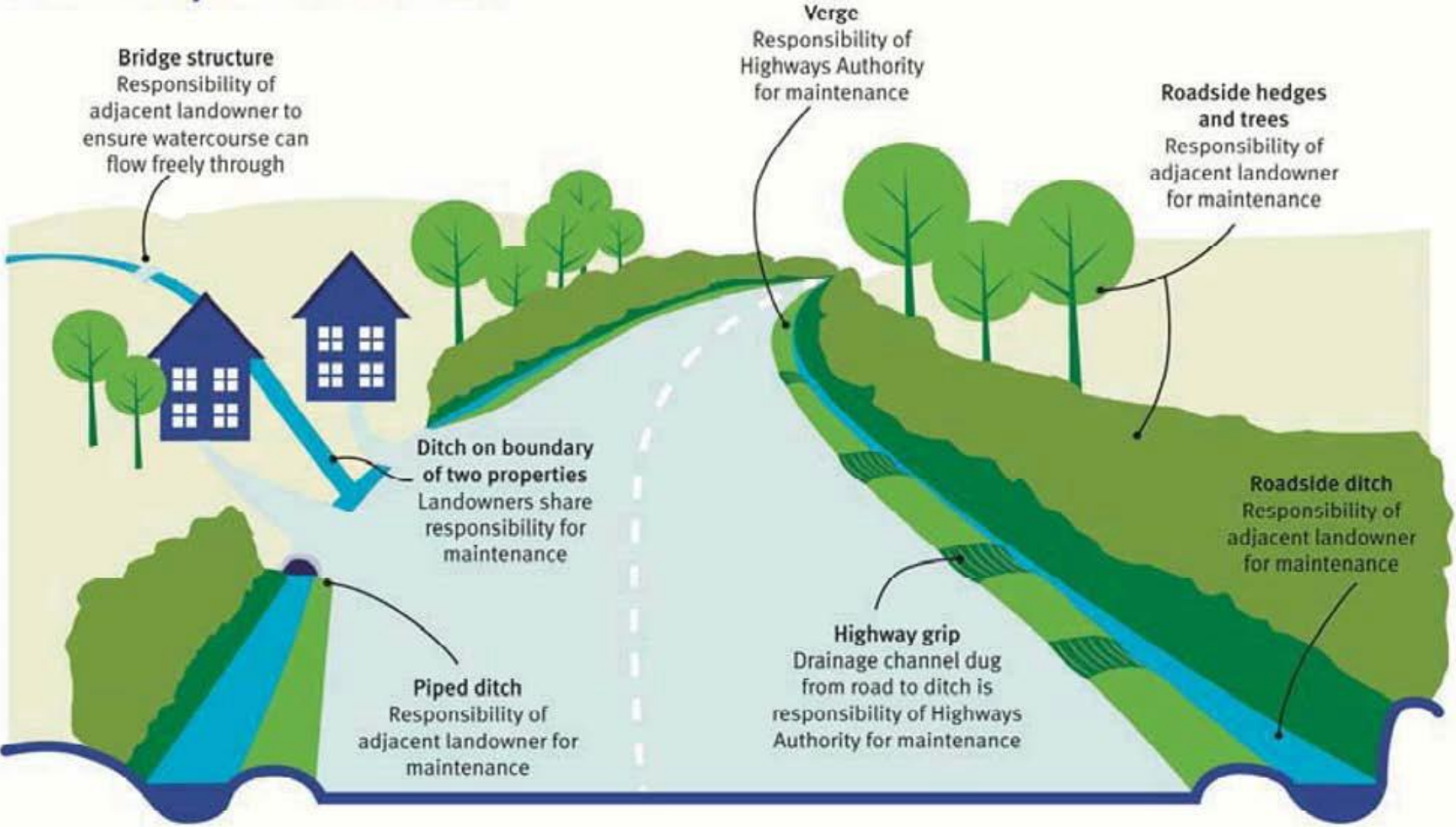
- A factsheet titled Roads and farmers is produced by Devon County Council and is available here (<https://www.devon.gov.uk/roadsandtransport/factsheet/roads-and-farmers/>)

Equally, Landowners and occupiers are required, by law, to trim any hedge next to the public highway where the growth is preventing the passage, or affecting the safety, of the highway user.

- Information regarding overgrown vegetation is available on our website here (<https://www.devon.gov.uk/roadsandtransport/maintaining-roads/trees-and-vegetation/overgrown-vegetation/>)

You will also find enclosed a diagram giving an indication of responsibility for the maintenance of drainage and vegetation on and around the highway. We have certainly found this a useful diagram when trying to explain the various issues of responsibility. I hope you find this information helpful and are able to use it within your communities to support us as we continue to maintain the drainage systems within the highway.

# Who is responsible for what?



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