

MINUTES OF THE MEETING OF BROADHEMPSTON PARISH COUNCIL
THURSDAY 09 APRIL 2020 HELD VIA ZOOM

Present: Cllrs Dowson (Chair), Goddard, Head, Isaacs, Sutcliffe, Widger and Wright
 District Cllr Daws

Apologies: Cllr Hughes

Also present: Rachel Avery (Clerk)

| No | Subject | Comments |
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| 1 | The Chair will open the meeting and receive and approve any apologies. | Cllr Dowson opened the meeting at 19.15. It was RESOLVED to APPROVE the apologies of Cllr Hughes. |
| 2 | To declare any interests arising at this meeting. | There were no interests declared. |
| 3 | Approval to consider, amend as agreed by the Council and approve the minutes of the following: 12 March 2020 | It was RESOLVED to APPROVE the minutes. |
| 4 | Local Plan Review. | Concerns were raised regarding Teignbridge District Council's decision to continue with the Local Plan Review, given the current Covid-19 situation and people's inability access the review documents, which are difficult to read online. Cllr Daws reported that everything is likely to change once we are out of the Covid-19 crisis, however TDC state that the review is a statutory obligation. He went on to suggest that 700 homes are not likely to be required on an annual basis and the commercial landscape is an unknown. The government housing targets remain unchanged in the short term. Cllr Dowson PROPOSED that the clerk request that TDC delay the review in view of the Covid-19 crisis. This was SECONDED by Cllr Head and APPROVED (7:0). Action: Clerk to contact TDC. |
| 5 | Finance: <ul style="list-style-type: none"> • To agree accounts for payment • Arrangements for annual audit | It was RESOLVED to APPROVE accounts for payment (7:0). It was NOTED that the clerk awaits information from the external auditor surrounding the 2019/20 audit but continues to prepare the accounts. Cllr Head asked the clerk if she had invoiced Teign Housing for their ground rent, which was due to be increased on the five-year anniversary. It was NOTED that the clerk had invoiced them with the increase and awaited payment. |
| 6 | Coronavirus update. | The clerk provided a general overview of how the volunteering system had been set up. It was NOTED that shop's response to the crisis had been phenomenal and the parish council wished to thank the committee and volunteers for their hard work. The shop has welcomed new volunteers and incorporated their training with social distancing measures, which had not been easy, but the parish council and wider community were grateful for their hard work. It was NOTED that the gate at the small playing field had been opened, but cable ties would be reinstated. Cllr Goddard reported that she would padlock the gate and hold the key. She would provide the contractor with access to cut the grass when required. Cllr Wright reported that as a parent of young children, he wished to bring the children of the community together. He had set up an Easter garden competition and invited people to join in. Photos of the gardens would be shared to the village website and a small prize would be given to the winner. Cllr Goddard suggested that rainbow and teddy bear hunts could also be arranged for children to take part in. |

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| | | The clerk reported that she had investigated the idea of community coffee mornings via Zoom and would ask if any volunteers would be interested in running it. |
| 7 | <p>Open spaces update:</p> <ul style="list-style-type: none"> - Small playing field - Headlands - Kings Close Field - Community orchard - Allotments | <p>It was NOTED that the small playing field was closed as per government guidelines.</p> <p>It was NOTED that Headlands was being well used, and the council were not aware of any very recent issues, however since the closure people had still been using the skateboard ramp. Cllr Dowson reported that the hazard tape has been removed and not put up again, but councillors and the Headlands committee are being vigilant. He had asked teenagers to get off the container but had not seen any other issues. Cllr Wright suggested that people did appear to be using the space in a safe way.</p> <p>It was NOTED that there were no issues at Kings Close Field.</p> <p>It was NOTED that the grass had been cut in the orchard and people have commented on how lovely it is and are using the space safely. Whilst no work can be done in the orchard, the shelter is being constructed which is being built using funds from the TDC Rural Aid grant. It was NOTED that the clerk still holds the credit card from the National Lottery grant and would contact John Hoyle regarding its activation.</p> <p>The allotments remain open. Cllr Wright stated that they are busy but social distancing rules are being adhered to. It was NOTED that one of the plots is not being used regularly. It was requested that the clerk contact the plot holder regarding its use and that if they are unable to use it, someone else could take over the tenancy or look after until they are able to do so. Action: Clerk to contact tenant.</p> |
| 8 | Logo update. | Cllr Goddard explained that the designer would have amended designs for the council to consider at the next meeting. Action: Agenda item for May meeting. |
| 9 | Website update. | It was NOTED that the clerk had contacted a designer for an initial quote. Action: Agenda item for May meeting. |
| 10 | Councillors Reports: to hear reports from Councillors on highways or other matters where action can be authorised by the Council without prior notice through the next Agenda. | <p>Cllr Isaacs had reported several potholes, and the ones at Vicarage Cross and in the village had been fixed.</p> <p>She reported that a frame had been erected at Laskeys Stable. This had been reported to TDC on 17 March.</p> <p>She also expressed concerns regarding a digger in the entrance to Broadpark, but details of this were unknown. Cllr Goddard reported of work being undertaken at Homers Retreat, which may be linked. This had not been sent to the parish council. Action: Clerk to investigate with TDC.</p> <p>Concerns had been raised with the clerk regarding a caravan and use of quad bikes on the field behind the allotments. This had been reported to TDC. Cllr Head stated that he would start a diary of dates when the bikes are used. Cllr Wright suggested that the area around the caravan is being expanded.</p> <p>Cllr Sutcliffe reported that the woodland at Knowle is being well used, but not being abused in any way.</p> |
| 11 | Clerks report. | <p>The clerk reported that new legislation negates the council's responsibility to hold the Annual Parish Meeting, which had been set for Friday 8 May. It was NOTED that it could be held at a different date in the year if the council wishes to do so.</p> <p>The requirement to hold the Annual General Meeting had also been suspended for the next municipal year, and an election for Chairman and Vice Chairman was not required. Cllr Sutcliffe PROPSOED that the</p> |

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| | | Chairman and Vice Chairman remain in post for the 2020/21 year due to the current situation and the importance of continuity with a new clerk in place. This was SECONDED by Cllr Isaacs and APPROVED (8:0). It was NOTED that the closing date for applications for the clerk position is Friday 17 April at noon. It was AGREED that a personnel meeting would take place on Monday 20 April 2020 at 19.15. Action: Clerk to issue agenda. |
| 12 | To note any correspondence received. <i>The Council will adjourn for the following items:</i> | There was no further correspondence. |
| 13 | <u>Public Question Time:</u> A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Council or other items that affect Broadhempston. <u>County and District Councillors' Reports.</u> <i>The Council will reconvene for the following item:</i> | There were no members of the public present. |
| 14 | To note the date of the next meeting: Thursday 14 May 2020. | The date of the next meeting was agreed. The start time would be 19.15. The meeting was closed at 20.26. |