

**MINUTES OF THE MEETING OF BROADHEMPSTON PARISH COUNCIL**  
**THURSDAY 14 JUNE 2018 AT BROADHEMPSTON VILLAGE HALL**

Present: Cllr Dowson, Head, Hoyle, Isaacs, Southwood and Sutcliffe  
 County Cllr Stuart Barker

Apologies: Cllrs Stevens and Wright  
 District Cllr Dennis Smith

Also present: Rachel Avery (Clerk)  
 3 members of the Public

No	Subject	Comments
1	The Chair will open the meeting and receive and approve any apologies.	Cllr Dowson opened the meeting at 19.30. It was RESOLVED to APPROVE the apologies of Cllr Stevens and Wright.
2	To declare any interests arising at this meeting.	There were no interests declared.
	<i>The Council will adjourn for the following items:</i>	
3	<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>	It was NOTED that the Village Archive's application to Awards for All had been turned down, but they intend to reapply.  County Cllr Barker's report forms part of the minutes.
	<i>The Council will convene to conduct the following business:</i>	
4	Approval to consider, amend as agreed by the Council and approve the minutes of the following: 10 May 2018	It was RESOLVED to APPROVE the minutes.
5	Planning: To consider the following planning applications: <a href="#">18/00246/FUL</a> and <a href="#">18/00247/LBC</a> Conversion of existing outbuilding to new studio accommodation ancillary to the main house (Wisteria Cottage, Broadhempston)  To make comments on the Local Plan consultation.  Neighbourhood Plan.	It was AGREED that whilst the Parish Council has no objections to the development of the outbuilding, concerns were raised regarding parking provision.  Cllr Sutcliffe stated that if there is to be more significant development in Teignbridge, the appropriate infrastructure should be built before homes are occupied. Similarly, the current infrastructure of Broadhempston would not be able to cope with an increase in housing. It was NOTED that there is a call for sites being undertaken. These sites will be included in the final consultation stage. Cllr Sutcliffe asked if there are any plans for rural parishes to take 10% of all new housing, which had been suggested prior to the last election. County Cllr Barker stated that he had not heard of this and he felt it unlikely that Broadhempston would take on further development, other than on infill sites, or dwellings in large gardens.  It was NOTED that there are potentially eight interested parties and the clerk would organise a meeting with TDC. <b>Action: Clerk to contact those interested and TDC.</b>
6	Grant and loan offers: <ul style="list-style-type: none"> <li>• Village Archive (Awards for All)</li> </ul>	There were no further comments.
7	Outstanding DCC items: <ul style="list-style-type: none"> <li>• Parking restrictions near small playing field</li> </ul>	Cllr Sutcliffe reported that if the alterations to the entrance are to be made, the effect this may have on the roots of the copper beech tree

	<ul style="list-style-type: none"> <li>• Car parking area</li> <li>• Resurfacing of square</li> <li>• Village speed limit</li> </ul>	<p>should be considered. It was AGREED that he would undertake a site visit prior to any work commencing.</p> <p>There was nothing further to report.</p> <p>There was nothing further to report.</p> <p>There was nothing further to report.</p>
8	Small playing field.	It was NOTED that the anti-slip strips have been ordered for the fort and it was AGREED that John Read would undertake the work.
9	Headlands.	David Heath reported that an application has been drafted for Sports England. A small skate park has been determined as being a useful amenity to the village and the original scheme appears to be appropriate. Permission from the Village Hall CIO will be required prior to the application being submitted.
10	Devon Air Ambulance landing site.	Cllr Hoyle reported that the landing site is now up and running.
11	Information to Parish Council regarding letting of homes at Kings Close Field.	<p>Cllr Head reported that he has received no further information on this and he would chase this issue and report back next month.</p> <p>It was NOTED that there is an ongoing issue with rubbish. Bins are not being taken in promptly and there is a collection of rubbish on the inside of the gate. Teign Housing are now dealing with this and the Parish Council would continue to monitor this issue.</p> <p>Concerns were raised regarding high turnover of houses recently, which were NOTED.</p>
12	Snow Warden Scheme.	<p>It was NOTED that some parishes now use contractors to undertake the role of snow warden. Cllr Sutcliffe suggested that a local contractor be asked if they would be interested in undertaking such work on behalf of the Parish Council. It was NOTED that Cllr Southwood would approach Steve White in the first instance.</p> <p>It was NOTED that Cllrs Sutcliffe and Hoyle are on the Emergency Committee. There are some parishes that have a list of volunteers with appropriate vehicles who are willing to help others in an emergency.</p> <p><b>Action: Agenda item for July and clerk to add to Parish News article.</b></p>
13	General Data Protection Regulations: <ul style="list-style-type: none"> <li>• To approve circulated policies</li> </ul>	Cllr Isaacs PROPOSED that the Data Protection policy and associated documentation be ACCEPTED. This was SECONDED by Cllr Sutcliffe and APPROVED.
14	Arrangements for the clerks absence at the December meeting.	It was RESOLVED that the Parish Council would meet in August in light of the clerk's absence in December, with a recess being taken then.
15	<p>Finance:</p> <ul style="list-style-type: none"> <li>• Audit 2017/18 <ul style="list-style-type: none"> <li>- To approve the Annual Accounts 2017/18</li> <li>- To approve the Annual Governance Statement and Annual Accounting Statements for the External Audit</li> </ul> </li> <li>• To agree accounts for payment</li> <li>• To consider the outsourcing of payroll services</li> </ul>	<p>Cllr Sutcliffe PROPOSED that the annual accounts be ACCEPTED. This was SECONDED by Cllr Southwood and APPROVED.</p> <p>The clerk read the Annual Governance Statement. Cllr Hoyle PROPOSED that it be ACCEPTED. This was SECONDED by Cllr Southwood and APPROVED. Cllr Dowson duly signed the statement as required.</p> <p>Cllr Head PROPOSED that the Annual Return be ACCEPTED. This was SECONDED by Cllr Isaacs and APPROVED. Cllr Dowson duly signed the return.</p> <p>It was RESOLVED to APPROVE accounts for payment.</p> <p>It was NOTED that the clerk had spoken to Hania Lee regarding provision of payroll. She had stated that the cost of this would be £10 a month, which is significantly lower than recent information received from another company. Cllr Sutcliffe PROPOSED that she be appointed to undertake payroll services. This was SECONDED by Cllr Southwood and APPROVED.</p> <p>It was NOTED that pension provisions for the clerk also required consideration and this would be an agenda item for a Part II meeting in July.</p>
16	Allotments: <ul style="list-style-type: none"> <li>• Adjoining wall</li> </ul>	Cllr Head reported that he has looked at his deeds, which show that the wall is his. He will undertake work required on the wall in due course.

		<p>It was NOTED that Simon Birbeck had not sent an invoice for his work and the clerk would contact him.</p> <p>It was AGREED that an inspection was due to take place and a date would be agreed.</p>
17	<p>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>	<p>Cllr Sutcliffe reported that he had spoken to Mike Wright regarding footpaths. The footpath between Stoope and Bramblemoor requires cutting back, along with the footpath at Ambrook. It was NOTED that the boardwalk also requires attention. <b>Action: Cllr Sutcliffe would speak to Simon Birbeck regarding this work.</b></p> <p>Cllr Hoyle reported that the footpath opposite No Place Hill is very overgrown. It was NOTED that there is a landowner obligation to ensure footpaths are not obstructed.</p> <p>It was NOTED that Cllr Hoyle had reported a smell coming from the drains around the pub and down to Stoope to the clerk. It was NOTED that South West Water have looked at this and have spoken to some homeowners and are contacting the owners of the pumps in Kings Close Field.</p>
18	<p>Clerks Report.</p>	<p>The clerk had nothing to report.</p>
19	<p>To note any correspondence received.</p>	<p>It was NOTED that the CPRE subscription would be paid next month.</p>
20	<p>To note the date of the next meeting: Thursday 12 July 2018.</p>	<p>This was NOTED. The meeting was closed at 21.20.</p>