

MINUTES FOR THE MEETING OF BROADHEMPSTON PARISH COUNCIL
THURSDAY 11 JUNE 2020 VIA ZOOM

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

Also present: Laura Carus (Clerk)

Rachel Avery (former Clerk)

1 member of the public

No	Subject	Comments
1	The Chair will open the Meeting and receive apologies.	Cllr Dowson opened the meeting at 19:15.
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 meeting: 14 May 2020 22 May 2020 (Extraordinary)	It was RESOLVED to APPROVE the minutes. It was RESOLVED to APPROVE the minutes.
4	Public Question Time 1/2: A period of 10 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.	Member of the Public wished to pass on his public thanks and congratulations on two projects which he feels greatly benefit the village: Village Hall Garden and the Community Orchard. Cllr Hughes also expressed how much she enjoys the spaces. Cllr Dowson agreed and thanked the member of public for his comments.
5	To consider the following planning applications: - 20/00448/FUL and 20/00449/LBC . New Garage. (The Old Vicarage , Broadhempston, Devon, TQ9 6AX) - 20/00672/FUL . Conversion of agricultural outbuilding to ancillary residential accommodation including re-roofing, refurbishment and single storey extension.(Poole Farm, Torbryan, Devon, TQ12 5UP)	Cllr Isaacs PROPOSED: NO OBJECTION. This was SECONDED by Cllr Goddard and APPROVED (8:0). Although this property is in Torbryan and therefore on the boundary of village. Councillors made comment: currently parking outside the property already appears hazardous, the architects flood risk assessment seems inadequate, unclear what the use of the room will be. An issue with the online planning portal was raised by Cllrs Wright and Isaacs. ACTION: Clerk to contact TDC (cc. in Cllr correspondence).
6	To consider and agree a response to the Local Plan Review.	Response due by 13th July as deadline has been extended due to Covid 19. Cllr Isaacs feedback that the H6 policy (up to maximum 20 additional affordable houses per village) appears to group all villages together irrespective of their ability to accommodate these numbers. Cllr Daws confirmed he is forming a response for Ogwell Parish Council and will share his findings. ACTION: Cllr Daws to send this information to the Clerk. It was AGREED that feedback and comments would be collated at July's meeting and sent directly to the strategic planning team. ACTION: Agenda item for July. Cllr Daw's report: - Noted the issue with TDC's planning portal. - Confirmed that the Wolborough Hill development has been passed. He confirmed that there will likely be another High Court case due to none of the environmental issues being resolved. - Cllr Sutcliffe asked for advice re. the ongoing issue with bins at Kings Close Field (they aren't removed in a timely manner, therefore the road is often littered). It was NOTED that the refuse lorry can easily access the front of the houses. Cllr Daws offered to contact the officer of that department. ACTION: Cllr Daws will contact the appropriate officer. Cllr Daw left at 19:44 Rachel Avery left at 19:46
7	Finance: ● To agree accounts for payment ● To agree that outgoing Parish Clerk can process June's BAC payments	It was resolved to APPROVE accounts for payment. Cllr Sutcliffe PROPOSED that Rachel Avery can process this month's accounts due to banks delay in transferring access to the new Clerk. This was SECONDED by Cllr Goddard and AGREED. (8:0)
8	Coronavirus update. ● To consider if another village leaflet drop is required. Namely including new advice and new contact information for Parish Clerk.	Cllr Sutcliffe PROPOSED a new leaflet was distributed via door drop with the new contact number for the Parish Council. This will also contain information found in agenda item 10. SECONDED by Cllr Wright and APPROVED (8:0).

		ACTION: Clerk to draft leaflet and confirm print costs.
9	To consider any action required to open Small Playing Field for public use.	It was NOTED that the fencing around the play equipment was now complete. It was NOTED the play area will remain closed until instruction from TDC is received confirming it can be re-opened. Cllr Wright PROPOSED that we now offer the space to the primary school. SECONDED by Cllr Goodard and APPROVED (8:0). The school must ensure that it is locked when not in use and message parents. ACTION: Cllr Wright to contact the school. Clerk to create new signage if necessary. Cllr Hughes to contact the family who requested the basketball hoop to be made available.
10	To consider partaking in scheme donating surplus allotment and community fruit and vegetable to food bank.	Cllr Wright detailed the scheme that will collect surplus produce grown in village/allotments and donated to the Covid 19 food bank. Cllr Goddard suggested that perhaps tinned and jarred food could also be donated. It was AGREED (8:0) and NOTED the church porch could be an appropriate collection point and that information would be placed on the leaflet drop. ACTION: Cllr Wright to contact the food bank and make arrangements.
11	To consider amending the annual charge for allotment tenancies.	Cllr Wright confirmed that we are now able to get accurate meter readings for the water used at the allotment. Cllr Sutcliffe confirmed that the Headlands CIO currently pay for the water bill. It was PROPOSED by Cllr Isaacs that the allotment charge should be raised to £20/£10 per annum. SECONDED by Cllr Hughes and APPROVED (8:0). It was NOTED that this will be reviewed in April 2021. ACTION: Clerk to issue new tenancy agreements with amended charge. Cllr Sutcliffe to speak to Headlands CIO re. water bills.
12	To agree appropriate IT storage for parish files.	Cllr Wright detailed the need for secure storage of computer documents. It was PROPOSED by Cllr Sutcliffe and SECONDED by Cllr Head that a NAS storage and backup device could be purchased, costing up to £300. APPROVED (8:0). It was NOTED that the Chair and Vice Chair should also be password holders to the device. ACTION: Cllr Wright and Clerk to source and purchase.
13	Open spaces update: - Small playing field - Headlands - Kings Close Field - Community orchard - Allotments.	See agenda item 9. Headlands committee have received reports of anti-social behaviour. Cllr Sutcliffe will keep the council informed of any further issues. See agenda item 6 (re. bins) Cllr Wright confirmed that a meeting had taken place. They are trialing dogs on leads being allowed to access the orchard. Investigating new benches. The council AGREED (8:0) that a BBQ area was a positive addition to the orchard ensuring all suitable risk assessments are completed. It was PROPOSED by Cllr Sutcliffe and SECONDED by Cllr Hughes that the VAT reclaimed from the Rural Aid Grant could be spent. No update.
14	Logo update.	It was AGREED (8:0) that the Devon flag would be used in the logo. It was PROPOSED by Cllr Dowson and SECONDED by Cllr Wright and APPROVED (8:0) that we should pay an extra £50 for the logo design due to the time taken. ACTION: Cllr Goddard to confirm the programme used to design the logo and pass onto Cllr Wright.
15	Website update	Cllr Wright confirmed work on this was ongoing.
16	To agree a new council trustee for Broadhempston Relief In Need.	Cllr Goodard was voted and APPROVED as the new trustee (7:0).
17	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.	N/a
18	Clerks Report.	N/a
19	To note any correspondence received.	N/a
	<i>The Council will adjourn for the following items:</i>	
20	<u>Public Question Time 2/2:</u> A period of 10 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>	N/a County Cllr not in attendance. Cllr Daws report in agenda item 6.
	<i>The Council will reconvene for the following item:</i>	

21	To note the date of the next meeting.	The date of the next meeting was agreed. Thursday 9th July 2020. The start time would be 19:15. The meeting was closed at 21:13
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