

**MINUTES OF THE MEETING OF BROADHEMPSTON PARISH COUNCIL**  
**THURSDAY 14 MAY 2020 HELD VIA ZOOM**

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

Apologies: Cllr Hughes

Also present: Rachel Avery (Clerk)  
 Laura Carus (Clerk from 01 June 2020)  
 5 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 19.15. It was RESOLVED to APPROVE the apologies of Cllr Hughes. It was NOTED that Cllr Hughes intended to attend the June or July meeting, having been on maternity leave since the March meeting.
2	To consider and approve the virtual meeting policy.	Cllr Head PROPOSED to AGREE the virtual meeting policy. This was SECONDED by Cllr Wright and APPROVED (7:0).
3	To declare any interests arising at this meeting.	There were no interests declared.
4	Approval to consider, amend as agreed by the Council and approve the minutes of the following: 09 April 2020 20 April 2020 (Personnel) 22 April 2020 (Extraordinary)	It was RESOLVED to APPROVE the minutes. It was RESOLVED to APPROVE the minutes. It was RESOLVED to APPROVE the minutes.
5	To consider the following planning applications: <a href="#">20/00446/FUL</a> and 20/00447/LBC Glasshouse, potting shed, tool shed, gateway to walled garden, solar panels, new wall and steps to stable loft (The Old Vicarage, Broadhempston) <a href="#">20/00533/FUL</a> Front porch (Brightside, Woodland) <a href="#">20/00539/FUL</a> and 20/00540/LBC Removal of a conservatory and erection of a replacement garden room (Lee House, Broadhempston) <a href="#">20/00658/CAN</a> Pollard one twisted willow to 1m high (Wisteria Cottage, Broadhempston)	Cllr Wright PROPOSED NO OBJECTION. This was SECONDED by Cllr Head and APPROVED (7:0).  Cllr Sutcliffe PROPOSED NO OBJECTION. This was SECONDED by Cllr Head and APPROVED (7:0). Cllr Goddard PROPOSED NO OBJECTION. This was SECONDED by Cllr Sutcliffe and APPROVED) <i>Cllr Isaacs joined the meeting at 19.26.</i> Cllr Wright PROPOSED NO OBJECTION. This was SECONDED by Cllr Goddard and APPROVED (7:0).  Cllr Sutcliffe reported that a new field access had been created at the Lee Cross junction. The clerk provided guidance on legislation but would confirm position. <b>Action: Clerk to contact TDC.</b>
6	To consider and agree a response to the Local Plan Review.	The clerk advised that this part of the Local Plan Review deals with policies ensuring that development is sustainable, looks like it is supposed to be there by fitting with a prescribed design guide and ensuring that development does not have a large impact on wildlife and the environment, which had been a cross-party document. It was AGREED that the council would consider making comments at the next meeting. <b>Action: Agenda item for June.</b> It was NOTED that the council had received no response from TDC further to the letter sent in April.
7	Finance: <ul style="list-style-type: none"> <li>• To agree accounts for payment</li> <li>• To approve the Annual Accounts 2019/20</li> </ul>	It was RESOLVED to APPROVE accounts for payment. Cllr Sutcliffe PROPOSED that the annual accounts be APPROVED. This was SECONDED by Cllr Isaacs and AGREED (7:0). It was requested that the clerk provide information regarding ringfenced funds and loans as part of the handover with the new clerk.



		<p>NOTED that a rent review had not taken place for 9 years. <b>Action: Agenda item for June.</b></p> <p>Plots are generally in a good condition, but this would be monitored. However, plot 10 is rarely used due to the tenants not being in the village on a regular basis. Councillors NOTED that the allotment plots are offered to residents of the parish to be cultivated, which is not happening in this case. Whilst it was accepted that the tenants had advised that they were not always in the village upon applying for the allotment, given the increased demand for allotments and their lack of cultivation, they would be contacted regarding this.</p> <p>Cllr Isaacs PROPOSED that the tenancy agreement include a point that allotments will only be let to people whose primary residence is within the parish. This was SECONDED by Cllr Sutcliffe and APPROVED (7:0). <b>Action: Clerk to amend tenancy agreement.</b></p>
10	Logo update.	<p>The latest draft logo had been circulated to councillors. The general design was agreed, but it was requested that a Devon flag or weathervane be added to the top of the church and less clouds be included. It was also requested that other fonts be tried. <b>Action: Cllr Goddard to liaise with artist and circulate options to councillors.</b></p>
11	To consider the transfer and update of the website.	<p>It was NOTED that the clerk had spoken to three designers regarding the creation and transfer of the website. It was AGREED that the chosen designer would be contacted by the clerk to advise that Cllr Wright would lead on this item. <b>Action: Clerk to liaise with designer and Cllr Wright.</b></p>
12	To consider unlocking the defibrillator cabinet to provide access.	<p>Consideration was given to unlocking the defibrillator cabinet, further to the article in the Totnes Times. Whilst there were no initial objections, it was AGREED that the clerk would check the box and contact insurers. <b>Action: Clerk to investigate and report to councillors.</b></p>
13	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>It was NOTED that whilst some potholes had been filled, the quality of the work had been poor.</p>
14	Clerks report.	<p>The clerk had received a subscription request from CPRE at a cost of £36 for 2020/21. Cllr Sutcliffe PROPOSED that the council continue with the subscription. This was SECONDED by Cllr Isaacs and APPROVED (7:0). <b>Action: Clerk to pay subscription.</b></p>
15	Clerk handover and requirements for new clerk.	<p>It was RESOLVED that an o2 pay as you go mobile phone would be purchased for the new clerk. <b>Action: Laura Carus to investigate costs and report to councillors.</b></p>
16	To note any correspondence received.	<p>There was no further correspondence.</p>
	<i>The Council will adjourn for the following items:</i>	
17	<p><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.</p> <p><u>County and District Councillors' Reports.</u></p>	<p>Cllr Sutcliffe thanked Rachel for being clerk to the council for almost ten years. He had enjoyed a good working relationship with her as chairman and wished her well in her new role. The clerk thanked councillors for their support.</p> <p>County and District Councillors were not in attendance.</p>
	<i>The Council will reconvene for the following item:</i>	
18	To note the date of the next meeting: Thursday 11 June 2020.	<p>The date of the next meeting was agreed. The start time would be 19.15. The meeting was closed at 21.12.</p>