

**MINUTES OF THE MEETING OF BROADHEMPSTON PARISH COUNCIL**  
**THURSDAY 14 JANUARY 2021**

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

Apologies: County Cllr Barker.

Also present: Cathy Aubertin (Clerk)  
2 members of the public

No	Subject	Comments
1	The Chairman will open the Meeting and receive apologies.	Cllr Dowson opened the meeting at 7.15pm.
2	To declare any interests arising at this meeting.	Item 5 – Cllrs Dowson, Hughes and Sutcliffe.
3	Approval to consider, amend as agreed by the Council and approve the minutes of the following meeting: 10 December 2020.	Cllr Isaacs PROPOSED that the minutes of 10 December 2020 be APPROVED. This was SECONDED by Cllr Goddard and AGREED..
	<i>The Council will adjourn for the following items:</i>	
4	<p><u>Public Question Time:</u> A period of 5 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 Stokeinteignhead, which do not form part of the agenda.</p> <p><u>County Councillor Report</u></p> <p><u>District Councillor Report</u></p> <p><u>Proposed merger of Broadhempston Village Hall &amp; Playing Field Trust CIO with Broadhempston Fete Committee</u></p>	<p>None.</p> <p>None.</p> <p>Peter Sheridan, Chair of Broadhempston Village Hall &amp; Playing Field Trust CIO addressed the Council. He explained that there was a wish to change the charity to incorporate the Broadhempston Fete Committee, which doesn't currently have charitable status. Helen Bray, Chair of Broadhempston Fete Committee was also in attendance to support the proposal. The advantages of the merger were explained, including the increased security. Cllr Sutcliffe urged support for the proposal and Cllr Wright thanked both parties for their past and ongoing hard work.</p> <p>The Parish Council resolved to support the proposed merger.</p> <p>A member of the public raised a concern about a sewerage problem at King's Close Field. As a result of the pump alarm a noise complaint had been made by TDC against one of the tenants, which is unjustified; the property just happens to be the closest one to the alarm. Teign Housing is trying to address, and drainage works are currently in progress. When the drain blocks, the first house is always the first to suffer and a blockage results in effluence coming up into the bathroom. Teign Housing should be advising residents what can and cannot be disposed of in the drain.</p>

CHAIR .....

DATE.....

		<p><b>Action: the member of the public will forward correspondence to the clerk, who will follow up with supporting correspondence.</b></p> <p>Cllr Hughes noted that the mental health impact of the complaint against the resident should not be underestimated.</p> <p>Whilst maintenance issues should be reported to Templar, it appears that there is a problem in marrying up records between Templar and Teign Housing. Ian Roberts, TDC Officer, has been involved in the drainage concerns and Cllr Dowson suggested that addressing future concerns directly to him may mean that it would be tackled with more priority.</p>
	<i>The Council will convene to conduct the following business:</i>	
5	<p>To consider the following planning applications:</p> <ul style="list-style-type: none"> <li>• Informal consideration of pre-application</li> </ul>	<p>Hugo Davies addressed the meeting and detailed a proposal to build two new small, affordable homes at the self-build site, Easterways. He explained that he was working with TDC's Affordable Housing Officer, who was keen to know the Parish Council's view of the proposal before a planning application is submitted. The original plan had been for workshops to be built on the site. The current houses at Easterways relied on a borehole which had stopped working so this proposal would provide funds to connect to mains water. Addressing parking concerns, he highlighted that each property would have two parking spaces. Each owner would be responsible for raising their own mortgage, rather than joining the current CLT that the existing six houses form. The criteria for purchase would apply, including in future sales of the properties, such as local connections. The plots would be sold on a leasehold basis initially, so that the CLT is able to control, for example how quickly houses must be built. Any future changes to the design of houses would have to be approved by the CLT and TDC.</p> <p><b>Action: clerk to confirm to Hugo Davies that the Council has no objection to the proposal.</b></p>
6	<p>Finance:</p> <ul style="list-style-type: none"> <li>• To agree accounts for payment.</li> <li>• Update on bank account transfer.</li> <li>• Consider procurement procedure.</li> </ul>	<p>Cllr Goddard PROPOSED that the monthly accounts for payment be APPROVED. This was SECONDED by Cllr Sutcliffe and AGREED.</p> <p><b>Action: clerk to arrange payments agreed as soon as access to the new bank accounts is available.</b></p> <p>Having chased Unity Bank, the clerk has been assured the accounts will be active and available by Friday 22 January.</p> <p>Draft procedure to be amended to show medium expenditure at £1,001 - £20,000.</p> <p><b>Action: clerk to amend.</b></p>

	<ul style="list-style-type: none"> <li>Review of 2021/ 22 budget.</li> <li>Set precept.</li> </ul>	<p>Concern was raised about how tight the budget will be so some initiatives will be held until Autumn for review, eg the community skip scheme and honour board. In addition, the ability to provide grants will be reviewed in the Autumn.</p> <p>Currently, the loan repayments are included in the budget as additional income, but it was questioned whether this was correct.</p> <p><b>Action: clerk to check with auditor whether this income should be returned to a ringfenced fund.</b></p> <p><b>Action: clerk to advice Councillors of all ringfenced funds currently held.</b></p> <p>Following consideration, Cllr Goddard PROPOSED that the Parish precept be increased by 5%. This was SECONDED by Cllr Sutcliffe and AGREED.</p> <p><b>Action: clerk to advice TDC.</b></p> <p><b>Action: clerk to inform Councillors what the impact of this will be on a band D property.</b></p>
7	Coronavirus update.	Nothing to report.
8	Climate change emergency – subcommittee feedback.	<p>Cllr Hughes advised that the subcommittee met on Monday 10 January. It had been agreed to recommend to the Parish Council that an invitation to join the group should be placed on the website and in the parish magazine.</p> <p>The subcommittee also considered the Devon Carbon Plan. It was agreed that people who have retrofitted their homes with renewable energy should be asked to allow other parishioners to see how the work was carried out, and how the systems work. This could also apply to electric vehicles in the village. The request should be added to the website for anyone who is happy to demonstrate their home or vehicle. It was agreed that this would help to show people that such initiative as possible in older village homes.</p> <p>Cllr Hughes noted that the Green Homes Grant scheme has been extended to March 2022, and that it would be good for the Council to promote this on its website, as it is a useful source of funding. Again, if anyone in the village has made a successful application, it was thought they may be willing to help others apply.</p> <p>Furthermore, if there was a local expert who could advise on the retrofitting of homes, the Council should ask for that person to help.</p> <p><b>Action: Cllr Hughes to put together some information for the website and liaise with the clerk.</b></p>
9	Memorial Walk	The feasibility of such a walk was discussed. It was agreed that the best option would be to create trails through the woods with things for children to discover.
10	Consider applying for planning permission for the flood lights following feedback from Headlands.	On hold.

11	Consider rural skip scheme.	Agreed to postpone during the budget discussion above.
12	Agree what is to be purchased to take part in road warden scheme and consider timeline and further volunteers.	<b>Action: clerk to obtain further details and circulate to Councillors.</b>
13	To consider honour board further.	Agreed to postpone during the budget discussion above.
14	To consider what application to make for funding from Cllr Barker.	It was felt that, as the community shop has received a grant from Cllr Barker, and that the Community Orchard and Headlands may also apply for small grants, that no further request should be made.
15	<p>Open spaces update:</p> <ul style="list-style-type: none"> <li>• Small playing field: <ul style="list-style-type: none"> <li>- Update re tree surgery</li> <li>- Agree works to be carried out on the memorial bench.</li> </ul> </li> <li>• Headlands.</li> <li>• Kings Close Field.</li> <li>• Community Orchard: <ul style="list-style-type: none"> <li>- Risk assessment of entrance.</li> </ul> </li> <li>• Allotments.</li> </ul>	<p>The tree surgeon will be starting work on Tuesday 19 January and he will inform nearby residents. It is likely to cause minor disruption to the road.</p> <p>The memorial bench will be put back once the tree works are completed. Invoice to be submitted.</p> <p>There has been a break-in at the changing rooms. They have now been resecured and no other damage was caused.. There has also been damage to the memorial tree, but it will recover.</p> <p>Residents bins were moved but this now causes waste to blow all over the car park.</p> <p><b>Action: clerk to contact Terry Hayes to resolve.</b></p> <p>Cllr Wright has obtained a quote for putting hardcore down at, and changing the gradient of, the entrance to the orchard. A further quote will be obtained and then and then work will be carried out.</p> <p>The possibility of installing a composting toilet was raised. Cllr Wright to investigate further.</p> <p>Cllr Hughes reported a complaint she had received from an allotment-holder about the level of noise coming from the orchard on occasion. Cllr Wright noted that it was always intended that the orchard would be used for several purposes and the events would need to be held there to fund-raise. However, only two events have taken place there so far.</p>
16	<p>Clerks Report:</p> <ul style="list-style-type: none"> <li>• Review of actions in previous minutes.</li> <li>• To confirm meeting dates for 2021.</li> </ul>	<p>None outstanding.</p> <p>Meeting dates were agreed for the remainder of the calendar year as follows:  11 February  11 March  8 April  13 May  10 June  8 July</p>

	<ul style="list-style-type: none"> <li>Parish Council phone.</li> <li>Zoom</li> </ul>	<p><b>No meeting in August</b>  9 September  14 October  11 November  9 December.</p> <p>It was agreed to change the phone number to the clerk's home phone number (01803 392419). There will be an overlap of phone numbers and the change will be added to the website.  <b>Action: clerk to action change.</b></p> <p>It was agreed that the Zoom subscription should be shared with Stokeinteignhead Parish Council, which will halve the cost for both Councils.  <b>Action: clerk to cancel one Zoom subscription.</b></p>
17	To note any correspondence received: <ul style="list-style-type: none"> <li>ACT meeting.</li> </ul>	Cllr Hughes to attend the first meeting.
18	Public Question Time: 10 minutes.	<p>Clarity was given to the clerk in respect of the caravan being used at Parke Barn.  <b>Action: clerk to respond to TDC.</b></p> <p>Further concern was raised about a caravan parked in the Council's car park.  <b>Action: clerk to write to resident to ask for the caravan to be removed.</b></p>
19	To note the date of the next meeting: <b>Tuesday 11 February 2021.</b>	This was NOTED. The meeting was closed at 9.31pm.