**BERRY POMEROY PARISH COUNCIL**

Minutes of the Meeting of Berry Pomeroy Parish Council on Thursday 4TH July 2019 in the Village Hall

**PRESENT:** Cllr. John Mills (Chairman), Cllr. David Hooper (Vice- Chairman)

Cllr. Nichola Boughton, Cllrs. Sue Misselbrook, District Cllr. Jo Sweett, District Cllr. Trevor Pennington, Cllr. John Birch, County Cllr. Jacqui Hodgson (arrived 19:45hrs)

The Clerk – Mrs Susie Watt. One member of the public.

1. **(04.07.19) APOLOGIES:** were received from Cllr. Jonathan Hawkins,
2. **(04.07.19) DECLARATIONS OF INTEREST:**  Cllr. Boughton, regarding the Village Hall.
3. **(04.07.19) MINUTES OF PREVIOUS MEETING:** The Minutes of the Meeting held on Thursday 6th June 2019 were agreed and signed by the Chairman.
4. **(04.07.19) MATTERS ARISING:**

There were none

1. **(04.07.19) POLICE REPORT:** The Clerk reported that the Police had finally made contact via Sgt Tim Perrin, who requested that he be included in any emails sent to the local PCSO so that he can ensure a report or representative provides a report or attends meetings in the future.
2. **(04.07.19) NEIGHBOURHOOD PLAN:** The Clerk reported that she had attended the Totnes Town Council Neighbourhood Planning meeting at the Town Councils invitation. TTC had requested that Berry Pomeroy Parish Council amend the designated Boundary for their Neighbourhood Plan so that the Bridgetown section would be included in the TTC NDP. Cllr. Birch also spoke and requested that this happened. It was agreed that a discussion group be set up to carry the BPPC NDP forward and that the Clerk is to be Co-Ordinator so there is consistency in planning, information and communication. The Clerk was requested to organise a date and time for this meeting. Cllr. Misselbrook and whoever the new Cllrs. might be to be included in the Discussion Group which will then form the Steering Group once the basic plan is structured.
3. **(04.07.19) REPORT FROM DISTRICT:**

**A).** Cllr. Birch requested that the Council consider re-designating the Neighbourhood Development Plan Boundary so the Bridgetown section would be included in Totnes Town Councils NDP. There followed many discussions including the Clerk reading out an email from Totnes Town Council NDP requesting the Parish Council consider this request, but that there was no pressure. Cllr. Hodgson also confirmed that there was no pressure from Totnes Town Council and if we did not agree then that would be the end of the matter.

Cllr. Hooper put forward a proposal that the boundary remained with Berry Pomeroy, this was seconded by Cllr. Mills and unanimously **RESOLVED** that the Bridgetown boundary REMAINED within the BERRY POMEROY DESIGNATED BOUNDARY.

Chairman, Cllr. Mills also expressed his disappointment that Berry Pomeroy Council had not been consulted before a Totnes Town Councillor had publicly expressed disappointment at not being able to vote in a Referendum regarding the NDP, which was untrue as Berry Pomeroy would be holding its own Referendum once their NDP was at that stage.

**B).** Cllr. Pennington did not have anything to report.

**C).** Chairman Cllr. Mills welcomed District Cllr. Jo Sweett to the meeting and introduced her to the rest of the Council. Cllr. Sweett reported that the development at Great Court Farm needed a footpath/Cycle path or at least a line or pavement for pedestrians. She also stated that Western Lane needed re-surfacing. There was also concern regarding the Devon hedges. Cllr. Sweett and the Clerk to meet so that the areas could be identified in preparation for a letter to be sent to SHDC and Highways.

1. **(04.07.19) REPORT FROM COUNTY:** Cllr. Jacqui Hodgson reported that the Totnes & District Transport Forum met in June to consider the Climate Emergency measure that can be applied to transport. The shortage of electric charging points for cars was an issue which needed further investigation. The Bus service from Totnes to Torbay Hospital was severely limited and needs looking into with options from Bob the Bus and The Big Lemon. A detailed timetable would be looked at as to the current services and see how they can be improved. The True Street junction was again discussed and now need to be put into action, True Street needed to be a factor in the NDP.
2. **(04.07.19) PLANNING:** Although not received by the Clerk, the Council were made aware of a Planning Application which had been received by SHDC from the developers at Great Court Farm. Cllrs. to look online and report back to the Clerk.
3. **(04.07.19) FINANCE/PAYMENTS/BANK SIGNATORIES/ UPDATE ON AUDIT**

The following payments were approved for payment at the 4th July 2019 meeting:

Clerk, net salary for June 2019 £222.76

(note: SHDC payroll services made an error and only calculated on 16hrs. This will be made up next month)

Clerk’s Office Allowance 12.00

Phone Allowance 5.00

Stationery Sundries: Notice Board for Playing Field 8.76

 TOTAL **£248.52**

There are no HMRC costs – all up to date.

Stephen Holley – Grass Cutting from March 2019 TO 5/6/19 **£370.00**

.Auditors: Devon Audit Partnership **£180.00**

Duncan Irwin – Berry Pomeroy Churchyard x 4 grass cuts from 25/4/19. Erection of Post-box pillar and box installation. **£393.00**

BANK BALANCES:

Balance on Business A/C as at 24th June 2019 £8,437.88

Balance on Savings A/C as at 2nd July 2018 £4,221.04

 TOTAL **£12,658.92**

**ANNUAL AUDIT** The Clerk reported that BPPC had passed the Audit, however, some robust financial controls were to be put in place which had been identified by the Auditor (the Clerk read out the Auditors findings). This included the need to address with SHDC IR35 for contractors or self-employed operatives. The Clerk was in the process of investigating this. All in all the findings were good.

**SANTANDER** Paperwork from Santander had finally been received and all Councillors to sign the required documentation before they leave the meeting. All required identification paperwork was given to the Clerk. The Clerk explained that this may take a good month to complete.

1. **(04.07.19) CORRESPONDENCE:**
2. Footpath 6 – an email had been received from SHDC requesting confirmation that the diversion of Footpath 6 was agreed by BPPC. Cllr. Mills proposed approval and Cllr. Hooper seconded. All voted to approve the diversion. The Clerk to inform SHDC of BPPCs approval.

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1. **(04.07.19) CLERKS REPORT:**  Bus Shelter – Mark Phillips had been contacted and reported that Euroshel are awaiting the manufacture of 10 shelters for the county, he hoped they would be ready soon and would inform the Clerk once he knew the installation date.

Walking the Footpaths – no one had come forward. Cllr. Hooper would see if he could find someone.

Tree Warden – still pending. The Clerk is having a meeting with TTC Clerk in August to discuss.

The Clerk reported that the s106 funds from the development at Great Court Farm had been allocated to KEVICS and the Borough Park. The Clerk asked why the Council had not been consulted and why no allocation had been made to Berry Pomeroy when the Development was in their Parish. The response was that it was assumed that most of the residents of the new development would use the Borough Park and their children would attend KEVICS. Cllr. Hawkins has stated by email, that an element should have been allocated to Berry Pomeroy, for the school at least. The Clerk stated that the monies could also have gone towards a cycle path between Berry Pomeroy and Totnes, Footpaths and Environmental recreation projects.

Cllr. Hawkins had offered £250.00 from his locality fund for a project within the Parish. Suggestions please to the Clerk.

Stephen Holley and Duncan Irwin have both been requested by the Clerk to submit their invoices on a monthly basis. Both have agreed. There is no Service Level agreement with either operatives and this is required. The Clerk will arrange.

Pheasant Pens: Photographs have now been sent to the Planning Department. No information received yet regarding the Devon Hedges.

Cllr. Hooper asked if there was any news regarding the felled tree on the Newton Road – the Clerk is to look into this.

Neighbourhood Development Plan: Discussed earlier in the meeting, however, the Clerk informed the Council that the Terms of Reference had not been adopted by BPPC and that they also needed amending. The Clerk would work on the amendments and present at a future meeting. The Council agreed unanimously for the Clerk to apply for the appropriate funding available to assist with the NDP.

The Clerk reported that Cllr. Boughton had reported that the telephone kiosk was now re-painted and had been cleaned inside. Cllr. Boughton requested the Council pay for a cork pin board, value £34.77, to be put inside the kiosk for notices etc. This was approved unanimously by the council. The Clerk stated that as the Kiosk was an asset of the Parish Council it should be listed on the Asset Registers. The Council agreed unanimously.

1. **(04.07.19)** Co-opted Councillors: Any candidates present were requested to leave whilst the discussion and vote took place.

Mark Elliot- Smith was nominated by Cllr. Hooper and seconded by Cllr. Boughton. All were in favour

 Mark Elliot-Smith was duly co-opted onto Berry Pomeroy Council for the Berry Pomeroy ward.

Colin Luker was nominated by Cllr. Misselbrook and seconded by Cllr. Mills. All were in favour.

Colin Luker was duly co-opted onto Berry Pomeroy Council for the Bridgetown ward.

There being no further nominations, the Council agreed that only two new co-opted members were required.

The Clerk to inform the unsuccessful candidates and to arrange to meet the new Councillors to complete the required paperwork.

1. **(04.07.17) THE VILLAGE HALL:** Cllr. Boughton reported that quotes had been received between £26,000 and £30,000 plus vat. However, they did not have sufficient funds to cover the VAT element and would therefore not be able to commence with the extension this summer. As agreed previously, the Clerk would continue to source possible funding streams for the future, her time would be funded by the Parish Council. Cllr. Boughton stated that they need around £3,500 to cover the vat. The Clerk also said that maybe a Crowdfunding page could be set up and would investigate as this could raise funds quickly.
2. **BUSINESS AT THE DISCRETION OF THE CHAIRMAN:**  None
3. **DATE OF NEXT MEETING:**  Thursday 1st August 2019 at 7.15pm Venue to be confirmed. However, it was hoped to use the Community Hall in Bridgetown. Cllr. Birch offered to help arrange this and the Clerk was requested to email him a reminder.

The Meeting closed at 10pm

Signed:…………………………………………..1st August 2019

Cllr. John Mills – Chairman)