

BRAUNTON PARISH COUNCIL



Minutes of the Braunton Parish Council meeting held on Monday 9 December 2019 at 7:00 pm in the Council Chamber, Chaloners Road, Braunton.

	<u>Present</u>	<p>Cllrs: E Spear in the Chair, D Spear, G Bell, V Cann, M Shapland, R Shapland, Bunyard, Lord, Mrs J Chesters and E Wood (part).</p> <p>Officers: T Lovell, Parish Clerk & RFO. In attendance: W Bradford, Trustee of the Museum and Information Centre M Ford, Trustee of the Museum and Information Centre</p> <p>2 members of the public.</p>
183/2019/20	<u>Apologies</u>	<p>Received and accepted from: Cllr A Bradford-due to work and family commitments. Cllr D Relph due to being away to attend a funeral. Cllr B Bryant due to work commitments.</p>
184/2019/20	<u>Items not on the agenda, which in the opinion of the Chairman should be brought to the attention of the Council</u>	<p>There were none.</p>
185/2019/20	<u>Declarations of Interest</u>	<p>Cllr E Spear declared a non Pecuniary interest in Minute Ref: - 193/2019/20 - Appeal, as she lives in close proximity to the site.</p> <p>Cllr D Spear declared a non Pecuniary interest in Minute Ref: - 193/2019/20 - Appeal, as she lives in close proximity to the site.</p> <p>Cllr G Bell declared a Pecuniary interest in Minute Ref 189/2019/20, as he is employed by the NHS.</p>
186/2019/20	<u>Request for Dispensation</u>	<p>The Clerk confirmed that she had received a request from cllrs E Spear, D Spear, M Shapland, R Shapland, G Bell, V Cann, B Bunyard, P Lord, Mrs J Chesters and E Wood to</p>

enable discussion of the Council's budget and precept. The recommendation from the Clerk was that the request be accepted to enable participation in the setting of the Council budget and Precept for 2020/21. This was agreed unanimously.

- 187/2019/20 **Minutes**
- (a) RESOLVED: That the Minutes of the Full Council meeting held on 11 November 2019 be approved and signed as a correct record.
- (b) RESOLVED: That the Minutes of the Additional Council meeting held on 25 November 2019 be approved and signed as a correct record.
- (c) RESOLVED: That the Minutes of the Finance and Administration Committee meeting held on 25 November 2019 be ratified and adopted by the Council.
- (NC)
- 188/2019/20 **Police Representation**
- RESOLVED: That the
- a. Council notes the latest Police Newsletter, which was circulated prior to the meeting.
- b. Council to request the Police to attend a meeting with the Council in discuss their future plans in Braunton.
- (NC)
- Clr Wood joined the meeting at 7:05 pm.
- Clr G Bell declared a non Pecuniary interest.
- 189/2019/20 **Action Sheet**
- RESOLVED: That the Action Sheet be noted, attached.
- (NC)
- 190/2019/20 **Report from Devon County Councillor**
- The County Clr Caroline Chugg had sent her apologies.
- 191/2019/20 **Report from North Devon District Councillors**
- Clr Mrs J Chesters informed members that the Licencing Committee had not meet recently as the last couple of meetings had been cancelled. She had attended a planning site visit for a proposed new site to be developed in Willingcott there were concerns that it might increase the risk of flooding downstream. The applicant was keen to support the extension of the Tarka Trail from Willingcott to Knowle if planning is granted.
- Clr D Spear explained that an enormous workload had been created for the North Devon Council Tax team due to the Universal Credit system triggering amended Council Tax Bills.
- Clr E Spear informed members that North Devon Council would be carrying out a further review of its public conveniences.
- It was proposed by the Chair and unanimously agreed to moved agenda item 12 – Braunton Museum forward to this point to allow the Trustees to leave the meeting.

192/2019/20	<u>Braunton Museum</u>	The Chair welcomed Willie Bradford and Maggie Ford Trustees of the Braunton Museum and Information Centre.
		Willie Bradford, Chair of the Trustees at the Braunton Museum and Information Centre gave a brief presentation regarding the proposed refurbishment plans for the Bakehouse Centre building. The aim is to provide a family, friendly museum with local heritage and create an all year weather tourist attraction for North Devon. This can be achieved by:
		<ul style="list-style-type: none"> • Making better use of the existing building and floor space. • Promote a clear focus on the history of the village and what makes the community special. • Have two permanent exhibitions, with the flexibility to change other exhibits and maintain the public's interest. • Raise the profile of the Braunton Museum and Information Centre and make the external building more inviting to the public.
		To enable the Museum to progress to the next stage of their development plan, as their landlord the Museum is looking for support from the Parish Council.
		RESOLVED: That the
		<ol style="list-style-type: none"> a. Council approves the proposed refurbishment plans for the Braunton Museum and Information Centre. b. Council to submit the planning application on behalf of the Braunton Museum and Information Centre, to enable them to receive a 50% reduction on their planning fee.
		(NC)
193/2019/20	<u>Planning</u>	The Chair requested the Lead Member for Planning Cllr M Shapland, to present the planning applications to the meeting as per the attached sheet.
194/2019/20	<u>Finance</u>	<ol style="list-style-type: none"> (a) RESOLVED: That the cheques on the schedule were approved and drawn in the total sum of £1,003.04. (b) RESOLVED: That the statement of accounts for November 2019 be noted.
		(NC)
195/2019/20	<u>Braunton Community Emergency Plan (CEP)</u>	The Clerk updated members regarding changes to the CEP. It was noted the Braunton Caen Rotary Club were no longer able to assist with the Plan. The Council's Working Party had met with the Flood Warden and made the necessary amendments to the CEP removing all reference to the Caen Rotary Club and ensuring that it complies with the GDPR.
		RESOLVED: That the
		<ol style="list-style-type: none"> a. CEP to be updated and the new version posted on the Council's website.

- b. Council to thank the Braunton Caen Rotary Club for its help with the CEP.
- c. Council to thank the Flood Warden for his continued help with the CEP.

(NC)

196/2019/20

Budget and Precept 2020/21

The Council considered its draft budget proposal for 2020/21. Further to the Finance and Administration Committee meeting held on 25 November (Min Ref: FA/41/19/20) the Council accepts the recommendations that the Council increases its precept by 30%. Based on the 2019/20 Council Tax Base (3059) this would increase the Band D Equivalent by £0.23 pence per week.

RESOLVED: That the

- a. Council's budget for 2020/21 be set at £367,177, as detailed in Appendix A.
- b. Council's precept be set at £157,441 for 2020/21.

(NC)

197/2019/20

North Devon Council Planning Enforcement

The Clerk reported that a member of the public had built an unauthorised structure on Parish Council land. The North Devon Council Planning Enforcement team are aware of the structure and had requested that it be removed. The Council have no information regarding the who built and the Clerk is currently investigating the matter.

RESOLVED: That the

- a. Council fully supports the action taken by the Clerk to resolve this matter.
- b. Council to write to the Small Boats and Angling Association to request if they have any information regarding who built the unauthorised structure.
- c. Clerk to notify the Human Rights Solicitors based in Plymouth.

(NC)

198/2019/20

Ask for Jake

Members considered a request received from the Ask for Jake Charity to hold a further event in the Parish Hall during January 2020.

RESOLVED: That the

- a. Council supports the Ask for Jake event taking place in the Parish Hall in January 2020.
- b. Council requests a meeting with the Ask for Jake Charity to discuss how the Council can continue to work with and support the Charity in the future.

199/2019/20

Items for Information

Items a) to d) were noted.

200/2019/20

PART II – Exclusion of Press and Public

RESOLVED that, in view of the confidential nature of the business to be transacted, the following matters be taken in the absence of press and public (Public (Admissions to Meetings) Act 1960) as the items contain exempt

information as defined by the Local Government Act 1972 Sch. 12a Pt(3).

201/2019/20 Adverse Possession

The Clerk updated the Council regarding a claim for Adverse Possession. It was noted that following investigations in to this claim it would appear that further encroachment on to Parish Council land had taken place.

RESOLVED: That the Clerk be instructed to request the Council's solicitor to write to the occupiers of the dwelling acknowledging that the land belongs to the Parish Council and to open negotiations to purchase the land.

(NC)

The meeting closed at 9.07 pm.

Signed by the Chair:
(Cllr E Spear)

Date:

189/2019/20.

BRAUNTON PARISH COUNCIL ACTION SHEET

DATE	TOPIC	PROGRESS MADE
May 2015 ongoing	Air Quality Action Plan (AQAP)	The Air Quality TWG met with Caen Community Primary School on the 18 June 2019 notes to be considered at the Council meeting on the 8 July. Notes and actions contained therein approved (Minute Ref: 076/2019/20). To consult the community: (a) 'MOVA' becoming a medium-term aim in the AQAP. (b) DCC upgrading the Zebra crossing on Chaloners Road and Saunton Road and also other walking and cycling improvements around the village becoming a short-term aim
September 2018	Pedestrian crossing in Braunton	The next TWG meeting to be held on 11 December 2019. No progress to report – refer to January 2019 AS.
July 2019	Extension of Tarka Trail from Knowle towards Ilfracombe	No updates have been received from the County – refer to October 2019 AS.
February 2018	North Devon Council: Section 106 Money Communities Together Fund (CTF) ND Councillor Grant	<ul style="list-style-type: none"> • Fitness equipment in the recreation ground –to be considered by the Parks and Gardens Committee. • Informal running track in the recreation ground – to be considered by the Parks and Gardens Committee. • Skate Park facilities on land adjacent Velator quay – Section 106 request submitted. • Provision of public conveniences on Chaloners Road – Section 106 request submitted. • Replacement play equipment at Knowle Play Park – Castle themed climbing tower completed.
November 2018	Village Green	<ol style="list-style-type: none"> 1. Phase one of the project - completed 2. Phase two to be completed later in the year once the relevant permissions have been obtained.
April 2019	Community Led Plan (aka Parish Plan)	To appoint Devon Communities Together to help review the existing Parish Plan for Braunton. To hold a public consultation event in 2020.
June 2019	Braunton Neighbourhood Plan (BNP)	The Council appointed Cllrs M Shapland, A Bryant, D Relph and G Bell as its four representatives to serve on the Braunton Neighbourhood Plan Steering Group (BNPSG) (Min Ref: 075/2019/20). The Council to provide training in Braunton for the BNPSG, Parish councillors and surrounding communities.
June 2019	Climate Emergency	<ol style="list-style-type: none"> 1. Declared a 'Climate Emergency'; 2. Pledged to do everything within the Council's power to make the Parish of Braunton carbon neutral, and over the term of this council by 2023 to do as much as possible to achieve carbon neutrality. 3. Work with other local authorities and bodies (both within the UK and internationally) to determine and implement best practice methods to limit Global Warming to less than 1.5°C; 4. Continue to work with partners to deliver this new goal through all relevant strategies and plans; 5. Specifically consider the mitigation of wider climate impacts on Braunton; 6. Engage with surrounding parish and town councils to ascertain what other local areas are doing; 7. To carry out an audit of the Council's activities to define the organisation boundaries and establish where improvements in the Council's energy use can be made. 8. Cllr Bell to contact surrounding Parish Council's. 9. Secured District Councillor Grant to plant standard trees in the Recreation Ground as part of the Council tree planting scheme.
June 2019	Public Conveniences and baby changing facilities	<ol style="list-style-type: none"> 1. Clerk has reported to NDC the poor state of their public conveniences in Braunton. 2. Council to continue to secure external funding to reopen the redundant public conveniences at the side of the Parish Hall.

July 2019	Pharmacy Services in the village	The Clerk to write to the LPC and CCG to express the Council's concerns regarding the closure of the Lloyds Pharmacy on Caen Street and whether the existing pharmacy services in the village will meet the needs of the community. 1. Response received from NHS England (South West) 09/08/19. 2. Response received from Devon Local Pharmaceutical Committee 16/08/19 3. Waiting for response from CCG. 4. Reponse receive from Devon County Council Health and Wellbeing Board 24/09/19. 5. Council to issue press release to encourage the community to write to the DCC Health and Wellbeing Board to request an urgent PNA be carried out in Braunton. Completed. 6. Council to invite Councillor Andrew Leadbetter to future meeting to discuss pharmaceutical needs in Braunton. Completed.
July 2019	Devon & Somerset Fire & Rescue Service (DSFRS)	The Clerk to invite the DSFRS to attend a meeting with Council to discuss the proposed options in their Service Delivery Operating Model consultation. Council submit response to consultation not in favour of the proposed options (Min Ref: 130/2018/19).
July 2019	Parish Field	Caen Community Primary School to be given permission in principle to create an all weather track around the perimeter of the Parish Field subject to the School obtaining the necessary permissions and any legal cost to amend the Lease is meet by DCC.
August 2019	Hospital services in northern Devon	The Council put on its website and social media sites the Hospital Services in northern Devon: public survey. The Council write to the local MP to request him to put political pressure on the government to secure more funding for the NDDH in the future.
November 2019	Community Emergency Plan (CEP)	Working Party to meet and update the CEP before the 9 December.
November 2019	Car Parks	To provide free parking in the Caen Street Car Park on Saturday 14 and 21 December 2019.
DATE	COMMITTEE	PROGRESS
May 2019	Finance and Admin	BPC to apply for the Local Council Award Scheme (aka Quality Council Status).
May 2019	Finance and Admin	To upgrade the Council's website.
May 2019	Finance and Admin	To provide training opportunities for local councillors.
November 2019	Finance and Admin	Parish Grants be awarding in April 2020 totalling £13,475.
November 2019	Finance and Admin	To purchase a new desktop for the Parish Office. Completed.
December 2019	Finance and Admin	Prepare draft Council Budget 2020/21. Completed.
December 2019	Finance and Admin	Operation London Bridget to agree draft Policy in principle and bring back to the January meeting to approve Appendices.
January 2019	Parks and Gardens	Install new swing set and communal area in Knowle Play Park. Waiting for S.106 Funding to be released.
April 2019	Parks and Gardens	Council to take on the County Urban Grass Cutting contract for 2019/20.

June 2019	Parks and Gardens	To obtain costs to install fitness equipment – to be considered by the new Council following the May elections. Rotary Club of Braunton are keen to develop the area and encourage pentanque. The project to be referred to full Council following the May elections. The Parks and Gardens Comm. meet with the Braunton Rotary on the 30 September to consider options and costs.
June 2019	Parks and Gardens	To look at opportunities to provide more public open space in the community. The Clerk, the Chair and Chair of Parks and Gardens to be given delegated powers to meet with NDC to begin negotiations regarding acquiring more open space in Braunton.
November 2019	Parks and Gardens	To carry out a tree audit of Council owned trees and identify land where trees can be planted in the future. To allocate funds in the Council's budget 2020/21. Completed.
November 2019	Parks and Gardens	To negotiate with DCC a long-term agreement / lease to maintain the 32,000 m ² in the parish.
November 2019	Parks and Gardens	<ul style="list-style-type: none"> • To apply for a free pack of trees from the Woodland Trust to be planted by local school children at the Beacon in the Spring 2020. • The Council to purchase and plant 45 standard trees on its land subject to budgetary provisions. • The Clerk to obtain permission to plant trees on DCC grass verges.
June 2019	Parks and Gardens	The Council to purchase battery powered hedge cutter to comply with its declared 'Climate Emergency'.
September 2019	Property	BPC to reconsider the Rural Community Energy Fund Feasibility Study. This has been uploaded to the 'BPC Climate Emergency Google Drive'.
	Property	<p>Review of the Braunton Community Work Hub – the following agreed at the Property Committee meeting 03/09/19:</p> <ol style="list-style-type: none"> 1. Introduce new T&C's. Completed 2. Introduce new tariff. Completed 3. Organise a first anniversary relaunch to coincide with launching the Work Hub website. 4. Contact NDC Economics team to research what help is available to SMEs. 5. Contact Princes Trust Programme to involve young people. 6. Review changes in 6 months.

193/2019/20. **PLANNING**

- (a) 70781 Erection of new build portacabin to be used for offices and storage (amended site address) at Fire Station, Chaloners Road, Braunton, Devon, EX33 2ES.

Applicant: Devon and Cornwall Police

It was moved by Cllr Mrs J Chesters, seconded by Cllr D Spear to recommend approval.

Comment: RESOLVED: To recommend approval.

The Council wishes to make the following observations:

- Will the proposed portacabin be acoustically appropriate.
- There appears to be no provision for disabled access.
- The proposed grey exterior is not in keeping with the surrounding area.

(NC)

- (b) 70813 Extensions and alterations to dwelling together with erection of summer room/shed at 42 Moor Lea, Braunton, Devon. EX33 2PE

Applicant: Mr & Mrs Meddings

It was moved by Cllr D Spear, seconded by Cllr R Shapland to recommend approval.

Comment: RESOLVED: To recommend approval.

(NC)

- (c) 70843 Loft conversion including dormer windows and internal alterations at 12 Goodgates Crescent, Braunton, Devon. EX33 1DD

Applicant: Mr & Mrs Waters

It was moved by Cllr Mrs J Chesters, seconded by Cllr G Bell to recommend approval.

Comment: RESOLVED: To recommend approval.

(NC)

Cllr D Spear and D Spear declared non-Pecuniary interest and left the meeting.

Appeals

APP/X1118/
C/19/3238880
ENF 10531 Unauthorised material change of use consisting of the storage of a non-agricultural vehicle and operational development consisting of the laying of hardstanding, erection of building, erection of fences and gates and the provision of a wooden seating area. At land at Corilhead Road, Braunton. EX33 2EW

Comment: RESOLVED: To reiterate the Council's previous reasons for refusal and confirm that it fully supports the conditions detailed in North Devon Council's Decision Notice.

(NC)

Cllr D Spear and E Spear returned to the meeting.

Approvals

- 66847 Conversion of redundant agricultural workshop to dwelling at Cornerways, Sandy Lane, Braunton, Devon. EX33 2NU
- 70352 Application for consent for works to trees covered by a tree preservation order in respect of crown reduction of 1 Willow tree at Manor Mill House, Manor Mill Road, Knowle, Braunton, Devon. EX33 2LS
- 70444 Application for consent for works to trees covered by a tree preservation order in respect of crown lifting and selective branch reduction of 1 Monterey Pine (T8) at Ridge Cottage, Church Hill Lane, Knowle, Braunton, Devon. EX33 2ND.
- 70613 Single storey extension to the rear of the property together with removal of transparent plastic roof and repair/replacement of flat garage roof at 1 Barnfield Close, Braunton, Devon. EX33 2HL.



Braunton Parish Council

Budget Leaflet 2020-21

Braunton Parish Council provides public services to the residents of the village of Braunton including the communities of Knowle and Saunton. We deal with local issues in the parish on behalf of these residents and to do this we raise our own form of council tax which is known as a precept. The precept is collected on our behalf by North Devon Council and is included in your council tax bill. In preparing its budget for 2020-21, Braunton Parish Council has looked hard at where it can make savings (both in terms of cuts and further efficiencies), while at the same time providing the projects, functions and services that the community of Braunton expect to be delivered.

This year, challenges and cost pressures have included:

- The Council declaring a 'Climate Emergency' and implementing changes to reduce its carbon footprint.
- The need for a revised Community-led Plan for Braunton also known as the Parish Plan.
- The preparation and delivery of a Neighbourhood Plan to compliment the North Devon Council Local Plan.
- Government austerity, leading to direct cuts in management of the County land which has led to the Parish Council maintaining 32,000m² of urban grass verges.
- Increase in salaries of 2% due to the relaxing of the public sector pay cap through negotiations by the National Joint Council, the outcome of which the Parish Council is legally obliged to abide by. The Council is also a Living Wage Foundation employer.
- The appointment of an Apprenticeship providing a valuable resource for the Council and an opportunity for local employment and training.
- Withdrawal of the District Council's Parish Grant and Council Tax Support Grant.

Braunton Parish Council will continue to:

- Maintain the public assets of the village including Parish Hall, four playgrounds, Village Green, Recreation Ground, Memorial Gardens, Velator Quay, Tarka Trail etc.
- Protect and provide public open space for the community by acquiring land from principle authorities.
- Continue to manage the local car parks maintaining charges at a reasonable rate for local people.
- Maintain the village flood resilience, ensuring the Foul Water Pump in Caen Street is kept in good working order, the Community Emergency Plan kept updated and river kept clear of obstructions.
- Help the local economy by supporting Small, Medium-sized Enterprises (SMEs) by providing business support at the Community Work Hub.

To assist in those expectations, the Parish Council has allocated:



The tax base for Braunton increases each year to reflect the new houses being built, which helps to keep the overall tax burden down, as it is shared more widely. To deliver all the above and continue to provide existing and new services to the residents of Braunton the precept increase equates to £12.15 per annum (for the average Band D household) this is the first increase for the past 10 years.

In 2020-21, the average whole household (i.e. Band D) will contribute £0.98 pence per week which equates to £51.46 per annum (through the precept portion of Parish Tax) towards the funding of local projects, functions and services that Braunton Parish Council provides to the community.

Budget Summary 2020/21

Expenditure

	2019/20	2020/21
Central Services staff / members costs / democratic services / flood resilience / Parish Hall.	£166,047	£184,515
Parks and Gardens Recreational Facilities including - Chaloners, Knowle & Mowstead playgrounds, Recreation Ground, Village Green, Memorial Gardens, Velator Quay, Tarka Trail (Anchor to Georgeham Cross), Beacon, 32m ² urban grass verges and public open space. Servicing and repairs to equipment / machinery, Christmas, summer planting and planting trees.	£23,050	£30,300
Property Council building maintenance including - Council Offices and Parish Hall, Bakehouse Centre (exterior), Memorial Shelter, Illingworth Shelter and Community Work Hub. Public furniture including - seats, bus shelters, picnic tables, notice boards, litter bins and dog waste bins.	£11,224	£17,609
Finance and Administration Insurance, training, Council IT and administration, website, Parish Grants, Internal / External audit fees and pension contributions.	£55,788	£64,675
Car Parks Zero budget impact as income is greater than expenditure.	£31,840	£38,740
Community Work Hub Zero budget impact as expenditure and income balance out.	£13,000	£13,600
Public Works Loan Board (PWLB)	£17,738	£17,738
Total	£318,687	£367,177

Income

	2019/20	2020/21
Central Services Including: Parish Hall lettings, rentals, Solar PV and interest.	£28,940	£33,720
Car Parks	£115,000	£159,000
Community Work Hub	£15,925	£13,000
Grants	£14,426	£4,016
Total	£174,291	£209,736
Precept Raised	£120,282	£157,441
Precept per Band D household / annum	£39.31	£51.46
Precept per Band D household / week	£0.75 pence	£0.98 pence