

BRAUNTON PARISH COUNCIL



Council Offices
Chaloners Road
Braunton

Date issued: 4th January 2021

Dear members of Braunton Parish Council,

You are summoned to attend the Full Council meeting of Braunton Parish Council, which will be held on **TUESDAY 11th JANUARY at 7 pm**, in the Parish Hall, Chaloners Road, Braunton, for the purpose of transacting the undermentioned business.

In accordance with The Public Bodies (Admission to Meetings) Act 1960 members of the public and press are welcome to attend.

There will be a period not exceeding 15 minutes for questions by the public. Anyone wishing to ask questions is requested to notify the Parish Clerk by 12 noon on the day of the meeting.

Yours faithfully,

A handwritten signature in blue ink that reads "T. Lovell".

Mrs T Lovell
Clerk to the Council

Public Participation. In accordance with Standing Order 49 a period not exceeding 15 minutes will be set aside at the start of the meeting for members of the public to ask a question or make a statement about, any matter relating solely to any function of the Council or any planning application being considered by the Council. Anybody wishing to ask a question is requested to inform the Parish Clerk prior to the meeting.

AGENDA

1. **Apologies** - receive apologies and reasons for absence.
2. Receive items for information not on the agenda, which in the opinion of the Chair should be brought to the attention of the Council.
3. **Declarations of Interest** – to receive declarations of personal interest and disclosable pecuniary interests (DPIs) in respect of items on this agenda. Members are reminded that all interests:
 - Should be declared at the beginning of the meeting, and
 - Declared prior to the item being discussed.
4. **Public Participation Period** – members of the public are permitted to make representations, ask questions and give evidence in respect of any item of business relating to the Parish Council. The period of time which is designated for public participation shall not exceed 15 minutes. Each member of the public is entitled to speak once only in respect of business and shall not speak for more than 3 minutes. A question asked by a member of the public during this period shall not require a response or debate at the meeting.

5. **Requests for Dispensation** - consider requests received for dispensation(s).
6. **Minutes** – Approve and sign Minutes of the Council meeting held on 14 December 2021, attached.
7. **Action Sheet** – see attached.
8. **Police Report** – receive latest newsletter.
9. **Report from Devon County Councillor** – receive Devon County Councillor.
10. **Report from North Devon Councillors** – receive North Devon District Councillors.
11. **North Devon Council Planning** – Receive Maria Bailey Service Manager for Development Management at North Devon Council.
12. **Braunton Neighbourhood Plan** – Receive update from the Braunton Neighbourhood Plan Steering Group, attached.
13. **Planning** – North Devon Council the determining Authority, has asked for comments from this Parish Council on the following applications (click on the application number to view the Application):
 - (a) [74303](#) Description: Extension and alterations to dwelling and associated works.
Address: Thistledene, Exeter Road, Braunton, EX33 2BN
Applicant: Mr and Mrs Williams
 - (b) [74523](#) Description: Erection of a balcony to the rear (East) elevation.
Address: Maidenhall, Frog Lane, Braunton, Devon, EX33 1BB
Applicant: Mr and Mrs Cammack
 - (c) [74522](#) Description: Internal and external alterations to café.
Address: Saunton Break Café, Saunton, Braunton, EX33 1LG
Applicant: Saunton Break Café Ltd.
 - (d) [74484](#) Description: Construction of a Garden Room
Address: South Lea House, Lower Park Road, Braunton, Devon, EX33 2HS
Applicant: Mr Robin Bonds
 - (e) [74554](#) Description: Conversion of existing garage to annex together with erection of detached double garage.
Address: Arundell Lodge, 3 Seven Acres Park, Braunton, Devon, EX33 2PD.
Applicant: Mr and Mrs Brent
 - (f) [74256](#) Description: Listed Building Consent for conversion of existing barn and lean-to to extend existing house and locate new holiday accommodation.
Address: The Long House, Nethercott, Braunton, Devon, EX33 1HT
Applicant: Sophy Miller
 - (g) [74235](#) Description: Conversion of existing barn and lean-to to extend existing house and locate new holiday accommodation.
Address: The Long House, Nethercott, Braunton, Devon, EX33 1HT.
Applicant: Sophy Miller

14. North Devon Council – Planning Decisions

- 74309 Description: Notification for prior approval for larger home extension which extends 4.5m beyond the rear wall, 3.9m to the ridge and 2.5m to eaves.
Site Address: 58 South Street, Braunton, Devon, EX33 2AN
Applicant: Charlotte Beagley
Decision: APPROVED
Decision Date: 09/12/21
- 71593 Description: Retrospective application for the continued siting of one mobile home to be used as a rural workers dwelling.
Site Address: Meadowsweet, Saunton Road, Braunton, Devon, EX33 1HG
Applicant: M Nichol
Decision: APPROVED
Decision Date: 14/12/21
- 72558 Description: Conversion of 4 barns to form 5 holiday lets.
Site Address: Incedon Farm, Braunton, Devon, EX33 1HU
Applicant: Mr and Mrs Bury
Decision: APPROVED
Decision Date: 13/12/21
- 73836 Description: Conversion of existing Store to dwelling.
Site Address: Braunton Garage, Braunton Engineering, Exeter Road, Braunton, Devon, EX33 2JP.
Applicant: Mr A Black
Decision: APPROVED
Decision Date: 14/12/21
- 74156 Description: Variation of condition 2 (approved plans) planning permission 71063 (Single storey extension to dwelling) to allow for change to roof design from mono-pitch to a flat roof together with alterations to boundary wall.
Site Address: 2 Orchard Road, Knowle, EX33 2LY
Decision: APPROVED
Decision Date: 16/12/21
- 74164 Description: Conversion and enlargement of the existing garage into a office and living space.
Site Address: 11 Shortacombe Drive, Braunton, Devon EX33 1JD
Decision: APPROVED
Decision Date: 16/12/21
- 74165 Description: Listed building consent for the replacement of all windows and side and rear doors.
Site Address: Jasmine Cottage, 47 North Street, Braunton, EX33 1AP
Decision: APPROVED
Decision Date: 15/12/21

15. **Accounts Due for Payment – To examine and agree the accounts due for payment, for the period 14th December 2021 – 11 January 2022 inclusive, and to approve PAYE, NI and pension contributions** – The schedule of payments will be issued prior to the meeting.

16. **Caen Catchment Beaver Project** – Receive Cllr Adrian Bryant.

17. **To ratify decisions taken under delegated powers since the 14th December 2021 – 11 January 2022**, attached.

18. **Braunton Parish Action Plan** – Consider proposal for Devon Communities Together to assist with creating a Parish Action Plan to support the Neighbourhood Plan.

19. **Braunton Community Work Hub** – Review provision of the leased line at the Braunton Community Work Hub.

20. **Interim Internal Audit 2021/22** – Receive and approve reports from the interim internal audit, attached.
21. **Christmas Market 2022** – Consider proposals to use the Caen Street Car Park for the Christmas Market 2022.
22. **Braunton Craft Market** – Consider request received from Mango Beads to hold a craft market on the Community Shared Space and grass verge by John Wensley's Newsagent on Wednesdays and Saturdays from June 2022.
23. **Exclusion of Press and Public**
To resolve under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following item as it involves the likely disclosure of confidential information.

Part B

24. **Acquisition of Bats Meadow, Braunton** – Approve and sign transfer documents.

7.

BRAUNTON PARISH COUNCIL ACTION SHEET

DATE	TOPIC	PROGRESS
April 2021	Air Quality Action Plan (AQAP)	The next meeting held on 8 December 2021 at 10am.
September 2021	Devon County Council	Upgrading the existing Zebra crossing at Chaloners Road has been programmed to take place between the 17 th November and 19 th December. Temporary traffic lights will be in place for the duration of the works but a full road closure will be required w/c 6 th December for 4 consecutive nights to enable resurfacing works to be carried out. Deed of Dedication for control box has been completed and registered with Land Registry. Completed
October 2019- Ongoing	Extension of Tarka Trail from Knowle towards Ilfracombe	No updates have been received from the County – refer to October 2019 AS.
April 2021	Section106	£26,000 S106 money awarded for improvements to the Chaloners Road Play Park. The approved new equipment has been ordered due to COVID19 there is a shortage in stock with a 12 week lead time the equipment should be installed in the autumn. Completed but waiting for safety inspection before park can be reopened to the public.
June 2019 - ongoing	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). Update submitted at Council meeting on the 11 January 22
June 2019 – ongoing	Climate Emergency	No updates have been received – refer to March 2021 AS. Air Source Heat Pump installed at Work Hub. Cost £14,073. Applied for £2,100 District Councillor Grant towards the project.
February 2020 - ongoing	Men's Shed – Live Well in Braunton	The Council at its meeting on the 10 th August agreed to provide a Letter of Intent (LOI) to use the Stoney Bridge Depot for the Braunton and Rural Communities Men's Shed subject to planning being granted. Full Planning required. Planning permission has been submitted to the LPA.
May 2021	Car Parks	The Council have signed up to the Flowbird alternative payment App this will go live w/c 15 November. Agreed that the Council would replace the three pay and display machines in the Caen St. Car Park with the Evolution 3 pay and display machines and upgrade the Evolution 2 pay and display machine in the Chaloner Road Car Park. The Clerk has negotiated a 60 day payment extension with the supplier. Machines have been dispatched to the Installer. Date for installation to be confirmed as need to liaise with electrician to disconnect existing machines and upgrade signage to display new tariff. Installation has been delayed due to supply issues with Brexit and Covid19. Should be installed in the autumn. New tariff agreed on the 1 st April 2021 to be implemented with new machines. Provisional installation date w/c 17th January 22.
June 2021	Anti social behaviour (ASB) at the Recreation Ground	Neighbouring residents have complained about ASB on the Recreation Ground and in the Illingworth Shelter. The Chair and Clerk met with the police and local residents to discuss options to improve the situation. The Police explained that only 4% of ASB happens in Braunton but this might not be a true a reflection, as many people don't report incidences to the 101 number. <ul style="list-style-type: none"> • Council used EX33 to encourage people to report to the 101 non-emergency number. • Invited the Police and Crime Commissioner to a future Council meeting. • New double metal bin on order the Recreation Ground (previous bin burnt to the ground) Mick Harrison from the PCC's Office to attend the Council meeting on the 14 December 21. Gardeners Shed burgled on Saturday 9 October, replacement door on order. Postponed due to an increase in Covid cases locally.
July 2021	Pharmacy provisions in the village	The assessment regarding pharmacy provisions in Braunton has been delayed for a further year due to Covid 19.
September 2021	DCC Queen's Jubilee	Braunton Caen Rotary have been successful in securing a pack of 420 Woodland Trust trees that will be planted on

	Tree Scheme	parish land at Georgeham Cross. The Council have applied for a grant of £5,000 Investing in Devon and £200 District Councillor Grant for installation of an Adventure Trim Trail.
September 2021	Housing Crisis	Contact MP regarding using empty MOD houses at Chivenor.
October 2021 ongoing	Braunton Economic Plan (BEP)	Council agreed to produce a Parish Economic Plan (Min Ref:82/2021/22) Working party consisting of: Cllrs D Relph, M Shapland, A Bryant, D Spear and J Chesters. To be considered at the Council meeting on the 11 January 22.
October 2021 to be reviewed	Hire Policy Review	To request hirers to consider Plastic Free North Devon Consortium (PFNDC) Event Guide when planning events on Parish Council land. To be reviewed 2022.
<u>FINANCE COMMITTEE</u>		<u>PROGRESS</u>
May 2019 – delayed due to Covid-19		BPC to apply for the Local Council Award Scheme (aka Quality Council Status).
May 2019 – delayed due to Covid-19		To upgrade the Council's website. Report to be considered at the Council meeting on the 14 December. Postponed until February 22.
<u>PARKS AND GARDENS COMMITTEE</u>		<u>PROGRESS</u>
2019 – delayed (waiting for s106)		Install new swing set and communal area in Knowle Play Park. The Clerk has submitted a new S106 application for funding.
April 2021		Council to take on the County Urban Grass Cutting contract for 2021/22.
Managing the grass verges for wildlife (Bumblebee and insect conservation)		Council staff are working with the Bumblebee Conservation Trust to improve habitat and encourage wildlife diversification. Pilot scheme on Saunton Road - verges included in the pilot can be identified as they have wildlife indicator posts erected. Funding Application submitted to the AONB for £4k towards a pick-up mower attachment was successful. New equipment has been purchased the Council issue joint press release in the new year.
September 2019 – in progress with NDC		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 between the River Caen and Tarka Trail.
Grounds Maintenance Works 29 June to 12 July		Hedges: South View Allotment.
<u>PROPERTY COMMITTEE</u>		<u>PROGRESS</u>
June 2021		Building maintenance to the Bakehouse Centre meeting with Chair Trustees on 21 October.
September 2021		Decorate police office at the Work Hub. Completed



AGENDA ITEM 12: Neighbourhood Plan Steering Group Update to Parish Council meeting 14th December 2021

1. Since the last update to the Parish Council in October 2021 the team has been very busy. Revisions of draft Economy and draft Housing sections have been completed. The draft Natural Environment section has been revised and the content pages are now being updated. Work has is now underway to complete the revision of the draft Built Environment section.
2. On completion of revising all drafts they will be sent to our Planning Consultant for a final review ahead of sharing with NDC.
3. Drafting of Parish Character Assessment is now completed with the sections in respect of West of the Parish and Braunton village west being sent to AECOM. The Parish Character Assessment is informing the Design Guide being prepared by AECOM.
4. AECOM are now finalising the draft of Design Guide which they anticipate will be available for review in early January 2022.
5. TL/SP had an initial kick off zoom call with Paul Avery of AECOM on 22nd November 2021, in respect of the Housing Needs Assessment that they are now going to prepare for the Parish. Timescale for this activity is 12 weeks – so target delivery is mid- January 2022 (takes Christmas period into account).
6. SP attended the Parish Council Economy working group's scoping session. This session was to prepare the brief for Devon Communities Together in respect of the areas that the Council want to address and plan for.
7. Application made to Locality in respect of a MasterPlan technical document which will support the Built Environment section. Waiting now to hear whether application successful.
8. Next steps
 - Finalise draft Built Environment – SP/CH/SR
 - Plan the next phase of activity to commence in January 2022.

Sue Prosper
Secretary
Braunton Parish Neighbourhood Plan Steering Group