

**DRAFT**

**HOLCOMBE BURNELL PARISH COUNCIL**

**MINUTES** of the Annual Parish Meeting and Annual General Meeting of Holcombe Burnell Parish Council held at Longdown Village Hall on **Monday 9<sup>th</sup> May 2022** at 7pm.

**PRESENT**

Cllr Charles Eden (Chairman)  
Cllr Louise Brind (Vice-Chair)  
Cllr Judith Betney  
Cllr Chloe Bickley  
Cllr Marion Bulley  
Cllr Kate Morley  
Cllr Sir Henry Studholme  
Cllr Sharon Wood

**ABSENT**

Cllr Bob Shipley

**IN ATTENDANCE:** Jim Roberts (Clerk and RFO)  
Mike Long (Footpath Warden)

**ANNUAL PARISH MEETING**

**A Minutes** Council noted that the minutes were signed in June 2021.

**B Chairman's Report**

The Chairman asked for any questions from the Council and there were none raised.

**C Matters Raised by the Public**

No members of the public present.

**ANNUAL GENERAL MEETING**

**1 Election of Chair and Vice-Chair and Various Responsibilities**

1.1 Council re-elected Cllr Eden as Chairman and Cllr Brind as Vice-Chair.

1.2 Cllr Betney, having served her 5 years as planned as a Councillor, confirmed her resignation effective at the end of this meeting. The Chairman said the Council was very grateful for her hard work, wise counsel and congratulated her on her excellent attendance record.

1.3 Mike Long agreed to be P3 Co-ordinator and Footpaths Warden for another year and the Council thanked him and praised his excellent work.

1.4 Village Hall – Cllr Eden will continue to serve on the Village Hall Committee.

1.5 Defib – Cllr Bickley agreed to take on the monitoring and reporting of the Defib from Cllr Betney.

1.6 Nature Warden – Cllr Morley agreed to continue for another year.

1.7 Play Area – Cllr Brind agreed to continue for 12 months or until handed over to the VH as agreed.

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# DRAFT

1.8 Council were satisfied with the various Rules, Orders and Procedures which would be reviewed again next year as usual.

## **2 Open Forum incl. AOB**

No issues were raised.

## **3 Apologies for Absence**

None.

## **4 Declarations of Interests & Registers of Interests**

None.

## **5 Minutes**

Council **RESOLVED** to approve the minutes of the meeting held on Monday 11<sup>th</sup> April 2022 as true & correct record. The Chairman duly signed them.

## **6 Matters Arising**

None.

## **7 Reports of County and District Councillors.**

### **7.1 Devon County Council**

Cllr Connett not present.

### **7.2 Teignbridge District Council**

7.2.1 Cllr Swain discussed the enforcement group, the clerk will send him a summary of the Council's discussion at the previous meeting.

7.2.2 A static caravan has arrived at the top of Chapel Hill – this may well be for use this season for agricultural workers or for a property refurbishment (neither of which require Planning Permission). Council is unaware whether it is inhabited.

The land there has been used previously to store railway sleepers and agricultural buildings leading to enforcement action. It has every appearance of a 'dumping ground'. There is an untidy land order if it becomes unacceptable.

Cllr Swain suggested that it is reported to Enforcement via the Teignbridge Planning mailbox. Clerk to action.

7.2.3 Sylvan's fence is blocking the view as drivers use the garages adjacent and has caused significant upset to residents in the area. The original owner of the bungalow sold the property to someone who wanted to build a family home. However, this party sold the property on to the developers of the garage site and they demolished the bungalow and built Sylvan which was sold to the current owner. The current owner also owns the adjacent plot which has planning permission for another property but no building has yet begun.

The Council asked the clerk to see if the planning permission had expired and to write to Sylvan to point out the temporary nature of the fence.

7.2.4 Road markings at the junction of Chapel Hill and the main road, the small parking area and the bus stop have been redone (very well) but the white lines down the middle of the road need to be renewed.

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# DRAFT

## 8 Village Concerns

### 8.1 Children's Speeding Signs

Cllr Bickley will investigate printing 2 more A2 signs and will send a short report with photos to go on the website and/or Topics to make the community aware.

### 8.2 Queen's Green Canopy and the Platinum Jubilee

The QGC has been a great success largely due to Cllr Morley's efforts. At 9:45pm on Thurs 2<sup>nd</sup> June a Beacon will be lit.

### 8.3 Static Caravan on Chapel Hill

Dealt with under TDDC report.

Motorbikes did return to the field behind Chapel Hill just before Easter. TDC have been contacted.

## 9 Village Hall Refurbishment

No update.

## 10 Annual Accounts and Annual Governance and Accountability Return

Council unanimously **RESOLVED** to an Exemption from an External Audit. The Chairman duly signed the document. The clerk will revise the statement of accounts under guidance from Cllr Studholme.

## 11 Reports

**11.1 Clerk's Report** – The clerk reported that his month had been very busy with the end-of-year accounts and reports. He advised the Council that, once that was completed, he would then

- Change the Cllr's emails on the website
- Draft a standard paragraph for Planning consultations to comply with the National Environment and Rural Communities Act (2006)
- Provide examples and prices for the Village Gateways and pursue a meeting with DCC Highways

All of which was carried over from last month.

He was pleased to confirm that the invoice for £3000 to improve Footpath 2 had been submitted to DCC, although it was Mike Long's hard work preparing the case that had gained the Council the funds.

### 11.2 Footpath Warden's Report

The P3 Co-ordinator/Footpath Warden submitted a written report:

Items dealt with in April.

1. Funding from DCC received for the rectification of water erosion works, on footpath No.3. Contractor advised to start work.
2. Contractor advised to start work to replace timber staggered barrier at Chapel Hill end of fpath 7.
3. Devon County Council advised to start work to replace stile and fieldgate with new fieldgate incorporating pedestrian gate on footpath no.1

Works Requiring Attention

1. Water and Environmental problems on Bridleway no.8 (Ongoing investigations)

Please report any Public Rights of Way matters to :

Mike Long Tel 01392 811593

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# DRAFT

**11.3 Defibrillator Report** – Cllr Betney submitted the report online under accreditation ref. 2137. The training at Shillingford has been arranged and needs to go on Facebook. 27<sup>th</sup> May at 6:30pm. Cllr Betney will submit to the website and display at the Village Hall. The Defib does not appear on Google searches. The SWAST has details of the defib and, in an emergency, dialling 999 is essential. The Circuit is the correct database, but their map is not complete or publicly available. The clerk has created a Google placepoint for the defib.

**11.5 Play Area Report** – Council unanimously **RESOLVED** to ask Dave Rudland to complete the Repairs (finger entrapment on the gate and fix the spring and fence panel posts - will cost about £40) and the bin has been emptied. The sign for No Dogs is ongoing.

## 12 Planning

### 12.1 Standard Paragraph for Planning Applications (NERC (2006))

Councillor Morley will assist the clerk with this item.

**12.2 Static Caravan at Chapel Hill** See para 7.2.2 above.

### 12.3 Ipplepen Neighbourhood Plan Consultation

Council congratulated Ipplepen on their Plan but had no comments to offer.

## 13 Finance

13.1 Council noted the current balances -	Treasurer's Account	£ 10,919.96
	Business Bank Account	£ 3,425.55
	<b>Total</b>	<b>£ 14,345.51</b>

Council unanimously **RESOLVED** to make the following payments

13.2 Payment to J P Roberts (clerk) for pay (April)	£ 153.48
13.3 Payment to DCC Pension Fund (clerk's pension – April)	£ 50.46
13.4 Payment to HMRC for clerk's PAYE Income Tax (April)	£ 38.20

**14 Date of Next Meeting** – Monday 13<sup>th</sup> June 2022 at 7:30pm.

## 15 Urgent Items

With the resignation of Cllr Betney the cheque signatories will need updating. The clerk will draft a letter accordingly.

The Chairman closed the meeting at 8:44pm.

Signed .....  
Cllr L Brind Vice-Chair

Date .....