

BRANSCOMBE PARISH COUNCIL

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ANNUAL REPORT 2019/20



Activity Report for Branscombe Parish Council 2019/20

Branscombe Parish Council had an active year, with the largest effort culminating in the installation of a night landing site for the Devon Air Ambulance at the Village Hall, for the benefit of both Parishioners and visitors alike. Highlights of the year are given in the table below:

Item	Description
Police and Crime Reporting	With thanks to Adam Speers of Devon & Cornwall Police for his support and attendance both at Parish Council meetings and at the Village Hall on a Wednesday afternoon when the Post Office is open, giving residents and businesses the opportunity to <i>Have Your Say</i> and discuss any relevant issues. Devon & Cornwall Police have also assisted with improved signage and increased visits to the Weston Mouth car park following a spate of break ins there.
Devon Air Ambulance Night Landing Site	The Parish Council worked with Devon Air Ambulance (DAA), the Village Hall Committee and the Cricket Club to successfully raise a planning application for a night landing site on the cricket field to the rear of the Village Hall. DAA made a well-received presentation to the Village, and the majority of the cost was recovered in grants and from very gratefully received public donations.
Defibrillator at The Fountain Head	The Parish Council completed the installation of a publicly available defibrillator at The Fountain Head, which brings the total number available in the Village to five. Maps giving the location of the defibrillators and other emergency equipment such as grit bins, are available on the Parish Council website www.branscombe-pc.org.uk (many thanks to Chris Bass for producing and updating these).
Village Hall Use	A successful grant application was made to DCC to replace the picnic tables in front of the Hall. The Parish Council further supported the Village Hall by holding its regular meetings in the Branoc Hall Social Room and participating in the Christmas Fair, and thanks the Village Hall Committee for their ongoing mutual support.
Planning Applications	The Parish Council heard comments on, considered and responded to numerous planning applications: refer to the 2019/20 Planning Applications Summary, below.
Highways and Footpaths	Unfortunately, only a few of the potholes and other faults identified on Village roads were repaired in this financial year by Devon County Council (DCC). The remainder are planned to be addressed in the upcoming financial year. However, several on-site meetings have been held between the Parish Council, the National Trust and DCC Highways Department to address the issue of flooding from the Margells Bridge Culvert by the Village Hall. All access on bridleways and footpaths that were blocked by trees or had damaged steps were reported to DCC and addressed in good time. Councillors attend the regular Seaton and Colyton Traffic Group meetings with DCC Highways to represent the issues within the Village.

Item	Description
Council Road Wardens	Several Councillors responded to a DCC initiative and were trained as Road/ Wardens in order to address minor road maintenance issues before they become larger problems and now also have the ability to perform road closures, etc for Village events. Material to perform these timely repairs will be purchased in the upcoming financial year.
Sand Bag Availability and Policy	The Parish Council updated their policy on the website and assisted a Parishioner in obtaining filled sand bags out of hours during a particularly wet period.
Contributions and Donations	£100 was donated to the St. Winifred's Parochial Church Council towards the publication of the Parish Newsletter. The Parish Council paid £71.20 for hanging baskets, which were placed outside the Village Hall. A further donation of £50 was made to TRIP, a Honiton-based charity dedicated to relieving rural isolation and loneliness in East Devon by providing affordable transport, specialised disability equipment and a personal befriending service, and which is utilised by individuals in the Village.
War Memorial	The Parish Council maintains the St. Winifred's Church War Memorial, specifically by funding grass-cutting on a regular basis. A wreath was purchased and laid at the War Memorial in honour of those lost on Remembrance Sunday as part of the wider 75-year commemoration celebrations.

The Parish Council was also consulted and where practicable commented on various initiatives, such as the removal of the BT public telephone box outside the Village Hall and the proposed changes to the Devon & Somerset Fire and Rescue Services.

It should be recorded that the Annual Meeting and Annual Parish Meeting was cancelled due to the COVID-19 pandemic and change in governmental regulations permitting Annual Meetings to be postponed until May 2021. This year was not an election year in any case, so the Council and Chair will continue in place.

The Parish Council finally wishes to thank Cllr Martin Shaw of Devon County Council, Cllr Geoff Pook of East Devon District Council and Rob Skinner of the National Trust for their attendance and support at regular Parish Council meetings.

2019/20 Finance Report

Branscombe Parish Council operates on a payments / receipts basis, meaning that any transaction is recorded in the financial period it is actioned and there are no accruals or depreciation.

Despite total expenditure increasing in the period, through grants being made, donations received and VAT being reclaimed, the Parish Council ended the year with a slightly increased balance being brought forward to 2020/21.

Aside from the usual regular commitments, such as donations toward the Parish Magazine, changes from 2018/19 include:

- Subs/training increased due to new Councillor and Clerk training, plus two annual SLCC membership payments being made within the period (one from 2018/19).
- The Clerk and Assistant Clerk's pay scales were reviewed and increased in line with DALC guidance for 2019/20. Also, the last quarter of the period 2018/19 was invoiced for and paid in the 2019/20 period.
- The insurance premium due 1 March 2019 was not paid until the 2019/20 financial year, so two premiums were paid in 2019/20. The Parish Council was able to fix the annual payment for the next three years, contributing to future savings.
- Ground maintenance was increased due to a one-off payment to make safe the wall, which collapsed at the bus stop on land owned by the Parish Council near to the Masons Arms. There have been no further charges associated with the Great Seaside allotments, which have been formally surrendered to the National Trust with vacant possession.
- Payroll increased slightly due to Thomas Westcott managing the payslips for both Clerk and Assistant Clerk, however HMRC payments reduced because the current Clerk makes her own tax arrangements.

Under S137 the overall amount payable increased due to the Devon Air Ambulance (DAA) project. The total cost of this project alone was £6,934.06. However, through grants and most notably donations gratefully received from Branscombe Parishioners, the actual cost to the Parish Council was reduced to £1,771.24. The Parish Council also wishes to thank RBS Scaffolding for their donation of scaffolding poles for the lighting installation.

Other receipts were substantially similar to the previous financial year, however there was no council tax support for this financial year. The largest income contribution was the £7,560.00 Parish Precept. The Clerk also reclaimed VAT paid out from 2017 through 2018 and 2019, which resulted in receipt of £2,680.84 in VAT refunds.

Bank reconciliation is as follows:

Bank Reconciliation	Brought Forward from 2018/19	Receipts In 2019/20	Payments Out 2019/20	Balance Carried Forward 2020/21
Current	£12,278.65	£15,125.12	£15,117.71*	£12,107.82
Savings	£10,240.69	£320.81	£0.00	£10,561.50
Gardens	£768.52	£1.57	£0.00	£770.09
Memorial	£361.19	£0.73	£0.00	£361.92

** Cheque 1016 payable to DALC for annual membership for £123.10 has never been cleared on our account, although communications with DALC have advised that the amount is not outstanding.*

Parish Council running costs includes projects to benefit the Village and donations to other organisations, subscriptions, training, insurance, grounds maintenance and holding meetings. There were no audit costs, and we continue to be grateful to our internal auditors for donating their time free of charge.

Staffing costs include Clerk's wages and expenses for 6 hours per week, PAYE (HMRC) and Payroll services, plus wages and expenses for an Assistant Clerk, who had been assisting to facilitate the Clerks' change over in March 2019. Elected Councillors attend meetings on a non-pecuniary, purely voluntary basis.

The largest expenditure expected in 2020/21 is for purchase of material for trained Councillors as Council Road Wardens to address minor road maintenance issues before they become larger problems in the Village.

The Parish Council are also working on updating the Parish Emergency Plan and considering how to address the relevant aspects of the Environmental Sustainability and Climate Change Emergency commitments of EDDC within our remit.

Full details of all payments and receipts can be found on the Parish Council web site: <http://www.branscombe-pc.org.uk/finance/> and are summarised in the 2019/20 Year End Summary of Accounts overleaf.



Mrs Nicky A. Langley
Clerk and Responsible Finance Officer
Branscombe Parish Council
25 April 2020

2019/20 Year End Summary of Accounts

PAYMENTS	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
Subs/Training	£150.85	£320.83	£235.54	£358.00	£104.90	£469.98
Clerk's Wages	£2,332.64	£1,922.33	£2,697.32	£1,636.30	£1,827.40	£4,378.34
Expenses	£228.53	£345.23	£846.09	£421.01	£333.16	£387.46
Insurance	£195.02	£187.67	£216.28	£220.21	£0.00	£440.42
Ground Maintenance	£96.90	£96.90	£85.00	£350.00	£166.20	£342.81
Allotments	£50.00	£50.00	£50.00	£40.00	£0.00	£0.00
Meetings	£123.00	£149.50	£149.40	£158.40	£146.40	£120.40
HMRC	£583.00	£699.40	£838.40	£441.80	£467.20	£184.40
Payroll	£132.00	£160.00	£340.00	£0.00	£190.00	£225.00
S137 (Allowed incurred exp.)	£253.65	£2,279.00	£1,800.13	£189.50	£5,726.11	£69.21
S137 (Devon Air Ambulance Project)	£0.00	£0.00	£0.00	£0.00	£0.00	£6,934.05
VAT Paid	£65.60	£454.16	£293.23	£23.66	£1,170.89	£1,688.74
TOTAL PAYMENTS	£4,211.19	£6,665.02	£7,551.39	£3,838.88	£10,132.26	£15,240.81

RECEIPTS	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
Council Tax Grant	£288.00	£245.00	£179.00	£79.00	£60.00	£0.00
Precept	£6,712.00	£7,255.00	£7,500.00	£7,500.00	£7,500.00	£7,560.00
Donations/Sponsorship	£1,000.50	£300.00	£1,622.14	£189.50	£0.00	£5,162.81
Bank Interest	£5.53	£5.43	£4.00	£2.94	£14.04	£23.11
Insurance Refund (overcharge)	£0.00	£0.00	£0.00	£0.00	£0.00	£21.47
VAT Refund	£0.00	£417.72	£0.00	£347.65	£0.00	£2,680.84
TOTAL RECEIPTS	£8,006.03	£8,223.15	£9,305.14	£8,119.09	£7,574.04	£15,448.23

Brought Forward from Previous	£15,765.57	£19,560.41	£21,118.54	£22,872.29	£26,152.13	£23,593.91
Parish Council Running Costs	£1,163.55	£3,883.29	£3,675.67	£1,409.77	£7,314.50	£10,065.61
Staffing Costs	£3,047.64	£2,781.73	£3,875.72	£3,239.98	£2,817.76	£5,175.20
TOTAL PAYMENTS	£4,211.19	£6,665.02	£7,551.39	£4,649.75	£10,132.26	£15,240.81
TOTAL RECEIPTS	£8,006.03	£8,223.15	£9,305.14	£7,929.59	£7,574.04	£15,448.23
BALANCE CARRIED FORWARD	£19,560.41	£21,118.54	£22,872.29	£26,152.13	£23,593.91	£23,801.33

2019/20 Planning Applications Summary

Branscombe Parish has seen more activity in planning applications in 2019/20 than during the previous two years, when there were fourteen and twenty applications respectively. In 2019/20 there were twenty-four applications discussed and one enforcement action requested of East Devon District Council (EDDC).

Branscombe Parish Council (BPC) supported sixteen of the applications and objected to eight. EDDC approved nineteen, refused or dismissed three applications, and two are still awaiting a final decision.

It was noted that EDDC approved nearly nine out of every ten applications made. EDDC and the Parish Council concurred on over four out of five (82%) of the applications on which an EDDC decision was given.

Key:	Supported/Approved	Objected/Refused/Dismissed	No Comment/No Decision
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Planning Applications

No.	Date	App. No.	Description	BPC RESPONSE & COMMENT	EDDC DECISION
1	12/06/18	18/0539/VAR	Three Horse Shoes Inn Branscombe - Variation of Planning Condition 2 of Planning Consent 15/1609/FUL to facilitate omission of Plot 6 and amended design of Plots 5 and 7	Support provided condition 10 maintained and the sight lines are to standard	Awaiting decision*
2	02/04/19	19/0400/FUL	The National Trust Rangers Office Branscombe EX12 3DB - The addition of seven new roof lights and new solar panels to the roof	Support	Approved
3	12/04/19	19/0386/FUL	Berry Barton Farm Berry Hill Branscombe EX12 3BD - Agricultural storage and machinery building	Support	Approved
4	05/04/19	19/0660/LBC	The Bakery Branscombe EX12 3DB - Addition of guttering on side (north-west) elevation	Support	Approved
5	23/04/19	19/0849/FUL	5 Mill Lane Branscombe EX12 3DS - Construction of single storey extension and raised deck	Object	Approved
6	07/05/19	19/0867/FUL	Great Seaside Farm Branscombe EX12 3DP - Remove and re-build chimney with a wider chamber over the open fire internally, a new chimney liner, chimney pot, cowl and new chimney gather	Support	Approved

7	21/05/19	19/1089/FUL	Hillend Branscombe EX12 3DN - Construction of two storey rear extension	Support	Approved
8	12/06/19	19/1300/FUL	Little Bulstone Branscombe Seaton EX12 3BL - Portable timber frame field shelter on permanent concrete base.	Support	Approved
9	04/07/19	19/1423/FUL	Village Hall Branscombe EX12 3DB – Installation of a single 10m column with two LED lights that will be used to illuminate an area for Devon Air Ambulance to aid at night	Support	Approved
10	05/08/19	18/2753/FUL	Land West of Lower Deems, Branscombe EX12 3BB – Construction of single dwelling with garden and existing on-site garage – APPEAL	Object	Dismissed
11	07/08/19	19/1789/AGR	Edge Farm Stables EX12 3BL – Agricultural storage building	Object	Approved
12	16/08/19	19/1593/FUL	Land at Trafalgar Woods Young Coombe Wood Branscombe - Retention of storage building for forestry and beekeeping purposes	Support	Approved
13	30/08/19	19/1929/FUL	The Old Vicarage Branscombe EX12 3DW - Construction of single and two storey extensions, extended terrace and alterations to existing facade	Object	Approved
14	13/09/19	19/2015/FUL	Kingsdown Farm Salcombe Regis Sidmouth EX10 0PD – Construction of agricultural chemical and machinery store at Kingsdown	Support	Approved
15	17/10/19	19/2252/FUL	Wootans Branscombe EX12 3DN – Proposed two storey side/rear extension and pitched roof over existing dormer	Object	Approved
16	28/10/19	19/2265/FUL	Wootans Branscombe EX12 3DN - Conversion of existing garage to provide ancillary living accommodation.	Support	Approved
17	15/11/19	19/2321/FUL	Lower Watercombe Branscombe EX12 3BT - Change of use of outbuilding to holiday let/ancillary residential use and erection of car port	Support	Approved
18	12/11/19	19/2428/LBC	Rose Church Cottage Branscombe EX12 3AX - Internal alterations to garden room including removal of staircase, creation of 1 no. doorway at first floor into Bedroom, widening doorway into ground floor kitchen and raising the mezzanine floor to create two separate floors. External alterations including replacement of door on north west elevation with window, replacement of window and French doors on south west elevation, blocking door on south east elevation, new rainwater goods to gable end entranceway and increasing the height of the chimney stack on north east elevation to 1.8m above the ridge	Support	Approved
19	18/11/19	19/2537/FUL	Rose Church Cottage Branscombe EX12 3AX - extension to existing chimney stack	Support	Approved
20	25/11/19	19/2585/FUL	Hillend Branscombe Seaton EX12 3DN - Construction of detached single storey double garage and adjoining home office	Object	Refused

21	16/12/19	19/2681/FUL	Annexe 1 Lower Dean Branscombe EX12 3BB - Application to convert an existing garage into a two bedroom dwelling	Object	Refused
22	07/02/20	20/0135/FUL	Pitt Farm Branscombe Seaton EX12 3AY, Construction of dormer window; addition of cladding and loggia to ground floor.	Support	Approved
23	07/02/20	20/0225/LBC	The Masons Arms Branscombe Seaton EX12 3DJ - Installation of 1 no. external WiFi access point on north elevation.	Support	Approved
24	03/03/20	20/0415/FUL	National Trust Field Branscombe Seaton EX12 3DW - Installation of telegraph pole mast equipped with 2 no. 300mm transmission dishes and 3 no. antennas within 9 sqm compound, 2 no. equipment cabinets & associated hardstanding	Object	Awaiting decision

** EDDC have been awaiting additional information from the applicant relating to a number of matters but primarily the bat flyway scheme at the western end of the site (provision of which is a requirement of the legal agreement attached to the original application).*

Enforcement

No.	Date	App. No.	Description	EDDC COMMENT
1	16/9/19	17/1007/FUL	The Chapel House & 1 Blue Ball Cottage Branscombe EX12 3AY - The wall marked on drawing BC-D.TP4 204 REV A between the Chapel and Blue Ball Cottages is different to the long straight wall alongside the road that has so far been built	The owner and the agent of The Chapel House is submitting a revised planning application to amend the plans, which are not being built to what has been approved