

MINUTES OF THE BRANSCOMBE PARISH COUNCIL MEETING held in Branoc Hall, Branscombe on **Thursday 9<sup>th</sup> June 2022 at 1930hrs**

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| Present                     | Cllr Fastnedge (Chair), Evans, Lambert, Pellatt and Powell, and Cllr Pook (EDDC) |
| Members of the Public/Press | 1 Member of the Public   |
| Clerk in attendance         | Adrienne Long  |

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| 22/081 | <p><b>Welcome</b></p> <p>The Chairman welcomed everyone to the Meeting.</p>   |
| 22/082 | <p><b>Apologies</b></p> <p>Apologies were received from Cllrs Cox, Pegler, and White, Cllr Marcus Hartnell (DCC) and Rob Skinner (NT)</p>   |
| 22/083 | <p><b>Public Question Time</b></p> <p>The member of the public present outlined her concerns and objections to the installation of the ASHP at 11 Mill Lane, Branscombe.</p>  |
| 22/084 | <p><b>Declarations of Interest</b></p> <p>None declared.</p>  |
| 22/085 | <p><b>Minutes</b></p> <p>The Minutes of the Annual Parish Council Meeting held on 12<sup>th</sup> May (and previously circulated) were approved by the Council and signed by the Chair as a true record.</p>  |
| 22/086 | <p><b>External Reports</b></p> <p>1. <b>East Devon District Council (Report previously circulated)</b></p> <p>Cllr Pook reported that he will be moving away from Beer in July but will be continuing his EDDC duties until the elections in May 2023. He will also be continuing in his role as Rural Housing Advisor in order to progress some projects around community housing.</p> <p>Cllr Pook urged Councillors to start to think about the May 2023 elections and to both consider standing for election to EDDC and/or to encourage others within the parish, particularly younger people, to stand as parish or district councillors.</p> <p>The Chairman wished to record his and the Council's appreciation and thanks to Cllr Pook for all the knowledge, help and support that he has given to BPC during his time as Ward Councillor and to wish him well for the future.</p> <p>2. <b>Devon County Council (Report previously circulated)</b></p> <p>Cllr Pellatt expressed his view that there was very little within the DCC Report that was of any relevance to Branscombe and that comments made about the funding for Cranbrook community facilities were party political and inappropriate.</p> |

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| <p>22/087</p> <p>1.</p> | <p><b>Planning Applications</b></p> <p>22/0974/FUL - 11 Mill Lane Branscombe Devon EX12 3DS<br/>Retrospective planning application for the installation of one 7KW Air Source Heat Pump (ASHP).</p> <p>The Chairman reported that following the receipt of this planning application, he had looked into the regulations concerning the installation of air source heat pumps (ASHPs). Cllr Cox had also looked at the site at 11 Mill Lane and reported his findings to the Chairman.</p> <p>The Chairman advised that under Permitted Development Regulations, a planning application is not required for the installation of an ASHP, providing that the installation meets a number of conditions, including the following:</p> <ul style="list-style-type: none"> <li>a) In England the ASHP must be sited at least 1 metre from the property's boundary</li> <li>b) The ASHP must be sited in a way that minimises its effect on the appearance of the building and the amenity of the area.</li> </ul> <p>Council considered the application documents in view of the above regulations and agreed that the ASHP did not comply with these regulations. The ASHP had been installed on the boundary with the adjacent property; all garden areas for the properties in Mill Lane are to the front of the properties and the ASHP had been sited to the front of the property and adjacent to the neighbour's patio, impacting both on the neighbour's property and on the surrounding area.</p> <p>Cllr Pellatt also noted that there appeared to be an error in the Noise Impact Assessment document which meant that the noise levels from the ASHP could be above the permitted level.</p> <p>The Chairman therefore proposed that the Council should object to the application on the grounds that it did not comply with several conditions required under Permitted Development Regulations for the installation of ASHPs; Cllr Powell seconded; and all were in favour.</p> |
| <p>2.</p>               | <p>22/1188/FUL - The Linhay Branscombe Seaton EX12 3BX<br/>Erection of replacement outbuilding to include home office, garden room and water tank storage.</p> <p>Cllr Lambert advised the Council that he lived near to this property. He was aware that the main property was not very large and that the applicant required additional space for family members to work from home.</p> <p>Council considered the application and agreed that the replacement outbuilding did not impact on any neighbouring properties or on the built or natural environment, but members were concerned about the scale of the development and how this might be used in the future.</p> <p>Cllr Powell proposed that the Council should object to the application on the grounds of the size and scale of the Garden Room compared to the existing structure. In addition, Council requested that should EDDC Officers support the application, conditions should be applied</p>  |

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|        | <p>that exclude the use of the building for holiday accommodation. Cllr Pellatt seconded; and all were in favour.</p> <p>Cllr Pook and the Member of Public left the meeting.</p>   |
| 22/088 | <p><b>Matters Arising</b> (from previous minutes and not covered by subsequent agenda items)</p> <p>1. The installation of a new larger bin at the Village Hall bus stop and the removal of the overflowing waste from the bin by the Church was noted.</p> <p>2. Cllr Lambert asked if a letter of thanks could be sent to Mrs Lambert for all her work on the design for the Jubilee mugs. Cllr Powell agreed to follow this up with the Jubilee Committee. (<i>Action: CP</i>).</p>  |
| 22/089 | <p><b>Annual Governance and Accountability Return (AGAR) 2020/21</b></p> <p>1. Council:</p> <ul style="list-style-type: none"> <li>• noted the Annual Audit Report completed by the Internal Auditor</li> <li>• approved the Annual Governance Statement (then signed by the Chairman and Clerk)</li> <li>• approved the Annual Accounting Statements (then signed by the Chairman)</li> <li>• approved the Certificate of Exemption (then signed by the Chairman and Clerk)</li> <li>• noted the dates for the period of the Exercise of Public Rights - 20th June to 29th July 2022.</li> </ul> <p>2. Cllr Evans raised his concerns that Councillors did not have sight of any bank statements and therefore could not verify either the balances at the end of the financial year, or at the beginning of the new financial year.</p> <p>Council therefore agreed that the quarterly bank statements should be checked and signed off by two Councillors at the appropriate Council meeting. (<i>Action: Clerk, Cllr Evans and one other Councillor</i>).</p> |
| 22/090 | <p><b>BPC Policies and Documents</b></p> <p>Council reviewed the following policies that had been previously circulated:</p> <p>BPC Member Code of Conduct<br/>BPC Equality and Diversity Policy<br/>BPC Grant Aid Policy</p> <p>On the new Grant Aid Policy, Cllr Powell questioned whether an application could be made under this policy for the funding of a concert in St Winifred's Church. As the funding of churches by parish councils falls into a grey and 'untested' legal area, it was agreed further advice would need to be sought should such an application be made.</p> <p>The Chairman then proposed that the above policies should be adopted; Cllr Lambert seconded; and all were in favour.</p> <p>The Clerk advised that all policies will be uploaded to a new section on the Council's website and that she will also place a notice in the next Parish newsletter about the new grant policy encouraging any local groups to apply for funding if required. (<i>Action: Clerk</i>)</p>  |

| 22/091                  | <p><b>Grant Application</b></p> <p>Council considered a request for funding of £200.00 to support the continued operation of the Branscombe Cake and Chat group. It was noted that the group receives some voluntary contributions at each meeting, but the group has largely been funded by the organiser. As the group provides a very valuable opportunity for residents (and particularly older villagers) to come together, the Chairman proposed that the Council should support this application; Cllr Pellatt seconded; and all were in favour. (<i>Action: Clerk</i>)</p>   |   |               |                         |           |            |          |                 |            |               |              |                       |               |        |               |                   |         |        |             |                        |         |        |                |   |        |
|-------------------------|--|---|---------------|-------------------------|-----------|------------|----------|-----------------|------------|---------------|--------------|-----------------------|---------------|--------|---------------|-------------------|---------|--------|-------------|------------------------|---------|--------|----------------|---|--------|
| 22/092                  | <p><b>Finance</b></p> <p>1. The financial position was noted as follows:</p> <table border="1" data-bbox="379 748 1046 898"> <tr> <td>Total receipts for year</td> <td>£4,000.00</td> </tr> <tr> <td>Total payments for year</td> <td>£1,741.28</td> </tr> <tr> <td>Difference</td> <td>2,258.72</td> </tr> <tr> <td>Current Balance</td> <td>£22,431.70</td> </tr> </table> <p>2. Cllr Powell proposed that a voucher for £40 should be purchased for M Somers for his work at Coronation Gardens; Cllr Lambert seconded; and all were in favour. (<i>Action: Cllr Powell</i>)</p> <p>3. The following payments were approved and cheques signed.</p> <table border="1" data-bbox="379 1149 1350 1442"> <thead> <tr> <th><i>Cheque</i></th> <th><i>Payee</i></th> <th><i>Goods/Services</i></th> <th><i>Amount</i></th> </tr> </thead> <tbody> <tr> <td>001109</td> <td>Adrienne Long</td> <td>Salary &amp; Expenses</td> <td>£339.11</td> </tr> <tr> <td>001110</td> <td>Branoc Hall</td> <td>Band for Jubilee Dance</td> <td>£400.00</td> </tr> <tr> <td>001110</td> <td>Tony Fastnedge</td> <td>Reimbursement for 4 keys for noticeboards</td> <td>£16.02</td> </tr> </tbody> </table> | Total receipts for year                   | £4,000.00     | Total payments for year | £1,741.28 | Difference | 2,258.72 | Current Balance | £22,431.70 | <i>Cheque</i> | <i>Payee</i> | <i>Goods/Services</i> | <i>Amount</i> | 001109 | Adrienne Long | Salary & Expenses | £339.11 | 001110 | Branoc Hall | Band for Jubilee Dance | £400.00 | 001110 | Tony Fastnedge | Reimbursement for 4 keys for noticeboards | £16.02 |
| Total receipts for year | £4,000.00  |   |               |                         |           |            |          |                 |            |               |              |                       |               |        |               |                   |         |        |             |                        |         |        |                |   |        |
| Total payments for year | £1,741.28  |   |               |                         |           |            |          |                 |            |               |              |                       |               |        |               |                   |         |        |             |                        |         |        |                |   |        |
| Difference              | 2,258.72   |   |               |                         |           |            |          |                 |            |               |              |                       |               |        |               |                   |         |        |             |                        |         |        |                |   |        |
| Current Balance         | £22,431.70   |   |               |                         |           |            |          |                 |            |               |              |                       |               |        |               |                   |         |        |             |                        |         |        |                |   |        |
| <i>Cheque</i>           | <i>Payee</i>   | <i>Goods/Services</i>                     | <i>Amount</i> |                         |           |            |          |                 |            |               |              |                       |               |        |               |                   |         |        |             |                        |         |        |                |   |        |
| 001109                  | Adrienne Long  | Salary & Expenses                         | £339.11       |                         |           |            |          |                 |            |               |              |                       |               |        |               |                   |         |        |             |                        |         |        |                |   |        |
| 001110                  | Branoc Hall  | Band for Jubilee Dance                    | £400.00       |                         |           |            |          |                 |            |               |              |                       |               |        |               |                   |         |        |             |                        |         |        |                |   |        |
| 001110                  | Tony Fastnedge   | Reimbursement for 4 keys for noticeboards | £16.02        |                         |           |            |          |                 |            |               |              |                       |               |        |               |                   |         |        |             |                        |         |        |                |   |        |
| 22/093                  | <p><b>Correspondence</b></p> <p>None received.</p>   |   |               |                         |           |            |          |                 |            |               |              |                       |               |        |               |                   |         |        |             |                        |         |        |                |   |        |
| 22/094                  | <p><b>Councillors' Reports and Items for Next Agenda</b></p> <p>Cllr Evans reported that Ann Haines had recently left Weston to live in the Midlands and will be much missed by everyone in the hamlet.</p> <p>Cllr Lambert gave his apologies for the next meeting and reported that he would be leading his 'Jurassic Coast' walk in Branscombe on 24<sup>th</sup> July. Further details will be published in the Parish Newsletter.</p>   |   |               |                         |           |            |          |                 |            |               |              |                       |               |        |               |                   |         |        |             |                        |         |        |                |   |        |
| 22/095                  | <p><b>Date of Next Meeting</b></p> <p>Thursday 7<sup>th</sup> July 2022.</p>   |   |               |                         |           |            |          |                 |            |               |              |                       |               |        |               |                   |         |        |             |                        |         |        |                |   |        |

The meeting closed at 21.10hrs.

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| Signed | Dated |
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