



BRADNINCH TOWN COUNCIL
MINUTES

The Guildhall
Brad n i n c h
Exeter, Devon

Minutes of the Annual Meeting of Bradninch Town Council
Monday 13th May 2024, 7pm, The Guildhall, Bradninch

DRAFT minutes subject to amendment.

Present: Cllr S Crawford (outgoing Chairman), Cllr E Ottery (Outgoing Vice Chairman), Cllr P Andrews, Cllr S Birley, Cllr J Blythe, Cllr P Chambers, Cllr S Glendinning, Cllr L Mottram, Cllr L Taylor, Cllr M Taylor, Cllr I Wild.

In attendance: Mrs A Marshall, Clerk, 2 members of the public.

- 24/01 Election of a Chairman:** It was RESOLVED that Cllr Ottery take the role. The Declaration of Acceptance of Office was duly signed.
- 24/02 Election of a Deputy Chairman:** It was RESOLVED that Cllr Birley take the role. The Declaration of Acceptance of Office was duly signed.
- 24/03 Register of Interest forms:** Councillors were reminded of the need to keep their information up to date with MDDC. Clerk would circulate the relevant on-line link.
- 24/04 Code of Conduct:** Councillors were reminded of the need to comply with the content of this policy.
- 24/05 General Power of Competence:** It was confirmed that the Council continues to meet eligibility. Standing Orders suspended.

Public Open Session:

- a) C/Cllr Berry** had emailed several newsletters to the Clerk during the month which had been circulated. He reported that the Government had uplifted available funds for the repairing of potholes by £20 million pounds which would be available over the coming year.
- b) Airband** – a resident enquired as to why residents had been led to believe that fibre on-line facilities would be connected to local homes when it would appear this was not accurate. Cllr Chambers said that the Airband contract was developed to connect remote locations and not to provide fibre in towns. Cllr L Taylor reported that if a resident's home was within a certain distance to a pole carrying the fibre facility, the homeowner could contact Airband to request connection at a cost, homes are not automatically connected. The benefits are only available to homes near a new Airband cable. C/Cllr Berry warned that prior to connecting to Airband existing contracts should be considered as they could be accidentally lost.
- c) Bus timetables** – the same resident reported that, due to a recent change in bus time tables, fewer buses were now available from Bradninch and that a change in routes was a cause for concern for local residents. People travelling from Tiverton to Bradninch, for example, now had to change buses at Cullompton. She suggested that residents do not want the inconvenience of bus services being reduced and asked for support from the Council going forward. Cllr Wild reported that due to the lack of buses now going to Tiverton Parkway, the journey to and from the train station was far more difficult. C/Cllr Berry was asked to raise this matter with Stage Coach on behalf of Bradninch residents.
- Standing Orders resumed.

24/06 Annual Parish Meeting: Cllr Crawford reported that 21 residents had attended the meeting and that he had received positive feedback on it. The draft minutes would be uploaded to the Council's website shortly. Cllr Ottery thanked Cllr Crawford for his work as Council Chairman and Mayor over the past year.

24/07 Devon County Council, Mid Devon District Council and the Police: Various reports and newsletters from C/Cllr Berry had been received and circulated. A report from D/Cllr Taylor was pending. Cllr Taylor been advised by the local Police that, unfortunately, a resident known to have previously caused a nuisance in the town was due to return to Bradninch shortly. As several residents had expressed concern about this, it was agreed that the matter should feature on next month's meeting agenda under private session. The Clerk reported that the same resident

had phoned her three times at 6am in the past week, she was looking to block future calls in line with the Council's Vexatious Behaviour policy.

Cllr Crawford reported that local Police crime data could now be obtained through the new StreetCheck website.

24/08 Mayor's Charity: Cllr Ottery reported that the Mayor's Charity for this year would be the Bradninch Scouts. It was agreed that the organisation continues to do a fantastic job in the town, and that its members are very giving of their time, energy and support. Charity coffee mornings would be arranged, along with a Mayor's quiz, in favour of the Scouts shortly.

24/09 Apologies for absence: None.

24/10 Declarations of Interest relating to items on this agenda: None.

24/11 Co-option of a Town Councillor: The resignation of Cllr Ross Lawson had been reported to MDDC and the go-ahead to co-opt to fill the vacancy had been gained. Cllr Ottery gave thanks to Mr Lawson for his help and support whilst on the Council during the past year. It was RESOLVED to adopt the updated co-option policy and advert and to commence the process immediately with the aim of filling the vacancy at the June meeting. Anyone interested in applying for the role should contact the Clerk on clerk@bradninch-tc.gov.uk

24/12 Confirmation of Minutes: It was RESOLVED to accept the following minutes as correct records - Full Council meeting minutes of 8th April 2024, Finance Committee minutes of 8th April 2024, Allotment Committee meeting minutes of April 13th 2024.

24/13 Committees: It was RESOLVED to retain the current Committee Terms of Reference document without amendment. The following was also RESOLVED -

Recreation and Amenities Committee – Chairman Cllr L Taylor, members to be SC, SG, IW, LM, SB, EO.

Allotment Committee - Chairman Cllr M Taylor, members to be LM, PC, SB, EO, vacancy, vacancy.

Burial Committee – Chairman Cllr Wild, members to be PC, JB, MT, LM, SB, EO.

Planning Committee – Chairman Cllr Andrews, members to be PC, LT, JB, SC, SB, EO.

Finance/Staffing Committee – Chairman Cllr Glendinning, Deputy Cllr Birley, members all Committee Chairmen.

Emergency Committee – Chairman Cllr Ottery, Deputy Cllr Birley, members all Committee Chairmen.

24/14 Meeting dates and venues: RESOLVED to continue with the existing schedule of meeting dates and venues.

24/15 Council Policies: It was RESOLVED to continue with the existing Standing Orders and Financial Regulations without amendment. The recently updated Financial Regulations document would be considered for adoption in the near future. It was further RESOLVED to review the remaining existing policies in line with the existing schedule.

24/16 Council representation: The following representation was RESOLVED –

Emergency Plan – Sue Eakers, Cllr Ottery, Cllr Birley, Cllr Blythe, Cllr Crawford, the Clerk. **Scouts** – Mayor.

Town Warden – Dave Williams. **Hele Society** – Mayor. **Town Fair** – vacancy. **Flooding** – Sue Eakers.

Speedwatch – Mike Leonard, Lorna Knowles, David Carpenter, John Freet, Lucy Skinner, Marie MacAdams, Cllr L Taylor, Cllr M Taylor. **Footpath Wardens** – Caroline Wall, Andrew Pearce. **Salt bins** – Cllr Wild, Cllr Andrews.

Town Trust – Anne Porteous, Anthony Richards, Jim Buxton, vacancy. **Vehicle Activated Sign** – Mike Leonard.

Traffic Management – Mike Leonard, Mollie Southwood. **Allotment Tenants Group** – Cllr Birley, Cllr Mottram.

Defibrillators – Mike Leonard, Cllr Glendinning, Cllr Wild, Cllr Andrews. **Facebook/Whatsapp** – Cllr Ottery.

Airband – Cllr Wild. **Police** – Cllr Crawford. **Royal British Legion** – Cllr Birley. **Youth Club** – Cllr M Taylor.

Footpaths/P3 – Cllr Andrews. **Churchyard Wilding project** – Cllr Wild. **Christmas lights/trees** – Cllr L Taylor.

Website/IT/Wi Fi – Cllr Wild, Cllr Chambers. **Highways** – Cllr L Taylor.

24/17 Working Groups: It was RESOLVED to amend/amalgamate the existing working groups as follows –

Green Spaces working group (green spaces, weed control, Wetlands) – Cllrs Mottram, Crawford, Andrews, Birley.

Town Warden working group – Cllrs L Taylor, Chambers, Andrews, Birley, Crawford, Ottery, the Clerk.

24/18 Annual memberships/subscriptions to external bodies: It was RESOLVED to continue with the current arrangements as follows - Devon Association of Local Councils (DALC), Institute of Cemetery and Crematorium

management (ICCM), Devon Communities Together (DCT), Information Commissioners Office (ICO), Parishes Online, Bradninch Magazine, Society of Local Council Clerks (SLCC).

24/19 Finance:

- a) Bank balance – the balance as at 30th April 2024 was noted as being £62,317.72 with 'free funds' reported as being approximately £3,000 currently.
- b) Payments and receipts – it was RESOLVED to make the listed payments for May 2024, with the exception of the annual council insurance which would be further considered next month. The receipts for April 2024 were noted. The Town Trust would be advised of the recent increase in Vodafone fees.
- c) Bank signatories – it was RESOLVED to keep the existing bank signatures in place without amendment - (Council – Cllrs L Taylor, M Taylor, S Glendinning, P Chambers, Clerk. Trust – Cllrs L Taylor, I Wild, Clerk).
- d) Internal Audit Report – pending receipt.
- e) Annual Governance and Accountability Return Section 1 – pending the internal audit report.
- f) Annual Governance and Accountability Return Section 2 – pending the internal audit report.
- g) Notification of the Exercise of Public Rights dates – the dates were agreed and noted.
- h) Statement of Internal Control – it was RESOLVED to continue with the unamended policy.
- i) Clerk's overtime claim – it was RESOLVED to approve 6 hours of overtime for the Clerk for April.

24/20 Insurances:

- a) West End Hall annual insurance renewal – it was RESOLVED to accept the annual premium of £393.65.
- b) Council annual insurance renewal – it was RESOLVED to request a quote to insure the thatched bus shelter and to gain information on the cover for 'walls'. The policy renewal would be considered further at the June meeting.
- c) Bowling Club and Cricket Club insurance – a copy of the insurance documents had been received confirming buildings cover was in place for both club houses, in accordance with the leases.

24/21 Communications:

- a) Mud on Fore Street. A resident had reported mud left on the road by tractors. It was RESOLVED that as the Council could do little about this matter, due to the tractor owner being unknown, the DCC Highways 'report a problem' process should be advised to the resident for future use.
- b) Nuisance neighbours. A resident had requested Council support in this regard. It was RESOLVED to review this request in private session at the June meeting and to advise the resident accordingly.
- c) Disability parking (copied to the Town Trust). A resident had commented on the unavailability of disabled parking outside of the Guildhall and in the town generally. It was RESOLVED to empathise with the resident and to advise that as disabled parking spaces were not enforceable, and due to the lack of general parking in the town currently, the Council felt there was little it could do to help at this time. C/Cllr Berry confirmed that unless disabled car parking spaces were within car parks, they could not be legally managed. Cllr Mottram suggested revisiting sustainable transport as an option and Councillors were invited to put ideas on this forward to the Council.
- d) Opening of the Hornbeam Garden Gate. A resident had requested the opening of the gate to ease traffic during building works at their property. The request had been referred to Highways, being the controller of the gate, as the Town Council has no say with regards to opening the gate.
- e) Response - Townlands wild flower bank. A resident had responded to the Council's request to leave the grass area at the front of the bungalows uncut and had reported the reasons for cutting the grass. It was RESOLVED to write to the residents in the area to ask for their views on the matter, the Council would support the majority response. The resident would be asked not to use weed killer on the grass going forward due to it being for public use. Cllr Mottram confirmed that Sustainable Bradninch signage would be put in place shortly.
- f) Town Fair change in date to Saturday 28th September 2024. The new date was noted.
- g) MDDC Flood Guide – information was now available on the MDDC website.
- h) State of the District debate – feedback on the event had been circulated. Cllrs Crawford and Mottram had attended the event on behalf of the Council and would provide feedback to MDDC through the Clerk.
- i) Devon Communities Together- rural housing scheme for Bradninch. A Council member had been invited to get in touch to discuss a local development opportunity. It was RESOLVED that Cllr Andrews, as Chairman of Planning, would make contact and feedback to Council in due course.

j) Irresponsible parking in Parsonage Street. A resident had asked the Council for support in this regard. The matter had been referred to the Police by the Clerk and the response would be forwarded to the resident. The Council felt that it was unable to help further with this matter.

24/22 Churchyard wall: Cllr Wild reported that, following extensive investigations, it would appear that the Town Council could be responsible, or partly responsible, for the upkeep and repairs to the St Disen's Churchyard boundary walls. Unfortunately, no official documents could be found confirming responsibility. Part of the boundary wall had fallen into a Fore Street property garden and the resident had asked the Council for support with the repairs. It was RESOLVED that the Clerk should put a notification of a claim to the Council's insurance company. Cllr Wild would, on behalf of the Council, advise the resident accordingly and request sight of any response from the residents insurance company. He would also ask when the collapse had happened and if it was thought to be weather related. He would ask the Church, thought to be the owner of the wall, about its insurance policy standing in this regard. Clerk to keep a file of copy correspondence. Further to discussion, Cllr L Taylor enquired about the Council's public liability cover regarding the Churchyard walls, paths and gravestones. It was RESOLVED that this would be looked into by the Clerk and that the Burial Committee would take on the project of creating a written agreement, involving the Church, with regards to responsibilities and liabilities for future reference.

24/23 Planning:

a) 24/00434/PNAG – erection of agricultural livestock and workshop building at Russels Park Lane, Cullompton. Prior approval not required. Noted.

b) Bradninch Bowling Club – MDDC Licencing request. No comment. Noted.

c) Bradninch Guildhall – listed building consent approval for the replacement of a stairlift. Noted.

24/24 Part 2: It was RESOLVED to enter into private session due to the sensitive nature of the business to be discussed, see below, and in accordance with the Public Bodies (Admission to Meetings) Act, and the Local Government Act 1972. The member of public present left the meeting. No press present.

a) **Town Warden role:** The working group had produced a job description and it was RESOLVED to accept the document following slight amendment. The advertising of the role would commence immediately through local social media, the Council's noticeboard and website, and in the local magazines. Cllr Andrews would produce an application form. The situation would be reviewed further at the June meeting. It was RESOLVED to return to the main meeting.

24/25 Events, comments, updates (no decision making during this item):

a) Action/Project Register – circulated and noted.

b) Welcome sign - Cllr M Taylor had met with the local signwriter who had agreed to put ideas and quotes together for Council consideration with regards to writing on the reverse of the new sign.

c) Chairmanship training - Cllr M Taylor had attended DALC training which she had found useful. The benefits of a Neighbourhood Plan had been discussed, giving Councils more say in planning matters, and she asked Council to re-consider creating a plan for Bradninch.

d) Beacon Cross Road accident - Cllr Blythe reported that a car had recently ended up in the hedge at the dip along Beacon Cross Road due to the road having subsided. She would report this safety issue online through the DCC Highways 'report a problem page', and also direct to C/Cllr John Berry.

e) Repair Café - Cllr Mottram reported that the next Repair Café would take place on 1st June.

f) Trip to the MDDC Recycling Depot - Cllr Chambers had booked onto the tour on behalf of the Council.

g) Deputy Chairman/Mayor - Cllr Birley thanked all present for electing him as Deputy Chairman/Mayor for the next year, a role he was very proud to be taking on.

h) Townlands tables and benches – a working party to install the equipment would meet on site, Sunday at 9am.

24/26 Next meeting of the Town Council: Monday June 10th 2024, 7pm, at the Guildhall. Members of the public are welcome to attend. Council meeting agendas can be found on the website at www.bradninch-tc.gov.uk
The meeting closed at 21.13.

PAYMENTS MAY 2024	£	VAT	RECEIPTS APRIL 2024	£
Staff salaries (net)	1,896.18	n/a	Burial income	943.80
Clerk pension (employer/employee cont.)	462.34	n/a	Allotment income	0
HMRC Tax/NI	399.82	n/a	Bank interest	28.45
Vodafone monthly direct debit	32.09	Inc VAT	Town Trust Vodafone	12.39
ICCM Annual membership	100.00	n/a	MDDC Precept (50%)	30,750.00
Clerks expenses (working from home £56, ink £11.99, stationery £5.47, mileage £63, postage £18.25)	154.71	Inc VAT	Football, Bowling, Cricket and Tennis club annual rents	1,061.56
CIX domain name 2-year renewal Bradninch-tc.gov.uk (replaces entry for April)	78.00	Inc VAT		
RoSPA annual inspection and checklist	204.00	Inc VAT		
Clear Councils – annual general insurance (pending)	1,822.90	n/a		
PSG Group – West End Hall annual insurance	393.65	n/a		
J Vanderwolf – internal audit	65.00	n/a		
Source for Business – Bithywind Allotment water	68.68	n/a		
Source for Business – Cemetery water	21.58	n/a		

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