

BRANSCOMBE PARISH COUNCIL

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ANNUAL REPORT 2018/19



Activity Report for Branscombe Parish Council 2018/2019

Branscombe Parish Council has had an active year with the successful cumulation of many projects started in previous years. A summary of the highlights is given in the table below.

Item	Description
Police and Crime Report	With thanks to Devon & Cornwall Police for their regular attendance and support (see report below). Devon and Cornwall Police regularly attend 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 with them.
National Trust Allotments	The Council have cancelled the lease for the Allotments at Great Seaside as they were not being utilised by members of the Parish. The clean-up prior to return was performed by Councillors and other volunteers, and was accredited by the Great British Spring Clean campaign.
Garden and Bench at The Fountain Head	The garden at The Fountain Head Car Park on Berry Hill is regularly maintained by Parish Councillors. Unfortunately, after detailed investigations it was found not possible to utilise the existing telephone box as a public Wi-Fi access point, so it will be decommissioned by BT.
Devon Air Ambulance Night Landing Site	The Parish Council is working with Devon Air Ambulance (DAA), the Village Hall Committee and the Cricket Club to provide a night landing site on the cricket field to the rear of the Village Hall. DAA have confirmed that this location is suitable, and we are progressing with raising funds and obtaining planning permission.
Defibrillator at The Fountain Head	The Parish Council have purchased and installed 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 are available on the BPC website.
Gazebos for Hire	The Parish Council purchased a Gazebo for general hire by organisations in Branscombe Parish Council covered areas, and which was put to first use during the Harvest Festival. Please see David Lamb or Councillor Chris Pike should you wish to use the gazebo (which is £15 per hire).
Bus Stop Bench	A bench has been purchased by the Parish Council and installed opposite the existing bus stop at the Village Hall.
Village Hall Play Equipment	The Village Hall Committee have installed new outdoor play equipment; the Parish Council donated £3,000 towards the cost of this equipment. A formal opening ceremony is planned by the Village Hall on final completion of the play area.
Village Hall Use	The Council support the Village Hall by holding its regular meetings in the Branoc Hall Social Room and thanks the Village Hall Committee for their mutual support.
Computerised maps	Chris Bass has kindly drafted and updated several electronic maps with local information for the Branscombe Parish area, which have been placed on the BPC website.

Item	Description
General Data Protection Regulations (GDPR)	The Parish Council has written and put into practice policies and procedures designed to meet the requirements of GDPR; these documents are available for reference on the BPC website. The Parish Council updated the mailing list in line with GDPR, but it contains such a small number of individuals and businesses it will not be used at this time. General and relevant information is available on the website (http://www.branscombe-pc.org.uk), through Facebook (www.facebook.com/groups/BranscombeParishCouncil) and is posted on the four Parish noticeboards in a timely manner.
Planning Applications	See 2018/2019 Planning Applications Summary and 2018/2019 Appeals & Enforcement Cases, below.
Highways and Footpaths	<p>A number of potholes throughout the village were repaired this financial year by Devon County Council (DCC) at the request of the Parish Council, and on-site meetings have been held with the Highways Department to highlight other areas requiring attention. These are expected to be addressed in this financial year.</p> <p>A number of trees blocking bridleways and footpaths were reported to DCC and were all cleared in good time.</p> <p>Several Branscombe Parishioner parking concerns have been raised with Devon & Cornwall Police and DCC.</p> <p>The Parish Council arranged and funded the clearing of Village roads during the heavy wintery weather experienced in Spring 2018.</p>
Council Road Wardens	Several Councillors have responded to a DCC initiative to be trained as Road Wardens in order to address minor road maintenance issues before they become larger problems and have the ability to perform road closures, etc for Village events.
Year End Accounts	Please refer to 2018/2019 Year End Summary of Accounts and 2018/2019 Finance Report, both provided below.
Contributions and Donations	<p>£100 was donated to the St. Winifred's Parochial Church Council towards the publication of the Parish Newsletter.</p> <p>A further donation of £15 was made for the use of the Church for one Council meeting.</p> <p>£150 was donated to the Branscombe Project's <i>Three Pubs Exhibition</i>.</p> <p>The Parish Council funded the hanging baskets, which were placed outside the Village Hall.</p>
War Memorial	<p>The Parish Council maintains the War Memorial, specifically by funding grass-cutting on a regular basis.</p> <p>A wreath was purchased and laid at the St. Winifred's Church War Memorial in honour of those lost on Remembrance Sunday.</p>

Annual Police Report for April 2018/March 2019

Considering last year's annual report where crime was down over half, this is still good reading; 22 reported crimes in 1 year. (This is still well below the 2016/2017 total of 30 crimes.)

The main crimes (7) are vehicle offences, which include all the remote car park thefts and is difficult to prevent due to the large number of visitors to the area. This has been addressed by the signs you have put up for us (one of which has been damaged in Weston). Vehicle offences includes the main roads, so these crimes do not always directly impact the Village.

Missing people reports have increased this year also.

There were 4 Anti-Social Behaviour reports associated with the Travellers, who we worked closely with Devon County Council to move on to a more suitable site.

Vigilance by villagers throughout the year has been greatly appreciated by Devon & Cornwall Police.



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Crimes Recorded - 01/04/2018 to 31/03/2019 - kn3f

Incidents Recorded - 01/04/2018 to 31/03/2019 - kn3f

Offence	Recorded Crime 01/04/2018 to 31/03/2019	Recorded Crime 01/04/2017 to 31/03/2018	Recorded Crime % Difference
Violence with Injury	1	0	-
Violence without Injury	2	2	0.0%
Burglary Dwelling	0	1	-100.0%
Burglary Non-Dwelling	3	2	50.0%
Vehicle Offences	7	3	133.3%
Other Theft	4	4	0.0%
Criminal Damage	3	0	-
Public Order Offences	2	1	100.0%
Total	22	13	69.2%

Incident Closing Category	Incidents - 01/04/2018 to 31/03/2019	Incidents - 01/04/2017 to 31/03/2018	Incidents % Difference
Anti Social Behaviour	6	4	50.0%
Crime Recorded	6	6	0.0%
Public Safety	18	15	20.0%
Transport	10	12	-16.7%
Total	40	37	8.1%

Non Notifiable Offences | 1 | 0 | -

2018/2019 Year End Summary of Accounts

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

RECEIPTS	2014/15	2015/16	2016/17	2017/18	2018/19
Council Tax Grant	£288.00	£245.00	£179.00	£79.00	£60.00
Precept	£6,712.00	£7,255.00	£7,500.00	£7,500.00	£7,500.00
Donations/Sponsorship	£1,000.50	£300.00	£1,622.14	£189.50	£0.00
Bank Interest	£5.53	£5.43	£4.00	£2.94	£14.04
VAT	£0.00	£417.72	£0.00	£347.65	£0.00
TOTAL RECEIPTS	£8,006.03	£8,223.15	£9,305.14	£8,119.09	£7,574.04

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

2018/2019 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.

Change from 2017/2018 include:

- The insurance premium due 1st March 2019 was not paid until the 2019/2020 financial year so there is no cost associated with this reported in 2018/2019.
- The Allotments have been returned to the National Trust so this previous ongoing cost will cease from this point forward.
- The meeting frequency has changed from every 3 weeks to every four, so the cost of room hire is slightly lower than previous years.

Total expenditure has increased, as expected, due to a number of ongoing projects reaching completion in 2018/2019. As well as the usual regular commitments, such as a donation toward the Parish Magazine, these included:

- £381.33 for the Bus Stop Bench
- £150.00 to the Branscombe Project's *Three Pubs Exhibition*
- £595.83 for Gazebos for Village hire
- £3,000 towards the new Village Hall Play Equipment
- £1,195 for a new defibrillator at The Fountain Head.

There was also a considerable sum of VAT paid of £1,166.70 (not included in the figures above) that can and will be subsequently claimed back in the new financial year.

Receipts were substantially similar to the previous financial year, however without any additional income from donations or sponsorship. The bulk of our income was from the £7,560.00 Parish Precept. Bank reconciliation is as follows:

Account	Brought Forward from 2017/2018	Receipts in 2018/2019	Payments out 2018/2019	Balance Carried Forward 2019/2020
Current	£15,606.64	£7,560.00	£10,887.99	£12,278.65
Savings	£10,228.05	£12.64	£0.00	£10,240.69
Gardens	£767.58	£0.94	£0.00	£768.52
Memorial	£360.73	£0.46	£0.00	£361.19

Council running costs includes projects and donations, subscriptions, training, insurance, grounds maintenance and allotments, and cost of meetings. There were no audit costs, and we are very 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), National Insurance and Payroll services, plus wages and expenses for an Assistant Clerk, who has been assisting the incumbent since September 2018. Elected Councillors attend meetings on a non-pecuniary, purely voluntary basis.

The largest expenditure expected in 2019/2020 is for purchase of equipment to support the Devon Air Ambulance night landing site, which would be in the order of £7,000 for capital equipment and installation. The Parish Council will seek contributory funding from Devon County Council (DCC) *Parishes Together Fund, Making the Connection* and *Doing What Matters* as well as other sources such as *Crowdfund East Devon*.

Full details of all payments and receipts can be found on the BPC web site: <http://www.branscombe-pc.org.uk/finance/4590221750>



Mrs Nicky A. Langley
Clerk and Responsible Finance Officer
Branscombe Parish Council
2nd May 2019

2018/2019 Planning Applications Summary

Branscombe Parish has seen less activity in planning applications in 2018/2019 than during the previous year, when there were twenty applications in total. In 2018/2019 there were fourteen applications raised and five enforcement actions taken by East Devon District Council (EDDC).

The Parish Council supported ten of the applications, did not support one and did not comment on three (for the reasons noted below). EDDC refused three applications, one was withdrawn and one is still awaiting a final decision.

EDDC and the Parish Council concurred on over half (55%) of the applications which the Parish Council provided comment on.

Key:	Supported/Approved	Not Supported/Refused	No Comment/No Decision
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PLANNING APPLICATIONS

No.	Date	App. No.	Description	BPC 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	30/08/18	18/0597/FUL	As below for LBC	As below	Refused
3	30/08/18	18/0598/LBC	The Coach House Trafalgar Barton Branscombe Seaton EX12 3DB - Conversion and alteration of Coach House to create additional holiday accommodation; conversion and extension of Doll's House to create unit of holiday accommodation and conversion of dairy barn to create holiday accommodation unit	Support application with the following conditions: 1. Dwelling should be holiday let only 2. Dwelling should be linked to the main / not sold off as separate entity	Refused (lacking in detail and justification)
4	15/03/18	18/0651/FUL	2 Tithe Barn Cottages (Primrose Cottage) Tithe Barn Cottages Branscombe EX12 3BW - Construction of rear dormers for loft conversion	Supported	Approved
5	10/05/18	18/0890/COU	Edge Farm Branscombe Seaton EX12 3BL - Change of use of land to site 3 no. safari tents	Supported	Approved
6	10/05/18	18/0927/FUL	Edge Farm Branscombe - Construction of detached garage	Supported	Approved
7	12/06/18	18/1384/AGR	Ashton Farm Linhay Weston Sidmouth EX10 0PF - Construction of agricultural storage building	Not discussed; already approved by EDDC	Approved

8	30/08/18	18/1927/FUL	6 Chapel Row Branscombe Seaton EX12 3AZ - Front and side excavation and creation of new pedestrian access and rear extension	Not supported: 1. Highway / Pedestrian safety 2. Profile of metal roof	Approved
9	03/12/18	18/2753/FUL	Land West of Lower Deems Branscombe EX12 3BB - Construction of single dwelling with garden and existing on-site garage	Supported	Refused
10	13/12/18	18/2796/FUL	2 Elverway Cottages Branscombe Seaton EX12 3BS - Construction of single storey front and rear extensions and two storey side extension	Supported	Approved
11	29/01/19	19/0138/FUL	Lot 8 Edge Farm Branscombe - Retention of field shelter	Supported	Approved (conditions)
12	13/02/19	19/0317/FUL	Berry Barton Farm Berry Hill Branscombe Seaton EX12 3BD - Erection of one horticultural poly tunnel	Supported	Approved
13	15/02/19	19/0331/VAR	Edge Farm Stables Branscombe Seaton EX12 3BL - Variation of approved plans under planning permission 17/2382/FUL (Proposed rural workers dwelling)	Requested further information & extension	Approved (conditions)
14	11/03/19	19/0506/AGR	Land at Young Coombe North of Lane to Rockenhayne Branscombe - Forestry storage building	Requested further information & extension	Withdrawn

ENFORCEMENT

No.	App. No.	Description	EDDC Decision	Reason
1	18/F0177	Works to a listed building over a 12 month period Fern Cottage Branscombe Seaton EX12 3BA Ref. No: 18/F0177 Received: Mon 09 Apr 2018	Case Closed	Work does not require planning permission
2	18/F0176	Works to a listed building over a period of 12 months Shute Cottage Branscombe Seaton EX12 3BA Ref. No: 18/F0176 Received: Mon 09 Apr 2018	Case Closed	Work does not require planning permission
3	18/F0175	Has not removed fence as in condition 10 15/1609/FUL Three Horse Shoes Inn Branscombe Ref. No: 18/F0175 Received: Mon 09 Apr 2018	Case Closed	Now in accordance with condition
4	18/F0164	New gate and entrance/exit onto classified road. Three Horse Shoes Farm Branscombe EX12 3BR Ref. No: 18/F0164 Received: Thu 29 Mar 18	Case Closed	Established use no further action
5	18/F0232	Very large stable block erected Lot 8 Edge Farm Branscombe Ref. No: 18/F0232 Received: Thu 10 May 2018	Case Closed	Application approved 19/0138/COU