

South Brent Parish Council

<http://www.southbrent.gov.uk>

CHAIRMAN

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CLERK

Mrs Julia Willoughby
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22 May 2012

Dear

You are hereby summoned to attend a meeting of South Brent Parish Council on Monday 28 May 2012 at 7.30 p.m., in the side hall at South Brent Village Hall, Station Approach, South Brent.

Councillors are reminded to consider whether any items within their Register of Interests should be updated.

Members of the public and the press are most welcome to attend the meeting.

Yours sincerely

Clerk to the Council

Before the meeting there will be an Open Forum for discussion with members of the public for 15 minutes for items not included on the agenda (each speaker has a maximum of 5 minutes at the discretion of the Chairman).

AGENDA

1. Election of the Chairman of the Parish Council and signing of the Declaration of Acceptance of Office.
2. Election of Vice-Chairman of the Parish Council.
3. Record of members present.
4. Apologies for absence.
5. Declarations of interest (nature and extent) with regard to items on the agenda.
6. Public participation session with respect to items on the agenda.
7. Police report (Crime and Disorder Reduction).
8. Confirmation of the accuracy of the minutes of the Parish Council meeting held on 23 April and the Annual Parish Meeting held on 2 May.
9. Report matters arising from the minutes – for information only.
10. Confirmation of the accuracy of the notes of the public meeting held on 18 April and response from SHDC regarding parking charges proposed for the Station Yard car park (Correspondence(1)).
11. Parish Council Committees:

Planning Committee minutes of the meeting held on 16 April (available at the meeting) are adopted;

Finance Committee minutes of the meeting held on 30 April are attached; recommendations:

- A) The 2011-12 accounts are approved by the Council.
 - B) Section 1 of the Annual Return is approved as drafted by the clerk; Section 2 questions 1-8 are all answered 'yes', Q9 is not applicable; both sections of the Annual Return are then approved and signed.
 - C) The Committee recommends the following amounts are transferred to earmarked reserves:
 - £157 for election costs;
 - £279 for office supplies;
 - £373 from S137 to Open Spaces;
 - £100 donation for 2012 Christmas lights.
 - D) As the PBA budget line is used as a contingency the Committee considers that it would be difficult to specify where sums relating to individual Councillors could be directed.
 - E) No changes are required to salaries, contracts, job descriptions, insurance or the grant aid policy
 - F) The cost to lease or purchase a photocopier will be compared, looking at a 5 year life span.
12. Review of delegation arrangements to committees and working groups, and arrangements for reviewing terms of reference.
13. Appointment of Committees:
Planning Committee (at least 8 members), and election of Chairman;

Finance Committee (5 members including the Chairman of the Parish Council);

Media Committee (5 members);

Open Spaces Committee (5 members)
14. Appointment of representatives to, or liaison with outside bodies: (current post holders shown in brackets)
- South Brent Primary School Governing Body; (Cllr Donna Warne)
 - Recreation Association (4 members); (Cllrs Mark Copleston, *Laura Howe*, Jane Maunder and Donald Wiseman)
 - DCC Highways; (Cllrs Greg Wall and John King)
 - South Brent Youth Work representative; (*Laura Howe*)
 - Parish Council Tree Warden; (Mr Guy Pannell)
 - Dartmoor National Park Consultative Group representative and reserve; (Cllr John Summers)
 - SHDC Parish Cluster representative; (*Laura Howe*)
 - Burial Ground Committee (2 members); (Cllrs Cathie Pannell and Donald Wiseman)
 - Village Hall representative; (Cllr Cathie Pannell)
 - Vicarage Road Allotment Association representative; (Cllr Mandy Haley)

Sustainable South Brent (including Composting Centre) representative;
(Cllr Donna Warne)
Christmas lighting working group;
Signal box restoration working group.

15. Arrangements for review of the following:
Standing orders; financial regulations; asset register; insurance; membership of other bodies (Council and/or employees); complaints procedure; Freedom of Information policy; dealing with the press/media (to be delegated to committees for a recommendation to be made to the Council).
16. Arrange for the inspection of the deeds and trust documents in the custody of the Council.
17. District / County Councillors and DNPA Parish Council representatives report.
18. Planning matters:
39 45/0706/12/F Full planning application for solar PV development consisting of the installation of ground based racking systems comprising 1406 tables, mounted solar panels comprising 36,556 modules, power inverter systems, transformer stations, sub station, deer/security fencing and associated access gates, and CCTV security cameras mounted on free standing support poles at Marley Thatch Farm, South Brent.
45/1071/12/CLE Certificate of Lawfulness Application for failure to comply with agricultural occupancy condition (c) of planning permission 9/45/1751/78/1 at Avon View (formerly Higher Stidston Bungalow), Avonwick, South Brent TQ10 9EX.
19. Correspondence circulated to Councillors:
 - 1) SHDC: “the Council has agreed to introduce parking charges but wishes to explore with the community how the impact of that decision can be managed to minimise the risk/concerns raised by the community”. An exhibition or drop in session will take place in the next few weeks to consult with the wider community.
 - 2) K Abraham: an internal audit of the accounts for 2011-12 has assessed the Council as ‘excellent’.
 - 3) Windeatts Solicitors: copy of a letter sent to Plymouth County Court requesting that the Parish Council name and clerk’s address are removed from the register of County Court Judgements.
 - 4) St Petroc’s Churchyard Committee: two trees on ‘The Patch’ need to be felled, would the Council contribute £200 towards the total cost of £400? Could the Council assist to plant a replacement tree here to commemorate the Queen’s Diamond Jubilee?
20. Notification of receipt of planning permission has been sent to members of the Maye family regarding the uplift clause on the allotment field in Vicarage Road.
21. Approval of the summer newsletter (email) – to include offices decided this evening.
22. Review of Councillors’ Interests, and completion of amendment form as required.
23. Report on South Hams super cluster meeting 10 May (clerk).
24. Update on the play area at Sanderspool Cross; should tissue be provided in the toilet?
25. Final arrangements for Her Majesty’s Diamond Jubilee celebrations, including the presentation of bookmarks to children aged 11 and under.
26. Correspondence available on the table at the meeting (or by arrangement with the clerk):

- a) DCC Highways: there has never been a loading restriction at the Anchor Building; highlighting the crossing point at the Jubilee Crossing is unlikely to be accepted by DNPA and might not be understood by motorists. There may be alterations to the tactile paving so that it contrasts more with the surrounding paving, when this is resolved a refund to the Council will be dealt with.
 - b) Devon Association of Local Councils: newsletter; Chairmanship course 13 June and new Councillor course 13 September – both in South Brent.
 - c) SHDC: Housing surgery 19 June.
 - d) DCC: temporary road closure orders for street fair and carnival.
 - e) Audit Commission: Consultation on the appointment of Grant Thornton UK LLP to audit the annual return of the Council from September 2012; if the appointment should not be made contact the Commission by 29 June.
 - f) J Bishop: the recent work in the centre of the village is a real improvement.
 - g) Health Centre: copy of a letter to SHDC concerning parking charges and negative implications for patients.
 - h) Totnes on the Move community board information.
 - i) DCC: Devon Waste Plan consultation (to 3 Aug.)
 - j) SHDC: a review of the statement of community involvement has been adopted.
 - k) Insp. Tomlinson: overview of police statistics for the last year.
 - l) DCC: admission arrangements for Devon schools 2013-14.
 - m) DCC: 'Roadside hedge & tree management' and 'Farming and the public highway' leaflets.
 - n) Devon Community Composting Network: 'Junk mail' newsletter.
 - o) Dartmoor Hill Farm Project: news.
 - p) Senior Council for Devon newsletter.
27. Report highway matters including outstanding issues, and street cleaning required.
28. Finance:
 Additional remuneration for the clerk (Cllr John King);
 Accounts for payment.
29. Items for press release and/or the newsletter.
30. Items for the next agenda.
31. Dates of Parish Council meetings:
- 11 June - Planning Committee;
 - 18 June - 7.30pm Christmas Lights working group
 8.00pm Open Spaces Committee;
 - 25 June - Parish Council;
 - 2 July - Finance Committee;
 - 9 July - Planning Committee;
 - 23 July - Parish Council.