

South Brent Parish Council

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

CHAIRMAN

Cllr Greg Wall
8 Hillside Close
South Brent
Devon
TQ10 9AZ
Tel: 01364 73193
chairman@southbrent.gov.uk



CLERK

Mrs Julia Willoughby
PO Box 246
Totnes
Devon
TQ9 9DY
Tel: 01364 72894
clerk@southbrent.gov.uk

11 May 2015

Dear Councillor,

You are hereby summoned to attend the annual meeting of South Brent Parish Council on Monday 18 May 2015 at 7.30 p.m., in the side hall at the Village Hall, Station Approach, South Brent.

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

Yours sincerely
Julia Willoughby
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. Co-option of new Councillors to the Parish Council.
4. To receive all Declarations of Acceptance of Office and date for completion of Register of Interests by all Councillors (8 June if elected, 14 June if co-opted).
5. Record of members present.
6. Apologies for absence.
7. Declarations of interest (and nature) with regard to items on the agenda.
8. Consider the granting of dispensations.
9. Public participation session with respect to items on the agenda.
10. Police report (Crime and Disorder Reduction).
11. Confirmation of the accuracy of the minutes of the Parish Council meeting held on 27 April 2015.
12. Report matters arising from the minutes – for information only.
13. District / County Councillors and DNPA Parish Council representatives report.
14. Parish Council Committees, working groups and stakeholder groups:



Finance Committee meeting held on 20 April, recommendations:

- A. The clerk advised that the accounts for the year ended 31.3.15 have been balanced and checked by the independent auditor, the Committee recommends these are accepted by the Council. (Resolved on 27 April 2015.)
- B. Section 1 of the Annual Return, as drafted by the clerk, is confirmed and signed by the Parish Council. Section 2 of the Annual Return questions 1-8 are all answered 'Yes'; question 9 is not applicable. (Resolved on 27 April 2015.)
- C. No changes are required to the cleaner's and clerk's contacts; no changes are required to the cleaner's and clerk's job descriptions and working hours for the cleaner - 8 hours per week and the clerk - 18 hours per week do not need to be changed.
- D. at (4) the word "Normally" is included at the beginning of this section of the Grant Aid Policy

15. Review of delegation arrangements to committees and working groups.

16. Review of terms of reference for Committees.

17. Receipt of nominations to existing Committees and working groups:

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).

Christmas lights working group (5 members).

18. Appointment of any new committees and working groups:

Beating the Bounds working group.

19. Review standing orders and financial regulations; land and assets; insurance cover; membership of other bodies; complaints procedure and Freedom of Information policy.

20. Arrangements for the Council to be eligible to exercise the general power of competence (until the next election).

21. Appointment of representatives to, or liaison with outside bodies:

South Brent Primary School Governing Body;

Recreation Association (4 members);

DCC Highways;

South Brent Youth Work representative;

Parish Council Tree Warden;

Dartmoor National Park Forum representative and reserve;

SHDC Parish Cluster representative;

Burial Ground Committee (2 members);

Village Hall representative;

Vicarage Road Allotment Association representative;

Sustainable South Brent representative.

22. Arrange for the inspection of the deeds and trust documents in the custody of the Council.

23. Station Yard: report on the progress of the lease with SHDC.
24. Planning matters:
 - A. Applications:
 - 0203/15 Change of use of part of first floor from class B1 offices to C3 residential at 15 Station Road, South Brent;
 - B. Any amended applications.
25. Correspondence circulated to Councillors:
 - 1) Nominations of Parish members to Dartmoor National Park Authority; ballot forms to be returned by 12 June – consider delegation to the clerk.
 - 2) Devon Association of Local Councils (DALC) County committee nominations requested by 6 June.
 - 3) B Baker, Chairman South Brent Judo Club: request for financial support for junior members to attend training for the England programme.
26. Reinstatement of the disabled parking space in Church Street.
27. Update on possible safety measures for Exeter Road (near London Inn Mews).
28. Correspondence available on the table at the meeting (or by arrangement with the clerk):
 - a) DALC: training courses for new and existing Councillors –
 - 9 June, Chairmanship 6.30-8.30 pm in South Brent;
 - 8 July, 'Being an effective Councillor' Ivybridge 10-4.00 (£25).April and May newsletters.
 - b) Dept. for Environment, Food & Rural Affairs: there is likely to be a Secretary of State appointment to DNPA in the autumn.
 - c) South Brent Community Energy Society: spring newsletter.
 - d) R Everett, South Brent Action and Community Group: the Action Group has decided to retain ownership and full management of the Toll House.
 - e) Junk mail: Devon community recycling & community composting network news.
 - f) Clerks & Councils Direct magazine.
29. Report highway matters and street cleaning required.
30. Finance:
 - Accounts for payment.
31. Items for press release and/or the newsletter.
32. Items for the next agenda.
33. Dates of Parish Council meetings:
 - 1 June – Open Spaces & Media Committees;
 - 8 June – Planning Committee;
 - 15 June – Christmas lights working group & Finance Committee;
 - 22 June – Parish Council meeting.