

## South Brent Parish Council

[www.southbrent.gov.uk](http://www.southbrent.gov.uk)

### CHAIRMAN

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15 May 2017

Dear Councillor,

You are hereby summoned to attend the annual meeting of South Brent Parish Council on Monday 22 May 2017 at 7.30 p.m., in the side hall at the Village Hall, Station Approach, South Brent.

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

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

Yours faithfully  
*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. Record of members present.
4. Apologies for absence.
5. Declarations of interest (and nature) with regard to items on the agenda.
6. Consider the granting of dispensations.
7. Public participation session with respect to items on the agenda.
8. Police report (Crime and Disorder Reduction).
9. Confirmation of the accuracy of the minutes of the Parish Council meeting held on 24 April 2017.
10. Report matters arising from the minutes – for information only.
11. District / County Councillors and DNPA Parish Council representatives report.
12. Parish Council Committees, working groups and stakeholder groups:  
Update from **Defibrillator Working Group**.  
**Finance Committee** meeting held on 18 April (minutes attached)  
recommendations:

- A) The clerk's holiday entitlement is checked and her contract includes a review date at the end; also section 6.1 should be amended to read  
 "Your salary is in accordance with the current NJC LC2 range of SCP 26-34 (SCP 34 being the maximum) and is calculated by pro-rata reference to the standard working week for local government staff of 37 hours."  
 The clerk's job description requires no change, nor do the number of hours per week.
- B) An additional guideline for the grant aid policy:  
 "If any portion of a grant award by the Council is unspent after 3 years, these funds are returned to the Council (unless specifically considered)."
- C) Consider whether the deeds and documents might be deposited with the Devon Archive, where they can be copied at cost and digitised if requested.

**Open Spaces Committee** meeting held on 8 May (minutes attached)  
 recommendations:

- i. The Millennium clock mechanism is making an odd noise (Smith of Derby will be advised).
- ii. The sun dial on the plinth in Wellington Square needs remedial work.
- iii. At the entrance to Station Yard from Station Road (at the bottom of the slope) the 'No Exit' sign is missing, although the post is still there (DCC will be asked for the cost of a replacement sign).
- iv. The Parish Council may wish to consider the possible purchase of the Station Yard (while at the beginning of the lease period of 10 years).
- v. The bin in Plymouth Road at the steps to the Old School Centre should be relocated, the preferred site is the junction of Hillside and Harwell Lane.
- vi. Sutcliffe Play hope to install the swings in the next 2-3 weeks. Replacement edging for Andy's Train will cost £34.50 the Committee recommends this work is carried out at the same time.
- vii. The bus shelter above London Inn Mews needs redecoration as part of the rolling programme.

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

14. Review of terms of reference for Committees.

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

Planning Committee (at least 8 members), and election of Chairman;

Finance Committee (6 members including the Chairman of the Parish Council);

Media Committee (6 members);

Open Spaces Committee (6 members).

Christmas lights working group;

OSSR Plan working group;

Defibrillator working group.

16. Appointment of any new committees and working groups.

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

18. Councillors review their Register of Interests.

19. 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 and Deputy Tree Warden;  
Dartmoor National Park Forum representative and reserve;  
SHDC Parish Cluster representative;  
Burial Ground Committee (2 members);  
Village Hall representative;  
South Brent Community Land Trust;  
Vicarage Road Allotment Association representative;  
Sustainable South Brent representative;  
South Brent Childrens' Clubs representative.

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

21. Correspondence circulated to Councillors:

- 1) S Sawyer, Chief Constable Devon & Cornwall Police: the views of the Parish Council on future workforce numbers, are most important and will form part of the decision making process.
- 2) Devon Air Ambulance Trust: grant offer of £2651.13 and terms and conditions to be formally accepted (also by the Recreation Association) and finance for the community helipad landing site.

22. Arrangements for an informal 'table top' meeting with Parliamentary candidates.

23. Meeting with SHDC officers regarding street cleaning in South Brent.

24. Grant application from the Recreation Association for insurance of the free facilities (£1,045.37 as in 2016).

25. Sustrans Volunteer Co-ordinator: Request for a grant of £250 towards the cost of a feasibility project for the proposed Safe Cycle Route from South Brent to Ashburton.

26. Progress with replacement infant swings at Sanderspool Cross play area.

27. Application from Cllr Maunder for a leave of absence from the Council.

28. Planning: Tree Preservation Order application:

17/0033 Fell a sycamore at 1 Bishops Mead, South Brent.

29. Parish Council accounts for the year ended 31 March 2017.

30. Consider the Annual Governance Statement (Section 1, Annual Return for the year ended 31 March 2017).
31. Consider the Accounting Statement (Section 2, Annual Return for the year ended 31 March 2017).
32. Update on the provision of speed sign/s for Exeter Road; Cllr Smerdon to establish the exact requirements of the Parish Council (for a meeting on 7 July).
33. Quotes for a survey of the Old Toll House.
34. Report on the Community Safety Partnership Forum (Cllr George Link).
35. The Community PA system is now kept at the Village Hall – is there a charge or donation system?
36. Update on the Recreation Field (Cllr Kelly).
37. Update on the 'Moor Otters' project for South Brent.
38. Consider any Community Benefit Fund applications.
39. Can this community, through the Parish Council, help in the current refugee crisis?
40. Finance:
  - Personal Basic Allowance (clerk);
  - Accounts for payment.
41. Correspondence available on the table at the meeting (or by arrangement with the clerk):
  - a) Cllr Smerdon: it is highly likely DCC Highways will support the Parish Council's desire to place a Vehicle Activated Sign in Exeter Road.
  - b) Devon Association of Local Councils: newsletter (May).
  - c) South Hams CVS: letter thanking the Council for the subscription and grant totalling £100.
  - d) DCC Highways: Highway Maintenance Community Enhancement Fund, payments made in 2016-17 and changes for this year.
  - e) 'Clerks & Councils Direct' magazine.
  - f) South Hams CVS: AGM 27 June and call for Trustees.
  - g) DCC: Shipley Bridge to Avon Dam bridleway will be temporarily closed for repairs from 19-26 May.
42. Report highway matters and street cleaning required.
43. Items for press release and/or the newsletter.
44. Items for the next agenda.
45. Dates of Parish Council meetings:
  - 5 June - Media Committee; (Open Spaces rearranged to 31 Jul 7-8 pm)
  - 12 June - Planning Committee;
  - 19 June - Christmas lights & Finance Committee;
  - 26 June - Parish Council.