

SOUTH BRENT PARISH COUNCIL

Minutes of the Annual Parish Council meeting held on 23rd May 2011 at 7.30 p.m. at South Brent Village Hall.

The Chairman welcomed everyone to the meeting.

Open Forum for discussion with members of the public (maximum 15 minutes)

Nothing was raised.

PC 1-5-11 Election of the Chairman of the Parish Council and signing of the Declaration of Acceptance of Office

Cllr Mark Copleston invited nominations for this office; Cllr Copleston was proposed as Chairman by Cllr Peter Kelly and seconded by Cllr Donald Wiseman. Cllr Glyn Richards was proposed by Cllr John Summers, but not seconded. Cllr Mark Copleston was duly elected Chairman of South Brent Parish Council and signed the declaration of acceptance of office.

PC 2-5-11 Election of Vice-Chairman of the Parish Council

Cllr Greg Wall was proposed for this office by Cllr Glyn Richards, seconded by Cllr Jane Maunder and elected as Vice Chairman of the Council.

PC 3-5-11 To receive all Declarations of Acceptance of Office from Councillors

The clerk reported that all twelve declarations of acceptance of office have been made. The Chairman welcomed Cllrs Laura Howe and John King to the Parish Council.

PC 4-5-11 Record of members present

Cllr Mark Copleston in the Chair; Cllrs Mandy Haley, Laura Howe, Peter Kelly, John King, Jane Maunder, Glyn Richards, John Summers, Greg Wall, Donna Warne and Donald Wiseman were present; Julia Willoughby clerk to the Council was in attendance. Eight members of the public were also present.

PC 5-5-11 Apologies for absence

Apologies have been received from Cllr Cathie Pannell.

PC 6-5-11 Declarations of interest (nature and extent) with regard to items on the agenda

Cllr John King declared a personal interest in Correspondence (5) a grant application from CAB, as he maintains contact with the organisation.

Cllr Peter Kelly declared a prejudicial interest in particulars of payment for the Adventure Trail, as he is the Chairman of the Recreation Association.

PC 7-5-11 Public participation session with respect to items on the agenda

Cllr Peter Kelly advised that the Adventure Trail is nearing completion, with a grand opening on 10th June at 5.00 p.m. He enquired whether the Parish Council will be re-claiming the VAT for the construction and installation of the Adventure Trail.

Mr Peter Moore asked whether a metal bar could be installed at the entrance to Palstone Park; Cllr Peter Kelly advised that this would be inconvenient for lorries accessing the area.

PC 8-5-11 Police report (Crime and Disorder Reduction)

A report from PC Jacqui Hopper states there were ten crimes in the parish during April: including two assaults (domestic related), street disorder, theft (garden furniture), vehicle interference, wounding (domestic related) and four incidents of criminal damage to buildings (graffiti).

Drivers are advised to secure their vehicles following the theft of catalytic converters from larger vehicles e.g. 4x4s.

PC 9-5-11 District / County Councillors and DNPA Parish Council representatives report.

County Councillor Trevor Pennington advised that the application for plastic waste recycling at Channers Wood has been approved.

Double yellow lines in Totnes Road will be refreshed. Cllr Greg Wall has discovered that the main entrance for lorries coming into the village should be Plymouth Road, but as this is narrow (due to parked cars) Totnes Road is used – and needs resurfacing.

District Councillor Peter Smerdon introduced himself as the new member for the Brentmoor Ward, and hopes he can do as good a job as Colin Jones did. Cllr Smerdon is a farmer at Rattery. The Chairman welcomed him to his new post.

Mr Maurice Retallick – DNPA Parish Council representative advised that work carried out at Diamond Lane has been funded by DCC.

The gate catch at the entrance to Palstone Park on footpath No1 is not working properly, DNPA will be informed.

The clerk reported that Cllr Cathie Pannell has arranged for the new Chief Executive of SHDC to visit the village on 9th June, if any Councillors are available to meet him at 2 p.m.

PC 10-5-11 Confirmation of the minutes of the Parish Council meeting held on 18th April, and the Annual Parish Meeting held on 27th April

Both sets of minutes were confirmed and signed.

PC 11-5-11 Report matters arising from the minutes – for information only

None.

The Council agreed to bring forward item 16 (1) on the agenda: Mr P Moore and 11 other electors: request a public meeting to be held to discuss the breach of planning regulations by caravans and vehicles parked at Marley Head. Cllr Peter Kelly proposed that a public meeting is held on 13th June (or an alternative date in that week which is convenient to our M.P. – delegated to the clerk to finalise), this was seconded by Cllr Greg Wall and **resolved** by the Council.

PC 12-5-11 Appointment of Committees:

Planning Committee (not more than 11 members), and election of Chairman;

Cllr Cathie Pannell does not wish to serve on this Committee, all other Councillors are members; Chairman - Cllr Glyn Richards was proposed by Cllr Greg Wall, seconded by Cllr John Summers and elected to this office.

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

Cllrs Mark Copleston, Peter Kelly, Cathie Pannell, Glyn Richards and Donald Wiseman.

Media Committee (5 members);

Cllrs Laura Howe, John King, Glyn Richards, John Summers and Greg Wall.

Open Spaces Committee (5 members required)

Cllrs Mark Copleston, Mandy Haley, Peter Kelly, Greg Wall, Donna Warne and Donald Wiseman. (6 will serve on this Committee.)

PC 13-5-11 Appointment of representatives to, or liaison with outside bodies:

South Brent Primary School Governing Body; Cllr Jane Maunder will remain in post until July 2011, Cllr Donna Warne will take over in September.

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; Cllr Laura Howe.

Parish Council Tree Warden; Mr Guy Pannell.

Dartmoor National Park Consultative Group representative and reserve;
Cllr Laura Howe or John Summers

Dartmoor Partnership representative; Cllr John King.

SHDC Parish Cluster representative; Cllr Laura Howe.

Ivybridge & District Association of Parish Councils representative; Cllr Glyn Richards.

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.

PC 14-5-11 Arrange for the inspection of the deeds and trust documents in the custody of the Council

The deeds etc. will be checked by Cllr Mandy Haley.

PC 15-5-11 Arrange to review the following:

- Terms of references for Committees; each Committee will carry this out and report back to the Council.
- Standing Orders, Financial Regulations, asset register, insurance cover and complaints procedure will all be reviewed by the Finance Committee over the course of the year, reporting back to the Council.
- Freedom of Information policy will be reviewed by the Media Committee reporting back to the Council.

PC 16-5-11 Correspondence circulated to Councillors:

- 1) Mr P Moore and 11 other electors: request a public meeting to be held to discuss the breach of planning regulations by caravans and vehicles parked at Marley Head. See minute 11-5-11 above.
- 2) Devon Association of Local Councils: nomination of parish members to Dartmoor National Park Authority. Cllr Glyn Richards was proposed for election by Cllr Peter Kelly with the clerk delegated to vote for Cllr Richards on behalf of the Council (due to the tight timescale), seconded by Cllr Mark Copleston and **resolved** by the Council.
- 3) DALC: election of DALC County Committee 2011-15. Cllr Glyn Richards has been a member of this Committee for two years and is prepared to stand again. Cllr Richards was proposed for election by Cllr Peter Kelly, seconded by Cllr Greg Wall and **agreed** by the Council.
- 4) Totnes and Dartmouth Ring & Ride: *(Cllr Peter Kelly declared a prejudicial interest in this application, as he is a Trustee of the organisation, and left the room whilst the application was discussed.)* grant request for 2011-12. No other transport organisations have applied for a grant, so Cllr Greg Wall proposed that a grant of £500 is made to Totnes and Dartmouth Ring & Ride; this was seconded by Cllr Donna Warne and **resolved** by the Council.
- 5) South Hams Citizens Advice Bureau: grant request for 2011-12. Cllr Glyn Richards proposed that a grant of £150 is made to CAB, this was seconded by Cllr Laura Howe and **resolved** by the Council.
- 6) DNPA Stephen Belli: response to concerns expressed regarding the grant of planning permission for the London Inn site. The 50% target for affordable homes was reduced in this case; shared equity housing comes under the banner of affordable housing; the number of homes is supported by the local housing survey and the District Council. Cllr Glyn Richards – Chairman of the Planning Committee observed that Tor Homes is to offer new properties to rent in Totnes, but not in South Brent.

PC 17-5-11 Parish Basic Allowance is available to all Councillors for 2011-12 (£102 less tax)

The clerk advised that the allowance is available to all Councillors and will be paid in June unless individuals state that they do not wish to receive the allowance (Eight responses have been received to date.)

PC 18-5-11 Progress with a survey and design for the proposed pedestrian crossing in Station Road by DCC

It is believed that the survey work has been carried out; the clerk will check on progress.

PC 19-5-11 Possible lease of the Station Yard car park

This matter will be discussed with SHDC Chief Executive next month when he visits the village.

PC 20-5-11 Should this Council submit an application to the Devon Community of the Year competition?

Cllr Mandy Haley and the Chairman will meet to put together a submission; the Council agreed this could be delegated to these Councillors and the clerk.

PC 21-5-11 Report on progress with the Adventure trail at Palstone Park and payment arrangements (Cllr Peter Kelly)

(Cllr Peter Kelly left the room whilst this matter was discussed.) The Council agreed that as with the refurbishments to the skate park, the VAT would be re-claimed on payments for the new adventure trail.

PC 22-5-11 Correspondence available on the table at the meeting (or by arrangement with the clerk):

- a) Community Council of Devon: invitation to join the Members Forum (meets quarterly).
- b) South Hams Council for Voluntary Service: request for Parish Councillor 'specific point of contact'; Cllr Glyn Richards offered to take on this role.
- c) Devon Association of Local Councils: newsletter, new councillor training 16th June at Ivybridge 10.00-4.00; it was agreed that Cllr Laura Howe could attend. The Devon Association of Local Councils will be asked to run an evening training session in South Brent.
- d) Village Hall Committee: AGM 15th June; Cllr Jane Maunder will attend.
- e) Mr R Thomson: car parking charges would be unpopular in South Brent.
- f) Mrs J Sandry: copy of an article written by her daughter encouraging visitors to South Brent.
- g) SHDC: review of South Hams statement of community involvement.
- h) SHDC: minutes of the Executive 7.4.11 – including future arrangements for grounds maintenance.
- i) South Brent Primary School: 'Shout' newsletter.
- j) South Hams CVS: 'Voluntary Vine' newsletter.
- k) Tor Homes: 'Open Door' newsletter.
- l) Devon Community Composting Network 'Junkmail' newsletter.
- m) Senior Council for Devon newsletter.
- n) SHDC: 'Healthy active living in the South Hams' booklet.
- o) 'Clerks & Councils Direct' magazine.
- p) L Smith and T Skinner, Early Years & Childcare Service, DCC: the service level agreement for the children's centre workshops at 'The Den' has not been forwarded, as a meeting is to take place soon (Cllr Glyn Richards hopes to attend the meeting).
- q) DNPA: a Parish Council Planning workshop will take place on 14th July; two places will be reserved.

All noted by the Parish Council.

PC 23-5-11 Report highway matters and street cleaning required.

Cllr Greg Wall will contact DCC Highways to request repainting of double yellow lines in Church Street and outlining the steps from Clobells in white. The ownership of a section of the hedge between Courtenay Park and Heather Park needs to be established as it is not maintained by Tor Homes or SWW (a photo will be sent to DCC). Japanese Knotweed growing along the Harbournford Road and in Snakey Lane will be reported to DCC

Highways as it needs to be treated. The spring at the top of Aish Hill will be reported again, as it is dangerous in freezing weather.

Cllr Donna Warne has met with Nigel Flower – DCC Road Safety Officer regarding traffic issues in Exeter Road; the ‘School’ sign will be moved nearer to Palstone Park (for the nursery schools) and a section of cycle track in Exeter Road would narrow the road and slow traffic.

An open skip at Brent Mill Industrial Estate could be a flood hazard as items of furniture have ended up in the river; Cllr Peter Kelly will speak to those responsible. (Cllr Donna Warne and County Councillor Trevor Pennington left the meeting.)

PC 24-5-11 Finance:

i) <u>Accounts for payment:</u>		
South West Grounds Maintenance: April & May invoices		550.80
SWW (Direct debit): charges for toilet at Sanderspool Cross		7.50
Entanet Int. Ltd (Direct debit): monthly broadband fee <i>not deducted</i>	(16.64)	
South Brent Village Hall: room hire		9.38
South Brent Old School Centre: room hire 16.80, photocopying 1.12		17.92
South Hams CVS: annual subscription		30.00
South Hams District Council: annual insurance, inspection & maint. S. Cross play area		120.00
K Abraham: independent audit service		170.00
Payroll		1507.80
	TOTAL	2413.40
RECEIPTS:		
SHDC: Precept (first payment)		19731.00
SHDC: reimbursement for grounds maintenance		2296.00
DNPA: Dartmoor Sustainable Development Fund grant		9775.15

The accounts were approved for payment and the cheques signed.

ii) Adopt accounts for the year ended 31.3.11 and arrangements for audit
Cllr Glyn Richards proposed that the accounts for the 2010-11 financial year should be adopted, this was seconded by Cllr Donald Wiseman and **resolved** by the Council. The Chairman signed the accounts.

iii) Insurance cover expires on 31.5.11; the renewal date can be moved to 1st October (with 4 months free cover) in exchange for a 3 year agreement:
Cllr Glyn Richards proposed that the Council should accept this offer, this was seconded by Cllr Donald Wiseman and **resolved** by the Council.

PC 25-5-11 Items for press release and/or the newsletter

A press release on the two new members of the Council will be prepared.

The newsletter needs to include a summary of the accounts as well as the Chairman's Annual Report, it is possible that 6 pages will be required.

PC 26-5-11 Items for the next agenda

Consideration of a local website for car sharing will be included on the agenda for 27th June. The clerk requested that the date of the July Parish Council meeting might be changed to 18th July.

The meeting closed.

DRAFT