

Minutes of the Parish Council meeting held on 28 May 2012 at 7.30 p.m. in 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 by those present.

PC 1-5-12 Election of the Chairman of the Parish Council and signing of the Declaration of Acceptance of Office

Cllr Mark Copleston was proposed for the office of Chairman of the Parish Council by Cllr Peter Kelly; this was seconded by Cllr Greg Wall and resolved by the Council. The Declaration of Acceptance of Office was signed.

PC 2-5-12 Election of Vice Chairman of the Parish Council

Cllr Greg Wall was proposed for the office of Vice Chairman of the Parish Council by Cllr Cathie Pannell; seconded by Cllr Donald Wiseman and resolved by the Council.

PC 3-5-12 Record of members present

Cllr Mark Copleston in the Chair; Cllrs Mandy Haley, Peter Kelly, John King, Jane Maunder, Cathie Pannell, John Rawlinson, Glyn Richards, John Summers, Greg Wall, Donna Warne and Donald Wiseman.

Five members of the public were present and Julia Willoughby clerk to the Council was in attendance.

PC 4-5-12 Apologies for absence

Apologies had been received from County Cllr Trevor Pennington and District Councillor Peter Smerdon.

PC 5-5-12 Declarations of interest (nature and extent) with regard to items on the agenda

Cllr Peter Kelly declared a personal interest in the planning application for the solar farm, as he is a member of the South Brent Community Energy Society.

Cllrs Cathie Pannell and Greg Wall declared a prejudicial interest in item 19 (4) tree works on 'The Patch' as Mr Guy Pannell is Chairman of the PCC churchyard committee, and Cllr Wall is a church warden.

PC 6-5-12 Public participation session with respect to items on the agenda

Nothing was raised.

PC 7-5-12 Police report (Crime and Disorder Reduction)

PC Hopper reported there were eight crimes in the parish during April: theft of a cycle helmet and theft from a shop; 2 incidents of criminal damage (fence and windscreen); 2 incidents of burglary - dwelling; dog dangerously out of control (injury to dog); cause alarm harassment or distress.

PC Hopper advised that there have been a number of shed break-ins in the Totnes area. Homes should be secure, including locking the front of the house if you are in the garden.

'No alcohol' signs for South Brent have been obtained and will be put up in the designated areas.

Officers will monitor parking on the new pavement outside the Post Office, and the clerk will contact the Co-op to request that delivery lorries visit the village singly.

(The Council agreed that the following item could be brought forward on the agenda.)

Planning matters: (Chairmanship of the meeting was passed to Cllr Glyn Richards, Chairman of the Planning Committee. District Cllr Cathie Pannell stated that she would take no part in discussions as this matter will be decided by SHDC.)

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. Mr Amner representing the applicant explained that the solar panels will cover 48 acres, as a comparison the Recreation Field is 7 acres. DNPA has no objection to the application, subject to screening. The electricity generated would be enough to power South Brent.

The application is for 25 years use, but the panels should last for 40 years.

This use of prime farming land was queried, but the landowner was present, and advised that this proposal would provide a secure income so that future activities could be planned. Sheep will graze underneath the panels. The Parish Council has **no objection** to this application. (All members of the public left the meeting.)

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. No factual evidence can be offered.

PC 8-5-12 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

The Parish Council minutes were confirmed and signed.

The minutes of the Annual Parish Meeting were amended to include Cllr Jane Maunder as present and apologies from Cllr John Rawlinson, these minutes were then confirmed and signed.

PC 9-5-12 Report matters arising from the minutes – for information only

(April Parish Council meeting) Regarding the erroneous Court proceedings against the Parish Council (PC 13-4-12) the next agenda will include consideration of a postal box address.

At a site meeting near by with Mr Halliday of DCC Highways, he advised that the road is too narrow for a pedestrian island in Exeter Road near Corn Park; the possibility of a zebra crossing could be explored (PC 14-4-12).

Possible works to the oak tree at Clobells steps will be included on the next agenda.

It was agreed that the Annual Parish Meeting was well attended and went very well – particularly the number of nominations received for the Community Champion Awards.

PC 10-5-12 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))

The notes of the public meeting were confirmed.

The Chief Executive of SHDC has responded to state that consultation will take place on the charging structure, although this does not agree with the SHDC Solicitor's interpretation of the decision made.

A Freedom of Information request will be made for SHDC to provide all information relevant to car park charges and the possible introduction of car park charges held by SHDC since the election in 2011.

In particular the Council will request a copy of the complete research and report compiled by Chris Lucas into potential income from the three car parks at Beesands, Aveton Gifford and South Brent, together with information on the current status of proposed parking charges for Beesands and Aveton Gifford.

It was noted that the Ombudsman could be contacted regarding this issue by a parishioner, and Judicial Review might be considered. The Dept. of Transport advises against using car park revenue for budget shortfalls.

PC 11-5-12 Parish Council Committees:

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

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

- A) The 2011-12 accounts are approved by the Council; proposed by Cllr Glyn Richards, seconded by Cllr Greg Wall and resolved by the Council. The Chairman signed the accounts.
- 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. (Sections 1 and 2 were circulated to Councillors)
Cllr Peter Kelly proposed that both sections of the Annual Return are approved and signed, seconded by Cllr Donald Wiseman and resolved by the Council.
- 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.

Proposed by Cllr Glyn Richards; seconded by Cllr Greg Wall and resolved by the Council.

- D) As the Personal Basic Allowance 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; agreed.
- E) No changes are required to salaries, contracts, job descriptions, insurance or the grant aid policy. Proposed by Cllr Glyn Richards; seconded by Cllr Greg Wall and resolved by the Council.
- F) The cost to lease or purchase a photocopier will be compared, looking at a 5 year life span; agreed.

Cllr Cathie Pannell advised that a staff appraisal has been carried out with the clerk.

PC 12-5-12 Review of delegation arrangements to committees and working groups, and arrangements for reviewing terms of reference

The existing arrangements for delegation to committees and working groups will remain; terms of reference will be reviewed by each of the committees.

PC 13-5-12 Appointment of Committees:

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

Cllrs Mark Copleston, Mandy Haley, Peter Kelly, John King, Glyn Richards, John Summers, Greg Wall, Donna Warne and Donald Wiseman;
Chairman Cllr Glyn Richards.

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

Cllrs Mark Copleston, Peter Kelly, Jane Maunder, Cathie Pannell, Donna Warne and Donald Wiseman.

Media Committee (5 members);

Cllrs John King, John Rawlinson, Glyn Richards, John Summers, Greg Wall and Donald Wiseman.

Open Spaces Committee (5 members)

Cllrs Mark Copleston, Mandy Haley, Peter Kelly, John Summers, Greg Wall and Donna Warne.

PC 14-5-12 Appointment of representatives to, or liaison with outside bodies:

South Brent Primary School Governing Body: Cllr Donna Warne.

Recreation Association (4 members): Cllrs Mark Copleston, Jane Maunder, Donna Warne and Donald Wiseman

DCC Highways: Cllrs Greg Wall and John King

South Brent Youth Work representative: Cllr Donna Warne

Parish Council Tree Warden: Mr Guy Pannell

Dartmoor National Park Consultative Group representative and reserve:
Cllr John Summers or Glyn Richards

SHDC Parish Cluster representative: Cllr Glyn Richards or Greg Wall

Burial Ground Committee (2 members): Cllrs Cathie Pannell and Donald Wiseman

Village Hall representative: Cllr Jane Maunder

Vicarage Road Allotment Association representative: Cllr Mandy Haley

Sustainable South Brent representative: Cllr John Rawlinson

Signal Box working group: Cllrs Mandy Haley, Cathie Pannell and Greg Wall

Christmas lights working group: Cllrs Mark Copleston, Peter Kelly, Glyn Richards, Greg Wall and Donald Wiseman

PC 15-5-12 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 (all to be delegated to committees for a recommendation to be made to the Council)

All will be reviewed by the relevant committees: proposed by Cllr Cathie Pannell; seconded by Cllr Glyn Richards and resolved by the Council.

PC 16-5-12 Arrange for the inspection of the deeds and trust documents in the custody of the Council

When the clerk went to the bank to collect the deeds she was advised they are being stored in Scotland, and customers were consulted and given the option of withdrawing their property from storage (not received by the council). The deeds have been requested and will be inspected as soon as possible.

PC 17-5-12 District / County Councillors and DNPA Parish Council representatives report
County Cllr Trevor Pennington reports that the lengthsman will now be working on a routine maintenance programme of 56 days and that a planning application has been lodged with DNPA for Marley Head.

District Councillor Peter Smerdon reports that Cllr Rufus Gilbert is now responsible for car parking matters at SHDC. A new bridge over the A38 to replace Drybridge is scheduled for 2013-14.

District Councillor Cathie Pannell advised that the SHDC Executive is to discuss Avondale House and there may be changes. Cllr Rosemary Rowe is now Chair of SHDC.

PC 18-5-12 Planning matters
(See minute 7-5-12).

PC 19-5-12 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. (See minute 10-5-12 above.)
- 2) K Abraham: an internal audit of the accounts for 2011-12 has assessed the Council as 'excellent'. A vote of thanks was recorded for the efforts of the clerk.
- 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; there has been no response to date.
- 4) St Petroc's Churchyard Committee: *(Cllrs Cathie Pannell and Greg Wall left the room while this item was discussed.)* 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? Cllr Peter Kelly proposed that the Parish Council pays half towards the cost of felling the trees with an invoice for £200 sent to the Council; this was seconded by Cllr Jane Maunder and resolved by the Council. More information will be obtained on the possible costs involved with planting a replacement tree.

PC 20-5-12 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

According to advice from Windeatts, the former owners of the allotment field have been advised that planning permission has been granted. The value of the field with permission needs to be agreed by the parties. (This will be carried forward on the agenda.)

PC 21-5-12 Approval of the summer newsletter – to include offices decided this evening
The draft newsletter has been circulated to Councillors. Cllr Donald Wiseman proposed that this should be an 8 page rather than 6 page edition; seconded by Cllr Jane Maunder and resolved by the Council. Cllr Glyn Richards editor of the newsletter was congratulated on another fantastic publication.

PC 22-5-12 Review of Councillors' Interests, and completion of amendment form as required
The form needs to be marked 'No change' and signed and dated, or an amendment form completed and either returned to the clerk.

PC 23-5-12 Report on South Hams super cluster meeting 10 May
The clerk attended this meeting to launch the **Town And Parish Fund**. This amounts to £1.10 per elector, but must be for a project across at least two parishes; information is included in the newsletter, and South Brent & District Caring may be a suitable project. (To be carried forward on the agenda.)

PC 24-5-12 Update on the play area at Sanderspool Cross; should tissue be provided in the toilet?

Cllr Donna Warne requested that a quote for a sheet tissue holder and installation be sought (for tissue which is readily available).

SHDC will be contacted for refill instructions for the soap in the wallgate.

PC 25-5-12 Final arrangements for Her Majesty's Diamond Jubilee celebrations, including the presentation of bookmarks to children aged 11 and under

Cllrs Mandy Haley and Greg Wall presented 227 bookmarks at the Primary School on 25 May; Cllr Glyn Richards will present these to Pre School and Playgroup, Cllr Peter Kelly to the Montessori Nursery School, and Cllr Jane Maunder to the Moorland Nursery School. Any remaining bookmarks will be available to children aged 11 years or under at the Old School Centre community library.

All other arrangements are in hand.

PC 26-5-12 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. Cllr Glyn Richards proposed contacting DCC HATOC committee to request the installation of double loading restriction kerb markings (Blips) on both kerbs in Station Road at the junction with Fore Street (this would stop vehicles stopping both outside the Post Office and Anchor Building); seconded by Cllr Donald Wiseman and resolved by the Council. The question of safe walking routes will be included on the agenda for the June Parish Council meeting.

- b) Devon Association of Local Councils: newsletter; Chairmanship course 13 June – Cllrs Greg Wall and Donna Warne would like to attend; new Councillor course 13 September – Cllrs Mandy Haley, John Rawlinson and Donna Warne would like to attend (both are 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.

All noted by the Parish Council.

PC 27-5-12 Report highway matters and street cleaning required

Cllr Greg Wall advised that the water leak near the Pack Horse has been reported many times.

DCC systems are set up to prioritise faults which are reported most.

Part of the wall in the Station Yard car park is falling down.

Cllr John King will find out whether resurfacing in Vicarage Road has been finished; the Harbourneford Road is dangerous to cyclists – following patching; and passing places on the road to Didworthy which are very muddy have been reported.

The clerk will contact SHDC regarding the salt/grit bin which was flattened by a refuse vehicle in Corn Park some time ago, it has not been replaced.

PC 28-5-12 Finance:

Additional remuneration for the clerk: Cllr John King wished to bring this matter to the attention of the Council; there has been an increase in Council activity in recent weeks along with an issue which has been stressful for the clerk and has impinged on her family.

The clerk advised that working hours are logged each day, and the Council agreed this matter should be deferred to the Finance Committee.

Accounts for payment:

H & S Hotfoil: (S 137) 400 Jubilee bookmarks	168.00
South Brent Butcher: towards electricity charges for Christmas lights 2011	20.00
Moortek: towards electricity charges for Christmas lights 2011	20.00
Crumbs & Cuppa: towards electricity charges for Christmas lights 2011	20.00

SWW (Direct debit): charges for toilet at Sanderspool Cross	11.50
Entanet Int. Ltd (Direct debit): monthly broadband fee	19.78
South West Grounds Maintenance: monthly invoice	306.00
South Brent Village Hall: room hire	19.38
SB Old School Community Centre Ltd: room hire 43.50, copying 1.86	45.36
Ricoh UK Ltd: photocopier usage (Nov-Apr.)	8.58
The Consortium: 5 ink cartridges	70.14
SHDC: Inspection, maint. & insurance S Cross play area	120.00
South Hams Community and Voluntary Services: annual sub.	30.00
K Abraham: independent internal audit fee	375.00
SHDC: install wallgate, steam clean toilet at S Cross	1524.00
Hawthorns Accounting Services Ltd: accounts system update	40.00
SMF Allwood: (S 137) added inscription on Jubilee obelisk	582.72
Society of Local Council Clerks: revised clerks manual	32.00
Payroll	1516.79
TOTAL	4929.25

Receipt:
SHDC: Precept (part I) 20,417.50

The accounts were approved for payment and the cheques signed.

PC 29-5-12 Items for press release and/or the newsletter

Sustainable South Brent will be congratulated on winning this year's Prince of Wales Award. Photos will be taken of the presentations of bookmarks and Jubilee events.

PC 30-5-12 Items for the next agenda

Cllr Glyn Richards will report on an IT course at the next meeting.

The meeting closed.