

Minutes of the Parish Council meeting held on 19 May 2014 at 7.30 p.m. in the Village Hall, South Brent. The Council agreed that Cllr Glyn Richards should take the Chair and he welcomed everyone to the meeting.

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

Mrs Tidball advised that the disabled bay in Church Street was not included when parking areas were recently repainted in the village; this will be investigated.

The clerk explained that she has been without any broadband connection since 10 May; the Council agreed that a letter should be sent to BT.

PC 1-5-14 Election of the Chairman of the Parish Council and signing of the Declaration of Acceptance of Office

Cllr Greg Wall was proposed for the office of Chairman by Cllr Mark Copleston, seconded by Cllr Donald Wiseman and this was resolved by the Parish Council. The Chairman will sign the declaration of acceptance of office at his earliest convenience.

PC 2-5-14 Election of Vice-Chairman of the Parish Council

Cllr Donna Warne was proposed as Vice Chairman by Cllr Cathie Pannell, seconded by Cllr John Rawlinson and resolved by the Council.

PC 3-5-14 Co-option of a new Councillor on to the Parish Council

There are three applicants for the vacancy: Mr Richard Fone, Mrs Mandy Haley and Mrs Patsy Tidball. A ballot took place and Mr Fone, who received the majority of the votes, signed the declaration of acceptance of office and was invited to join the Council.

The Chairman advised that a further vacancy is being processed following the resignation of Mr John King and details will be posted on the Parish Council noticeboards.

PC 4-5-14 Record of members present

Cllr Glyn Richards in the Chair; Cllrs Mark Copleston, Richard Fone, Peter Kelly, Cathie Pannell, John Rawlinson, John Summers, and Donald Wiseman were present. Three members of the public were present and Julia Willoughby clerk to the Council was in attendance.

PC 5-5-14 Apologies for absence

Apologies have been received from Cllrs Jane Maunder, Greg Wall and Donna Warne; County Cllr Rosemary Rowe and District Cllr Peter Smerdon

PC 6-5-14 Declarations of interest (nature and extent) with regard to items on the agenda

Cllr Peter Kelly declared a pecuniary interest in item 24 the proposed installation of solar PV panels at Palstone Pavilion, as he is Chairman of South Brent Community Energy Society (Part 1 of his Register of Interests) and will leave the room while the matter is discussed.

PC 7-5-14 Consider the granting of dispensations

No applications.

PC 8-5-14 Public participation session with respect to items on the agenda

Nothing was raised.

PC 9-5-14 Police report (Crime and Disorder Reduction)

No information received.

PC 10-5-14 Confirmation of the accuracy of the minutes of the Parish Council meeting held on 28 April

The minutes were confirmed and signed.

PC 11-5-14 Report matters arising from the minutes – for information only

None.

PC 12-5-14 District / County Councillors and DNPA Parish Council representatives report

District Cllr Cathie Pannell reported that Cllr Bill Hitchins is now Chairman of SHDC (as well as DNPA).

Cllr Pannell advised that there was horror amongst district councillors when she raised the issue of the rents being charged for homes at Avondale Terrace; three three bedroom homes are available at £605 pcm and three four bedroom homes at £750 pcm.

'Affordable rent' can be up to 80% of open market rent; meanwhile, when a tenancy ends SHDC increases the rent for the property. If SHDC uses 80% as a benchmark for the South Hams there will be no affordable rents in the district. (Sarah Wollaston M.P. has been contacted.)

The Council agreed to bring the following item forward on the agenda:

Correspondence circulated to Councillors:

- 2) 1st South Brent Scout Group: Would the Parish Council provide a contingency of £500 to underwrite the Scout Expedition? Any funds not used would be returned to the Council. Mr Tim Harvey explained that 15 or 16 young people would be travelling to Staffordshire in the summer, where they would be hiking, cycling, kayaking etc.; the Council has provided a contingency fund in the past which is extremely useful as a financial planning tool to maximise funding and demonstrates local support to other funders. Cllr Mark Copleston proposed that a grant of £500 is made to the Scout Group, this was seconded by Cllr John Rawlinson and resolved by the Council.

PC 13-5-14 Parish Council Committees and working groups and stakeholder groups:

Planning Committee: minutes of the meeting held on 7 April were adopted.

Finance Committee meeting held on 14 April recommendations:

- A.
- The cleaner's contract and job description need to be amended to reflect salary paid from 1.4.14; agreed.
 - The clerk's job description at 16 will be amended to read "To work towards and maintain the achievement of the status of Qualified Clerk as a minimum requirement"; agreed.
 - The clerk's contract at 5 will be amended to read "Your usual place of work is from home (PO Box 246, Totnes, Devon TQ9 9DY);" agreed.
- B. The insurance policy is up-to-date; noted.
- C. No changes are required to the Grant Aid Policy which has been reviewed; noted.
- D. The accounts for 2013-14 should be adopted by the Parish Council (see April PC minutes).
- E. This latest version of Standing Orders is adopted. Cllr Mark Copleston proposed that with the page numbers amended and re-issued the standing orders should be adopted by the Council; seconded by Cllr Donald Wiseman and resolved by the Council.

- F. The value at which tenders will be sought for contracts is £20,000; this latest version of the Financial Regulations is adopted. The Council agreed the £20,000 limit (half the precept); Cllr Donald Wiseman proposed that the new Financial Regulations are adopted, seconded by Cllr Peter Kelly and resolved by the Council.

Update on the proposed **development adjacent to Palstone Lane** and the draft Housing Need Survey.

The Parish Council agreed that the following points are considered by the Dartmoor National Park Authority when the S 106 Agreement with Cavanna is being drafted:

- 1) The development comprises 50 % affordable homes (not 2 bedroomed), with the pricing structure set in such a way that the properties are affordable for local people (£750 pcm for a 4 bedroom property – as at Avondale Terrace - is not acceptable).
- 2) Two crossing points in Exeter Road (opposite the entrance to Palstone Park and between the entrances to Fair Field and Higher Green) delineated with a flat-top walkway.
- 3) A contribution to the sports and recreation facilities in South Brent of an amount comparable to the existing SHDC policy, made to South Brent Parish Council.
- 4) A shared cycle/footpath between Palstone Lane and Sanderspool Cross roundabout (with a grass edging).
- 5) The proposals from Trand are not yet available; the Parish Council is most concerned about the routes for construction traffic for both developments which must ensure the health, safety and welfare of nearby residents with a minimum of disruption.

The Parish Council would like to be briefed on the draft S 106 Agreement as soon as possible.

It is understood that Trand will submit a planning application in the autumn, with a view to starting building work in 2015.

Cllr Mark Copleston proposed that the Housing Need Survey should be noted, this was seconded by Cllr Cathie Pannell and agreed by the Council. The survey states that there is a need for 50 homes, if 1, 3 and 4 bedroom homes are built 2 bedroom properties will be released to those who need them.

Report on any action required following the **Annual Parish Meeting** on 13 May:

Mr Joddy Chapman requested that funders in the parish explore a co-ordinated approach to grants for the parish; it was agreed this question will be delegated to the Finance Committee.

The meeting was not well attended and it was agreed that the format and advertising of the Annual Parish Meeting will be included on the agenda for January 2015.

PC 14-5-14 Review of delegation arrangements to committees and working groups

A brief overview of the Committees and working groups was given by the clerk; the Council agreed that no changes are required.

PC 15-5-14 Review of terms of reference for Committees

Each Committee will review their terms of reference and report back to the Council.

PC 16-5-14 Receipt of nominations to existing Committees:

Planning Committee (at least 8 members), and election of Chairman;
Cllrs Mark Copleston, Richard Fone, Peter Kelly, Glyn Richards, John Summers,
Greg Wall and Donald Wiseman;
Chairman: Cllr Glyn Richards nominated by Cllr Peter Kelly, seconded by Cllr Mark
Copleston and elected.

Finance Committee (5 members including the Chairman of the Parish Council);
Cllrs Mark Copleston, Peter Kelly, Cathie Pannell, Glyn Richards, Greg Wall and Donald
Wiseman.

Media Committee (5 members);
Cllrs John Rawlinson, Glyn Richards, John Summers, Greg Wall and Donald Wiseman.

Open Spaces Committee (5 members)
Cllrs Mark Copleston, Peter Kelly, John Rawlinson, Greg Wall and Donna Warne.

PC 17-5-14 Appointment of any new committees

The renewal of the Parish Plan or consideration of a Neighbourhood Plan will have to be
considered this year; a public meeting could take place in the autumn.

PC 18-5-14 Review standing orders and financial regulations; land and assets; insurance
cover; membership of other bodies; complaints procedure and Freedom of
Information policy

These matters will be dealt with by the relevant Committees.

PC 19-5-14 Councillors review their Registrable Interests

Each Councillor will review their Register of Interests and either confirm that it has been
reviewed or complete an amendment form and pass the forms to the clerk.

PC 20-5-14 Appointment of representatives to, or liaison with outside bodies

The following posts were agreed by the Council:

South Brent Primary School Governing Body; Cllr Donna Warne.

Recreation Association (4 members); Cllrs Mark Copleston, Richard Fone,
Jane Maunder and Donald Wiseman.

DCC Highways; Cllrs John Summers and Greg Wall.

South Brent Youth Work representative; Cllr Donna Warne.

Parish Council Tree Warden; Mr Guy Pannell.

Dartmoor National Park Forum representative and reserve; Cllrs Glyn Richards and
John Summers.

Dartmoor Partnership representative; this post is not required.

SHDC Parish Cluster representative; Cllrs Mark Copleston or Glyn Richards.

Burial Ground Committee (2 members); Cllrs John Summers and Donald Wiseman.

Village Hall representative; this will be carried forward to the next agenda.

Vicarage Road Allotment Association representative; Cllr John Rawlinson.

Sustainable South Brent representative; Cllr John Rawlinson.

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

Totnes & District Transport Association; as the Council deals directly with the bus companies, a representative is not required.

PC 21-5-14 Arrange for the inspection of the deeds and trust documents in the custody of the Council

The deeds will be passed to the clerk to examine (regarding ownership of land and property vested in the Council, in particular).

PC 22-5-14 Correspondence circulated to Councillors:

- 1) DCC Highways: DCC has no budget for changes to existing Traffic Regulation Orders and the minimum cost would be £3,000. This was noted by the Council, as not all businesses in the village are keen to have the waiting time altered.
- 2) 1st South Brent Scout Group: Would the Parish Council provide a contingency of £500 to underwrite the Scout Expedition? Any funds not used would be returned to the Council (see Minute 12-5-14 above).
- 3) Devon & Cornwall Police: Freedom of Information request regarding the numbers of Officers across Devon; there is an average of one Officer per 2,000 population.
- 4) South Brent Carnival: Ladders to cross a wire fence at Charford will not be available for Beating the Bounds on 17 May. South Brent Parish Council notes this letter. The Parish Council was advised on 17 April by the Senior Highway Event Adviser with Devon County Council that “unless marshals have a full Chapter 8 accreditation to enable them to use Stop/Go boards, then under no circumstances can they stop traffic on the public highway.”
And further “I would be grateful if you could send me copies of their NCFE accreditation because I am not aware that it empowers marshals to stop traffic on the public highway.” The Parish Council could not ignore this advice (and South West Highways provided marshals for Beating the Bounds).

Cllr Glyn Richards reported that 28 people started the walk, including members of Dartmoor Rescue Group, led by Mr Tim Ferry. 35 people arrived at Turtley Corn Mill where certificates were issued and food and drink was provided; excellent weather was enjoyed throughout the day.

- 5) South Brent Village Hall: (*Cllr Cathie Pannell declared a personal interest, as this organisation is in Part 2 of her Register of Interests – she may speak as a member of the public but not vote.*) Enquiry regarding a possible grant from the Council towards replacement fire doors for the hall. It is understood further information will be provided and it was noted that the Council holds the freehold title of the Village Hall and could therefore act as the Accountable Body for any projects.
- 6) Annual Return 2013-14 for completion and to note the Independent Auditor’s comments. The Parish Council agreed to the completion of Sections 1 and 2 as drafted by the clerk; no issues have been raised by the Independent Auditor. Cllr Peter Kelly proposed that the Annual Return is signed by the Chairman, this was seconded by Cllr Donald Wiseman and resolved by the Council.

PC 23-5-14 Planning application:

0245/14 Two-storey side extension at 1 Clifton Terrace, Plymouth Road, South Brent; the Parish Council has no objection to this application.

PC 24-5-14 Palstone Park Recreation Field:

(*Cllr Peter Kelly left the room while this this matter was discussed*)

Update on the proposed installation of solar PV panels; draft Heads of Terms are with Windeatts for their advice; if there are no substantial issues the Council agreed that the clerk should sign the document for the Parish Council.

PC 25-5-14 Consider the problem of dog mess near the Primary School and the possible use of a coloured spray to help avoid the hazard

Cllr Donna Warne would like to spray dog mess near the school so that children are less likely to tread in it (the Dog Warden has been doing this). The Council agreed to obtaining suitable spray as it could help with the problem.

PC 26-5-14 Consider the poor state of the three seats in Wellington Square

These seats were last refurbished by Mr McNevin some years ago; replacement seats or slats will be considered by the Open Spaces Committee.

PC 27-5-14 Update on possible safety measures for Exeter Road (near London Inn Mews)

Due to the introduction of the New Homes Bonus to DNPA, through the Dartmoor Sustainable Development Fund, it may be possible to access funds for highway improvements. (It is not known whether the central white line has been re-aligned at this location.) This item will remain on the agenda.

PC 28-5-14 Correspondence available on the table at the meeting (or by arrangement with the clerk):

- a) Healthwatch Voices newsletter.
- b) South Brent Primary School: link councillor report.
- c) Local Councils Association: regional conference 30 April programme (the clerk attended).
- d) Clerks & Councils Direct magazine.
- e) SHDC: self –help emergency plans and proposed presentation evening 1 July.
- f) SHDC: 'Our Plan' for the South Hams outside of DNP is under consultation.

All noted by the Parish Council.

PC 29-5-14 Report highway matters and street cleaning required

Nothing to report.

PC 30-5-14 Finance:

Accounts for payment:

(Cheque signed 12.5.14)

David May Motor Services: deposit for mini bus (B the B)	300.00
South Brent Pre-School, Before & After School Club: grant towards extra resources	1000.00
Brent Island Trust: grant towards repairs to bridge	610.00
Totnes and Dartmouth Ring & Ride: grant	400.00
South Hams Citizens Advice Bureau: grant	100.00
<u>Community Benefit Fund</u>	
M Budden: towards International Geog. Event	100.00

SWW (Direct debit): charges for toilet at Sanderspool Cross	11.50
Entanet Int. Ltd (Direct debit): monthly broadband fee	23.99
South Brent Village Hall: room hire (Apr.)	10.00
South Brent Old School Community Centre Ltd: room hire 11.25, laminating etc. 1.68	12.93
Ricoh UK Ltd: lease of photocopier	59.31
Broker Network Ltd.: annual insurance premium	1061.44
G Wall: (Ch. All.) guest meal 19.00, plant for Mr Ley 3.99	22.99
Payroll:	1521.04
TOTAL	5233.20

The accounts were approved for payment and the cheques signed.

PC 31-5-14 Items for press release and/or the newsletter

An item will be prepared on the co-option of Cllr Richard Fone; the deadline for the Newsletter is 25 May for printing on 5-6 June. The press will be contacted regarding rents at Avondale Terrace.

PC 32-5-14 Items for the next agenda

Sending emails from Councillors' .gov email address will be included on the next Media Committee agenda.

The June Parish Council agenda will include filling the latest vacancy.

On 23 May residents of Fair Field have arranged a meeting regarding the proposed development adjacent to their homes; Parish Councillors are invited to attend.

The meeting closed at 9.30 p.m.