

Minutes of the Parish Council meeting held on 20 October 2014 at 7.30 p.m. in the Village Hall, South Brent. The Chairman welcomed everyone to the meeting.

The clerk recommended that Standing Order 3(l) should be suspended, as filming and audio-recording of meetings can now be carried out; this was proposed by Cllr Glyn Richards, seconded by Cllr Mark Copleston and resolved by the Council.

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

Fiona Harvey thanked the Parish Council for their support of the summer expeditions by Explorers and Scouts, both grants of £500 will be returned to the Council (cheque for £500 received from Explorers).

PC 1-10-14 Record of members present

Cllr Greg Wall in the Chair, Cllrs Mark Copleston, Richard Fone, Mandy Haley, Peter Kelly, Cathie Pannell, John Rawlinson, Glyn Richards, John Summers, Donna Warne, and Donald Wiseman; ten members of the public and Julia Willoughby clerk to the Council were present.

PC 2-10-14 Apologies for absence

Apologies have been received from Cllr Jane Maunder and County Cllr Rosemary Rowe.

PC 3-10-14 Declarations of interest (nature and extent) with regard to items on the agenda

Cllr Glyn Richards declared an interest in 14 (3) and 29 grant applications from the Old School Centre Trustees (his employer - Part A of the Register of Interests) he will leave the room when these are discussed.

Cllrs Mandy Haley, Cathie Pannell and Greg Wall are Village Hall Trustees (Part B of the Register of Interests) and may speak on the of the grant application at 14(1) but not vote.

PC 4-10-14 Consider the granting of dispensations

No applications.

PC 5-10-14 Public participation session with respect to items on the agenda

The Council agreed that the following item could be brought forward:

Should the Council consider providing a visitor guide or brochure?

Emily Stewart wished to speak to the Council about the lack of visitor information available about South Brent and her suggestion that a brochure could be published – the cost would be open to negotiation.

It was agreed that the Media Committee would consider this in more detail.

PC 6-10-14 Police report (Crime and Disorder Reduction)

No report received. Cllr John Rawlinson advised that tools and mowers have been taken from the Allotment Field.

The Council agreed that items 14 (1-3) could be brought forward on the agenda. The Chairman explained that the Council has two sources of grant funding, the Local Projects budget line and the Community Benefit Fund (available until 2023 from the solar farm at Marley Thatch). Local Projects funding is committed for the year but there have been only a few applications to the Community Benefit Fund, this may be due to the guideline that applicants may not apply in successive years.

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The following points were made: the Community Benefit Fund could be available to applicants in consecutive years, otherwise the same organisations might apply every other year with few applications in the intervening years. Cllr Cathie Pannell proposed that the Community Benefit Fund should be available each year to applicants; those who applied last year will be advised that they may re-apply this year and a decision will be made at the November meeting on all applications over £250. This was seconded by Cllr Donna Warne and unanimously resolved by the Parish Council (the guidance on applications to the Community Benefit Fund will be amended).

Correspondence circulated to Councillors:

- 1) South Brent Village Hall: grant application for new fire alarm system (£7,500). Peter Hopwood explained that a full fire risk assessment had been carried out and a hard wired system would cost £4,424 and a wireless system £7,500. The existing system is also being upgraded with new sounders and visual sounders. The Chairman advised that this application would be considered in November from the Community Benefit Fund.
- 2) South Brent Carnival Committee: grant application towards insurance cost of £536. Donna Cossey explained that the Carnival Committee does not qualify for external funding but this great tradition thrives in South Brent. The insurance has now been paid but this leaves less available to attract larger floats to the winter carnival, could the Council help retrospectively? It was clarified that donations given to local groups are a percentage of the amount collected by that organisation for the carnival. The Chairman advised that this application would be considered in November from the Community Benefit Fund.
- 3) South Brent Old School Community Centre (*Cllr Glyn Richards left the room while this application was considered*): grant application for Fitness Centre and improvements to the Centre. Ross Kennerley advised that the aims of the charity are social benefit and to reach out into the community for welfare benefits. This proposal has three strands: improving and increasing internal space available for activities; additional office space in School House and a new Fitness Centre supported by 96% of 274 questionnaires received. A recent public meeting was very well attended and presentations have been made to Rattery and Diptford Parish Councils. South Dartmoor Academy will provide the expertise and staff the facility for 24 hours each week and referrals will be made by the Health Centre. This project is still in draft form and it is estimated the overall cost will be £25,000. A letter of support from the Parish Council is requested, and applications for a Community Benefit Fund grant and a Town and Parish Fund grant are made. Cllr Cathie Pannell proposed a letter of support in principle, for the Fit for the Future project; seconded by Cllr Donna Warne and agreed by the Council. The Chairman advised that this application would be considered in November from the Community Benefit Fund, a TAP Fund application will also be considered.

PC 7-10-14 Confirmation of the accuracy of the minutes of the Parish Council meeting held on 22 September

The minutes were confirmed and signed.

PC 8-10-14 Report matters arising from the minutes – for information only

DNPA has advised that applications to the Dartmoor Communities Fund have been made by the Recreation Association, the Old School Centre and the Parish Council.

The Council agreed that the following item could be brought forward:

Primary School Link Governor report

Cllr Donna Warne advised that the harvest festival gifts went to the Shekinah Mission and in the following week children brought in extra gifts to make into hampers for local residents. The whole class went out to deliver each hamper!

On 11 November children will come to the Toll House for 11.00 am to mark Remembrance Day.

PC 9-10-14 District / County Councillors and DNPA Parish Council representatives report

District Cllr Cathie Pannell reported that a business survey is available online; an affordable homes leaflet has been produced and regarding street sweeping "The Parish team run an 8 week rota where South Brent either have a twice a weekly visit or three times on alternative week. Where they would spend a couple hours in and around the main areas, as well as the housing estates. The mechanical sweeper attends for three of those visits during that eight week period." The clerk will request a full schedule of street sweeping in South Brent.

District Cllr Peter Smerdon advised that Drybridge over the A38 is due to be taken down on the weekend of 8-9 November, when the A38 is closed traffic will be diverted through Dartington.

PC 10-10-14 Parish Council Committees and working groups and stakeholder groups:

Finance Committee meeting held on 29 September, recommendations:

- A. Any Councillor who wishes to discuss an interest in a matter on the agenda with the clerk, should contact her as soon as possible, rather than at the meeting. This was agreed by the Council.
- B. The Village Hall needs to be registered with Land Registry and the VAT position established. This was agreed by the Council.
- C. Standing Order 3 (l) is removed; the Model Protocol on filming and recording Council and Committee meetings is adopted; a notice of this Model Protocol will be available at each meeting; the Parish Council explores facilities to audio record meetings and how these should be stored – deferred to the Media Committee. Proposed by Cllr Peter Kelly, seconded by Cllr Glyn Richards and resolved by the Council.
- D. Decisions made by officers must be recorded in writing, be available for public inspection and retained for the prescribed period. Such decisions are reported in full at the next Council meeting, this will continue. Proposed by Cllr Peter Kelly, seconded by Cllr Glyn Richards and resolved by the Council.
- E. No changes are required to the existing Code of Conduct. Agreed by the Council.
- F. The photocopier has been changed and this will be reflected in the asset register. The 'South Brent' village name signs in Exeter Road purchased recently will also be added and the Village Hall will be included as community asset with a nominal value of £1. Agreed by the Council.
- G. No changes are required to the Financial Regulations. Agreed by the Council.
- H. No changes are required to the complaints, grievance and discipline procedures. Agreed by the Council.

Report on an informal meeting with representatives of the Action and Community Group on 6 October regarding the Toll House.

Cllr Greg Wall advised that the members of the Action Group will have the options discussed outlined to them.

Update on the **development adjacent to Palstone Lane**

Cllr Glyn Richards stated that the Council's comment on the amended application is still not on the DNPA website; the clerk will follow this up. (Cllr Donna Warne left the meeting.)

Report on the **DCC Highways Town & Parish Conference**

Cllr Cathie Pannell attended this conference regarding cost cutting measures. There is a consultation underway about salting and gritting roads and communities will be encouraged to mend their own potholes.

The Devon Association of Local Councils AGM recommended responding to DCC Tough Choices consultations suggesting that the TAP Fund for 2015-16 is allocated to local councils to authorise expenditure on pothole repairs (by professionals).

Planning Committee: minutes of the extraordinary meeting held on 22 July to be adopted; agreed by the Council.

PC 11-10-14 Station Yard car park: current situation regarding a lease

Tree works have been carried out by SHDC and heads of terms agreed, a response from SHDC is awaited.

PC 12-10-14 Update on the Council website

Cllr John Rawlinson has obtained two quotes for a new website it was agreed that these would be discussed at the Media Committee meeting for a recommendation to the Council.

PC 13-10-14 A meeting to discuss a possible Neighbourhood Plan will take place on 17 February 2015

The clerk advised that the Village Hall has been booked; an introductory item will be included in the next Council newsletter.

PC 14-10-14 Correspondence circulated to Councillors:

- 1) South Brent Village Hall: grant application for new fire alarm system (£7,500). (See minute 6-10-14 above).
- 2) South Brent Carnival Committee: grant application towards insurance cost of £536. (See minute 6-10-14 above).
- 3) South Brent Old School Community Centre: grant application for Fitness Centre. (See minute 6-10-14 above).
- 4) SHDC: The Council Tax Support grant will reduce from £4,160 to £3,744 for 2015-16. This will be taken into account by the Finance Committee budget meeting.
- 5) Office of the Police and Crime Commissioner: the question of Police Officers not attending Council meetings or sending reports will be put to the Chief Constable. The 'Youtube' link to this meeting will be sent to Sgt Gerig. Many Councillors have not met the new Police Constable for our area.
- 6) Mr D Green: the Council is requested to look again at a possible footway between the Station Yard and the Recreation Field. Mr Green has asked that this item is deferred to the next meeting when he hopes to attend.

PC 15-10-14 Primary School Link Governor report

See minute 8-10-14 above.

PC 16-10-14 Reinstatement of the disabled parking space in Church Street

DCC Highways is waiting to hear when this work can be done.

PC 17-10-14 Should the Council newsletter continue to be posted to homes outside the village?

This cost has increased to £424 p.a. for homes outside the 30 mph zone. In the past copies of the newsletter have been available for collection in the village but this was not successful. Part of the Quality Council status is that a quarterly newsletter is produced – not that it is delivered to each house in the parish.

Cllr John Rawlinson will write an item for the next newsletter.

PC 18-10-14 Progress with a lease/licence agreement between the Rec. Association and the Parish Council

Cllr Peter Kelly has read the model document from DALC, will compare it with what we have and report back.

PC 19-10-14 Should the Council consider providing a visitor guide or brochure?

(See minute 5-10-14 above.) The cost could be significant; this will be deferred to a future meeting.

PC 20-10-14 Update on possible safety measures for Exeter Road (near London Inn Mews)

No news.

PC 21-10-14 Consider works to a hornbeam tree in Station Yard: crown lift and reduction £445

Cllr Mark Copleston proposed that these works are carried out, seconded by Cllr Peter Kelly and resolved by the Council.

PC 22-10-14 Arrangements for the Service of Remembrance

The new Order of Service has been printed. The Chairman will contact those who might assist with the Service.

PC 23-10-14 Arrangements for Christmas lights 2014

An anonymous donation of £100 has been received. Louise Hawkins will be contacted to find out whether she would seek further donations from local businesses.

PC 24-10-14 Correspondence available on the table at the meeting (or by arrangement with the clerk):

- a) M Budden: letter of thanks for Community Benefit Funding.
- b) Diptford Short Mat Bowls Club: letter of thanks for the Council's support with a Town And Parish Fund application last year.
- c) DCC Highways: road works to be carried out over the winter.
- d) Sgt H Gerig: Police crime reports will not be produced, nor will Officers attend meeting.
- e) Diptford Parish Council: an application to the TAP Fund will be submitted to fund a lengthsman service, will South Brent join this application? The clerk will enquire when the lengthsman would visit South Brent.
- f) Ms J Rose: Could a speed hump be provided at the entrance to the village from the Exeter direction where it is very dangerous for pedestrians. This request will be sent to Cavanna, DCC Highways and DNPA as it is near the proposed 40 new homes.

- g) SHDC: The Parish Council electoral arrangements were not changed by the Local Government Boundary Commission.
- h) Devon Association of Local Councils: newsletter.
- i) Devon Senior Voice newsletter.
- j) Devon Active Communities Co-ordinator: some funding is available for older families and older people.
- k) Mrs J Cleave: copy of a letter to DCC Cllr S Hughes regarding uneven surface and loose paving stones. The BT cover near the Post Office has been levelled.
- l) Totnes and Dartmouth Ring & Ride: next meeting 28 October.
- m) DCC Highways: The owner of a tree in Harwell Lane which lost a large bough was to have the tree inspected and knows he is responsible for the tree. The clerk will enquire what action has been taken by DCC Highways.
- n) Healthwatch Devon newsletter.
- o) Police and Crime Commissioner: Mr Hogg raised the question of Police Officers attending Council meetings and Police reports with the Chief Constable (available on 'You Tube' <http://youtu.be/uwuw7qf00CA>).
- p) DCC Highways: Consultation on DCC gritting and snow clearing (www.toughchoices.co.uk Highways services). This will be completed suggesting that the TAP Fund for 2015-16 is allocated to local councils to authorise expenditure on pothole repairs
- q) DCC: Proposals for budget savings in waste management.
- r) DCC Highways: Drybridge closed 13 October 2014 to 29 March 2015.

All noted by the Parish Council.

PC 25-10-14 Report highway matters and street cleaning required

DCC Highways will be contacted about a pothole near 'Aishfield' and poor drainage near Harbourneford Cross.

Motorists are still parking on the Jubilee Crossing, the colour is not sufficient contrast to the road surface; there is no demarcation; the contrast surface material does not seem appropriate. The Parish Council will continue to work in partnership on this issue, for the benefit of the community.

PC 26-10-14 Finance:

Accounts for payment:

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| (Cheque signed on 29.9.14) | |
| BeyonDSL.net: quarterly satellite broadband payment | 125.85 |
| 1 st South Brent Guides: grant towards tents | 250.00 |
| Ivybridge & District Community Transport Association: grant | 100.00 |
| SWW (Direct debit): charges for toilet at Sanderspool Cross | 11.50 |
| South West Grounds Maintenance: Oct. invoice | 306.00 |
| South Brent Village Hall: room hire 10.00, 2 cupboards 60.00 | 70.00 |
| South Brent Old School Community Centre Ltd: room hire 4.50, laminating 0.66 | 5.16 |
| Veaseys Printers: 1400 newsletters | 152.95 |
| EDF Energy (Direct debit): charges for toilet at Sanderspool Cross | 19.64 |
| K Bristow: plants for troughs in W Square (Jul '13 & Sept.'14) | 101.65 |
| Royal Mail Group Ltd.: PO Box delivery | 313.01 |
| South Hams District Council: annual ins. & insp. fee play area | 120.00 |

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| ADS Windows and Doors Ltd.: door at Village Hall | 956.55 |
| C Pannell: mileage to attend DCC Conference 40x45p | 18.00 |
| Payroll: | 1511.81 |
| TOTAL | 4062.12 |

Cllr Glyn Richards proposed that the accounts be approved for payment and the cheques signed, seconded by Cllr Donald Wiseman and resolved by the Council.

PC 27-10-14 Items for press release and/or the newsletter

The next newsletter needs to include an item on Neighbourhood Planning.

PC 28-10-14 Items for the next agenda

The clerk will provide an aide-memoire on declaration of interests for the next Parish Council meeting.

PC 29-10-14 Consider applications to the Community Benefit Fund

As discussed earlier at minute 6-10-14 above, larger applications will be considered on 24 November, when applicants from last year will be invited to apply to the CBF again.

The following applications have been received for grants of £100-250:

J Harding - £200 for adventure sports course and equipment;

P Jones - £250 for yoga mats and blocks;

Z Penny - £250 for laptop for degree course;

O Rooke - £200 for outdoor adventure course and outdoor equipment.

For each of these applications Cllr Cathie Pannell proposed that no grant should be made as there is insufficient benefit to the community of South Brent, seconded by Cllr Mark Copleston and resolved by the Council.

The meeting closed at 10.17 pm.