

Minutes of the Parish Council meeting held on 24 November 2014 at 7.30 p.m. in the Village Hall, South Brent. The Chairman welcomed everyone to the meeting.

A one minute silence was held to mark the passing of Lt Cdr Tom Anderson, a former Parish Councillor.

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

Mr R Cleave wished to bring to the attention of the Council the adverse effect of the traffic warden on trade in the village; recently there were two visits by a traffic warden in one day and one by a Police Officer – and visits on four days in a week. A Councillor noted that the existing parking restrictions are needed in the village. The Chairman thanked the traders for attending the meeting, the Council is now aware of their concern and will find out whether anything can be done.

Mr J Presley explained that the South Brent Community Land Trust has a proposed site in Harwell Lane. The CLT has been meeting with the relevant authorities and has met with residents of Harwell Lane. A public consultation will take place on 13 December from 2-5pm in the Old School Centre and the CLT would like to set up a stakeholder group. Cllrs John Rawlinson and Glyn Richards offered to serve on the stakeholder group (and Cllr Greg Wall if required).

PC 1-11-14 Record of members present

Cllr Greg Wall in the Chair, Cllrs Richard Fone, Mandy Haley, Peter Kelly, Jane Maunder, Cathie Pannell, John Rawlinson, Glyn Richards and John Summers; sixteen members of the public and Julia Willoughby clerk to the Council were present.

PC 2-11-14 Apologies for absence

Apologies have been received from Cllrs Mark Copleston, Donna Warne and Donald Wiseman and County Cllr Rosemary Rowe.

PC 3-11-14 Declarations of interest (nature and extent) with regard to items on the agenda

The clerk has provided an aide memoire on declaring interests.

Cllr Glyn Richards declared an interest in 17 a TAP Fund application from the Old School Centre Trustees (his employer - Part A of the Register of Interests) he will leave the room when this is discussed.

Interests in applications to the Community Benefit fund will be dealt with when the item is reached.

Cllr Glyn Richards was proposed as Vice Chairman for the meeting by Cllr Peter Kelly, seconded by Cllr Jane Maunder and resolved by the council.

PC 4-11-14 Consider the granting of dispensations

No applications.

The Council agreed that the Police Report could be brought forward on the agenda.

PCSO Broadhurst was present; he advised that three crimes since 1 November can be reported: cash box stolen; items stolen from a vehicle and a parked vehicle had a window smashed.

It was noted that people appreciate seeing a PC on duty on foot in the village and the Council is very grateful to PCSO Broadhurst for attending the meeting.

PC 5-11-14 Public participation session with respect to items on the agenda

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

Correspondence circulated to Councillors:

3) Mr D Green: the Council is requested to look again at a possible footway between the Station Yard and the Recreation Field. Mr Green acknowledged that the Council has considered this matter in the past and requested that it is taken up again. Cllr Jane Maunder proposed that a footpath through the railway cutting or along Balmoral Lane and Ashwood should be investigated again, seconded by Cllr Glyn Richards and resolved by the Council.

PC 6-11-14 Police report (Crime and Disorder Reduction)

(See minute 4-11-14 above.)

PC 7-11-14 Confirmation of the accuracy of the minutes of the Parish Council meeting held on 20 October

The minutes were confirmed and signed.

PC 8-11-14 Report matters arising from the minutes – for information only

DNPA approved the planning application for 40 new homes in Exeter Road next to Fairfield on 7 November.

PC 9-11-14 District / County Councillors and DNPA Parish Council representatives report

District Cllr Cathie Pannell reported that she had a meeting with Mr S Mason of SHDC on 19 November regarding street sweeping in South Brent. This was very useful as the centre of the village was in a poor state. Mr Mason took photos and sweeping has improved since. There should be a considerable improvement in standards in the next 2-3 weeks.

The development of a new town with 5,500 homes at Sherford is to go ahead.

Cllr Peter Smerdon was present but had nothing to add to this report.

PC 10-11-14 Parish Council Committees and working groups and stakeholder groups:

**Open Spaces Committee** meeting held on 3 November (minutes attached), recommendations:

- i) Repairs to the infant multi-play equipment are carried out (£175) and further information on possible replacement equipment is sought; proposed by Cllr Mark Copleston, seconded by Cllr Mandy Haley and agreed by the Council.
- ii) If three new seats are to be provided for Wellington Square, perhaps two could be sponsored? Proposed by Cllr Mark Copleston, seconded by Cllr Mandy Haley and agreed by the Council. (A 'Georgian' seat like the one at the Anchor building would cost £429, plus VAT, delivery and installation.)

The clerk advised that she has been unable to submit a request to SHDC to have assets of community value listed, as the application form is complicated, available online only and requires written support from the present owner of the asset and evidence of proposed future use. The Council agreed this question would be considered by the Open Spaces Committee again.

**Media Committee** meeting held on 3 November (minutes attached), recommendations:

A. The following are added to the Freedom of Information policy:

Section 5 – Grievance policy, Disciplinary policy, Dignity at Work policy, Grant Aid policy and the Community Benefit Fund applications and guidelines; proposed by Cllr Peter Kelly, seconded by Cllr Glyn Richards and agreed by the Council.

- B. One of the quotes for a new Parish Council website is accepted with a view to possibly extending into a community website (see minute 14-11-14 below).
- C. Emily Stewart is thanked for her presentation to the Parish Council but there is no budget line for a brochure in 2013-14 and Media resources are required for a new website; proposed by Cllr Peter Kelly, seconded by Cllr Glyn Richards and agreed by the Council.

**Planning Committee** meeting held on 10 November, minutes of the meeting held on 13 October were adopted, update on the **development adjacent to Palstone Lane** and recommendations of the Committee:

The Parish Council pursues two crossing points in Exeter Road; ensures that the contribution of £91,652.50 is available for the community of South Brent; requests that the S 106 agreement is seen by the Council while still in draft form; the construction of the proposed cycleway/footway in Exeter Road is ascertained (is there a kerb?) and the Jubilee Crossing in Station Road is sorted out; proposed by Cllr Glyn Richards seconded by Cllr Peter Kelly and resolved by the Council.

**Finance Committee** meeting held on 17 November, recommendations (if urgent); none.

PC 11-11-14 Site meeting at the Jubilee Crossing, Station Road on 20 November

The Chairman reported that the meeting was attended by Lisa Edmunds, Jim Morrison and Phil Townsend of DCC Highways and Ivor Winsor of South West Highways Ltd; Cllrs Cathie Pannell, Glyn Richards, Greg Wall and the clerk to the Council.

At the meeting it was proposed that the silver granite surface should remain and be outlined with a broken white line on each side of the crossing - free of charge. The two bollards knocked flat by a Warburton's lorry will be re-installed one meter back from the kerb along with two additional bollards also on the Post Office side at the far ends of the granite setts, one meter back from the kerb. It was suggested that a sign warning 'elderly people crossing' might be provided in Totnes Road at the approach to the narrow section; proposed by Cllr Cathie Pannell seconded by Cllr Glyn Richards and resolved by the Council.

PC 12-11-14 Report on the demolition of the Signal Box and retention of the finials

The Chairman advised that the Signal Box has now gone and the finials are being stored inside as they are very wet, one will certainly require restoration work. Work on the finials will be reviewed in six months.

PC 13-11-14 Station Yard car park: current situation regarding a lease

SHDC has the name of the Council's Solicitor so it is assumed the lease is getting nearer.

PC 14-11-14 Update on the Council website, and should a community website be considered?

Cllr John Rawlinson advised that two quotes have been obtained for a new Parish Council website and the Media Committee chose SCS Design. Training and follow-up will be provided and a prototype site can be viewed. The South Brent community website also needs to be re-launched and Mr John Shepherd has offered to keep the website up-to-date. Cllr Rawlinson understands that a community website could be provided for £400 or

less by SCS Design; District Councillors Cathie Pannell and Peter Smerdon both offered £250 towards these projects from their respective Locality Funds. Cllr Glyn Richards proposed that in view of these generous offers of funding the Parish Council goes ahead with both a Parish Council and a community website provided by SCS Design - as long as the community website costs less than £400, and in consultation with Mr Shepherd; seconded by Cllr Peter Kelly and resolved by the Council.

PC 15-11-14 Planning applications:

(Chairmanship of the meeting was passed to Cllr Glyn Richards for this item.)

45/2740/14/F alterations and extension to kitchen, Lisburne Farm, South Brent; the Parish Council has no objection to this application.

Any amended applications: none received.

PC 16-11-14 Correspondence circulated to Councillors:

- 1) Emily Hawkins: The Parish Council is urged to take action about the traffic speed in the narrow section of Totnes Road as there is a real danger to pedestrians, nine options are suggested. It was noted that all 20 mph zones are to be reviewed and the Council will press for this zone to be made more apparent and vehicle speed activated sign(s) will be requested. The village improvement plan drawn up some years ago will be revisited by the Open Spaces Committee, along with the proposal for a footpath link between Station Road and Ashwood, via Balmoral Lane. Ms Hawkins will be thanked for her well researched proposals.
- 2) The Local Government Boundary Commission for England: electoral review of Devon. This is an opportunity to request that the parish of South Brent is changed to one single ward (rather than two); this was agreed by the Council.
- 3) Mr D Green: the Council is requested to look again at a possible footway between the Station Yard and the Recreation Field (see minute 5-11-14 above).

PC 17-11-14 Consider submitting a TAP fund application for the Old School Centre  
(Cllr Glyn Richards left the room while this item was discussed.)

Although both Rattery and Diptford Parish Councils have had presentations on the 'Fit for the Future' proposals, neither Council wishes to be included in a TAP Fund application. Ugborough PC will be contacted and the Council agreed that the application would be supported by South Brent Parish Council when another Council comes forward for partnership working. (All remaining members of the public left the meeting.)

PC 18-11-14 Reinstatement of the disabled parking space in Church Street

No further information. Enquiries will be made of DCC Highways.

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

Consider applications to the Community Benefit Fund

The following applications are to be considered from a total of £5,000 available for larger grants from the Community Benefit Fund:

- |    |                          |  |
|----|--------------------------|--|
| A. | Amateur Dramatic Society | £1,000 stage lighting (50% of cost £522)       |
| B. | Carnival Club            | £536 insurance (or payment to visiting floats) |
| C. | Cricket Club             | £500 development of youth team & pitch         |
| D. | Old School Centre        | £1,000 Fit for the Future project              |
| E. | Recreation Association   | £1,000 to clean multi-games area               |
| F. | Village Hall             | (£7,500) £1,000 wireless fire alarm            |

Comment [SBPC1]:

Declarations of interest regarding these applications:

It was noted that Cllrs Cathie Pannell and Greg Wall are members of the South Brent Amateur Dramatic Society (application A).

Cllr Peter Kelly as Chairman of the Recreation Association will leave the room while application C from the Cricket Club is considered; Cllrs Richard Fone and Jane Maunder may speak but not vote on this application as Trustees of the Recreation Association.

Cllr Glyn Richards will leave the room when the application from the Old School Centre is considered (application D), part A of the Register of Interests.

Cllr Peter Kelly as Chairman of the Recreation Association and Cllrs Richard Fone and Jane Maunder Trustees of the Recreation Association will leave the room while application E from the Recreation Association is considered.

Cllrs Mandy Haley, Cathie Pannell and Greg Wall will leave the room when application F is considered as they are Village Hall Trustees.

Each application was considered individually:

- A. Amateur Dramatic Society  
£1,000 for stage lighting; the guidelines state that a maximum of 50% of the cost of a project can be applied for - £522 in this case.
- B. Carnival Club  
£536 insurance (or payment to visiting floats).
- C. Cricket Club (*Cllr Peter Kelly left the room*)  
£500 development of youth team & pitch at the Recreation Field.
- D. Old School Centre (*Cllr Glyn Richards left the room*)  
£1,000 towards Fit for the Future project.
- E. Recreation Association (*Cllrs Richard Fone, Peter Kelly and Jane Maunder left the room*)  
£1,000 towards cleaning multi-games area surface.
- F. Village Hall (*Cllrs Mandy Haley, Cathie Pannell and Greg Wall left the room*)  
£7,500 total cost for wireless fire alarm; a maximum of £1,000 can be applied for.

Cllr John Rawlinson proposed that £522 is granted to SBADS, £536 to the Carnival Committee, £500 to the Cricket Club and £1,000 each to the Old School Centre, Recreation Association and Village Hall (Total £4,558); this was seconded by Cllr John Summers and resolved by the Council.

PC 19-11-14 Progress with a lease/licence agreement between the Rec. Association and the Parish Council

Cllr Peter Kelly suggested that the existing agreement between the Rec. Association and the Parish Council is sent to the Council's solicitor for his comments.

PC 20-11-14 Update on possible safety measures for Exeter Road (near London Inn Mews)

Nothing to report; DCC Highways will be contacted.

PC 21-11-14 Report on the Service of Remembrance

Cllr Greg Wall advised that a collection of £536 made was for the Royal British Legion. It was noted that the poetry reading lifted the Service.

PC 22-11-14 Arrangements for Christmas lights 2014

The lights were installed yesterday; Cllr Peter Kelly will test them before our Young Community Champion switches them on next Saturday prior to the winter carnival.

PC 23-11-14 Consider the commemoration of VE day

It is possible that a Church service could be held on Sunday 10 May 2015. The Parish elections will take place on 8 May although Councillors remain in post until four days after the election date. This item will be carried forward to the next agenda.

PC 24-11-14 Consider arrangements for the Annual Parish Meeting 2015

The Council agreed that this meeting should take place on 16 March 2015, it is not essential that the annual accounts are part of that meeting as they are published in the newsletter (and on the website). Village Improvements will be included on the agenda.

PC 25-11-14 Draft calendar of meetings for 2015

This was agreed by the Council with the addition of the Annual Parish Meeting (see above).

PC 26-11-14 Correspondence available on the table at the meeting (or by arrangement with the clerk):

- a) Totnes and Dartmouth Ring & Ride: grant application for 2015-16; this will be deferred until after the election in May 2015.
- b) Devon Association of Local Councils: A decision on recommended salary scales is imminent.
- c) DCC: 'Tough Choices' news.
- d) S Doree: Letter thanking the Council for the Community Benefit Funding received.
- e) 1<sup>st</sup> South Brent Guides: Letter of thanks for the Council grant of £250.
- f) SHDC: Town & Parish Voice news.
- g) P Hopwood: Latest news from Brent Island Trust.
- h) DCC: Temporary road restrictions for winter carnival.
- i) DCC: A tree inspector will check on the tree in Harwell Lane which has already lost a large bough.
- j) Sgt Gerig: It is possible PCSO Broadhurst will attend the Council meeting on 24 November.
- k) Devon Community Recycling & Composting news.
- l) DCC: Temporary road restrictions for various works between now and 31 March 2015.
- m) Ivybridge & District Community Transport Association: Email thanking the Council for the grant of £100.
- n) Clerks & Councils Direct magazine.
- o) DALC: news on the electoral review of Devon.
- p) Balfour Beatty: information on the demolition of Dry Bridge, Rattery.
- q) SHDC: Local Homes for Local People pamphlet.

All noted by the Parish Council.

PC 27-11-14 Report highway matters and street cleaning required

DCC Highways will be contacted about a loose granite sett near the Post Office and SWW will be notified of a water leak in Plymouth Road.

The clerk will contact residents of Wellington Square to request that there is no parking on the cobbled area.

Regarding parking enforcement raised at the beginning of the meeting by members of the public, this will be monitored.

**PC 28-11-14 Finance:**

**Accounts for payment:**

SWW (Direct debit): charges for toilet at Sanderspool Cross	11.50
South West Grounds Maintenance: Nov. invoice	306.00
South Brent Village Hall: room hire	10.00
South Brent Old School Community Centre Ltd: room hire 36.00, Remembrance Order of Service 175.00	211.00
Veaseys Printers: folding 1400 newsletters (Sept.)	18.00
Ricoh (Direct debit): photocopier lease and usage	59.61
DALC: Cllr G Richards attended AGM 11.10.14	20.00
South Hams District Council: works to unblock Main drains S. Cross	275.47
Information Commissioner: data protection registration	35.00
Payroll:	1510.13
<b>TOTAL</b>	<b>2456.71</b>

Cllr John Summers proposed that the accounts be approved for payment and the cheques signed, seconded by Cllr Peter Kelly and resolved by the Council.

**PC 29-11-14 Items for press release and/or the newsletter**

The newsletter will be finalised following the meeting this evening.

**PC 28-10-14 Items for the next agenda**

These have been noted throughout the meeting.

The lease between the South Brent Community Energy Society and the Parish Council was signed by the Chairman and Cllr Glyn Richards.

The meeting closed at 9.45 pm.