

Minutes of the Parish Council meeting held on 26 March 2018 at 7.30 p.m. in the Village Hall, South Brent. The Chairman of the Council welcomed everyone to the meeting.

Open Forum:

Cllr Richards advised there are to be two road closures in Totnes Road both between 3-5 April; the clerk will contact DCC Highways to request restricted parking in Plymouth Road during the works.

PC 1-3-18 Parish Councillor Vacancy and co-option arrangements

As an election was not requested, the Councillor vacancy has been advertised and one applicant has come forward – Mr Paul Astal-Stain. He was asked why he would like to become a Councillor and responded that he feels he has a lot to offer the Council, through his skills as a negotiator, CEO and through his roles in further education.

(The Council could choose to continue advertising the vacancy.) Cllr Fennessy proposed Mr Astal-Stain is co-opted onto the Council until the next election in 2019; seconded by Cllr Richards and unanimously resolved by the Council. (The Declaration of Acceptance of Office was signed.)

PC 2-3-18 Record of members present

Cllr Cathie Pannell in the Chair, Cllrs Paul Astal-Stain, Carol Doree, Paul Fennessy, Sue Gaskin, Peter Kelly, Jane Maunder, Antony Power, John Rawlinson, Glyn Richards, Heidi Rodriguez and Greg Wall; four members of the public and Julia Willoughby clerk to the Council were present.

PC 3-3-18 Apologies for absence

None.

PC 4-3-18 Declarations of interest (nature and extent) with regard to items on the agenda

Cllr Peter Kelly declared a pecuniary interest in items 14 and 15 Recreation Association lease and insurance, as he is the Chairman of that organisation.

Cllr Jane Maunder is a trustee of the Recreation Association and also declared a pecuniary interest in 14 and 15.

The Parish Council agreed discussion of issues affecting local traders would not require a declaration of interest, unless specific businesses were discussed.

PC 5-3-18 Consider the granting of dispensations

No applications.

PC 6-3-18 Public participation session with respect to items on the agenda

The Parish Council agreed the following item could be brought forward.

13. Correspondence

- (1) Sustainable South Brent: Business Rates are threatening the viability of our local shops – taxes should be on the basis of profits. A representative of SSB was present and advised that locally two shops, one with takings which were 10% of the other both paid the same amount of business rates.

The Parish Council cannot solve this problem but can engage with district and county councils and our M.P. to argue the case for change. A draft question to be put to the Government Minister will be circulated for the next meeting. Businesses are able to apply to SHDC for discretionary business rates relief.

Cllr Power proposed an informal group is set up with traders and SSB to spend more time on the issues traders are facing, seconded by Cllr Doree and resolved by the Council. Cllrs Astal-Stain, Doree and Power offered to be part of this group and will report back to the Parish Council.

PC 7-3-18 Police report (Crime and Disorder Reduction)

No report.

PC 8-3-18 Confirmation of the accuracy of the minutes of the Parish Council meeting held on 19 February 2018

The minutes were confirmed and signed.

PC 9-3-18 Report matters arising from the minutes – for information only

None.

PC 10-3-18 District / County Councillors and DNPA Parish Council representatives report  
District Councillor Robert Steer advised the Joint Local Plan has been judged sound, with modifications.

District Councillor Smerdon has visited the interim Post Office at the Old School Centre; residents will be able to pay their Council Tax by debit card.

Cllr Richards queried the scope of the current SHDC Housing Needs Consultation; this covers the whole district – including DNPA areas.

County Councillor Richard Hosking's February report has been circulated to members of the Parish Council.

Currently:

- DCC is to investigate the adequacy of emergency planning along the A38 corridor, following the recent freezing weather.
- Double yellow lines in Exeter Road between the Heather Park and Pool Park entrances will be considered.
- £500 has been granted to the Old School Centre.
- Devon and Cornwall will receive £4.5 million for pothole repairs; it was noted the best way to report a pothole is on the DCC website.
- £2.5 million will be spent on repair of the Slapton Line (road).

A recent meeting locally highlighted the fact that people do not know which types of plastic can be recycled; DCC Cllr Hosking and SHDC Cllr Smerdon will take up this matter.

The grass verges at Woodhay Close are regularly driven over and are in a poor state; DCC Cllr Hosking will find out if there is any solution.

The Chairman reported DNPA has a new Ranger Team Manager and within the planning team three officers have been appointed to new posts, they will be congratulated.

PC 11-3-18 Parish Council Committees and working groups and stakeholder groups:

A) Update from **Defibrillator Working Group**; the spare starter units have been ordered.

B) Media Committee meeting held on 5 March (minutes attached): Devon Association of Local Councils tips for Councillors on social media, to note and operate within these guidelines:

- Be clear if the profile is for council use or personal use - and don't blur these boundaries.

- Remember the code of conduct - what is unacceptable offline is unacceptable online also.
- Beware of libel - publishing an untrue statement especially about an individual could result in a claim being made against them.
- Copyright - do not copy images or text without permission
- Data protection - do not post personal data without consent.
- Bias and predetermination - do not publish anything which may suggest you've already made up your mind.
- Unacceptable material - publishing obscene material is a criminal offence.

- C) Any urgent matters from the postponed Open Spaces Committee meeting:
- A. Requests to be made to the Council for the release of S 106 funds; not all the organisations on the OSSR list have responded, when all details are received the Council can consider the applications for S 106 funding.
  - B. Station Yard – repair of potholes; District Councillor Smerdon thought the Rattery PC road warden might assist in carrying out the repair needed and will advise.
  - C. Any repairs or maintenance required at the play area or to bus shelters. There is still a problem with a burst pipe in the toilet at the play area, SHDC will be asked to turn off the water as the stop cock is faulty. It is hoped a meeting might be held on 14 May, if a Planning Committee meeting is not required.

PC 12-3-18 Update on the interim Post Office at the Old School Centre

Cllr Richards advised that since 16 March there have been technical problems and services were intermittent, then failed altogether. It is hoped all services will be restored later this week and a request for a permanent data line with a terminal which is fit for purpose has been made. A meeting regarding these issues has been requested as soon as possible by the Trustees of the Old School Centre and our M.P. has been copied into the correspondence.

PC 13-3-18 Correspondence circulated to Councillors:

- 1) Sustainable South Brent: Business Rates are threatening the viability of our local shops – taxes should be on the basis of profits. (See minute 6-3-18 above.)
- 2) A parishioner has suggested the spring on Hillside is made a local feature; however, it is possibly in private ownership. This idea will be added to the remit of the Village Centre working group.

PC 14-3-18 Overview of the existing lease with SHDC of the Station Yard. SHDC has advised they will be retaining this area (a sale will not be progressed). The car park is a public place and *may not* be used for SORN ('Statutory Off-Road Notification') vehicles. Both untaxed *and* SORN vehicles will be investigated as abandoned and the police informed

Vehicles which were not taxed or SORN have been removed. Cllr Power has read the lease and the Parish Council cannot charge for use of the car park but could create regulations e.g. time limit, weight limit etc. (there are automated means of enforcing these).

PC 15-3-18 Draft lease agreement with the Recreation Association suggested amendment (Cllrs Kelly and Maunder left the room for this and the following item.)

Amendment (in italics) to read:

## 5.2 Covenant to insure

The Landlord covenants with the Tenant to insure the Premises, *The Tenant covenants to insure the contents and the risks of Employers Liability and Public Liability Insurance*

## 5.4 *is now not necessary*

Cllr Richards proposed this amendment is accepted and the final draft of the lease submitted to the Council's solicitor; seconded by Cllr Wall and resolved by the Parish Council.

PC 16-3-18 Likely costs to insure the Recreation pavilion building and outdoor facilities, including subsidence cover: £3,010 p.a. (currently £1,611 p.a. for the Council)

Cllr Richards proposed the Parish Council insures the Recreation building (pavilion) and outdoor facilities at renewal (1 June) including subsidence cover (currently insured by the Recreation Association), seconded by Cllr Gaskin and resolved by the Parish Council.

PC 17-3-18 How can the Parish Council support our local traders and retailers?

The new working group will meet with traders and Sustainable South Brent and report back to the Council.

PC 18-3-18 Following recent freezing weather, should the Council consider formulating an Emergency Plan?

During two periods of freezing and snowy weather residents have assisted those stuck in vehicles on the A38 by providing hot drinks, food, moving cars and opening the Village Hall – if needed. The next Council newsletter could include an item on forming an emergency group.

The DCC review of facilities available along the A38 will be useful too.

PC 19-3-18 A Town and Parish (TAP) Fund grant of £1,964.79 has been awarded to the Council towards vehicle activated signs for Exeter Road

Cllr Richards proposed the two vehicle activated signs for Exeter Road are purchased, seconded by Cllr Doree and resolved by the Parish Council.

PC 20-3-18 Report on General Data Protection Regulations and Parish Councils

The clerk attended training on 13 March. The Parish Council will need to carry out work to comply with the Regulations, although the Bill is still going through Parliament and has not been finalised. (This item will be carried forward to the next agenda.)

PC 21-3-18 Review of the Devon traffic sensitive street network (ends 31 March)

The Review was noted by the Council.

PC 22-3-18 Arrangements for the 40<sup>th</sup> Twinning event in May 2018

The Chairman has met with a representative of the Twinning Association who will co-ordinate this event. Councillors will be welcome to attend an event on 26 May and a grant application from the Twinning Association can be expected.

PC 23-3-18 A planter has been donated to the Council to prevent motorists parking on the cobbles in Wellington Square

A parishioner offered a granite planter to the Parish Council, it is now in situ at Wellington Square; a letter of thanks will be sent.

PC 24-3-18 Update on the Recreation Field

Cllr Kelly had nothing to report.

PC 25-3-18 Consider possible arrangements for the Remembrance Service in 2018

Nothing new to add.

PC 26-3-18 Consider any Community Benefit Fund applications

(Cllrs Kelly and Maunder left the room for this item.)

The Recreation Association has applied for the remaining sum of £180 towards tennis posts for the multi games area; Cllr Richards proposed £180 is granted this evening, seconded by Cllr Rodriguez and resolved by the Parish Council.

PC 27-3-18 Can this community, through the Parish Council, help in the refugee crisis?

A request is made for funding of £75 for 2018-19 for room hire and photocopying. Cllr Rodriguez proposed this sum is granted to the Refugee Support Network, by the Old school centre invoicing the Parish Council directly; seconded by Cllr Richards and resolved by the Council.

PC 28-3-18 Nominations for Community Champion Awards 2017-8.

Nominations for both Awards were made and agreed by the Parish Council, the awards will be presented at the Annual Parish Meeting on 30 April.

PC 29-3-18 Finance: Accounts for payment.

Approved accounts for payment:

South Brent Brownies: grant towards a multi activity weekend	300.00
Pennon Water (Direct debit): charges for toilet at S. Cross	11.50
South West Grounds Maintenance: invoices for Jan. Feb. & Mar.	918.00
South Brent Village Hall: room hire (Feb)	12.00
South Brent Old School Community Centre Ltd: room hire	7.50
Ricoh UK Ltd (Direct debit): lease of photocopier	50.33
Open Spaces: move planter	30.00
DALC: GDPR training 13.3.18 (clerk)	48.00
Wakeleys Ltd: cleaning products (park keeper)	14.81
Veaseys Printers: 1450 newsletters	164.50
T Fivash: delivery of newsletters	80.00
G Wall: postage for newsletters reimbursed	112.00
RG Toogood: timber for works to steps at Railway Wood	155.79
SPX Refrigeration & Eng. Services Ltd: supply and fit	
'No Exit' sign in Station Yard	131.69
South Hams District Council: non-domestic rates for Old Toll House	117.60
G Richards: reimbursement of travelling expenses in 2017-18	122.40

Payroll: 4 payments 2201.37

TOTAL 4,477.49

.....  
Community Benefit Fund:

South Brent Recreation Association: tennis posts	<u>180</u>
Total 2017-18	6,300

PC 30-3-18 Correspondence available on the table at the meeting (or by arrangement with the clerk):

- a) DCC Cllr R Hosking: February report on DCC matters.
- b) DCC Highways: temporary prohibition of through traffic at Palstone Lane, South Brent 14-16 March.
- c) SHDC news releases: New housing opportunities; protecting frontline services and learn to access your council tax online sessions - including 18 April at the Old School Centre.
- d) South Hams CVS: request for a donation of £100; this will be carried forward to the next meeting.
- e) Devon Association of Local Councils newsletter.
- f) NHS Torbay and South Devon newsletter.
- g) Dr Sarah Wollaston M.P. press release on funding secured for rebuilding of the Slapton Line.
- h) DCC Business Day 18 April.
- i) 'Clerks & Councils Direct' magazine.

All noted by the Parish Council.

PC 31-3-18 Report highway matters including a request for lighting between Crowder Meadow car park and Crowder Park; any street cleaning required – consider informal litter collection (with Sustainable South Brent) and street cleaning required

DCC Highways will be advised a spring running from Whinfield, Hillside is already being eroded.

Lighting at Crowder Meadow is probably a matter for the landlord.

Litter picks – Cllr Rawlinson will speak to our DNPA Ranger.

PC 32-3-18 Items for press release and/or the newsletter

Information and a photo of the newly co-opted Councillor will be sent to the press.

The meeting closed at 9.28 pm.