

South Brent Parish Council

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CHAIRMAN

Cllr Glyn Richards

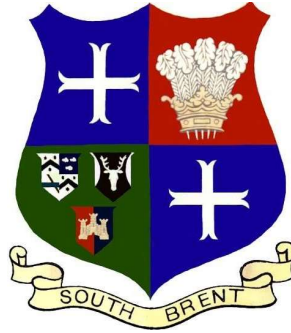
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CLERK

Mrs Lucy Bruckner

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17 May 2022

Dear Councillor,

You are hereby summoned to attend the Annual Parish Council Meeting of South Brent Parish Council on Monday 23rd May 2022 at 7.30pm at The Pavilion, Palstone Park Recreation Ground, Exeter Road, South Brent, TQ10 9JA.

Councillors are reminded to consider whether any items in their Register of Interests should be updated.

Members of the public and the press are most welcome to attend the meeting.

Yours faithfully

Lucy Bruckner

Clerk to the Council

Before the meeting there will be an Open Forum for discussion with members of the public for 15 minutes for items not included on the agenda (each speaker has a maximum of 5 minutes at the discretion of the Chairman).

AGENDA

- 1.5.22 Election of the Chairman of the Parish Council and signing of the Declaration of Acceptance of Office.
- 2.5.22 Election of Vice-Chairman of the Parish Council.
- 3.5.22 Co-option of one Councillor for the casual vacancy.
- 4.5.22 Welcome and record of members present.
- 5.5.22 Apologies for absence.
- 6.5.22 Declarations of interest (and their nature) regarding agenda items.
- 7.5.22 Consider the granting of dispensations in relation to 6.5.22.
- 8.5.22 Public participation session with respect to items on the agenda (including any comments from Councillors with a personal interest in an agenda item).
- 9.5.22 Parish Council Committees, working groups and stakeholder groups.
 - Review of delegation arrangements to committees and working groups.
 - Review of terms of reference for Committees.
 - Receipt of nominations to existing Committees and working groups:
 - Planning Committee and election of Chairman.
 - Finance Committee (seven members including the Chairman of the Parish Council).
 - Land & Estates Committee (six members).
 - To consider current Working Groups
 - Christmas lights.
 - Open Space, Sport & Recreation.
 - Defibrillator working group
 - Station Yard and car park
 - To consider appointing new committees and/or working groups as below.
 - Media
 - Beating the Bounds 2023
 - Parish Plan review
 - Appointment of representatives to, or liaison with outside bodies:
 - South Brent Primary School Governing Body
 - Recreation Association (four members)
 - DCC Highways Liaison
 - Parish Tree Warden
 - Dartmoor National Park Forum representative and reserve
 - SHDC Parish Cluster representative

- Burial Ground Committee (two members)
- Village Hall representative
- Vicarage Road Allotment Association representative
- 4b's
- Sustainable South Brent representative
- Village centre/local traders
- South Brent Community Land Trust representative
- Twinning Association representative

- 10.5.22 Arrange for the inspection of the deeds and trust documents in the custody of the Council.
- 11.5.22 Parish Basic Allowance report (see supplementary information).
- 12.5.22 Police report (crime and disorder reduction).
- 13.5.22 Confirmation of the accuracy of the minutes of the Parish Council meeting held on 25th April 2022.
- 14.5.22 Report matters arising from the minutes – for information only. To include information from Highways on the provision of one extra streetlight.
- 15.5.22 Report from South Hams District Councillors.
- 16.5.22 Report from Devon County Councillor.
- 17.5.22 Highway matters including Church Street and street cleaning programme.
- 18.5.22 Parish Councils representative's reports to include the following.
- DALC board member
 - SSB report on the climate and ecological emergency
- 19.5.22 Parish Council committee and working group reports. Members are reminded that committee meetings need to be quorate.

Jubilee working group

To agree wording on the Platinum Jubilee plaque (see supplementary information).

Land & Estates committee

To receive an update on this Council's requests to Community Payback, and to agree volunteers from Members regarding the planned work.

To receive an email from DNPA Planning regarding the play park fence and to agree the clerk to apply for planning permission.

Station Yard and car park – see supplementary report.

To consider Network Rails proposals in the car park.

- 20.5.22 To confirm available training dates for Councillors.

21.5.22 Clerk

- Report on actions taken on the resolutions of the last full council meeting. Circulated in advance, to be received at this meeting.
- General report circulated in advance, for information only.
- To receive the DALC training agreement for CiLCA, and at their request sign and return the document.

22.5.22 Planning

- Amended applications

- Planning applications

Planning No	Detail	PC comment
SHDC 0878/22/HHO	Householder application for rear and side extension to create kitchen-diner alterations. Pinewood, Marley Head, South Brent, TQ10 9LW	

- Withdrawn applications.

- Planning decisions

Planning number	Detail	PC comment	PA decision
DNPA 0108/22	Front porch. 20 Bishops Mead, South Brent.	No objection	Granted
DNPA 0107/22	Single storey front extension and porch. 1 Police Houses, Kerries Road, South Brent.	Objection	Granted
DNPA 0105/22	Replacement single storey rear extension, widening of porch and rear dormer to replace existing roof window. 14 Manor Court, South Brent.	No objection	Granted
DNPA 0104/22	Single storey side and rear extension with ramps to front and rear, 47 Courtenay Park, South Brent.	No objection	Granted

- Tree applications.

DNPA 22/0016 Highfield, South Brent

DNPA 22/0019 Noland Lodge, South Brent

- 23.5.22 Finance
- i. Carry out a review of the effectiveness of the system of internal control of the accounts during the year to 31 March 2022.
 - ii. To agree the insurance premium for 2022/23 at £3761.02 and to consider a three year agreement at a fixed cost for insurance. To agree a monthly direct debit payment for insurance at 0% and no fee at £309.25 per month, and if agreed, to sign direct debit agreement.
 - iii. To consider CBF application from OSCC for £380.00
 - iv. To consider CBF application from SSB for the Fair for South Brent for £750.
 - v. To consider CBF application from ArtHouse for £250.
 - vi. To consider CBF application from The Bridge Project (Youth Bus) for £1000.
 - vii. To agree clerk's overtime for March 2022 at 15 hours.
 - viii. To receive bank reconciliation for year end 31st March 2022.
 - ix. To carry out an internal audit of two transactions.
 - x. To receive the report of the independent internal auditor on the 2021-22 accounts.
 - xi. Certify the Annual Governance Statement, Annual Accounting Statement and AGAR Parish Council accounts for the year ended 31 March 2022.
 - xii. To agree accounts for payment for May 2022
- 24.5.22 To receive an email from a parishioner regarding the Stagecoach Falcon bus service.
- 25.5.22 Consider the nature of the Parish Council's presence at the Fair for South Brent
- i. To agree which Cllr/s will organise the Parish Council stand.
 - ii. To receive volunteers to man the stand.
 - iii. To agree on what the Parish Council will have on its stand.
- 26.5.22 To appoint an alternative person to the Chairman to act as intermediary for email communication between Cllr Granados and the Clerk from 24/05/2022 to 09/06/2022 inclusive
- 27.5.22 To consider the grass cutting schedule for 2022/23 as below and supplementary information attached.
- Should non-visibility areas be cut at all? If yes, which month/s?
 - DCC request that visibility areas are cut in April, June, July and September and non visibility areas to be cut once a year in late summer.
 - The play park and housing estates to be cut four times a year.
 - Sanderspool Green three times a year in June, July and September.
- 28.5.22 To adopt the Co-option policy.
- 29.5.22 To respond to Mr Anthony Mangnall MP letter as follows
- i. To consider joining the DCC Road Warden Scheme
 - ii. To consider South Brent becoming a 'police hub' for officers on patrol.
- 30.5.22 To note an accident in Station Yard with a member of the public falling and sustaining a broken ankle.
- 31.5.22 Part 2
- i. Pursuant to Section 1(2) Public Bodies [Admission to Meetings] Act 1960, to resolve to exclude the public and press due the confidential nature of the business to be transacted.
 - ii. To ratify decisions regarding the clerk's appraisal.
 - iii. To resolve re-admittance of public and press to the meeting.
- 32.5.22 Items for future agendas
Dates of next Parish Council meetings.