

SOUTH BRENT PARISH COUNCIL

Minutes of the Parish Council meeting held on 20th February 2023 at 7.30pm at The Pavilion, Palstone Park Recreation Ground, South Brent. The Chairman welcomed everyone to the meeting.

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 five minutes at the discretion of the Chairman).

Member of the public – has the council considered its response to IDALC with regard to its continuation? Cllr. Cathie Pannell is the representative to IDALC and will consider the email and report back to Council.

The Chairman asked members for consent to move item 21 iii to follow Item 5.

- FC 1.2.23 Record of members present. Cllrs.' Richards, Kelly, C Pannell, G Pannell (also District Cllr.), Johnston, Granados, Childs, Hancock, District Cllr. Smerdon, Clerks Jane Sullivan and Lucy Bruckner and four members of the public.
- FC 2.2.23 Apologies for absence and reason. Cllr. Fone - unwell. Hanney – work. The Council agreed the absences.
- FC 3.2.23 Declarations of interest (and their nature) regarding agenda items. Declarations of interest (and their nature) regarding agenda items.
- Cllr. Granados declared a personal interest in Planning Application DNPA 0055/23
 - Cllr. C Pannell, DNPA, standing interest. Would not vote on planning matters.
 - Cllr. G. Pannell declared a standing interest in planning as a member of SHDC Development Management Committee and would not vote.
- FC 4.2.23 Consider the granting of dispensations in relation to 3.2.23. None received.
- FC 5.2.23 Public participation session with respect to items on the agenda (including any comments from Councillors with a personal interest in an agenda item). None forward.
Note the Chairman requested if the Council that item 21.2.23 iii be brought forward to this point in the meeting, agreed.
Two members of the public left the meeting.
- FC 6.2.23 Police report (crime and disorder reduction) circulated in advance. The Chairman welcomed the report and looked forward to their attendance at future meetings.
- FC 7.2.23 Confirmation of the accuracy of the minutes of the Parish Council meeting held on 16th January 2023 Council approved the minutes and they were signed by the Chairman. Proposed by Cllr. G Pannell, seconded by Cllr. Hancock, that the minutes be approved – Carried with one abstention
- FC 8.2.23 Report matters arising from the minutes – for information only.
- FC 9.2.23 Chairman's update. See Appendix A. Circulated in advance. The Chairman reminded Council of the Monitoring Officers advice and the Council's decision that Cllr. Granados is forbidden from having direct contact with the Clerk by phone or email but can submit agenda items via the Chairman.
- FC 10.2.23 Report from South Hams District Councillors. Circulated in advance of the meeting. Cllr. G Pannell has a small amount of Localities budget available; he will let the Clerk know the exact amount and she will then apply for funding for Coronation celebrations.
- FC 11.2.23 Report from Devon County Councillor. Circulated in advance of the meeting. Noted.
- FC 12.2.23 DNPA Parish Council representatives report. Circulated in advance of the meeting. The road to the Island has been tarmacked to allow better access. Clerk to write to the Chief Executive of DNPA to thank them
- FC 13.2.23 Highway matters and street cleaning.
Email response from highways on last months issues (forwarded to councillors 23.1.23) Noted.
- FC 14.2.23 Parish Council committee and working group reports. Members are reminded that committee meetings need to be quorate.
- To agree the Terms of Reference for the Coronation Working Group – amendment made that the working group does not meet in public and standing orders therefore do not apply. Proposed by Cllr. Childs, seconded by Cllr. Kelly, carried unanimously.
 - To receive the notes from the working group for Coronation on 1.2.23. It was proposed by Cllr. Richards that Cllr. C Pannell act as Chairman of Coronation working group, seconded by Cllr. Hancock and carried. Date of this event is Monday 8th May.
 - To receive the notes of the working group for Beating the Bounds on 6.2.23. Date of this event is 23.9.23.
- District Councillor Smerdon left at 8.40pm*
- FC 15.2.23 To receive reports from Council representatives on outside bodies, can be verbal or written and circulated in advance.
OSCC Roof – Working group to consist of Cllrs. Hancock, Childs and Fone to meet with the Trustees of the OSCC and bring to next Full Council. Clerk may then seek legal advice from a solicitor with conveyancing experience. Proposed by Cllr. Johnston and seconded by Cllr. Kelly.
- FC 16.2.23 Election Information and updates.

To agree to hold an information session on 13.3.23 for those interested in standing as potential Parish Councillors – Proposed by Cllr. C Pannell , seconded by Cllr. Johnston, carried unanimously. Clerk to advertise on social media, website and posters.

FC 17.2.23 Clerk & administrative matters.

- i. Report on actions taken on the resolutions of the last full council meeting. Circulated in advance. Noted
- ii. General report, circulated in advance, for information only. Noted
- iii. Updates from NALC, DALC, SLCC and the civility and respect pledge. None at this time
- iv. To agree to alter the planned meetings during the Clerks holiday, details circulated in advance. Proposed by Cllr. Hancock, Seconded by Cllr. Childs, carried unanimously. The Clerk will update the calendar of meetings and circulate to all Cllrs. and make amendments on the website.

FC 18.2.23 Planning.

Chair was passed to Cllr. Johnston.

- i. Amended applications – none forward
- ii. Planning applications

Application No	Detail	PC comments
DNPA 0020/23	Improvements to an existing agricultural access, Homer Stidston, Stidston, South Brent, TQ10 9J	No objections
SHDC 0228/23	Application for approval of details reserved by condition 5 (LEMP) of planning consent 2338/22/FUL. Barns at Lower East Moore Farm Diptford TQ9 7PE	Noted
SHDC 0189/23	Change of use 5 holiday homes to 5 dwellings, West Moore Farm Diptford TQ9 7PE	No Objections
DNPA 0055/23	Change of use of extension for dependent relative accommodation to mixed use of holiday let and ancillary residential accommodation, Old Didworthy Farm, Didworthy, South Brent, Devon, TQ10 9EF (South Brent)	No objections, subject to the extension being ancillary to the main dwelling in perpetuity
DNPA 0057/23	Retrospective application for construction of a single storey extension , Kingswood House Exeter Road, South Brent	No objections
DNPA 0063/23	Refurbishment works to form new entrance, internal alterations and first floor extension with covered terrace below, Bridge House, South Brent, Devon, TQ10 9EF (South Brent)	No objections
SHDC 0345/23	Provision of Farm Shop with associated parking and landscaping. Wonton Farm, Diptford, TQ9 7LS	No objections

- iii. Withdrawn applications.

- iv. To consider any applications listed on the planning portals prior to this meeting, [Planning | Dartmoor](#) and [Planning - South Hams District Council](#)

- v. Planning decisions

Application No.	Detail	PC comment	PA decision
DNPA 0409/22	Extension to property, Mill Leat Plymouth Road, South Brent, Devon, TQ10 9HT	No objection	Granted
SHDC 3433/22	Application for the extension to bungalow and new detached double garage Barleycombe Farm Avonwick TQ10 9EX	No objection, subject to domestic ancillary use in perpetuity	Conditional approval

- vi. Tree applications. None received.

Chair was passed back to Cllr. Richards.

FC 19.2.23 Finance.

- i. To agree the Clerk Jane Sullivan becoming a signatory on the bank account(s) as a service administrator with the proviso that she will not sign cheques. Proposed by Cllr. Childs, seconded by Cllr. G Pannell. Carried unanimously.
- ii. To agree the Clerk obtains a SBPC credit card. The card to have a limit of £1000 and Direct Debit payment. (as per Financial Regulations 6.20) Proposed by Cllr. Hancock, seconded by Cllr. Childs, carried, one abstention
- iii. To agree the continuation of funding for the domain registration and hosting of southbrent.org.uk at £95.99. Minute FC 55.4.22 meeting date 25.4.22. Proposed to continue by Cllr. Hancock, seconded by Cllr. C Pannell, carried, one abstention. Clerk to contact the current Webmaster.

- iv. To agree to continue the current heat and light allowance for the new Clerk. Proposed by Cllr. Childs, seconded by Cllr. Johnston, carried unanimously.
- v. To agree the payments for February 2023 (see Appendix B). A duplicate entry on the figures was corrected. Proposed by Cllr. Hancock, seconded by Cllr. Childs, carried unanimously.
- FC 20.2.23 To agree the Community Champions Policy. Draft policy circulated in advance. Cllr. C Pannell proposed that the policy was not required, seconded by Cllr. Kelly, carried with one abstention.
- FC 21.2.23 To note and consider any correspondence received by the Clerk.
 - i. Email received regarding dog poo bins. To be moved onto March agenda.
 - ii. Email received regarding concerns at Shipley Close. Residents to be informed that they must contact the police when anti-social incidents occur.
 - iii. Heard after FC 5.2.23. Email received regarding snow and ice at Shipley Close. The grit bin for Shipley Close is a DCC bin and any person can report a requirement for a refill on the DCC Report a Problem page on their website. Cllr. Granados brought to the Council's attention that she had submitted an agenda item regarding the snow warden scheme. Clerk confirmed it will be an agenda item after May elections.
- FC 22.2.23 To agree all passwords held by the Clerk to be handed to the Chairman in a sealed envelope, to be opened only in an emergency and in the presence of two other Councillors. Advice sought from DALC and circulated in advance. Passwords to be handed in sealed dated envelopes to the Chairman, Vice Chairman and Chairman of Finance and HR. Proposed to accept, as per Financial Regulations 6.11, by Cllr. G Pannell, seconded by Cllr. Johnston. Carried with one against.
- FC 23.2.23 Part 2. Pursuant to Section 1(2) Public Bodies [Admission to Meetings] Act 1960, to resolve to exclude the public and press due to the confidential nature of the business to be transacted. To receive grass cutting tenders and award the contract. Quotes circulated prior to the meeting and three tenders considered. Proposed to accept tender C, Paul Carey, by Cllr. Johnston, seconded by Cllr. Childs, and carried unanimously. Clerk to inform all those who tendered if they were successful or not.
- FC 24.2.23 Items for future agendas.
 - Dates of next Parish Council meetings.
 - 13th March 2023 L&E committee
 - 20th March 2023 Full Council
 - 27th March 2023 Annual Parish Meeting
 - 17th April 2023 – Full Council
 - 24th April 2023 Finance & HR
 - 25th April 2023 at 7.30 – 9pm Beating the Bounds working group

Meeting closed at 10.33 pm

Appendix A

Chairman's update February 2022

- On 24th January, I presented a Bouquet to a Parishioner to celebrate her 100th Birthday, from the Parish Council on behalf of all Parishioners. This is funded from the Chairman's Allowance, as the Council cannot fund 'Gifts'.
 - My Mother-in-law passed away on 28th January, since when I have been busy helping the family with the necessary arrangements.
 - I would like the Clerk to invite Phil Beard (Pharmacist) and his companion to attend the Annual Parish Diner. This is funded from the Chairman's Allowance and at the Chairman's discretion. I naively asked the question of who should be invited, Pharmacist, All Staff or All Staff and companions, which produced a furore of unnecessary email to such a simple question. This tradition has been in existence for over 10 years and only the change in Councillors has brought this into question. The Community Champion scheme was my gift to the Council at the end of my last four year term as Chairman in 2009. The Young Community Champion, who are invited to switch on the Christmas lights was introduced a couple of years later, at the behest of Councillor Kelly.
 - Polite reminder for all Chairmen of committees and working groups to submit their report of activities over the past year for the Annual Parish Meeting on 27th March 2023.
 - I have been extremely busy dealing with DALC issues for the past four months and this still continues
- Cllr Glyn Richards Chairman 16/02/2023

Appendix B

PAYMENTS:

	Accounts for February 2023			
	Payee	Detail	Amount	Method and date

1	Pennon Water	Sanderspool Cross WC's, water	14.50	D/D
2	Brigantia	Wi-fi phone - Clerk	18.00	D/D
3	Hiscox Insurance	Insurance	371.10	D/D
4	PWLB	Repayment of Loan	1244.25	D/D
5	EDF	Sanderspool Cross electricity	5.82	D/D
6	WJ South West Ltd	Jet washing Play park	690.00	
7	Allwood	Annual maintenance of memorial – (2 yrs @£90 pa)	216.00	
8	SHDC	Toilet cleaning Stockbridge Lane 2022/23	4726.69	
9	SHDC	Toilet cleaning Play park December 2022	118.50	
10	DALC	Attendance of former clerk at DALC AGM	42.00	
11	Reimburse clerk - Royal Mail	New PO Box	378.00	
12	Moortek	Website domain	95.99	
13	Wakeleys	3 keys & Hammerite paint	21.30	
14	SBOSCC	Room hire refugee network meeting	9.00	
15	J&MJ Widdicombe	Clearing drains/buddle holes	105.60	
16	SB Flowers	Flowers for residents 100 th Birthday	45.00	
17	SB Recreation Association	Room hire Nov, Dec & Jan	129.50	
18	Reimburse clerk - Amazon	Amazon Order - Dictaphone, laminating sheets, A4 paper & drawing pins	80.11	
19	SSE	Stockbridge Lane electricity	219.00	D/D
20	SHDC	Toilet cleaning Play park January 2023	123.48	
22	Reimburse clerk LB	Mileage February 2023, 3 visits to new clerks office	37.80	
23	Reimburse clerk JS	Mileage January 7 training sessions at 28 miles return, and 5 journeys h/a to SB at 2 miles return	92.70	
			8784.34	
	Payroll			
	Name			
	HMRC	Tax and NI as above plus employer gross NI @ £112.16	400.89	
	Payroll total		2289.42	
		Total	11073.76	

Signed Signed

Date approved for payment Minute

RECEIPTS: February 2023 – SHDC localities £555

FUNDS 16.2.2022

Lloyds accounts	:	Treasurers account 4536	£27584.21
		Business Bank Instant 6057	£47967.66
		Business Bank Instant Funds 9815	£45103.32

Community Benefit Fund carried forward = £ 4151.25

Refugee Group running total =	£	80.25
Less room hire Invoice 2023-1-31see 14 above	£	9.00
Total	£	71.25